

Regular Meeting  
Monday, June 19, 2023 5:30 PM  
Columbus Public Schools Administration  
Building  
2508 27th St.  
Columbus, NE 68601

- I. Board Meeting
  - I.A. Call to Order
  - I.B. Roll Call of Board
  - I.C. Pledge of Allegiance
  - I.D. Notice of Open Meeting Posted
    - I.D.1. President ensures all can hear proceedings
  - I.E. Mission Statement
  - I.F. Opportunity for Public to be Heard
  - I.G. Presentations
    - I.G.1. Principal Presentations
  - I.H. Board Special Functions
    - I.H.1. Elementary Student Handbook
    - I.H.2. Approval of the Addition of Columbus Lakeview CO-OP for Swimming
  - I.I. Items to be removed from the Consent Agenda
  - I.J. Consent Agenda
    - I.J.1. Approval of Minutes
    - I.J.2. Financial Reports M2, M3, M4a
    - I.J.3. Financial Report M5

I.J.4.Certified Personnel

I.J.5.Classified Personnel

I.J.6.Professional Travel

I.K. Acceptance of Gifts/Donations

I.L. Curriculum and Instruction

I.L.1. Administrative Functions

I.L.1.1. Novels for ELA Discussion

I.L.2. Updates

I.M. Business Operations and Human Relations

I.M.1. Administrative Functions

I.M.1.1. Declaration of Surplus

I.M.1.2. Approval of Fundraising Applications

I.M.1.3. Approval of 23-24 Meal Prices

I.M.1.4. 2023-2024 Substitute Rates and Handbook, including "contracted sub" status Approval

I.M.2. Updates

I.M.2.1. Impact of LB 583 and LB 243

I.M.2.2. Long-Term Fiscal Outlook, Certified State Aid, ETC

I.N. Buildings & Sites/Technology

I.N.1. Administrative Functions

I.N.2. Updates

I.O. Student Services

I.O.1. Administrative Functions

I.O.2. Updates

I.P. Superintendent's Report

I.Q. Board Sharing

II. Executive Session

II.A. Approval of the salary and benefits for 2023-2024 Superintendent  
Contract extends the contract to the 2024-2025 school year.

III. Adjourn

**Columbus Public Schools**  
**Elementary Student Handbook**



**2023-2024**

# 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:

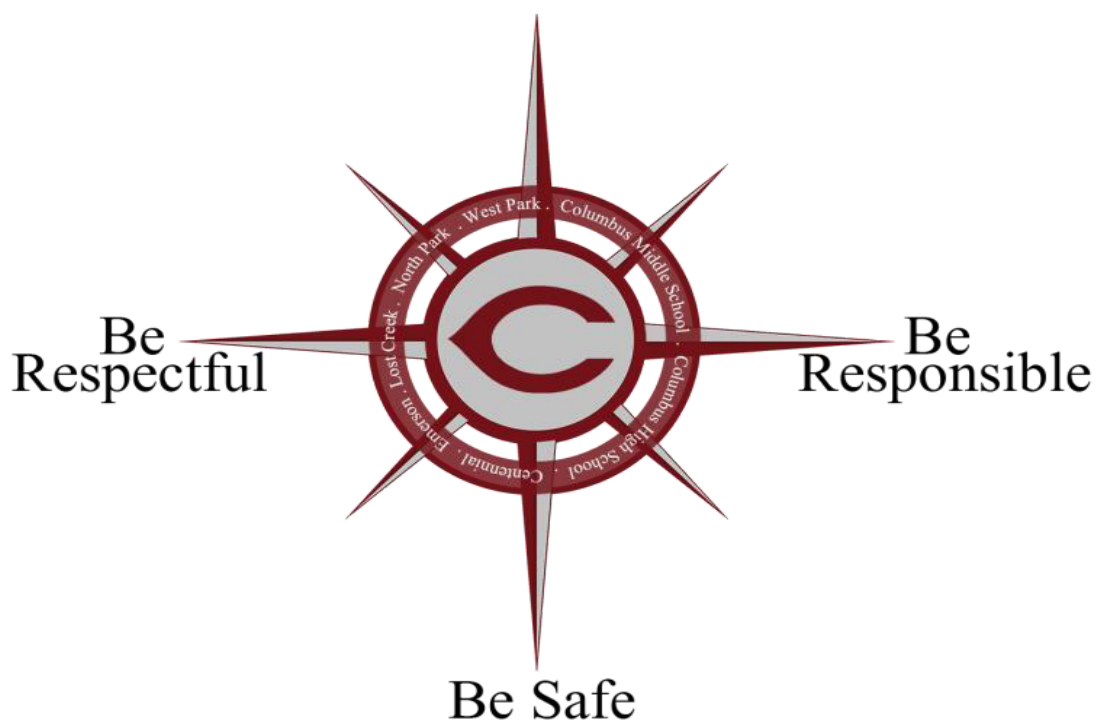
- Keep families and students informed of academic progress
- Make sure students understand homework assignments and fill out their planners
- Provide engaging lessons to help students achieve success
- Foster a positive learning environment
- Implement the curriculum developed by the district
- Invite 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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## Be Discoverers



## **ATTENDANCE POLICY**

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.** ~~Exceptions may be made to this 20-day maximum only in the event of major illness or accident, which would prevent the student from attending classes.~~ All such 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 telephone conference will be held with the principal or their designee to discuss and problem-solve the barriers to attendance.~~ **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. and a telephone or personal conference shall be held with the parent, principal or their designee, and student (if appropriate) in attendance to discuss and problem-solve the barriers to attendance. At 15 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.~~ **(moved to 12 days)**

**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.

## **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 may keep devices in their backpacks or in the office area to be used only after dismissal at the end of the day. Cell phones/watches need to be kept on "silent" and 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.

### **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 who have 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. §§ 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 THREATS**

1. Principal is informed of the threat.
2. Threat assessment is conducted.
3. If the threat is deemed viable, parents of the student making the threat are called. The School Resource Officer (SRO) or Police and HHS may be called to assist with the initial investigation.
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.

### **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 staff or students 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 ~~may~~ **will** be asked to wear a sweater or shirt over tops with low cut armholes, spaghetti straps, or halter-tops. ~~if it is determined to be inappropriate by an administrator.~~

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.

## **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 so 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.

## **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.

## **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](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](mailto: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 IN SCHOOL**

Due to allergies and safety issues, family pets are not allowed in the school building. **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. – 6:00 p.m. (2:15 p.m. – 6:00 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. Account balances may be obtained through the parent access portal in Wordware. 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 Wordware (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 Wordware.

For information on accessing your Wordware 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 Wordware account. Account balances and purchase details by students may be obtained through the family access portal in Wordware. If online access to Wordware 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, Twitter, 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 no longer 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 who do either of these things may be disciplined.~~ **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 ~~may be disciplined.~~ **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 \$3.00.

### **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.

### **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 \$15.00 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.

**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.

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.shtml>

### **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. ~~Calling to make arrangements to go to or play at another student's house is not a legitimate reason.~~

### **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.**

*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.*



# Home of the Vikings

Board of Education  
Jerry Jaixen  
Chad Anderson  
Keith Runge

Lakeview Community Schools  
3744- 83<sup>rd</sup> Street  
Columbus, NE 68601  
Phone- 402-564-8518  
Dr. Aaron Plas- Superintendent

Board of Education  
Joy Escen  
Eric Stuthman  
Jeremy Sprunk

March 22, 2023

Dr. Troy Loeffelholz  
Columbus Public School  
2200 26<sup>th</sup> Street  
Columbus, NE 68601

Dear Dr. Loeffelholz,

We are inquiring about entering into a cooperative agreement with Columbus Public Schools to participate in swimming and diving beginning with the 2023-2024 school year. The purpose of this letter is to ensure we are in compliance with your board policy stating we need to submit a written letter requesting a cooperative agreement.

It is our belief that a cooperative agreement would be beneficial to both school systems. Currently we have only a limited number of individuals that may take advantage of the coop, but once an agreement is in place, that number could grow and that would no doubt benefit both school systems.

Please let us know what additional information you would need regarding this request.

If you have any questions or concerns, do not hesitate to call Dr. Plas at 308-340-3689.

Sincerely,

Dan Krueger  
Activities Director

Dr. Aaron Plas  
Superintendent

Keith Runge  
Board President

Lakeview Jr.-Sr. High School  
3744 - 83<sup>rd</sup> Street  
Columbus, NE 68601  
Steve Borer - Principal  
Dan Krueger - Assistant Principal/Activities Director  
Kurt Frenzen - JH Dean of Students  
Phone: 402-564-8518  
Fax: 402-564-5209

Platte Center Elementary  
Box 109 (155 Platte St.)  
Platte Center, NE 68653  
Brandon Nygren - Principal  
Phone: 402-246-3465

Shell Creek Elementary  
16786 - 280<sup>th</sup> Street  
Columbus, NE 68601  
Erin Craven - Principal  
Phone: 402-564-8008

Committee As A Whole  
Monday, May 8, 2023 5:30 PM Central

ESU7/CPS Student Services Building  
2563 44th Avenue  
Columbus, NE 68601

Candace Becher: Present  
Mark Brown: Present  
Michael Jeffryes: Present  
Doug Molczyk: Present  
Theresa Seipel: Present  
Douglas Willoughby: Present  
Present: 6.

## I. Committee As A Whole

### I.A. Call to Order

### I.B. Roll Call of Board

### I.C. Pledge of Allegiance

### I.D. Notice of Open Meeting Posted

#### I.D.1. President ensures all can hear proceedings

### I.E. Adjourn

Motion to adjourn Committee As A Whole Meeting to begin the American Civics Meeting.  
Passed with a motion by Michael Jeffryes and a second by Theresa Seipel.

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

### I.F. American Civics Meeting

Motion to adjourn American Civics Meeting to return to the Committee As A Whole Meeting.  
Passed with a motion by Doug Molczyk and a second by Michael Jeffryes.

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

Teresa Hausmann, Director of Curriculum, Instruction and Assessment reminded the group that the committee must meet two times per year. This committee ensures the social studies curriculum standards are being met and assessments are on target for our district. John Reidmiller, 5th grade teacher shared information about the curriculum that is being used to teach U.S. Government. Allie Goering, kindergarten teacher spoke on the curriculum being used in her class.

### I.G. Presentations

#### I.G.1. West Park Presentation

Paula Lawrence, West Park Elementary Principal talked about students, staff and events at her building. She said they had two new staff members, Faith Simon, PE, Jeanne Kay, preschool. She also shared how they are using High Reliability Schools at West Park, which includes Safe, Supportive and Collaborative Culture. The staff is teaching behavior expectations by using common language and reviewing well managed classroom skills. In January one skill to review each week. Staff models what respect looks and sounds like. BIST moves are tracked, first semester is always high, but a decline is seen as the year progresses. Mrs. Lawrence shared the celebrations with golden tickets that students can earn by showing safe, respectful and responsible behaviors. Staff is engaging in MTSS meetings each week to focus on academic and new behaviors. The data is gathered to show progress or if changes need to be made for students. The student council and the PTO really help to promote a very positive culture at West Park. Level 2 of the HRS is Effective Teaching in Every Classroom which is demonstrated with the 4 PLC questions and by using "Data into Action" which guides staff to look at the data to identify instructional gaps. Mrs. Lawrence said that Guaranteed and Viable Curriculum is measured by a survey, and it has not been taken yet. Teachers have worked together across the district to create the learning goals. Goals and proficiency scales are posted in classrooms.

#### I.H. Board Special Functions

##### I.H.1. Approval of the Elementary Supply Lists for 2023-2024

Mrs. Lawrence explained the process of ordering through EPI for school supplies. This year the supplies will be delivered to students' homes instead of the buildings. Troy Loeffelholz, Superintendent said we will need to approve this list in February moving forward.

##### I.H.2. Sale of Columbus Public Schools share in the CPS/ESU 7 Student Center to Educational Service Unit #7

Dr. Loeffelholz shared the history of this building. The CPS agreement with ESU 7 started in 2009. Districts received funding for SPED, that money was used for a third of that building for our student services departments. CPS will be moving staff into Kramer and the current Administration Building so a contract has been created to sell.

##### I.H.3. First Reading of Policy 506.015 Activity Cooperative and 506.015R Activity Cooperative Regulation

The Superintendent recommends that the Board of Education approve the First Reading of Policy 506.015 and 506.015R. Passed with a motion by Theresa Seipel and a second by Candace Becher.

Candace Becher: Yea, Mark Brown: Yea, Michael Jeffryes: Yea, Doug Molczyk: Yea, Theresa Seipel: Yea, Douglas Willoughby: Yea

Yea: 6, Nay: 0

Dr. Loeffelholz said Lakeview has asked to join CHS for swimming, this may include 2 to 4 swimmers. Students that live outside of the district would need to pay a \$275.00 fee.

#### I.I. Consent Agenda

##### I.I.1. Approval of Minutes

## I.I.2. Financial Reports M2, M3, M4a

Chip Kay, Director of Finance and Human Relations gave brief updates on the financial reports. He said the General Fund is showing ESSER Funds revenue. Investment accounts have been moved to get better returns. All other account balances look normal. The Nutrition Fund looks good even though we have a high balance of funds owed. Dr. Kay said there is not much change in revenue. The M4 report is showing a payment to the City of Columbus, that is our portion of payment for Discoverer Way, our street to travel to CHS.

## I.I.3. Certified Personnel

## I.I.4. Classified Personnel

## I.I.5. Tentative Graduate List 2023

## I.I.6. Professional Travel

Dr. Loeffelholz shared information on the travel listed.

## I.J. Acceptance of Gifts/Donations

The report is showing \$31,867.55 for the month of April; \$150,535.84 for the year. Dr. Loeffelholz added that there is a lot of travel and activities at this time of year.

## I.K. Curriculum and Instruction

### I.K.1. Updates

Mrs. Hausmann said that 6 to 8 teachers will select 4 novels. She will receive the list in June. She encouraged them to take their time and do it well. She also added that curriculum staff has been able to participate more connecting with staff with more time for visits since Cognia is done.

### I.K.2. CHS & CMS Instructional Materials

Mrs. Hausmann said these are the resources she hopes to adopt for the new pathways and ELA curriculum purchase.

## I.L. Business Operations and Human Relations

### I.L.1. Administrative Functions

#### I.L.1.1. Wage and Benefit Approval 2023-2024

Dr. Kay Shared the information on wages and benefits for next year. He said there is funding to cover the raises proposed.

Certified staff is just above the average in the array, administrators are right in the middle of the array.

## I.L.1.2. Declaration of Surplus Materials

These are from the textbook loan project-from Scotus.

## I.L.2. Updates

Dr. Kay said the Personnel Committee met to find ways to reallocate staff where there are needs. Board members on this committee, Doug Willoughby, Theresa Seipel and Candy Becher also talked about reallocating the position vacated by Dr. Jessica Volker. They decided on a Dean of Students to assist at Centennial and other buildings, this person will work in curriculum for 14 days this summer.

Dr. Kay said he is exploring some incentives to get some of the hard-to-find positions, he said in return there will be some trade-offs, we need to think outside the box.

Dr. Kay said girls wrestling is requesting a head coach. The proposal would be to allocate the position of the assistant coach that was hired to monitor the team would be hired to take this position.

Dr. Kay talked about an international placement company that Lincoln Public Schools is using. CPS would possibly need to help pay for some visas and some moving expenses; we will have to keep them for two years.

There was a discussion on the football/track scoreboard and lighting at the field at CHS. This is a base package, programmable for the sport that is being played. Mr. Kwapnioski is working with Commonwealth on the electrical. This would be a contract not to exceed \$300,000.00. A lot of the funding will come from a grant and funds raised from advertising on the scoreboards.

## I.M. Buildings & Sites/Technology

### I.M.1. Administrative Functions

#### I.M.1.1. CASSETTE House Bid Approval

Leonard Kwapnioski, Director of Buildings/Sites and Technology gave a brief explanation of the CASSETTE House bid, not to exceed \$900,000.00. Mr. Kwapnioski said it is very expensive but brings a lot of benefits for our kids.

### I.M.2. Updates

Mr. Kwapnioski gave updates on the 3rd avenue project, the Corp of Engineers is working with the wetlands. He also shared information about the new computer roll-out.

## I.N. Student Services

### I.N.1. Administrative Functions

#### I.N.1.1. B.I.S.T. Services Agreement

Jason Harris, Director of Student Services and Special Education gave information about the BIST renewal contract for 2023-2024. The contract gives every school building 5 visits. A portion of the bill is paid from SPED funds.

#### I.N.2. Updates

Mr. Harris said they are working to find a way to handle caseloads at buildings. The numbers of students to be evaluated are so high. The reports are meeting the minimum requirements.

#### I.O. Superintendent's Report

Dr. Loeffelholz reminded the board to work on the Superintendent evaluations. He said the Top 10% went well, and Honors Night was fun for seniors. Election day is tomorrow, we should know something by 6:00. Dr. Loeffelholz said the Campaign Committee invited the board for refreshments at Maximus while waiting on the election results. He also spoke about Graduation on May 21st 3:00, gather at 2:45. He said we will plan the summer retreat, we will need to look at a new 5 year strategic plan. The date will be set after the accreditation report comes back. He has a meeting to look at some signage for CMS and Kramer.

#### I.P. Board Sharing

Mr. Willoughby said he would save board sharing for next week.

#### I.Q. Adjourn

Motion to adjourn. Passed with a motion by Douglas Willoughby and a second by Doug Molczyk.

Candace Becher: Yea, Mark Brown: Yea, Michael Jeffryes: Yea, Doug Molczyk: Yea,

Theresa Seipel: Yea, Douglas Willoughby: Yea

Yea: 6, Nay: 0

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 May 8, 2023.

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President

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Secretary

Regular Meeting  
Monday, May 15, 2023 5:30 PM Central

Columbus Middle School  
2200 26th Street  
Columbus, NE 68601

Candace Becher: Absent  
Mark Brown: Present  
Michael Jeffryes: Absent  
Doug Molczyk: Present  
Theresa Seipel: Present  
Douglas Willoughby: Present  
Present: 4, Absent: 2.  
Michael Jeffryes: Present  
Present: 5, Absent: 1.

## I. Board Meeting

### I.A. Call to Order

### I.B. Roll Call of Board

Motion to excuse Mr. Jeffryes and Ms. Becher. Passed with a motion by Doug Molczyk and a second by Mark Brown.

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

### I.C. Pledge of Allegiance

### I.D. Notice of Open Meeting Posted

I.D.1. President ensures all can hear proceedings

### I.E. Mission Statement

### I.F. Opportunity for Public to be Heard

### I.G. Recognitions

I.G.1. CHS Student Recognitions

I.G.2. CMS Student Recognitions

### I.H. Board Special Functions

#### I.H.1. SkillsUSA Request for Funds for National Competition for 3 Students

The Superintendent recommends that the Board approve the Request for Funds of \$250.00 per student for the National SkillsUsa Competition per Board Policy. Passed with a motion by Doug Molczyk and a second by Mark Brown.

Candace Becher: Absent, Mark Brown: Yea, Michael Jeffryes: Yea, Doug Molczyk: Yea, Theresa Seipel: Yea, Douglas Willoughby: Yea  
Yea: 5, Nay: 0, Absent: 1

Ben Loeffelholz, CHS Teacher and SkillsUSA Sponsor said three students qualified for the National Competition. He is requesting \$250.00 per student to help relieve some stress on students and families to send these students to Atlanta for the Competition, June 19-24.

#### I.H.2. Approval of the Elementary Supply Lists for 2023-2024

The Superintendent recommends that the Board Approve the Elementary Supply Lists for 2023-2024. Passed with a motion by Theresa Seipel and a second by Doug Molczyk.

Candace Becher: Absent, Mark Brown: Yea, Michael Jeffryes: Yea, Doug Molczyk: Yea, Theresa Seipel: Yea, Douglas Willoughby: Yea

Yea: 5, Nay: 0, Absent: 1

#### I.H.3. Sale of Columbus Public Schools share in the CPS/ESU 7 Student Center to Educational Service Unit #7

The Superintendent recommends that the Board approve the Sale of Columbus Public Schools share in the CPS/ESU 7 Student Center to Educational Service Unit #7. Passed with a motion by Michael Jeffryes and a second by Mark Brown.

Candace Becher: Absent, Mark Brown: Yea, Michael Jeffryes: Yea, Doug Molczyk: Yea, Theresa Seipel: Yea, Douglas Willoughby: Yea

Yea: 5, Nay: 0, Absent: 1

Troy Loeffelholz, Superintendent said the sale of CPS share of ESU 7 building for \$150,000. The sale of the CPS share of the building includes the office furniture/equipment. They will need to be out by July 31st.

#### I.H.4. Second and Final Reading of Policy 506.015 Activity Cooperative and 506.015R Activity Cooperative Regulation

The Superintendent recommends that the Board of Education approve the Second and Final Reading of Policy 506.015 and 506.015R. Passed with a motion by Doug Molczyk and a second by Theresa Seipel.

Candace Becher: Absent, Mark Brown: Yea, Michael Jeffryes: Yea, Doug Molczyk: Yea, Theresa Seipel: Yea, Douglas Willoughby: Yea

Yea: 5, Nay: 0, Absent: 1

#### I.H.5. CHS Girls Basketball Approval for Out of State Travel to attend Basketball Camps

The Superintendent recommends that the Board approve out of state travel for the CHS Girls Basketball Team to attend Basketball Camps. Camp 1: June 7-9, Pitt State, KS. Camp 2: June 14-15, Hutchinson CC, KS. Camp 3: June 24-25, Lawrence KS. Camp 4: July 1-2, McPherson KS. Passed with a motion by Michael Jeffryes and a second by Mark Brown.

Candace Becher: Absent, Mark Brown: Yea, Michael Jeffryes: Yea, Doug Molczyk: Yea, Theresa Seipel: Yea, Douglas Willoughby: Yea

Yea: 5, Nay: 0, Absent: 1

Tim Kwapnioski is requesting approval of 4 camps for the girls' basketball team. He said they would require a female coach to go on the trip. Mr. Kwapnioski said the coach has met with students and parents regarding the cost, etc. The team has been working concessions for funding for the camps. He also said there would be 10 to 12 players traveling, the ratio is 10 students to 1 adult. There are parent volunteers along with the head coach.

#### I.H.6. CMS EL Updates for the 2023-2024 Course Handbook

The Superintendent recommends that the Board approve the CMS EL Updates for the 2023-2024 Course Handbook, as submitted. Passed with a motion by Doug Molczyk and a second by Michael Jeffryes.

Candace Becher: Absent, Mark Brown: Yea, Michael Jeffryes: Yea, Doug Molczyk: Yea, Theresa Seipel: Yea, Douglas Willoughby: Yea

Yea: 5, Nay: 0, Absent: 1

These updates are needed for the change in the EL programming.

### I.I. Items to be removed from the Consent Agenda

#### I.J. Consent Agenda

##### I.J.1. Approval of Minutes

##### I.J.2. Financial Reports M2, M3, M4a

##### I.J.3. Financial Report M5

Chip Kay, Director of Finance and Human Resources said the M5 financial report is primarily showing payment for utilities, contracted services, and mileage.

##### I.J.4. Certified Personnel

Motion to approve the consent agenda. Passed with a motion by Michael Jeffryes and a second by Theresa Seipel.

Candace Becher: Absent, Mark Brown: Yea, Michael Jeffryes: Yea, Doug Molczyk: Yea, Theresa Seipel: Yea, Douglas Willoughby: Yea

Yea: 5, Nay: 0, Absent: 1

##### I.J.5. Classified Personnel

##### I.J.6. Tentative Graduate List 2023

##### I.J.7. Professional Travel

#### I.K. Acceptance of Gifts/Donations

The Superintendent recommends that the Board accept the attached gifts/donations Passed with a motion by Theresa Seipel and a second by Doug Molczyk.

Candace Becher: Absent, Mark Brown: Yea, Michael Jeffryes: Yea, Doug Molczyk: Yea, Theresa Seipel: Yea, Douglas Willoughby: Yea

Yea: 5, Nay: 0, Absent: 1

### I.L. Curriculum and Instruction

#### I.L.1. Administrative Functions

##### I.L.1.1. CHS & CMS Instructional Materials

The Superintendent recommends that the Board approve the CHS and CMS Instructional materials purchase, as submitted. Passed with a motion by Mark Brown and a second by Theresa Seipel.

Candace Becher: Absent, Mark Brown: Yea, Michael Jeffryes: Yea, Doug Molczyk: Yea, Theresa Seipel: Yea, Douglas Willoughby: Yea

Yea: 5, Nay: 0, Absent: 1

## I.L.2. Updates

### I.M. Business Operations and Human Relations

#### I.M.1. Administrative Functions

##### I.M.1.1. Wage and Benefit Approval 2023-2024

The Superintendent recommends that the Board approve the Wage and Benefits Recommendations, as submitted. Passed with a motion by Theresa Seipel and a second by Michael Jeffryes.

Candace Becher: Absent, Mark Brown: Yea, Michael Jeffryes: Yea, Doug Molczyk: Yea, Theresa Seipel: Yea, Douglas Willoughby: Yea  
Yea: 5, Nay: 0, Absent: 1

##### I.M.1.2. Declaration of Surplus Materials

The Superintendent recommends that the Board approve the declaration of surplus property as listed. Passed with a motion by Theresa Seipel and a second by Mark Brown.

Candace Becher: Absent, Mark Brown: Yea, Michael Jeffryes: Yea, Doug Molczyk: Yea, Theresa Seipel: Yea, Douglas Willoughby: Yea  
Yea: 5, Nay: 0, Absent: 1

#### I.M.2. Updates

### I.N. Buildings & Sites/Technology

#### I.N.1. Administrative Functions

##### I.N.1.1. CASSETTE House Bid Approval

The Superintendent recommends that the Board approve the CASSETTE House Bid, as submitted. Passed with a motion by Mark Brown and a second by Theresa Seipel.

Candace Becher: Absent, Mark Brown: Yea, Michael Jeffryes: Yea, Doug Molczyk: Yea, Theresa Seipel: Yea, Douglas Willoughby: Yea  
Yea: 5, Nay: 0, Absent: 1

Leonard Kwapnioski, Director of Building/Sites and Technology reminded the board that the contract has a cap at \$900,000.00, if there is an increase he will bring it back for approval. Hope to have it ready by July of 2024.

#### I.N.2. Updates

### I.O. Student Services

#### I.O.1. Administrative Functions

##### I.O.1.1. B.I.S.T. Services Agreement

The Superintendent recommends that the Board approve the B.I.S.T. Service Agreement for 203-2024, as submitted. Passed with a motion by Douglas Willoughby and a second by Doug Molczyk.

Candace Becher: Absent, Mark Brown: Yea, Michael Jeffryes: Yea, Doug Molczyk: Yea, Theresa Seipel: Yea, Douglas Willoughby: Yea  
Yea: 5, Nay: 0, Absent: 1

## I.O.2. Updates

Jason Harris, Director of Student Services and Special Education said the preschool teachers are very excited to be packing up their rooms for the move to Kramer.

## I.P. Superintendent's Report

Dr. Loeffelholz said there would be just one board meeting in June. Staff Recognition is this Friday, Mr. Jeffryes will be our speaker. Teacher of the Year, Operations Employee of the Year and New Teacher of the Year will be announced. Graduation is this Sunday. Link to order discoverer wear.

## I.Q. Board Sharing

Board members shared that they are excited for graduation. They all agree that they really enjoy this time of the year with the recognitions and graduation to culminate the school year. They really enjoy hearing and seeing the amazing things the students are doing and along with all the people that help them along the way. All are wishing staff a great summer break and said it is a well-deserved.

## II. Executive Session

The Board did go into Executive Session.

## III. Adjourn

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 May 15, 2023.

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President

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Secretary

	DESCRIPTION	BEGINNING BALANCE	MONTH TO DATE RECEIPTS	MONTH TO DATE EXPENDITURES	END OF MONTH BALANCE	YTD BALANCE PRIOR YEAR
General Fund	Attachment M4a			\$ 4,054,481.04		
	Attachment M5 (prior Bd Mtg)			\$ 244,543.54		
	Transfer from FNB Trust (closed)		\$ 0.15			
	Receipts GP checking		\$ 6,964,662.96			
	<b>GEN FUND - GREAT PLAINS STATE BANK</b>	\$ 2,422,432.98	\$ 6,964,663.11	\$ 4,299,024.58	\$ 5,088,071.51	\$ 7,131,481.17
	Dividends		\$ 0.15			
	Transfer out (closed moved to GP checking)			\$ 0.15		
	<b>GENERAL FUND - FNB TRUST (closed)</b>		\$ 0.15	\$ 0.15	\$ -	\$ 930,662.72
	<b>General Fund -Cash Balance</b>				\$ 5,088,071.51	
Depreciation-GF	Transfer in from FNB/Depr		\$ 4,914.14			
	Interest		\$ 9,790.91			
	<b>DEPRECIATION --- GP (New)</b>	\$ 2,394,937.84	\$ 14,705.05		\$ 2,409,642.89	
	Dividends		\$ 4,914.14			
	Management Fees					
	Investment Gain					
	Transfer out to GPS/Depr (new)			\$ 4,914.14		
<b>DEPRECIATION - FNB (CLOSING)</b>	\$ -	\$ 4,914.14	\$ 4,914.14	\$ -	\$ 2,257,553.85	
Temporary Funds -GF	<b>PAYROLL - PINNACLE BANK</b>	\$ 350,250.92	\$ 3,718,545.89	\$ 3,691,578.85	\$ 377,217.96	\$ 338,953.03
	<b>PAYFLEX - PINNACLE BANK</b>	\$ 52,200.98	\$ 10,645.37	\$ 7,984.51	\$ 54,861.84	\$ 51,842.19
Activities	Administration	\$ 1,078,532.28	\$ 37,137.54	\$ 233,585.13	\$ 882,084.69	\$ 898,985.03
	Middle School	\$ 144,580.88	\$ 2,151.36	\$ 2,284.78	\$ 144,447.46	\$ 131,182.86
	High School	\$ 614,081.15	\$ 72,750.62	\$ 105,028.05	\$ 581,803.72	\$ 524,692.11
	<b>ACTIVITY FUNDS - COLUMBUS BANK</b>	\$ 1,837,194.31	\$ 112,039.52	\$ 340,897.96	\$ 1,608,335.87	\$ 1,554,860.00
Nutrition Fund	Other income					
	Interest Income		\$ 1,614.42			
	State Reimbursement		\$ 172,859.44			
	Rct to Expenditures		\$ 5,681.21			
	Student/Staff Meals		\$ 57,068.65			
<b>NUTRITION FUND - CORNERSTONE BANK</b>	\$ 824,101.37	\$ 237,223.72	\$ 264,114.82	\$ 797,210.27	\$ 681,358.83	
Bond Fund	Platte County Treasurer		\$ 784,171.25			
	Butler County Treasurer		\$ 5,071.27			
	Polk County Treasurer					
	Dividends		\$ 5,222.50			
	Management Fees			\$ 461.88		
	Investment Gain			\$ 562.21		
	<b>BOND FUND - FNB</b>	\$ 1,531,321.84	\$ 794,465.02	\$ 1,024.09	\$ 2,324,762.77	\$ 1,414,772.00
Special Building Fund	Dividends		\$ 1,106.56			
	Management Fees			\$ 122.42		
	Investment Loss			\$ 1,066.26		
	<b>SPECIAL BLDG FUND - FNB TRUST</b>	\$ 405,871.55	\$ 1,106.56	\$ 1,188.68	\$ 405,789.43	\$ 399,626.19
	BCDM ARCHITECTS			\$ 1,571.81		
	BIERMAN CONTRACTING			\$ 1,340.00		
	CARROLL SEATING COMPANY			\$ 38,731.77		
	COMMONWEALTH COMMUNICATIONS			\$ 50,000.00		
	COMMONWEALTH ELECTRIC MIDWEST			\$ 27,144.35		
	KUCERA PAINITING, INC			\$ 31,500.00		
	MIDWEST AUTOMATIC FIRE SPRINKLER, CO.			\$ 3,870.00		
	MIDWEST DOOR & HARDWARE			\$ 58,151.75		
	MIDWEST FLOOR COVERINGS, INC			\$ 105,978.60		
	MIDWEST GLASS SERVICE INC			\$ 24,850.00		
	MUELLER & SCHOEPF DRYWALL, INC			\$ 32,490.00		
RUTTS HEATING & AIR CONDITIONING, INC			\$ 83,477.70			
SEALCO			\$ 37,887.20			
T-C CEILINGS INC			\$ 20,700.00			
TUCKER MASONRY COMPANY			\$ 3,500.00			
<b>SPECIAL BLDG FUND - BANK OF THE VALLEY</b>	\$ 364,822.62	\$ 216,688.51	\$ 521,193.18	\$ 60,317.95	\$ 1,128,414.94	
	<b>Special Building Fund - Cash Balance</b>				\$ 466,107.38	

Account Number	Description	Budget	Month to Date	Year to Date	Balance	Percent
01.1.01100.000.000	Property Taxes	(\$24,325,478.00)	(\$4,086,551.14)	(\$15,997,512.31)	(\$8,327,965.69)	65.76%
01.1.01115.000.000	Carline Taxes	(\$21,000.00)	\$0.00	(\$2,782.82)	(\$18,217.18)	13.25%
01.1.01120.000.000	Public Power District Sales Ta	(\$850,000.00)	\$0.00	\$0.00	(\$850,000.00)	0.00%
01.1.01125.000.000	Motor Vehicle Taxes	(\$2,343,000.00)	(\$168,013.80)	(\$1,669,102.04)	(\$673,897.96)	71.24%
01.1.01323.000.000	Tuition, SpEd School Age	(\$35,000.00)	\$0.00	\$0.00	(\$35,000.00)	0.00%
01.1.01510.000.000	Interest	(\$15,000.00)	(\$5,432.09)	(\$59,770.72)	\$44,770.72	398.47%
01.1.01540.000.000	Income from Real Property	(\$25,000.00)	\$0.00	(\$20,857.50)	(\$4,142.50)	83.43%
01.1.01801.000.000	CASP /Parent Fees	(\$35,000.00)	(\$5,363.00)	(\$66,876.00)	\$31,876.00	191.07%
01.1.01910.000.000	Rental Fees	\$0.00	(\$474.97)	(\$5,359.97)	\$5,359.97	#DIV/0!
01.1.01911.000.000	Local License Fees	(\$25,000.00)	\$0.00	(\$4,695.00)	(\$20,305.00)	18.78%
01.1.02110.000.000	County Fines&License Fees	(\$155,000.00)	(\$20,577.28)	(\$178,706.97)	\$23,706.97	115.29%
01.1.03110.000.000	State Aid	(\$14,316,378.00)	(\$1,431,638.00)	(\$12,884,742.00)	(\$1,431,636.00)	90.00%
01.1.03120.000.000	SpEd Receipts from the State	(\$2,602,545.00)	(\$460,957.00)	(\$2,137,517.00)	(\$465,028.00)	82.13%
01.1.03125.000.000	SpEd Transportation Receipts f	(\$135,000.00)	\$0.00	\$0.00	(\$135,000.00)	0.00%
01.1.03130.000.000	Homestead Exemption	\$0.00	(\$186.78)	(\$8,127.07)	\$8,127.07	#DIV/0!
01.1.03131.000.000	Property Tax Credit	\$0.00	(\$645,886.87)	(\$1,292,647.56)	\$1,292,647.56	#DIV/0!
01.1.03155.000.000	Textbook Loan Receipts	(\$25,000.00)	\$0.00	(\$49,822.55)	\$24,822.55	199.29%
01.1.03180.000.000	Pro-Rate Motor Vehicle	(\$50,000.00)	(\$34,304.71)	(\$50,300.19)	\$300.19	100.60%
01.1.03400.000.000	State Apportionment	(\$525,000.00)	\$0.00	(\$777,521.20)	\$252,521.20	148.10%
01.1.03535.000.000	High Ability Learner Allocatio	(\$25,000.00)	\$0.00	(\$25,731.00)	\$731.00	102.92%
01.1.03540.000.000	State Early Childhood Grant	(\$150,940.00)	(\$69,396.00)	(\$169,784.00)	\$18,844.00	112.48%
01.1.03541.000.000	Early Childhood Endowment Gran	(\$164,500.00)	(\$24,130.00)	(\$134,578.00)	(\$29,922.00)	81.81%
01.1.03599.000.000	Education Quest College Access	\$0.00	(\$560.00)	(\$12,879.14)	\$12,879.14	#DIV/0!
01.1.03599.000.001	Education Quest College Access	(\$20,000.00)	\$0.00	(\$10,000.00)	(\$10,000.00)	50.00%
01.1.04421.000.000	IDEA (611) ARP B-21	\$0.00	\$0.00	(\$55,525.00)	\$55,525.00	#DIV/0!
01.1.04423.000.000	IDEA (PRO) ARP NonPub	\$0.00	\$0.00	(\$4,374.00)	\$4,374.00	#DIV/0!
01.1.04505.000.000	ESSA Title I Receipts	(\$568,214.00)	\$0.00	(\$165,958.00)	(\$402,256.00)	29.21%
01.1.04509.000.000	ESSA Title II Receipts	(\$106,004.00)	\$0.00	(\$43,469.00)	(\$62,535.00)	41.01%
01.1.04510.000.000	ESSA Title IV SSAE Grant	(\$41,513.00)	\$0.00	\$0.00	(\$41,513.00)	0.00%
01.1.04516.000.000	IDEA Preschool Enrollment/Pove	(\$24,723.00)	\$0.00	(\$4,184.00)	(\$20,539.00)	16.92%
01.1.04518.000.000	IDEA Enrollment/Poverty Grant	(\$928,690.00)	\$0.00	(\$261,644.00)	(\$667,046.00)	28.17%
01.1.04521.000.000	IDEA Proportionate Share	(\$134,873.00)	\$0.00	(\$16,512.00)	(\$118,361.00)	12.24%
01.1.04525.000.000	Carl Perkins Grants	(\$41,918.00)	\$0.00	(\$47,894.00)	\$5,976.00	114.26%
01.1.04526.000.000	Perkins Revision Grant	(\$100,000.00)	\$0.00	\$0.00	(\$100,000.00)	0.00%
01.1.04527.000.000	ESSA Title III LEP Grant	(\$79,934.00)	\$0.00	(\$29,917.00)	(\$50,017.00)	37.43%
01.1.04528.000.000	Title III Immigrant	(\$54,397.00)	\$0.00	(\$29,811.00)	(\$24,586.00)	54.80%
01.1.04531.000.000	ESSA Title IV Part B 21st Cent	(\$149,163.00)	\$0.00	(\$149,163.00)	\$0.00	100.00%
01.1.04708.000.000	Medicaid in Public Schools	(\$34,643.00)	\$0.00	(\$77,729.67)	\$43,086.67	224.37%
01.1.04969.000.000	ESSA Title IV SSAE Grant	\$0.00	\$0.00	(\$11,439.00)	\$11,439.00	#DIV/0!
01.1.04995.000.000	FEMA/Federal Disaster Funds	\$0.00	\$0.00	(\$55,848.23)	\$55,848.23	#DIV/0!
01.1.04997.000.000	CRRSA Esser II	(\$350,000.00)	\$0.00	(\$1,186,498.00)	\$836,498.00	339.00%
01.1.04998.000.000	ARP Esser III	(\$1,400,000.00)	\$0.00	\$0.00	(\$1,400,000.00)	0.00%
01.1.05690.000.000	Other Non-Revenue Receipts (Rt	\$0.00	\$0.00	(\$3.00)	\$3.00	#DIV/0!
		(\$49,857,913.00)	\$ (6,953,471.64)	(\$37,699,281.94)	(\$12,158,631.06)	75.61%
	Transfers		\$ (0.15)			
	Reimbursements/ Refunds		\$ (12,640.28)			
	Interest - other accounts		\$ 1,925.80			
	<b>Total Revenue</b>		<b>\$ (6,964,186.27)</b>			

<b>Check Number</b>	<b>Vendor</b>	<b>Amount</b>
14668	APPLE FINANCIAL SERVICES	\$141,692.38
14669	BAHEL BELE, SOPHIE	\$89.74
14670	BARTLING, LINDSAY	\$246.28
14671	CHAVEZ, ANN	\$407.43
14672	DAU, PAYTON	\$378.60
14673	DEEPE, JUDY	\$32.10
14674	DELP, EMILY	\$372.70
14675	FISCHER, PAIGE	\$69.43
14676	GASSEN, LAURA	\$224.67
14677	GILLESPIE, MARCUS	\$419.20
14678	HACKETT, KRISTI	\$170.30
14679	HILL, JESSY	\$357.63
14680	HIRSCHMAN, ZAIDYA	\$15.72
14681	JOHNSON, CHRIS	\$26.20
14682	KORTH, JACKIE	\$220.74
14683	KREIKEMEIER, JULIE	\$90.39
14684	LARSEN, CHANNA	\$191.28
14685	LOPEZ, MARIA	\$85.81
14686	LORENZ, JILL	\$351.74
14687	MARVIN, SARAH	\$77.29
14688	MILLER, SINSIERRA	\$407.41
14689	MUNTZ, JANELLE	\$16.38
14690	MUSTARD, JANELL M.	\$653.19
14691	MYERS, ROBYN	\$72.05
14693	RAMIREZ, ROSA	\$255.45
14694	ROBERTSON, KATIE	\$33.41
14695	SKIPTON, CHRISTINE	\$93.01
14696	STRONG, KAYLEE	\$381.87
14697	WHISENANT, DREW	\$407.41
14698	ZOUCHA, JOANNE	\$129.69
14699	SCHOOL DISTRICT #1-PAYROLL	\$3,583,674.62
14700	NOVAK, MEGAN	\$290.82
14701	ACCO BRANDS USA LLC	\$14.24
14702	ASSOCIATED STAFFING, INC	\$1,280.80
14703	BETHUNE, JENEE	\$490.00
14704	BIG APPLE BAGELS	\$139.96
14705	COLUMBUS AREA CHAMBER COMMERCE	\$150.00
14706	ESU #7 SPECIAL EDUCATION	\$33,449.81
14707	ESU #7	\$11,334.62
14708	FATHER FLANAGAN'S BOYS' HOME	\$20,700.77
14709	FIRST NATIONAL BANK OMAHA	\$945.11
14710	FIRST NATIONAL BANK OMAHA	\$760.33
14711	GAVER, ALLY	\$36.75
14712	HARRIS, JASON	\$1,237.50

14713	HENRY DOORLY ZOO	\$402.65
14714	INDOFF INC	\$959.95
14715	JACKSON SERVICES INC.	\$178.44
14716	LINCOLN CHILDREN'S ZOO	\$288.00
14717	NCSA	\$900.00
14718	PAYFLEX SYSTEMS USA, INC.	\$316.20
14719	PRESENCELEARNING INC	\$29,854.24
14720	QUADIENT LEASING USA, INC	\$1,683.36
14721	SERVICEMASTER BY SHEVLIN	\$1,679.89
14722	STEALTH BROADBAND	\$5,702.58
14723	WELLS, CAROL	\$102.10
14724	ROBERTSON, KATIE	\$681.20
14725	AMAZON CAPITAL SERVICES	\$3,141.02
14726	CAPITAL ONE/WALMART	\$74.32
14727	HY-VEE FOOD STORES	\$183.29
14728	SUPER SAVER	\$47.70
14729	ASSOCIATED STAFFING, INC	\$3,155.25
14730	BETHUNE, JENEE	\$120.00
14731	CENTRAL NEBRASKA REHAB. SERV	\$48,791.80
14732	COLUMBUS PUBLIC SCHOOLS ACTIVITY	\$97.62
14733	DAS STATE ACCTG-CENTRAL FINANCE OCIO	\$330.00
14734	DEPARTMENT OF HEALTH & HUMAN SERVICES	\$476.84
14735	EMPOWER CONSULTING INC	\$8,526.00
14736	FIRST NATIONAL BANK OMAHA	\$1,075.57
14737	FIRST NATIONAL BANK OMAHA	\$1,828.41
14738	FIRST NATIONAL BANK OMAHA	\$92.93
14739	FIRST NATIONAL BANK OMAHA	\$1,381.55
14740	FIRST NATIONAL BANK OMAHA	\$128.36
14741	FIRST NATIONAL BANK OMAHA	\$129.04
14742	FIRST STUDENT	\$709.17
14743	JEFFRYES, WESTON	\$47.45
14744	KISSELL, MICHELLE	\$62.21
14745	MASCHMANN, BRIAN	\$937.55
14746	PLATTE COUNTY ELECTION COMMISSIONER	\$33,918.20
14747	PRIME SECURED	\$85.00
14748	QUADIENT FINANCE USA, INC	\$2,000.00
14749	T-BONE TRUCK STOP	\$4,982.52
14750	WELLS, CAROL	\$47.77
14751	T-BONE TRUCK STOP	\$38.58
14752	ALLEN, ETHAN	\$140.01
14753	AVILA, SARAH	\$14.74
14754	BATES, LINDSEY	\$209.08
14755	BLASER, AMY	\$209.08
14756	CHARTWELLS DINING SERVICES	\$152.00
14757	COLE, CRYSTAL	\$182.95
14758	COLLABORATIVE CLASSROOM	\$9,487.80

14759	COLUMBUS MUSIC	\$399.20
14760	CYZA, NICOLE	\$209.08
14761	DONOGHUE, TRACY	\$291.22
14762	DUSH, REGINA	\$336.02
14763	EAKES OFFICE SOLUTIONS	\$4,407.92
14764	FREEMAN, TYLER	\$222.15
14765	G-W PUBLISHER	\$12,780.52
14766	GALLEY, SHANNON	\$182.94
14767	GROSCH, TARA	\$32.23
14768	HAKE, ANGELA	\$966.78
14769	HOESING, KRISTIN	\$614.18
14770	INNESS, SARAH	\$182.94
14771	JARESKE, CHRISTINA	\$405.10
14772	JARESKE, KELSEY	\$405.10
14773	KIM, ERIKA	\$14.67
14774	LAPOINTE, KENDRA	\$392.03
14775	LUNCHTIME SOLUTIONS, INC	\$427.71
14776	MCGRAW-HILL EDUCATION HOLDINGS LLC	\$47,854.05
14777	MERRILL, KIM	\$266.95
14778	MUCHMORE, KELLY	\$462.96
14779	NCECBVI	\$9,200.00
14780	PACZOSA, MEGAN	\$378.95
14781	ROBERTSON, KATIE	\$182.95
14782	RODRIQUEZ, SUSANNA	\$22.93
14783	S & S WORLDWIDE	\$144.00
14784	SAVVAS LEARNING COMPANY LLC	\$2,429.68
14785	SCHOOL SPECIALTY, LLC	\$187.75
14786	SETTLES, ERIN	\$182.95
14787	TELLEZ, GAMALIEL	\$156.82
14788	TRUCK CENTER COMPANIES	\$2,504.93
14789	TWOREK, DANIEL	\$209.08
	Total Fund Expenditures	<u>\$4,054,481.04</u>

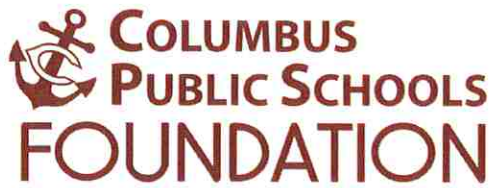
Check Number	Vendor	Amount
14790	ACCELERATE LEARNING INC	\$152.10
14791	ADVANCED CONSULTING ENGINEERING SERVICES	\$5,500.00
14792	AMERICAN READING COMPANY	\$24,600.00
14793	CITY OF COLUMBUS WATER & SANITATION DEPA	\$6,728.67
14794	HAMLING, COURTNEY	\$10.01
14795	LINCOLN JOURNAL STAR	\$527.97
14796	LOUP POWER DISTRICT	\$51,641.55
14797	NCSA	\$1,310.00
14798	SPENCER, SAMANTHA	\$98.91
14799	TYLER TECHNOLOGIES	\$3,251.50
14800	U AND I SANITATION LLC	\$1,930.00
14801	VALENTINOS OF COLUMBUS	\$125.50
14802	VERIZON WIRELESS	\$402.58
14803	COLUMBUS AREA CHAMBER COMMERCE	\$2,000.00
14804	AMAZON CAPITAL SERVICES	\$5,493.76
14805	CAPITAL ONE/WALMART	\$110.12
14806	HY-VEE FOOD STORES	\$453.91
14807	ANIXTER, INC.	\$1,325.62
14808	CENTRAL COMM COLLEGE-COL	\$70.00
14809	CITY OF COLUMBUS WATER & SANITATION DEPA	\$51.35
14810	CITY OF COLUMBUS-TRANSFER STATION	\$224.25
14811	CULLIGAN	\$51.25
14812	ESU #7 SPECIAL EDUCATION	\$9,654.23
14813	ESU #7	\$8,120.39
14814	HOMETOWN LEASING	\$6,749.98
14815	LOUP POWER DISTRICT	\$238.34
14816	MAXIM HEALTHCARE SERVICES, INC.	\$3,900.00
14817	MECHANICAL SALES INC	\$384.55
14818	MURPHY-1099, DAWN	\$875.00
14819	NCSA	\$100.00
14820	NEBRASKA SECRETARY OF STATE	\$30.00
14821	OMAHA MUSIC THERAPY LLC	\$2,021.04
14822	PARENTS AS TEACHERS	\$300.00
14823	PERRY, GUTHERY, HAASE, & GESSFORD, P.C.	\$416.00
14824	PLUNKETTS PEST CONTROL	\$703.50
14825	PRESTO-X-COMPANY	\$19.02
14826	QUADIENT FINANCE USA, INC	\$1,908.58
14827	QUALITY SOUND & COMMUNICATIONS INC	\$16.17
14828	SERVICEMASTER BY SHEVLIN	\$13,428.08
14829	TYLER TECHNOLOGIES	\$8,340.00
14830	VIVIAL	\$69.90
14831	WOODRIVER ENERGY LLC	\$108.34
14832	STREHLE BUILDING SOLUTIONS, INC.	\$2,925.00
14833	AMAZON CAPITAL SERVICES	\$3,019.61
14834	CAPITAL ONE/WALMART	\$187.59

<b>Check Number</b>	<b>Vendor</b>	<b>Amount</b>
14835	SUPER SAVER	\$417.29
14836	SCHOOL DISTRICT #1-PAYROLL	\$3,246,921.25
14837	ACE HARDWARE-COLUMBUS	\$57.42
14838	ALLEN, ETHAN	\$130.68
14839	BENCHMARK EDUCATION	\$8,794.50
14840	BLICK ART MATERIALS	\$881.37
14841	BOMBERGER, KYLA	\$34.58
14842	BOMGAARS	\$187.36
14843	BOS, JENNY	\$313.63
14844	BSN SPORTS	\$22.98
14845	CANNON SPORTS INC	\$35.66
14846	CAPITAL SANITARY SUPPLY	\$1,334.50
14847	CENGAGE LEARNING	\$1,059.19
14848	COFFEY, ALANNAH	\$121.35
14849	COLUMBUS ARNOLD MOTOR SUPPLY	\$43.24
14850	COLUMBUS MUSIC	\$10,679.00
14851	COLUMBUS SCHOOL LUNCH FUND-CHS	\$125.00
14852	DEMCO, INC	\$93.44
14853	EAKES OFFICE SOLUTIONS	\$43,788.12
14854	ESU #7	\$14,016.00
14855	FARMERS PRIDE	\$264.10
14856	FATHER FLANAGAN'S BOYS' HOME	\$11,950.96
14857	FERGUSON ENTERPRISES INC	\$176.82
14858	FREEMAN, TYLER	\$169.88
14859	GETTYSBURG FLAG WORKS	\$395.34
14860	GOPHER	\$6,574.90
14861	GRAFE, TARA	\$209.08
14862	GREAT PLAINS BUILDING SUPPLY CO.	\$69.00
14863	GROSCH, TARA	\$32.23
14864	H-O-H WATER TECHNOLOGY, INC	\$10,566.51
14865	HOUGHTON MIFFLIN HARCOURT	\$379,950.33
14866	IMAGE TECH & PRINTING	\$65.30
14867	JARECKI, KAY	\$716.87
14868	KELLY SUPPLY CO.	\$266.23
14869	KOHL, CHELSEY	\$182.95
14870	LINCOLN CHILDREN'S MUSEUM	\$510.00
14871	LOVELESS, STACY	\$209.08
14872	LUNCHTIME SOLUTIONS, INC	\$185.80
14873	MATHESON TRI-GAS INC	\$34.44
14874	MENARDS-COL	\$565.50
14875	MICEK, ERICA	\$149.33
14876	MINNESOTA CLAY USA	\$915.91
14877	MUELLER, PAM	\$130.67
14878	MUHSMAN, ERICA	\$180.78
14879	OCCUPATIONAL HEALTH SERVICES	\$444.00

Check Number	Vendor	Amount
14880	ONE SOURCE	\$108.00
14881	PAPER TIGER, INC.	\$45.00
14882	PAPER101	\$18,156.72
14883	PARCO SCIENTIFIC COMPANY	\$5.00
14884	PRESENCELEARNING INC	\$21,471.84
14885	REARDON LAWN & GARDEN EQUIP.	\$162.91
14886	RETZLAFF, JESSICA	\$84.09
14887	RIVERSIDE PORTABLES, LLC	\$190.00
14888	RUTT'S HEATING & AIR CONDITIONING, INC -	\$1,164.05
14889	S & S WORLDWIDE	\$496.30
14890	SAVVAS LEARNING COMPANY LLC	\$8,661.80
14891	SCHIEFFER SIGNS	\$646.00
14892	SCHOLASTIC INC.	\$4,267.35
14893	SCHOOL HEALTH CORPORATION	\$1,305.71
14894	SCHOOL SPECIALTY, LLC	\$1,361.80
14895	SECURLY, INC.	\$4,238.00
14896	SHERWIN-WILLIAMS	\$948.50
14897	SHEVLIN SUPPLY	\$188.94
14898	STEMPEK, SHELLEY	\$520.84
14899	STEMPEK, STACI	\$218.42
14900	TAYLOR, BROOKE	\$261.36
14901	TEPLY, TAMMY	\$287.48
14902	THE GLASS EDGE INC.	\$31,286.00
14903	TIRE OUTLET INC	\$30.00
14904	TOOFAST SUPPLY	\$41.57
14905	TRUCK CENTER COMPANIES	\$2,595.80
14906	VIERGUTZ, NATISHIA	\$1,193.27
14907	WEMHOFF, ASHLEY	\$470.43
14908	WRIGHT, ABBEY	\$462.97
14909	HAMPTON INN - COLUMBUS	\$294.00
14910	LOUP POWER DISTRICT	\$54.03
14911	LUNCHTIME SOLUTIONS, INC	\$123.82
14912	NEBRASKA NOTARY ASSOCIATION	\$91.00
14913	OLD REPUBLIC SURETY GROUP	\$50.00
14914	PINNACLE BANK OMAHA	\$165.00
14915	SMORE	\$3,418.10
14916	STEALTH BROADBAND	\$2,542.58
14917	THYSSENKRUPP ELEVATOR CORPORATION	\$663.66
14918	WOODRIVER ENERGY LLC	\$4,019.25
Total Fund Expenditures		\$4,025,838.53

**Travel Report**  
**June 2023**

DATE	# DAYS	NAME	EVENT NAME	EST COST\$
5/2/2023	1.00	ALLY MELCHER	JOB SHADOW AT FREMONT HIGH SCHOOL - FREMONT	\$185.00
5/5/2023	1.00	CHRIS SANDER	JOB SHADOW AT BEL AIR ELEMENTARY - NORTH PLATTE?	\$0.00
5/9/2023	1.00	BETHANY SEEHUSEN	JOB SHADOW AT RALSTON MIDDLE SCHOOL - RALSTON	\$0.00
5/11/2023	1.00	JENNIFER EICKMEIER	JOB SHADOW AT PLATTE CENTER ELEMENTARY - PLATTE CENTER	\$138.75
5/11/2023	1.00	BEN LOEFFELHOLZ	JOB SHADOW AT KEARNEY HIGH SCHOOL - KEARNEY	\$165.00
5/12/2023	0.25	ZACK WAYMAN	STATE SOCCER SEMIFINALS - OMAHA	\$0.00
5/12/2023	1.00	JUDY DEEPE	CASSETTE HOUSE LINCOLN ZOO TRIP - LINCOLN	\$0.00
5/15/2023	1.00	CONNOR BLUMANTHAL	STATE BASEBALL - OMAHA	\$165.00
5/15/2023	1.00	TRAVIS MCCLOUD	STATE BASEBALL - OMAHA	\$175.00
5/15/2023	1.00	JOHN RIEDMILLER	STATE BASEBALL - OMAHA	\$175.00
5/15/2023	1.00	JAMES JOHNSON	STATE BASEBALL - OMAHA	\$185.00
5/17/2023	1.00	AUSTIN CARMICHAEL	STATE TRACK - OMAHA	\$0.00
5/17/2023	3.00	TIM KWAPNOSKI	NSAA STATE TRACK - OMAHA	\$0.00
5/22/2023	1.00	JEFF PEABODY	NSAA MUSIC COMMITTEE MEETING - LINCOLN	\$0.00
5/26/2023	1.00	TIM KWAPNOSKI	HAC MEETING - YORK	\$0.00
5/26/2023	1.00	AUSTIN CARMICHAEL	HAC MEETING - YORK	\$0.00
5/31/2023	0.75	AMY HAYNES	REGION III END OF YEAR BANQUET - NORFOLK	\$0.00
5/31/2023	1.00	TROY LOEFFELHOLZ	STANCE MEETING - LINCOLN	\$0.00
6/2/2023	0.50	TROY LOEFFELHOLZ	GNS MEETING - KEARNEY	\$0.00
6/8/2023	1.00	CHIP KAY	KSB MEETING - KEARNEY	\$0.00
6/8/2023	1.00	TROY LOEFFELHOLZ	KSB MEETING - KEARNEY	\$0.00
6/14/2023	2.00	CHIP KAY	NASB - KEARNEY	\$175.00
6/14/2023	2.00	TROY LOEFFELHOLZ	NASB - KEARNEY	\$0.00
				<b>\$1,363.75 Total</b>



2508 27th Street, P.O. Box 947, Columbus, NE 68602-0947 Phone: 402-563-7000, Ext. 13033 Fax: 402-563-7005

June 1, 2023

Doug Willoughby  
Board of Education  
Columbus Public Schools

Dear President Willoughby 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**

\$971.24 - Classroom Grants  
\$843.24 - Welcoming Grant  
\$791.76 - Alumni Discoverer Gear  
\$96.36 - Educators Rising  
\$12,247.48 - CMS DYTI grant purchases  
\$10,667.68 - Kramer Child Development Center

\$719.68 - Classy Cookers of CMS May Day Grams  
\$3,000.00 - Strategic Planning  
\$3,468.70 - Columbus After School Program  
\$103.42 - CMS Student Need  
\$325.00 - STEM

**Centennial PAC**

\$157.64 - On School One Book  
\$1,726.10 - Staff Appreciation  
\$623.00 - 1st Grade Field Trip  
\$1,771.20 - Family Picnic  
\$60.00 - Top Fundraiser Sales Prize  
\$194.30 - Track & Field Supplies

**Post Prom**

\$384.11 - Food

**CMS PAC**

\$1,137.00 - CMS PAC Scholarship

**Lost Creek PTO**

\$572.35 - Staff Appreciation  
\$45.60 - Apples for the Students Program

**Emerson PTO**

\$678.00 - Movie Licensing  
\$250.48 - Track & Field Supplies  
\$1,544.13 - Staff Appreciation  
\$10.00 - Citizenship Award  
\$366.90 - End of Year Celebration

**North Park PTO**

\$109.10 - Staff Appreciation  
\$106.38 - Classroom Support  
\$19.85 - Printing  
\$498.00 - AR Party  
\$744.34 - End of Year Celebration

**Sports Boosters**

\$923.92 - Program Printing and Design  
\$338.94 - Soccer Burger Bash

**West Park PTO**

\$301.57 - End of Year Celebration  
\$95.32 - Track & Field Supplies  
\$991.79 - Staff Appreciation  
\$328.93 - Family Fun Reading Night  
\$22.62 - Printing  
\$714.00 - Bowling

**Vocal Music Boosters**

\$224.23 - Senior Gifts  
\$1,500.00 - Neptune's Angels Director

The total contributions for the month of May was **\$49,674.36**

The total contributions for the FY 2023 total is **\$200,210.20**

*\*CPS Foundation's fiscal year is January 1 through December 31.*

Thank you for your consideration.

Sincerely,

Nicole Anderson  
Director of Marketing & Foundation

CMS Novels Instructional Materials  
June 19, 2023

**CMS Novels**

Grade	Novel/Text	Cost
6th	Hatchet by Gary Paulsen	\$1942.50
	I am Malala by Malala Yousafzai	\$2381.25
	Primates: The Fearless Science of Jane Goodall, Dian Fossey, and Birute Galdikas by Jim Ottavian and Maris Wicks	\$3240.00
7th	A Christmas Carol by Charles Dickens - annotated version	\$1003.20
	Path to the Stars by Sylvia Acevedo	\$2126.25
	Peak by Roland Smith	\$1668.75
	The Lightning Thief by Rick Riordan	\$1912.50
8th	Coraline by Neil Gaiman	\$2126.25
	Roll of Thunder, Hear Me Cry by Mildred D. Taylor	\$2163.75
	The Giver by Lois Lowery	\$408.96
	The Outsiders by S.E. Hinton	\$640.08
Shipping & Handling		\$0
<b>Total Cost</b>		<b>\$19,613.49</b>

\*6th grade still needs to select one additional novel.

## CMS 6-8 ELA Novel Information

<b>Course:</b> Grade 6			
<b>1st Novel: I am Malala (Young Reader's Edition) by Malala Yousafzai</b>		<b>HMH Unit #2</b>	
<b>Standards</b>	Analyzing Narratives, Analyzing Point of View, Analyzing Complex Text, Analyzing Language		
<b>Genre</b>	Memoir	<b>Possible Themes</b>	Overcoming obstacles, standing up for what is right, parent's love, education
<b>Cultural and/or Historical Relevance</b>			
<ul style="list-style-type: none"> <li>•Pakistan culture</li> <li>•Muslim religious experiences</li> </ul>			
<b>Rationale for using this novel</b>			
Students will learn about daily life in Pakistan and other areas throughout the story. Students will also get a glimpse into the lives of religious Muslims who experience terrorism. This perspective is valuable for students learning about life and education in another country.			
<b>Is there any questionable content in the novel (Ex: sexually related content, profanity, etc)?</b>			
This novel depicts the story of a young girl who was shot point-blank by a member of the Taliban on her way home from advocating at an event for education for girls. There is little detail of her being shot as she does not remember it, but the violence in Pakistan is throughout the entire book.			

<b>Course:</b> Grade 6			
<b>3rd Text: Primates: The Fearless Science of Jane Goodall, Dian Fossey, and Birute Galdikas by Jim Ottavani and Maris Wicks</b>		<b>HMH Unit #4</b>	
<b>Standards</b>	Analyzing Central Ideas, Analyzing Author's Purpose & Perspective, Analyzing Text Features & Structure, & Analyzing Language		
<b>Genre</b>	Graphic Nonfiction	<b>Possible Themes</b>	Hard Work, Overcoming Obstacles, Science/STEM Education
<b>Cultural and/or Historical Relevance</b>			
•This book looks at the lives of three remarkable women scientists of the twentieth century.			
<b>Rationale for using this text</b>			
This text is a nonfiction graphic text. <i>Primates</i> is an accessible, entertaining, and informative look at the field of primatology and at the lives of three of the most remarkable women scientists of the twentieth century. Thanks to the charming and inviting illustrations by Maris Wicks, this is a nonfiction graphic novel with broad appeal.			
<b>Is there any questionable content in the novel (Ex: sexually related content, profanity, etc)?</b>			
N/A			

<b>Course:</b> Grade 6			
<b>4th Novel: Hatchet by Gary Paulsen</b>		<b>HMH Unit #5</b>	
<b>Standards</b>	Analyzing Narratives, Analyzing Multiple Perspectives, Analyzing Point of View, Analyzing Complex Text, Analyzing Language, Comparing Texts		
<b>Genre</b>	Fiction-Adventure	<b>Possible Themes</b>	Adventure, survival
<b>Cultural and/or Historical Relevance</b>			
<ul style="list-style-type: none"> <li>•Overcoming difficult situations</li> <li>•Gaining belief in self-sufficiency and independence</li> </ul>			
<b>Rationale for using this novel</b>			
It is a story of adventure and survival that will engage readers, especially boys who may struggle to find a novel they enjoy, with the descriptions and events of how to survive in the wilderness.			
<b>Is there any questionable content in the novel (Ex: sexually related content, profanity, etc)?</b>			
Some violence as Brian has to survive and fend for himself in the wilderness. Story touches on being a child of divorced parents.			

<b>Course:</b> Grade 7			
<b>1st Novel: A Christmas Carol by Charles Dickens</b>		<b>HMH Unit #1</b>	
<b>Standards</b>	Analyzing Narratives, Analyzing Multiple Perspectives, Analyzing Point of View, Analyzing Complex Text, Analyzing Language, Comparing Texts		
<b>Genre</b>	Fiction	<b>Possible Themes</b>	Friendship, Role Models, Holidays, Brothers & Sisters, History
<b>Cultural and/or Historical Relevance</b>			
<ul style="list-style-type: none"> <li>•A historical novel that has been adapted from film for many decades.</li> <li>•Context about growing up in previous generations.</li> </ul>			
<b>Rationale for using this novel</b>			
<ul style="list-style-type: none"> <li>•Multiple character perspectives</li> <li>•Bias</li> <li>•Provides students the opportunity to determine and support many themes throughout the novel</li> </ul>			
<b>Is there any questionable content in the novel (Ex: sexually related content, profanity, etc)?</b>			
•Minimal and very little mention of adults and sailors drinking alcohol.			

<b>Course:</b> Grade 7			
<b>2nd Novel: The Lightning Thief by Rick Riordan</b>		<b>HMH Unit #2</b>	
<b>Standards</b>	Analyzing Narratives, Analyzing Multiple Perspectives, Analyzing Point of View, Analyzing Complex Text, Analyzing Language		
<b>Genre</b>	Fantasy	<b>Possible Themes</b>	Fantasy, Adventure, Friendship, Monsters and Creatures
<b>Cultural and/or Historical Relevance</b>			
<ul style="list-style-type: none"> <li>•Many references to characters in Greek mythology and their stories.</li> <li>•Students can follow the quest's cross-country trip on a map.</li> </ul>			
<b>Rationale for using this novel</b>			
<p>Percy has some learning disabilities (ADHD and dyslexia) that some students can relate to when reading this story as they learn how he overcomes obstacles.</p> <p>The action and suspense in this story engages young readers and presents opportunities to have conversations about bravery and resilience.</p>			
<b>Is there any questionable content in the novel (Ex: sexually related content, profanity, etc)?</b>			
<ul style="list-style-type: none"> <li>•Some violence with monsters and injuries.</li> <li>•There is talk of domestic abuse and a son realizing his mother had been abused.</li> <li>•There is discussion on death and how people have died and how they have lived.</li> <li>•Some bullying and negative references to female characters.</li> </ul>			

<b>Course:</b> Grade 7			
<b>3rd Novel: Peak by Roland Smith</b>		<b>HMH Unit #4</b>	
<b>Standards</b>	Analyzing Narratives, Analyzing Multiple Perspectives, Analyzing Point of View, Analyzing Complex Text, Analyzing Language		
<b>Genre</b>	Adventure Novel	<b>Possible Themes</b>	Adventure, Family Relationships, Sacrifice
<b>Cultural and/or Historical Relevance</b>			
<ul style="list-style-type: none"> <li>•Exposure to Tibetan and Chinese cultures</li> <li>•Choices have consequences and how to overcome obstacles</li> </ul>			
<b>Rationale for using this novel</b>			
<ul style="list-style-type: none"> <li>•Boy lead character.</li> <li>•Character development and analyzing point of view through many characters throughout the book.</li> <li>•Engaging, adventurous novel</li> </ul>			
<b>Is there any questionable content in the novel (Ex: sexually related content, profanity, etc)?</b>			
<p>There is some reference to younger aged children getting in trouble with the law. There is a lot of depth and description to the absence of his father and the betrayal of his father later in life. Death on Mt. Everest is mentioned throughout.</p>			

<b>Course:</b> Grade 7			
<b>4th Novel: Path to the Stars by Sylvia Acevedo</b>		<b>HMH Unit #6</b>	
<b>Standards</b>	Analyzing Narratives, Analyzing Multiple Perspectives, Analyzing Point of View, Analyzing Complex Text, Analyzing Language, Comparing Texts		
<b>Genre</b>	Memoir	<b>Possible Themes</b>	STEM, Role Models, Science and Nature
<b>Cultural and/or Historical Relevance</b>			
<ul style="list-style-type: none"> <li>•Shows examples of STEM careers and women in leadership positions.</li> <li>•Sylvia is an immigrant from Mexico which provides perspective to a different cultural upbringing.</li> <li>•Genre is a memoir and provides an opportunity to compare and contrast memoir and an autobiography</li> </ul>			
<b>Rationale for using this novel</b>			
<p>Students can see how their involvement in activities and finding their interests at an early age can lead to a life-changing career.</p> <p>Students from a different background (Latina) can relate to someone who was raised in a different culture and the life she lived and obstacles she overcame.</p> <p>Female lead character. Lessons from Girl Scouts that she uses the rest of her life.</p>			
<b>Is there any questionable content in the novel (Ex: sexually related content, profanity, etc)?</b>			
<ul style="list-style-type: none"> <li>•There is a little mention of Sylvia's father showing some signs of abuse towards his wife and children.</li> <li>•Could have a few inappropriate references to the sibling with disabilities.</li> </ul>			

<b>Course:</b> Grade 8			
<b>1st Novel: The Giver by Lois Lowery</b>		<b>HMH Unit #1</b>	
<b>Standards</b>	Analyzing Narratives, Analyzing Multiple Perspectives, Analyzing Point of View, Analyzing Complex Text, Analyzing Language		
<b>Genre</b>	Contemporary Fiction Novel	<b>Possible Themes</b>	Friendship, Role Models, Brothers and Sisters, Utopian Society
<b>Cultural and/or Historical Relevance</b>			
<ul style="list-style-type: none"> <li>•Discussion and recollection of previous memories of the past where hunger, war, and disease were experienced.</li> </ul>			
<b>Rationale for using this novel</b>			
<ul style="list-style-type: none"> <li>•Student discussion from this book will provide opportunities for what it would look like to live in a utopian society-without pain, love or desire.</li> <li>•This is a thought-provoking novel that can challenge students' thinking and give the opportunity for student reflection in their own life events.</li> </ul>			
<b>Is there any questionable content in the novel (Ex: sexually related content, profanity, etc)?</b>			
<p>Some discussion about executions for unwanted members of the society. Jonas (main character) describes, only once, his realization of being attracted to a girl his age.</p>			

<b>Course:</b> Grade 8			
<b>2nd Novel: Coraline by Neil Gaiman</b>			<b>HMH Unit #2</b>
<b>Standards</b>	Analyzing Narratives, Analyzing Multiple Perspectives, Analyzing Point of View, Analyzing Complex Text, Analyzing Language		
<b>Genre</b>	Fantasy/Paranormal Fiction	<b>Possible Themes</b>	Bravery, Adventure, Horror
<b>Cultural and/or Historical Relevance</b>			
<ul style="list-style-type: none"> <li>•Exposes students to a fantasy/paranormal fiction and provides students the opportunity to analyze themes that can be applied to the real world</li> <li>•Provides students the opportunity to engage with a complex text and see how the author uses symbolism to help the reader connect to the main character any many themes</li> </ul>			
<b>Rationale for using this novel</b>			
This book will challenge students' imaginations and critical-thinking skills. It also involves bravery and adventure that keep readers engaged and has a main character that is relatable to middle school aged kids.			
<b>Is there any questionable content in the novel (Ex: sexually related content, profanity, etc)?</b>			
Mention of typical haunted house elements when Coraline goes between both worlds.			

<b>Course:</b> Grade 8			
<b>3rd Novel: Roll of Thunder, Hear My Cry by Mildred D. Taylor</b>			<b>HMH Unit #4</b>
<b>Standards</b>	Analyzing Narratives, Analyzing Multiple Perspectives, Analyzing Point of View, Analyzing Complex Text, Analyzing Language		
<b>Genre</b>	Historical Fiction	<b>Possible Themes</b>	Family loyalty, adversity
<b>Cultural and/or Historical Relevance</b>			
<ul style="list-style-type: none"> <li>•Depression-era Mississippi</li> <li>•Racial prejudice</li> </ul>			
<b>Rationale for using this novel</b>			
Students will see what life was like for African-Americans in the pre-civil rights South. This book will show the courage of a young girl and how their family overcame obstacles and held onto hope.			
<b>Is there any questionable content in the novel (Ex: sexually related content, profanity, etc)?</b>			
Some violence with men set on fire, children being whipped by teachers and parents, and people being killed. Vague references to rape, characters breaking into a store and stealing, and mob threats are all part of this novel.			

<b>Course:</b> Grade 8			
<b>4th Novel:</b> The Outsiders by S.E. Hinton		<b>HMH Unit #5</b>	
<b>Standards</b>			
<b>Genre</b>	Realistic Fiction	<b>Possible Themes</b>	Peer pressure, Rebellion, Identity, Friendship
<b>Cultural and/or Historical Relevance</b>			
<ul style="list-style-type: none"> <li>•This novel celebrates uniqueness, teaches society about social classes, and teenagers can relate to the critical issues in the book that are a part of adolescence and maturation.</li> </ul>			
<b>Rationale for using this novel</b>			
<p>The characters in this novel love literature, which can help convey a positive message about reading.</p> <p>The storyline is engaging for young readers and has a mix of danger, loyalty, and relationships, which keeps students interested in the novel. This story includes examples of peer pressure and rebellion which students can relate to in their own life experiences.</p>			
<b>Is there any questionable content in the novel (Ex: sexually related content, profanity, etc)?</b>			
Violence between gangs is described throughout the novel. Very little, but a few, casual references to sex. Some mention of underage drinking.			



# CIA Department Updates

June 19, 2023

## **CMS Novels**



- 6-8 novels selected
  - 6th grade needs more time to select one additional novel



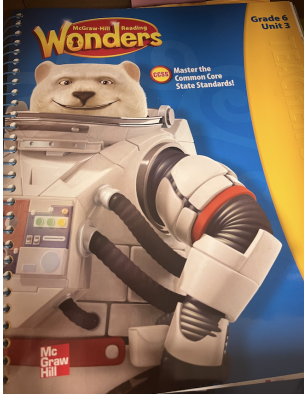
## **Summer Curriculum Work**

- June - Over 40 curriculum work sessions



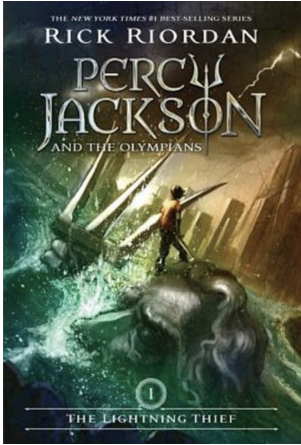
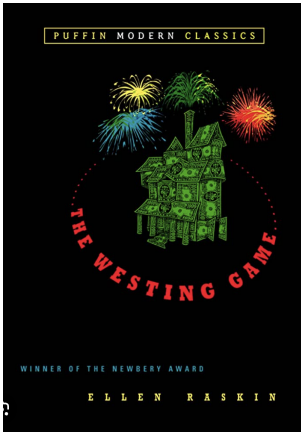
DATE	5/17/23
BUILDING	COLUMBUS MIDDLE SCHOOL
PROGRAM	WONDERS
PRINCIPAL/DIRECTOR SIGNATURE	<i>Amy Haynes</i>
Description of materials to surplus: Wonders Reading Writing Workshop Textbooks Wonders Anthology Textbooks Wonders Leveled Readers Wonders Vocab Cards Wonders Teacher's Manuals Wonders Supplemental Materials Read for Real	

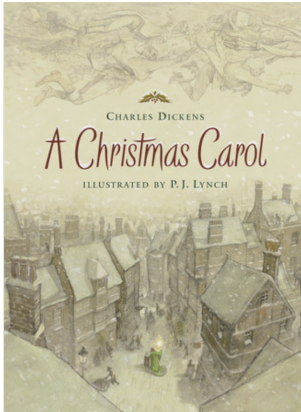
IMAGE INSERTED (If available)	DESCRIPTION	HOW WILL ITEMS BE DISPOSED OF
	Wonders Reading Writing Workshop Textbooks	Examples: trash, recycle, donated, etc. Items being moved to other CPS locations should not be declared surplus property.
	Wonders Anthology Textbooks	

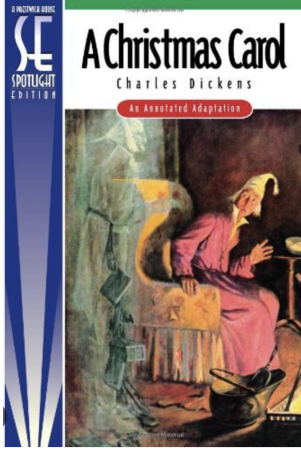
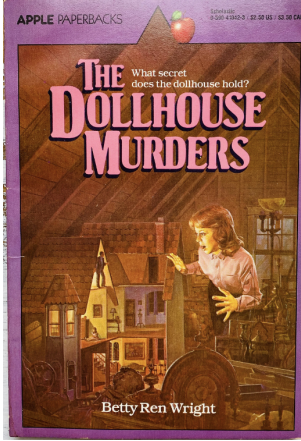
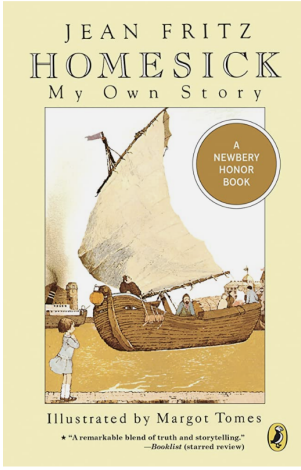
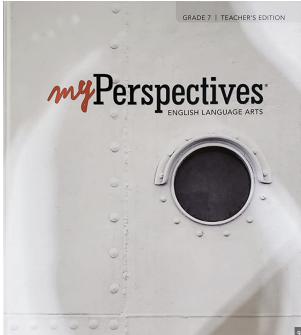
	<p>Wonders Leveled Readers</p>	
	<p>Wonders Vocab Cards</p>	
	<p>Wonders Teacher's Manuals</p>	




DATE	5/22/23
BUILDING	COLUMBUS MIDDLE SCHOOL
PROGRAM	English Language Arts
PRINCIPAL/DIRECTOR SIGNATURE	<i>Amy Haynes</i>
Description of materials to surplus: Novels and old text books	




IMAGE INSERTED (If available)	DESCRIPTION	HOW WILL ITEMS BE DISPOSED OF
	296 novels of <i>The Lightning Thief</i> that are poor condition.	Items will be thrown away.
	314 novels of <i>The Westing Game</i> that are poor condition.	Items will be thrown away.

	<p>231 novels of <i>Night of the Twisters</i> in poor condition.</p>	<p>Items will be thrown away.</p>
	<p>306 novels of <i>Freak the Mighty</i> in poor condition.</p>	<p>Items will be thrown away.</p>
	<p>81 novels of <i>A Christmas Carol</i> in poor condition.</p>	<p>Items will be thrown away.</p>

	<p>240 novels of <i>A Christmas Carol: Spotlight Edition</i> in poor condition.</p>	<p>Items will be thrown away.</p>
	<p>11 novels of <i>The Dollhouse Murders</i> in poor condition.</p>	<p>Items will be thrown away.</p>
	<p>7 novels of <i>Homesick</i> in poor condition.</p>	<p>Items will be thrown away.</p>
	<p>7 Teacher text books related to old curriculum <i>My Perspectives</i>.</p>	<p>Items will be thrown away.</p>

DATE	5/12/2023
BUILDING	Columbus High School
PROGRAM	Baseball
PRINCIPAL/DIRECTOR SIGNATURE	<i>Dave Hiebner</i>
<p>Description of materials to surplus: We got new white pinstripe jerseys so will surplus the old ones. We also have team jackets that are worn out ( about 7 years old). We will also surplus several old pinstripe pants and gray pants.</p> <p>Picture are below</p>	

IMAGE INSERTED (If available)	DESCRIPTION	HOW WILL ITEMS BE DISPOSED OF
<p>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.</p>	<p>Give a description and the reason the item is being declared surplus property.</p>	<p>Examples: trash, recycle, donated, etc. Items being moved to other CPS locations should not be declared surplus property.</p>
	<p>Old Jerseys no longer needed because we have new jerseys this year.</p> <p>There approximately 25 to be surplused</p>	<p>Items could be donated or sold. If there are still extra they will be thrown away.</p>

	<p>Approximately 60 - 70 team jackets.</p>	<p>These will be sold to players. Several have holes, or broken zippers and will be thrown away</p>
	<p>Approximately 50 pairs of pinstripe pants</p>	<p>These will be offered to players for free to keep as practice pants.</p> <p>The pants that are worn out with holes, broken zipper etc. will be thrown away.</p>
	<p>Approximately 50 pairs of gray pants</p>	<p>These will be offered to players for free to keep as practice pants.</p> <p>The pants that are worn out with holes, broken zipper etc. will be thrown away.</p>

DATE	5/7/2023
BUILDING	CHS
PROGRAM	Curriculum
PRINCIPAL/DIRECTOR SIGNATURE	Teresa Hausmann
Description of materials to surplus: Outdated materials	

IMAGE INSERTED (If available)	DESCRIPTION	HOW WILL ITEMS BE DISPOSED OF
	Why Didn't I Learn This in College?	
	Meeting the Needs of Diverse Learners	
	Better Teachers, Better Schools	
	101 Nasers for New Teachers...	
	21st Century Mentor's Handbook	
	Data Analysis for Continuous School Improvement	
	Phonics for Reading	
	Miscellaneous Dictionaries	
	ECRI Reading	
	Understanding Learning, the How the Why, the What	
	Learning Structures	
	Activities for Differentiated Classroom	
	Literacy from A to Z	
	Literacy Centers	
	The Mindful School	
	Diagnostic Reading Inventory	

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	Informal Reading Inventory	
	Basic Reading Inventory	
	Making Mathematics Curriculum Count	
	Ideas that Work	
	What We Know About Mathematics	
	Accelerated Math	
	Star Math	
	Accelerated Reader CDs	
	Wagners High School Handbook	
	Preventing Classroom Discipline Problems	
	Positive Classroom Discipline	
	Lessons from the Classroom	
	Understanding Learning	
	Planning for Rigorous Curriculum	
	Designing & Teaching Learning Goals	
	Curriculum 21	
	Transforming Professional Development into Student Results	
	Succeeding with standards	
	Multisyllabic Word Reading Strategies	
	Words their Way	
	Multisyllabic Word Reading Passages	
	Art & Science of Teaching 2007	
	Improving Student Learning	
	Transforming Classroom Grading	

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	Are we a Group or a Team?	
	Data Teams Success Stories	
	Data Analysis for Continuous School Improvement	
	Handbook for Smart School Teams	
	The Power of Smart Goals	
	Beyond the Numbers	
	Learning by Doing	
	The New Reading Teacher's Book of Lists	
	What Works in Schools	
	Creating Writers	
	Writing Research	
	All Write	
	The Art & Science of Teaching 2007	
	Classroom Instruction That Works	
	Handbook for the Art and Science of Teaching 2009	
	Reading & Writing Sourcebook	
	Teaching Reading in the Content Areas	
	Dictionary of Idioms	
	Teaching and Assessing Phonics	
	Creating Successful Readers	
	Report of the National Reading Panel	
	Enhancing Professional Practice	
	Professional Learning Communities at Work	

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	School Leadership That works	
	Webster's Dictionary	
	Designing and conducting Mixed Method Research	
	Research Design	





DATE	5/24/23
BUILDING	Emerson
PROGRAM	Library Media
PRINCIPAL/DIRECTOR SIGNATURE	
Description of materials to surplus:  Outdated and damaged library books and technology tools	

IMAGE INSERTED (If available)	DESCRIPTION	HOW WILL ITEMS BE DISPOSED OF
<small>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.</small>	<small>Give a description and the reason the item is being declared surplus properly.</small>	<small>Examples: trash, recycle, donated, etc. Items being moved to other CPS locations should not be declared surplus properly.</small>
3 Student image discs (EL)	outdated	tech will dispose
1 Student dex image disc (EL)	outdated	tech will dispose
1 Califone tape recorder (EL)	outdated	tech will dispose
6 MPC Educational Systems, Inc. MX-300SM 600 OHM	outdated	Tech will dispose
Library books	Outdated, worn out, not popular titles/covers for kids to want to read	Offer to teachers for classroom libraries, offer to EL for emerging readers, dispose those no one wants





Columbus Public Schools

Date:

### School Fundraising Application

Please submit this application to the building principal **at least two weeks in advance** of the proposed date of your money-raising project. Please read the eight guides on page two. They will help you in answering the questions below.

School: High School

Name: Jeff Peabody

**Fund Raising Company (if applicable):** Bellino's Fireworks/Stacy Anderson

*CHS Band, submits the following plans for its money-earning project, and requests permission to carry them out.*

**What is your school/group's money-earning plan?**

Running the fireworks tent at the Hy-Vee parking lot

**Approximately how much does your school/group expect to earn from this project?**

\$8,000-\$10,000

**How will this money be used?**

New equipment purchases, upcoming trip payments

**What are the proposed dates?** 6/24/2023-7/5/2023

**Is this a recurring activity?**

Yes  No

(If you selected yes, please specify the dates on which the activity will occur during the next twelve months.)

**Are you selling tickets or a product?**  Tickets  Product  Neither

(If you selected product, please specify the product that you are selling.) Fireworks

**Will members be identified by t-shirts, etc. while carrying out this project?**  Yes  No

**Have you checked with other schools to avoid any overlapping while working?**  Yes  No

**Is your product/service in direct conflict with that offered by local merchants?**  Yes  No

**Are any contracts to be signed?**  Yes  No **If yes, by whom?** Jeff Peabody

**Has your school/group devised a budget plan to expend earnings?**  Yes  No

**Does the building principal give full approval for this plan?**  Yes  No

Principal's Signature

Date

5/23/23

(for district use only)

Approved by \_\_\_\_\_ Date \_\_\_\_\_

Approved subject to the following conditions \_\_\_\_\_



Columbus Public Schools

Date:

### School Fundraising Application

Please submit this application to the building principal **at least two weeks in advance** of the proposed date of your money-raising project. Please read the eight guides on page two. They will help you in answering the questions below.

School: Columbus High School

Name: Vicky Joseph

Fund Raising Company (if applicable): Coca-Cola  
CHS Cheerleaders

(School/Group Name), submits the following plans for its money-earning project, and requests permission to carry them out.

What is your school/group's money-earning plan?

Sell coca-cola products to community members, friends, & family

Approximately how much does your school/group expect to earn from this project?

\$2,500.00

How will this money be used?

The profits will be used to help cheerleaders pay for their uniform & camp costs.

What are the proposed dates? June 20-28

Is this a recurring activity?

Yes  No

(If you selected yes, please specify the dates on which the activity will occur during the next twelve months.)

Are you selling tickets or a product?  Tickets  Product  Neither

(If you selected product, please specify the product that you are selling.) Coca-Cola

Will members be identified by t-shirts, etc. while carrying out this project?

Yes  No

Have you checked with other schools to avoid any overlapping while working?

Yes  No

Is your product/service in direct conflict with that offered by local merchants?

Yes  No

Are any contracts to be signed?  Yes  No If yes, by whom?

Has your school/group devised a budget plan to expend earnings?

Yes  No

Does the building principal give full approval for this plan?

Yes  No

Principal's Signature

[Signature]

Date

5/30/23

(for district use only)

Approved by \_\_\_\_\_

Date \_\_\_\_\_

Approved subject to the following conditions \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_



Columbus Public Schools

Date: 5/24/23

### School Fundraising Application

Please submit this application to the building principal **at least two weeks in advance** of the proposed date of your money-raising project. Please read the eight guides on page two. They will help you in answering the questions below.

School: \_\_\_\_\_ Columbus Middle School \_\_\_\_\_ Name: Jordon Anderson\_ & Coaches \_\_\_\_\_

**Fund Raising Company (if applicable):** CMS Athletics

*CMS, Athletics, submits the following plans for its money-earning project, and requests permission to carry them out.*

**What is your school/group’s money-earning plan?**

Sell Columbus Sport specific Discoverer clothing for student athletes and staff.

**Approximately how much does your school/group expect to earn from this project?**

\$100-\$200 overall - \$25 to \$30 per sport.

**How will this money be used?**

To fund any equipment needs coaches feel necessary. The goal is to have sport specific clothing to represent CMS at specific activities.

**What are the proposed dates?** Aug 16th, 2023 through May 15th, 2024

**Is this a recurring activity?**

No

(If you selected yes, please specify the dates on which the activity will occur during the next twelve months.)

**Are you selling tickets or a product?**  Product

(If you selected product, please specify the product that you are selling.) T-Shirts, Sweatshirts, Shorts

**Will members be identified by t-shirts, etc. while carrying out this project?**  Yes  No

**Have you checked with other schools to avoid any overlapping while working?**  Yes  No

**Is your product/service in direct conflict with that offered by local merchants?**  Yes  No

**Are any contracts to be signed?**  Yes  No **If yes, by whom?**

**Has your school/group devised a budget plan to expend earnings?**  Yes  No

**Does the building principal give full approval for this plan?**  Yes  No

**Principal’s Signature** \_\_\_\_\_ **Date** \_\_\_\_\_

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(for district use only)

Approved by \_\_\_\_\_ Date \_\_\_\_\_

Approved subject to the following conditions \_\_\_\_\_



**GUIDES TO SCHOOL/GROUP FUND RAISING PROJECTS**

A school/group's money-earning methods should reflect basic values. Whenever your school or group is planning a money-earning project, this checklist should serve as your guide. If you answer "Yes" to all the questions that follow, it is likely the project conforms to district standards and will be approved.

**1. Do you really need a fund raising project?**

There should be a real need for raising money based on your school's programs. Groups should not engage in money-earning projects merely because someone has offered an attractive plan. Remember that individual students are expected to earn their own way. The need should be beyond normal budget items covered by building budgets.

**2. If any contracts are to be signed, will they be signed by an individual without reference to the Columbus Public Schools or the Board of Education?**

Before any person in your school/group signs a contract, he/she must make sure the venture is legitimate and worthy. If a contract is signed, he/she is responsible. He/she may not sign on behalf of Columbus Public Schools nor may he bind the Board of Education without its written authorization. If you are not sure, check with the Director of Business.

**3. Will your fund raiser prevent promoters from trading on the name and goodwill of Columbus Public Schools?**

Because of the district's good reputation, customers rarely question the quality or price of products we sell.

**4. Will the fund raising activity uphold the good name of Columbus Public Schools? Does it comply with the district's policy on games of chance and gambling?**

All items sold or awarded in connection with a fund raising activity must not detract from the ideals and principles of Columbus Public Schools and its Board of Education. Holding a lottery with gross proceeds in excess of \$1,000, a raffle with gross proceeds in excess of \$5,000, or other games of chance is a considered a violation of the district's policy on gambling. If you are not sure, check with the Director of Business/Human Relations.

**5. If a commercial product is to be sold, will it be sold on its own merits and without reference to the needs of Columbus Public Schools?**

All commercial products must sell on their own merits, not the benefit received by the school/group. The principle of value received is critical in choosing what to sell.

**6. If a commercial product is to be sold, will the fund raising activity comply with the intentions communicated by the fundraiser?**

Students must identify themselves by which group or school they represent and for what cause they are raising the money.

**7. Will the fund raising project avoid soliciting money or gifts?**

Columbus Public Schools students shall not be permitted to serve as solicitors of money for the Board of Education or district. No adults and students shall be permitted to serve as solicitors of money in support of personal gain.

**8. Does the fund raising activity avoid competition with other schools and other organizations such as the United Way?**

Check to make sure you are not in direct conflict with fund raising efforts of other schools or local agencies.

Cross Reference:                   506.07 Fund Raising Activities  
  506.50 School-Supporting Organizations

Exhibit  
Approved: 09-17-12

Columbus Public Schools  
Columbus, Nebraska



Columbus Public Schools

Date: 5/23/23

### School Fundraising Application

Please submit this application to the building principal **at least two weeks in advance** of the proposed date of your money-raising project. Please read the eight guides on page two. They will help you in answering the questions below.

School: \_\_\_\_\_ Columbus Middle School \_\_\_\_\_ Name: \_\_\_Jordon Anderson\_\_\_\_\_

**Fund Raising Company (if applicable):** CMS Athletics

*CMS, Athletics, submits the following plans for its money-earning project, and requests permission to carry them out.*

**What is your school/group's money-earning plan?**

Sell Columbus Discoverer clothing to have students and staff have CPS to wear.

**Approximately how much does your school/group expect to earn from this project?**

\$200-\$2000

**How will this money be used?**

To fund any necessary live streaming equipment needs.

**What are the proposed dates?** Aug 16th, 2023 through May 15th, 2024

**Is this a recurring activity?**

No

(If you selected yes, please specify the dates on which the activity will occur during the next twelve months.)

**Are you selling tickets or a product?**  Product

(If you selected product, please specify the product that you are selling.) T-Shirts, Sweatshirts, Pullovers

**Will members be identified by t-shirts, etc. while carrying out this project?**  Yes  No

**Have you checked with other schools to avoid any overlapping while working?**  Yes  No

**Is your product/service in direct conflict with that offered by local merchants?**  Yes  No

**Are any contracts to be signed?**  Yes  No **If yes, by whom?**

**Has your school/group devised a budget plan to expend earnings?**  Yes  No

**Does the building principal give full approval for this plan?**  Yes  No

**Principal's Signature** \_\_\_\_\_ **Date** \_\_\_\_\_

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(for district use only)

Approved by \_\_\_\_\_ Date \_\_\_\_\_

Approved subject to the following conditions \_\_\_\_\_

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**GUIDES TO SCHOOL/GROUP FUND RAISING PROJECTS**

A school/group's money-earning methods should reflect basic values. Whenever your school or group is planning a money-earning project, this checklist should serve as your guide. If you answer "Yes" to all the questions that follow, it is likely the project conforms to district standards and will be approved.

1. **Do you really need a fund raising project?**  
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2. **If any contracts are to be signed, will they be signed by an individual without reference to the Columbus Public Schools or the Board of Education?**  
Before any person in your school/group signs a contract, he/she must make sure the venture is legitimate and worthy. If a contract is signed, he/she is responsible. He/she may not sign on behalf of Columbus Public Schools nor may he bind the Board of Education without its written authorization. If you are not sure, check with the Director of Business.
3. **Will your fund raiser prevent promoters from trading on the name and goodwill of Columbus Public Schools?**  
Because of the district's good reputation, customers rarely question the quality or price of products we sell.
4. **Will the fund raising activity uphold the good name of Columbus Public Schools? Does it comply with the district's policy on games of chance and gambling?**  
All items sold or awarded in connection with a fund raising activity must not detract from the ideals and principles of Columbus Public Schools and its Board of Education. Holding a lottery with gross proceeds in excess of \$1,000, a raffle with gross proceeds in excess of \$5,000, or other games of chance is a considered a violation of the district's policy on gambling. If you are not sure, check with the Director of Business/Human Relations.
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All commercial products must sell on their own merits, not the benefit received by the school/group. The principle of value received is critical in choosing what to sell.
6. **If a commercial product is to be sold, will the fund raising activity comply with the intentions communicated by the fundraiser?**  
Students must identify themselves by which group or school they represent and for what cause they are raising the money.
7. **Will the fund raising project avoid soliciting money or gifts?**  
Columbus Public Schools students shall not be permitted to serve as solicitors of money for the Board of Education or district. No adults and students shall be permitted to serve as solicitors of money in support of personal gain.
8. **Does the fund raising activity avoid competition with other schools and other organizations such as the United Way?**  
Check to make sure you are not in direct conflict with fund raising efforts of other schools or local agencies.

Cross Reference:                   506.07 Fund Raising Activities  
  506.50 School-Supporting Organizations

Exhibit  
Approved: 09-17-12

Columbus Public Schools  
Columbus, Nebraska



Columbus Public Schools

Date: 5/23/23

### School Fundraising Application

Please submit this application to the building principal **at least two weeks in advance** of the proposed date of your money-raising project. Please read the eight guides on page two. They will help you in answering the questions below.

School: \_\_\_\_\_ Columbus Middle School \_\_\_\_\_ Name: \_\_\_Jordon Anderson\_\_\_\_\_

**Fund Raising Company (if applicable):** CMS Athletics & The specific group signed up for the event.

*CMS, Athletics, submits the following plans for its money-earning project, and requests permission to carry them out.*

**What is your school/group’s money-earning plan?**

Sell Concessions at any event held at Columbus Middle School.

**Approximately how much does your school/group expect to earn from this project?**

\$1000-\$5000

**How will this money be used?**

To fund any necessary athletic equipment needs which happens throughout the year.

The specific group will use the funds to directly support all students in their program or necessary equipment.

**What are the proposed dates?** Aug 16, 2023 through May 15, 2024

**Is this a recurring activity?**

Yes

(If you selected yes, please specify the dates on which the activity will occur during the next twelve months.) Any event hosted at CMS.

**Are you selling tickets or a product?**  Product

(If you selected product, please specify the product that you are selling.) Pop, Water, Power aid, Candy, Popcorn, Donuts, Hotdogs, Nachos,

**Will members be identified by t-shirts, etc. while carrying out this project?**  Yes  No

**Have you checked with other schools to avoid any overlapping while working?**  Yes  No

**Is your product/service in direct conflict with that offered by local merchants?**  Yes  No

**Are any contracts to be signed?**  Yes  No **If yes, by whom?**

**Has your school/group devised a budget plan to expend earnings?**  Yes  No

**Does the building principal give full approval for this plan?**  Yes  No

**Principal’s Signature** \_\_\_\_\_ **Date** \_\_\_\_\_

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(for district use only)

Approved by \_\_\_\_\_ Date \_\_\_\_\_

Approved subject to the following conditions \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

**GUIDES TO SCHOOL/GROUP FUND RAISING PROJECTS**

A school/group's money-earning methods should reflect basic values. Whenever your school or group is planning a money-earning project, this checklist should serve as your guide. If you answer "Yes" to all the questions that follow, it is likely the project conforms to district standards and will be approved.

1. **Do you really need a fund raising project?**  
There should be a real need for raising money based on your school's programs. Groups should not engage in money-earning projects merely because someone has offered an attractive plan. Remember that individual students are expected to earn their own way. The need should be beyond normal budget items covered by building budgets.
2. **If any contracts are to be signed, will they be signed by an individual without reference to the Columbus Public Schools or the Board of Education?**  
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3. **Will your fund raiser prevent promoters from trading on the name and goodwill of Columbus Public Schools?**  
Because of the district's good reputation, customers rarely question the quality or price of products we sell.
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8. **Does the fund raising activity avoid competition with other schools and other organizations such as the United Way?**  
Check to make sure you are not in direct conflict with fund raising efforts of other schools or local agencies.

Cross Reference:                   506.07 Fund Raising Activities  
  506.50 School-Supporting Organizations

Exhibit  
Approved: 09-17-12

Columbus Public Schools  
Columbus, Nebraska



Columbus Public Schools

Date: 9/6/22

### School Fundraising Application

Please submit this application to the building principal **at least two weeks in advance** of the proposed date of your money-raising project. Please read the eight guides on page two. They will help you in answering the questions below.

School: \_\_\_\_\_ Columbus Middle School \_\_\_\_\_ Name: \_\_\_Jordon Anderson\_\_\_\_\_

**Fund Raising Company (if applicable):** CMS Volleyball Program

*CMS Volleyball, submits the following plans for its money-earning project, and requests permission to carry them out.*

**What is your school/group’s money-earning plan?**

Host two youth volleyball tournaments on Oct 1st and Oct 29th.

**Approximately how much does your school/group expect to earn from this project?**

\$1000-\$5000

**How will this money be used?**

To fund any necessary volleyball athletic equipment needs which happens.

The specific group will use the funds to directly support all students in their program or necessary equipment.

**What are the proposed dates?** October 1 & 29 2023

**Is this a recurring activity?**

Yes

(If you selected yes, please specify the dates on which the activity will occur during the next twelve months.) An annual tournament.

**Are you selling tickets or a product?**  Product / Entry Fees / Admissions

(If you selected product, please specify the product that you are selling.) Concessions and Experience

**Will members be identified by t-shirts, etc. while carrying out this project?**  Yes  No

**Have you checked with other schools to avoid any overlapping while working?**  Yes  No

**Is your product/service in direct conflict with that offered by local merchants?**  Yes  No

**Are any contracts to be signed?**  Yes  No **If yes, by whom?**

**Has your school/group devised a budget plan to expend earnings?**  Yes  No

**Does the building principal give full approval for this plan?**  Yes  No

**Principal’s Signature** \_\_\_\_\_ **Date** \_\_\_\_\_

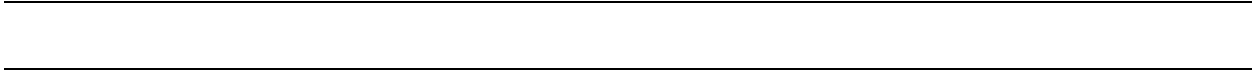
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(for district use only)

Approved by \_\_\_\_\_ Date \_\_\_\_\_

Approved subject to the following conditions \_\_\_\_\_



**GUIDES TO SCHOOL/GROUP FUND RAISING PROJECTS**

A school/group's money-earning methods should reflect basic values. Whenever your school or group is planning a money-earning project, this checklist should serve as your guide. If you answer "Yes" to all the questions that follow, it is likely the project conforms to district standards and will be approved.

**1. Do you really need a fund raising project?**

There should be a real need for raising money based on your school's programs. Groups should not engage in money-earning projects merely because someone has offered an attractive plan. Remember that individual students are expected to earn their own way. The need should be beyond normal budget items covered by building budgets.

**2. If any contracts are to be signed, will they be signed by an individual without reference to the Columbus Public Schools or the Board of Education?**

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**3. Will your fund raiser prevent promoters from trading on the name and goodwill of Columbus Public Schools?**

Because of the district's good reputation, customers rarely question the quality or price of products we sell.

**4. Will the fund raising activity uphold the good name of Columbus Public Schools? Does it comply with the district's policy on games of chance and gambling?**

All items sold or awarded in connection with a fund raising activity must not detract from the ideals and principles of Columbus Public Schools and its Board of Education. Holding a lottery with gross proceeds in excess of \$1,000, a raffle with gross proceeds in excess of \$5,000, or other games of chance is a considered a violation of the district's policy on gambling. If you are not sure, check with the Director of Business/Human Relations.

**5. If a commercial product is to be sold, will it be sold on its own merits and without reference to the needs of Columbus Public Schools?**

All commercial products must sell on their own merits, not the benefit received by the school/group. The principle of value received is critical in choosing what to sell.

**6. If a commercial product is to be sold, will the fund raising activity comply with the intentions communicated by the fundraiser?**

Students must identify themselves by which group or school they represent and for what cause they are raising the money.

**7. Will the fund raising project avoid soliciting money or gifts?**

Columbus Public Schools students shall not be permitted to serve as solicitors of money for the Board of Education or district. No adults and students shall be permitted to serve as solicitors of money in support of personal gain.

**8. Does the fund raising activity avoid competition with other schools and other organizations such as the United Way?**

Check to make sure you are not in direct conflict with fund raising efforts of other schools or local agencies.

Cross Reference:                   506.07 Fund Raising Activities  
  506.50 School-Supporting Organizations

Exhibit  
Approved: 09-17-12

Columbus Public Schools  
Columbus, Nebraska



Columbus Public Schools

Date:

### School Fundraising Application

Please submit this application to the building principal **at least two weeks in advance** of the proposed date of your money-raising project. Please read the eight guides on page two. They will help you in answering the questions below.

School: Emerson Elementary

Name: Beth Wolfe (PTO)

#### Fund Raising Company (if applicable):

*(School/Group Name), submits the following plans for its money-earning project, and requests permission to carry them out.*

#### What is your school/group's money-earning plan?

The money-earning plan will happen through catalog sales from students to patrons.

#### Approximately how much does your school/group expect to earn from this project?

\$4,500

#### How will this money be used?

The money raised will go towards updating the Emerson Playground, Class Field Trips, etc.

#### What are the proposed dates?

October 2nd-17th, 2023

#### Is this a recurring activity?

Yes  No

(If you selected yes, please specify the dates on which the activity will occur during the next twelve months.)

#### Are you selling tickets or a product? Tickets Product Neither

(If you selected product, please specify the product that you are selling.) Gifts & Cookie Dough

#### Will members be identified by t-shirts, etc. while carrying out this project? Yes No

#### Have you checked with other schools to avoid any overlapping while working? Yes No

#### Is your product/service in direct conflict with that offered by local merchants? Yes No

#### Are any contracts to be signed? Yes No If yes, by whom?

#### Has your school/group devised a budget plan to expend earnings? Yes No

#### Does the building principal give full approval for this plan? Yes No

Principal's Signature

Date 6-7-23

*(for district use only)*

Approved by \_\_\_\_\_ Date \_\_\_\_\_

Approved subject to the following conditions \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_

DATE	5/24/23
BUILDING	Emerson
PROGRAM	Library Media
PRINCIPAL/DIRECTOR SIGNATURE	
Description of materials to surplus:  Outdated and damaged library books and technology tools	

IMAGE INSERTED (If available)	DESCRIPTION	HOW WILL ITEMS BE DISPOSED OF
<small>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.</small>	<small>Give a description and the reason the item is being declared surplus property.</small>	<small>Examples: trash, recycle, donated, etc. Items being moved to other CPS locations should not be declared surplus property.</small>
3 Student image discs (EL)	outdated	tech will dispose
1 Student dex image disc (EL)	outdated	tech will dispose
1 Califone tape recorder (EL)	outdated	tech will dispose
6 MPC Educational Systems, Inc. MX-300SM 600 OHM	outdated	Tech will dispose
Library books	Outdated, worn out, not popular titles/covers for kids to want to read	Offer to teachers for classroom libraries, offer to EL for emerging readers, dispose those no one wants

Columbus Public Schools

Date: May 17, 2023

School FundRaising Application.

Please submit this application to the building principal or the office of the Executive Director of Business/Human Relations at least two weeks in advance of the proposed date of your money-raising project. Please read the eight guides on page two. They will help you in answering the questions below.

**School:** Columbus High School

**FundRaising Company:** Stacy Anderson Fireworks

*CHS Vocal Music submits the following plans for its money-earning project, and requests permission to carry them out.*

**What is your school/group's money-earning plan?:** Selling fireworks for the 4th of July at SuperSaver.

**Approximately how much does your school/group expect to earn from this project?:** \$5000-7000

**How will this money be used?:** Students will use this money to cover a variety of expenses over the course of the 2023-24 school year, including All-State Audition Fees, T-Shirt orders, Tri-M Honor Society Dues, fees associated with being a member of Neptune's Angels and Baker's Dozen, Honor Choir Registration Fees, Outfits, Hotel rooms, etc. This fundraiser is also part of building the CHS Vocal Activity Funds to support students in a variety of ways. On major trip years, this fundraiser is primarily used to support students that are going on that trip.

**What are the proposed dates?:** June 24-July 4, 2023

**Is this a recurring activity?** Yes

**Are you selling tickets or a product?:** Yes. We will be selling fireworks from a tent.

**Will members be identified by t-shirts, etc. while carrying out this project?** Yes.


**Have you checked with other schools to avoid any overlapping while working?** No

**Is your product/service in direct conflict with that offered by local merchants?** No

**Are any contracts to be signed?:** Yes.

**Has your school/group devised a budget plan to expend earnings?:** Yes

**Does the building principal give full approval for this plan?:**

**Principal's Signature, Date:**  5/23/23

*(for district use only)*

Approved by Date:

Approved subject to the following conditions:



June 19, 2023

To: Board of Education  
From: Dr. Chip Kay, Director of Finance/Human Resources  
Subject: Breakfast/Lunch Price Recommendations 2023-2024 School Year

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 \$.10 per meal.

I am requesting board approval for the following prices for the 2023-2024 school year which include **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 amount is set by the Federal Food Program.

2023-2024	Reduced Breakfast	Paid Breakfast	Reduced Lunch	Paid Lunch
Elementary	\$0.30	\$2.15 (+.05)	\$0.40	\$3.00 (+.10)
Middle/High School	\$0.30	\$2.15 (+.05)	\$0.40	\$3.20 (+.05)
Adult	N/A	\$2.65 (+.05)	N/A	\$4.10 (+.10)

LSI sets the price for ala-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.

SFA NAME:

Columbus Public Schools (71-0001)

## SY 2023-24 Price Adjustment Calculator

[Go to Instructions](#)

SY 2023-24 Weighted Average Price Requirement	
Requirement price to the nearest cent	Optional price requirement <b>ROUNDED DOWN</b> to nearest 5 cent
\$ 3.31	\$ 3.30
<i>Note: Above prices are based on adjusting SY 2022-23 price requirement by the 2% rate increase plus the Consumer Price Index (7.4%)</i>	

### SY 2022-23 Weighted Average Price Calculator

Enter the paid prices and number of paid lunches sold at each price for

October 2022.

	Monthly # of Paid Lunches	Paid Lunch Price	Monthly Revenue	SY 2022-23 Weighted Average Price
1.	13,038	\$ 2.90	\$ 37,810.20	
2.	14,105	\$ 3.15	\$ 44,430.75	
3.			\$ -	
4.			\$ -	
5.			\$ -	
6.			\$ -	
7.			\$ -	
8.			\$ -	
9.			\$ -	
10.			\$ -	
<b>TOTAL</b>	<b>27,143</b>		<b>\$ 82,240.95</b>	<b>\$ 3.03</b>

*Note: SY 2022-23 Weighted Average Price equal to or above the target price of \$3.56 is compliant for SY 2023-24. \$3.56 is the difference between the Free and Paid reimbursement rates for SY 2022-23.*

**Total Price Increase  
for SY 2023-24**

\$ 0.27

**Required price increase for SY 2023-24 (with 10  
cent cap)**

\$ 3.13

**Remaining increase carried forward  
to SY 2024-25**

\$ 0.17

**Remaining credit carried forward  
to SY 2024-25**

\$ -

[Go to SY 2023-24 Report](#)

## Step 3 (Optional)

### Pricing Estimation Calculator

Below is a tool allowing users to manipulate prices to achieve the required new weighted average price.

	Monthly # of Paid Lunches	Paid Lunch Price	Monthly Revenue	Weighted Average Price
1.	13,038	\$ 3.00	\$ 39,114.00	
2.	14,105	\$ 3.20	\$ 45,136.00	
3.			\$ -	
4.			\$ -	
5.			\$ -	
6.			\$ -	
7.			\$ -	
8.			\$ -	
9.			\$ -	
10.			\$ -	
<b>TOTAL</b>	<b>27,143</b>		<b>\$ 84,250.00</b>	<b>\$ 3.10</b>

Note: This tool is created to allow the user to only enter the number of paid lunches and the related prices. If any other parts of the tool are modified, the user runs the risk of calculating an incorrect new average price. Users should not modify the tool's current functionality.

April 2023



**2023-2024**

# **SUBSTITUTE HANDBOOK**

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## 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**

Candace Becher, Member

Doug Molczyk, Member

Mark Brown, Member

Mike Jeffryes, Vice President

Theresa Seipel, Member

Doug Willoughby, President

### 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.

## COLUMBUS PUBLIC SCHOOLS BUILDINGS & CONTACTS

<b>ADMINISTRATION BUILDING</b>	2508 27th Street	563-7000
Dr. Troy Loeffelholz, Superintendent		Ext. 12175
Leonard Kwapnioski, Director of Technology & Operations		Ext. 11517
Dr. Chip Kay, Director of Finance and Human Resources		Ext. 13595
Teresa Hausmann, Director of Curriculum & Instruction		Ext. 11588
Jason Harris, Executive Director of Students Services		Ext. 12176
Kristen Gausman, Secretary		Ext.
Claudia Feehan, Sub Coordinator		Ext. 12123
<b>CENTENNIAL ELEMENTARY</b>	500 Centennial Street	563-8180
Andy Luebbe, Principal		Ext. 13294
Sarah Bird, Dean of Students		Ext.
Bridget Runquist, Secretary		Ext. 11051
<b>EMERSON ELEMENTARY</b>	2410 20 Street	563-7030
Angie Luebbe Principal		Ext. 12068
Barbie Cheloha, Secretary		Ext. 13671
<b>LOST CREEK ELEMENTARY</b>	3772 33rd Avenue	563-7045
JP Holys, Principal		Ext. 13286
Kandy Bos, Secretary		Ext. 11585
<b>NORTH PARK ELEMENTARY</b>	2200 31st Street	563-7070
Bob Hausmann, Principal		Ext. 10333
Kourtney Rawls, Secretary		Ext.
<b>WEST PARK ELEMENTARY</b>	4100 Adamy Street	563-7075
Paula Lawrence, Principal		Ext. 11578
Kathleen Pospisil, Secretary		Ext. 13282
<b>MIDDLE SCHOOL</b>	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.
Angie Andreasen, Secretary / Sub Coordinator		Ext. 12786
<b>HIGH SCHOOL</b>	3434 Discoverer Drive	563-7050
Dave Hiebner, Principal		Ext. 11899
Molly Hornbeck, Assistant Principal		Ext. 13434
Angela Leifeld, Assistant Principal		Ext. 12056
Michael Ziola, Assistant Principal		Ext. 11056
Tim Kwapnioski, Activities Administrator		Ext. 13452
Ashley Braithwait, Secretary / Sub Coordinator		Ext.
<b>MAINTENANCE/TRANSPORTATION</b>		
Mike Grutsch, Buildings & Grounds Supervisor	563-7010	Ext. 12415
Ben Harder, Transportation Coordinator	563-7015	Ext. 13845

## GENERAL INFORMATION

### ACQUIRING A SUBSTITUTE POSITION

- Register with Nebraska Department of Education (NDE)
- Contact [Marie Washburn](#) at 402-563-7000 ext. 13392 to order the signed superintendent local substitute letter to be sent to NDE on your behalf
- Provide 2-sided certificate from NDE to HR department
- Contact [Tania Stahl](#) in the payroll department to set up a time to fill out 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 180 days in the school system requesting the issuance of such a certificate. The certificate shall expire on August 31 of the third year following the year of issuance.
- Contact the Teacher Certification Office at the Nebraska Department of Education, [www.education.ne.gov/tcert](http://www.education.ne.gov/tcert), if you have questions.

Renewal requirements for the 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](http://www.education.ne.gov/tcert) or contact the Nebraska Department of Education Teacher Certification Office at (402) 471-0739.

### PERSONAL DATA CHANGES

Change of address, phone number, e-mail address, and certificate renewal date should be reported to Marie Washburn, Human Resources Coordinator, Administration Building, 563-7000, Ext. 13392. Changes in your phone number, building preference, and availability should also be reported to Claudia Feehan, Substitute Coordinator, at 563-7000 Ext. 12123.

### EMERGENCY OR ILLNESS CANCELLATION

Substitute teachers who accept a position and are unable to teach due to an emergency or illness must contact the Substitute Coordinator, [Claudia Feehan](#), at 402-563-7000 Ext. [12123](#) or 402-910-8994 and leave a message. This will enable her 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 is 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

\$175 per day for days 1 to 30

\$185 per day for days 31 to 60 days

\$195 per day for more than 60 days

Note: daily rates also apply to early-release Wednesdays

Long-term substitutes are those who substitute for the same person for 10 or more consecutive school days, and are paid at 1/188<sup>th</sup> of base salary for each day worked. The daily pay for long-term substitutes is \$208.

Long-term substitutes who are assigned to sub during their scheduled planning period will receive:

EL/MS/HS     \$31.20 per hour or \$7.80 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, will be provided a pro-rated 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 \$52.22 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. 13730 or 12670.

NOTE: If you retired from teaching at the end of the **2022-2023** school year and are now receiving benefits from the Nebraska Public Employees Retirement System, remember that there are restrictions regarding the number of days you may substitute during the first 180 calendar days after retirement. Under new legislation, retired teachers in their waiting period may work up to 8 days per month. After that period, your subbing schedule may be as often as you wish.

SUBSTITUTE TEACHER PAY SCHEDULE FOR 23-24

<b>M</b>	<b>Pay Period Dates</b>	<b>Payroll Check Date</b>
1	8/4/2023 thru 9/1/2023	9/20/2023
2	9/5/2023 thru 9/28/2023	10/20/2023
3	10/2/2023 thru 10/27/2023	11/20/2023
4	10/30/2023 thru 12/1/2023	12/20/2023
5	12/4/2023 thru 12/22/2023	1/19/2024
6	1/2/2024 thru 2/2/2024	2/20/2024
7	2/5/2024 thru 3/1/2024	3/20/2024
8	3/4/2024 thru 3/28/2024	4/19/2024
9	4/2/2024 thru 4/26/2024	5/20/2024
10	4/29/2024 thru 5/20/2024	6/20/2024

**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>.

**BENEFITS UNDER THE AFFORDABLE HEALTHCARE ACT**

Based on hours worked during the 2022-2023 school year, substitute teachers may become eligible for health insurance benefits during the 2023-2024 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

### Unplanned Teacher Absence:

- Before 7:00a.m. - Claudia hires for the entire district.
- After 7:00a.m. – Angie A. @ MS, Ashley B. @ HS, Claudia F. @ Elem.
- Opening is placed on the “Remind” application for substitutes to respond.
- Depending on how late of notice, sub-finders will make emergency phone calls to locate a substitute.

### Planned Teacher Absence:

- Teacher submits leave form.
- Opening is placed on the “Remind” application for substitutes to respond.
- If there are not timely responses phone calls are made.

**REMIND** is a mobile application for your cell phone and by joining the substitute groups you are notified by an alert and message of open positions for Columbus Public Schools. For assistance with **REMIND** please contact Claudia Feehan at 402-910-8994.

## 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 at ext. 11511 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. 13459 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 3:35 p.m. (2:21 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. 13070 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. 12687 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. 12687 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. You may want to bring clothes suitable for those positions. On the first Friday of each month, it is acceptable to wear blue jeans so long as you are wearing a CPS shirt or I Love PS shirt.

### **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 2<sup>nd</sup> 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.

## 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!*

## Appendix 1: Classified Substitute Rate Scale

### 2023-2024 Positions Eligible for Substitute Pay

Regular / ELL/Title Para	2nd Lang. Fluent Para	SpEd/A+ Alt./CLS Para	High Needs SpEd Para	Media Aide
\$15.34	\$15.97	\$15.66	\$16.46	\$16.71
\$15.60	\$16.22	\$15.92	\$16.72	NA

CNA*	LPN*	RN*
\$18.85	\$21.87	\$26.00
\$19.11	\$22.12	NA

General Office (Sec 1)
\$16.70
\$16.96

Translator
\$18.83
\$19.08

HS/MS Cust.	Elem. / Night Cust.	Maintenance	Grounds Crew
\$16.77	\$16.43	\$17.97	\$16.77
\$17.12	\$16.69	\$18.23	\$17.03

Food Service
\$15.28
\$15.53

**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 3/4 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** 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. No one qualified for such benefits during the 2015-16, 2016-17, or 2017-18 school years, but we did have substitute(s) qualify at the end of the last few school years. 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, 2508 27 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. Troy Loeffelholz
Title IX	Discrimination or harassment based on sex; gender equity	Employees – Dr. Chip Kay 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. Troy Loeffelholz
Safe and Drug Free Schools and Communities	Safe and drug free schools	Dr. Troy Loeffelholz



# Columbus Public Schools

2508 27th Street, Columbus NE 68601 402.563.7000

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**To:** Dr. Troy Loeffelholz and Board of Education

**Fr:** Dr. Chip Kay

**Re:** Nutrition Services 2022-2023

As we close the 22-23 school year I wanted to update you on a few items with our Nutrition Services.

#1 - Overall, working with LSI is going well and with keeping employees on as members of CPS we did finish in the black for the year. We anticipate some increased costs with the addition of Kramer as a year-round building, but also we anticipate some additional revenue/reimbursement as well.

#2 - Our uncollectable accounts for the school year is \$60,302. This is significant and three times higher than the 2019-2020 school year, which was the last year that meals had to be paid for. We work diligently to get these collected by phone, e-mail, and letters. The alternative meal program and not serving students has become logistically impossible under our current practices. I think we need to strongly consider turning past due accounts into a collection agency or garnish wages if it is employee or employee's family account. I have reached out to other Districts and the problem is universal, however, a few have shared ideas with me on how to remove students from the eating line prior to arriving to eat.

#3 - We are going to have to address the Elementary Kitchen's and the serving area's in the near future. The amount of space to safely prepare and serve meals is becoming a growing concern.

#4 - Participation in our summer food program is very good at Emerson Elementary, Middle School, and the High School. In 2024 we will have the Kramer Education Center as one of the summer feeding sites and will then have to make a decision on using additional sites. The High School and Middle School both have summer school, the YMCA, and daycares who come for meal service so I would like to keep them as active sites. We will either need to add a site where Elementary Summer School is held or transport those students to one of the three sites for meals.