

Regular Meeting
Monday, August 12, 2024 5:30 PM
Kramer Education Center
2410 16th Street, Suite A
Columbus, NE 68601

- I. CALL TO ORDER
- II. ROLL CALL OF THE BOARD
- III. EXCUSE BOARD MEMBERS
- IV. PLEDGE OF ALLEGIANCE
- V. NOTICE OF OPEN MEETINGS ACT
 - V.A. President ensures all can hear proceedings
- VI. MISSION STATEMENT
- VII. PUBLIC COMMENT
- VIII. GUEST PRESENTATIONS
- IX. RECOGNITIONS BY BOARD
 - IX.A. Skills USA Presentation
- X. BUILDING OR DISTRICT PRESENTATION
- XI. CONSENT AGENDA
 - XI.A. Items to be removed from the Consent Agenda
 - XI.B. Meeting Minutes
 - XI.C. Finance Reports
 - XI.D. Staffing Reports
 - XI.E. Professional Travel
 - XI.F. Foundation Report

XII. DIRECTORS & SUPERINTENDENT REPORTS

XII.A. Director of Learning

XII.B. Director of Special Education (Asst Director of Student Services)

XII.C. Director of Human Resources

XII.D. Director of Operations

XII.D.1. CASSETTE House Sale Approval

XII.E. Superintendent

XIII. MONTHLY REVIEW OF POLICIES

XIV. DISCUSSION ITEMS

XIV.A.2024-2025 Proposed Budget

XIV.B. Review and Discussion on Columbus Public Schools' Student Fees Policy
504.18, Regulation 504.18R1, and Exhibit 504.18E1

XIV.C. Strategic Plan

XIV.D. QCPUF Proposal

XV. ACTION ITEMS FOR THIS MEETING

XV.A. 2024-2025 Certified Staff Handbook

XV.B. 2024-2025 Classified Staff Handbook

XV.C. Fundraising Applications

XV.D. Surplus Declaration Requests

XV.E. First Reading of Policy 611.02 Student Promotion, Retention or
Acceleration

XV.F. First Reading of Policy 502.02 Nonresident Students/Option Enrollment
including Policy 502.02E1

XV.G. First Reading of Policy 402.02 Employee Conflict of Interest

XV.H. Approval of the 2024-2025 Safety & Security Committee

XV.I. Second Reading of Policy 504.10 Weapons

XVI. BOARD REQUESTS FOR INFORMATION

XVII. BOARD SHARING

XVIII. EXECUTIVE SESSION

XIX. ADJOURN

Regular Meeting
Monday, July 8, 2024 6:30 PM Central

Dusters Restaurant, 2804 13th Street,
Columbus, NE 68601
2508 27th St.
Columbus, NE 68601

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

I. CALL TO ORDER

II. ROLL CALL OF THE BOARD

III. EXCUSE BOARD MEMBERS

Motion to excuse board members. Passed with a motion by Doug Molczyk and a second by Candace Becher.

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

IV. PLEDGE OF ALLEGIANCE

V. NOTICE OF OPEN MEETINGS ACT

V.A. President ensures all can hear proceedings

VI. MISSION STATEMENT

The mission statement was shared by Doug Willoughby, Board President.

VII. PUBLIC COMMENT

VIII. GUEST PRESENTATIONS

IX. RECOGNITIONS BY BOARD

X. BUILDING OR DISTRICT PRESENTATIONS

XI. CONSENT AGENDA

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

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

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

There were no items removed from the Consent Agenda.

XI.B. Meeting Minutes

XI.C. Finance Reports

Chip Kay, Superintendent, shared information on finance reports. He said currently the General Fund is at a place we have been working on getting back to for a couple of years. The Nutrition Fund is way down with overdue balances. Dr. Kay said there will be more discussion regarding new procedures in the buildings at the points of sale in cafeterias.

XI.D. Staffing Reports

Dr. Kay said there is a new hire that was not listed on the report. The filled position is for a Curriculum Life Skill Teacher.

XI.E. Professional Travel

XI.F. Foundation Report

Nicole Anderson, Director of Marketing and Foundation, said there is much less giving during the summer months. The Judy Temme Scholarship was paid out. Mrs. Anderson talked about the Grandparents Day meals paid for; there were 1400 who attended across 5 elementary schools. Band Boosters and PACS are also listed on the report. Totals were \$12,150.36 for the month; \$328,362.15 for the year.

XII. DIRECTOR & SUPERINTENDENTS REPORTS OR UPDATES

XII.A. Director of Learning

Teresa Hausmann, Director of Learning shared great news about a grant that had been submitted. ADM chose CMS and is awarding \$50,000. Jordan Anderson, CMS Assistant Principal and Mrs. Hausmann reworked all the STEM curriculum, and now they have money to facilitate the new plans.

XII.B. Director of Special Education (Asst Director of Student Services)

Jason Harris, Director of talked about the Preschool Expansion grant to open another preschool classroom.
Mr. Harris said he is recruiting and hiring more special education teachers as they come in.

XII.C. Director of Human Resources

XII.D. Director of Operations

XII.E. Superintendent

Dr. Kay shared information about how he will be communicating with the board through a Board Report each week, and staff through the rebranding of the "Tuesday Tidbit". The new publication will be titled "Relative Bearing".

XIII. MONTHLY REVIEW OF POLICIES

XIV. DISCUSSION OF ACTION ITEMS FOR THE NEXT MEETING

XV. ACTION ITEMS FOR THIS MEETING

XV.A. Appointment of Jason Schapmann as Secretary, Board of Education, Columbus Public Schools

The Superintendent recommends that the board appoint Jason Schapmann as Secretary of the Board of Education of Columbus Public Schools. Passed with a motion by Doug Molczyk and a second by Candace Becher.

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

XV.B. Appointment of Dr. Chip Kay as the Affirmative Action Coordinator

Motion to approve the Appointment of Dr. Chip Kay as the Affirmative Action Coordinator. Passed with a motion by Candace Becher and a second by Douglas Willoughby.

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

XV.C. Appointment of Jason Schapmann as the Title IX Coordinator for Employees.

The Superintendent recommends that the Board approves to Appoint Jason Schapmann as one of the Title IX Coordinators to take the place of Chip Kay. Passed with a motion by Candace Becher and a second by Theresa Seipel.

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

XV.D. CHS Student Handbook 2024-2025

The Superintendent recommends that the board approve the CHS Student Handbook 2024-2025, as submitted. Passed with a motion by Doug Molczyk and a second by Theresa Seipel. Mark Brown: Absent, Michael Jeffryes: Absent, Candace Becher: Yea, Doug Molczyk: Yea, Theresa Seipel: Yea, Douglas Willoughby: Yea

Yea: 4, Nay: 0, Absent: 2

Dave Hiebner, CHS Principal reviewed the few changes in the CHS Student Handbook.

XV.E. CHS Athletic and Activity Handbook 2024-2025

The Superintendent recommends that the board approve the CHS Athletic and Activity Handbook 2024-2025, as submitted. Passed with a motion by Theresa Seipel and a second by Candace Becher.

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

Tim Kwpnioski, CHS Activities Director, shared the CHS Athletic and Activity Handbook. The only change was the listing of Turner Trofholz, the new CHS Assistant Activities Director.

XV.F. CHS Admission Prices for 2024-2025

The Superintendent recommends that the Board approve the CHS Admission Prices for 2024-2025, as submitted. Passed with a motion by Candace Becher and a second by Theresa Seipel.

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

Mr. Kwapnioski said admission prices are what the other HAC Conference districts charge. The adult season pass has not changed, this is a great benefit for parents and/grandparents.

C Stamp price was increased to \$40.00. This is to cover the increasing prices for officials. This is the lowest in our conference, CPS does not charge individual fees for each activity like most schools.

XV.G. CMS Student Handbook 2024-2025

The Superintendent recommends that the board approve the CMS Student Handbook 2024-2025, as submitted. Passed with a motion by Doug Molczyk and a second by Candace Becher. Mark Brown: Absent, Michael Jeffryes: Absent, Candace Becher: Yea, Doug Molczyk: Yea, Theresa Seipel: Yea, Douglas Willoughby: Yea
Yea: 4, Nay: 0, Absent: 2

Mr. Anderson said there were just general updates; such as calendar, administration name changes.

One change in extra-curricular activities; boys basketball and girls wrestling will be the same season, and then it will switch to girls basketball and boys wrestling.

XV.H. Second and Final Reading of Policy 201.02 Board Membership-Elections and Appointments (Class III)

The Superintendent recommends that the board approve the Second and Final Reading of Policy 201.02 Board Membership-Elections and Appointments (Class III), as submitted. Passed with a motion by Doug Molczyk and a second by Theresa Seipel.

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

XV.I. Second Reading of Policy 204.07 Meeting Notice

The Superintendent recommends that the board approve the Second and Final Reading of Policy 204.07 Meeting Notice, as submitted. Passed with a motion by Candace Becher and a second by Theresa Seipel.

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

XV.J. Second and Final Reading of Policy 206.02 Board Association Membership

The Superintendent recommends that the board approve the Second and Final Reading of Policy 206.02 Board Association Membership, as submitted. Passed with a motion by Doug Molczyk and a second by Candace Becher.

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

XV.K. Second and Final Reading of Policy 204.12 Public Comment in Board Meetings

The Superintendent recommends that the board approve the Second and Final Reading of Policy 204.12 Public Comment in Board Meetings, to include three (3) minutes for each participant. Passed with a motion by Douglas Willoughby and a second by Theresa Seipel.

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

Yea: 4, Nay: 0, Absent: 2

XV.L. Second and Final Reading of Policy 504.03 Student Conduct

The Superintendent recommends that the board approve Second and Final Reading of Policy 504.03 Student Conduct, as submitted. Passed with a motion by Theresa Seipel and a second by Candace Becher.

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

Yea: 4, Nay: 0, Absent: 2

XV.M. Second and Final Reading of Policy 504.05 Student Appearance

The Superintendent recommends that the board approve the Second and Final Reading of Policy 504.05 Student Appearance, as submitted. Passed with a motion by Doug Molczyk and a second by Theresa Seipel.

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

Yea: 4, Nay: 0, Absent: 2

XV.N. Second and Final Reading of Policy 504.10 Weapons

The Superintendent recommends that the board table the Second Reading of Policy 504.10 Weapons, as submitted. Passed with a motion by Doug Molczyk and a second by Candace Becher.

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

Yea: 4, Nay: 0, Absent: 2

This policy was tabled for some more language to be added that included the intent of use.

XV.O. Second and Final Reading of Policy 607.10 Classroom Environment

The Superintendent recommends that the board approve the Second and Final Reading of Policy 607.10 Classroom Environment, as submitted. Passed with a motion by Doug Molczyk and a second by Theresa Seipel.

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

Yea: 4, Nay: 0, Absent: 2

XV.P. Second and Final Reading of Policy 611.07 Graduation Requirements

The Superintendent recommends that the board approve the Second and Final Reading of Policy 611.07 Graduation Requirements, as submitted. Passed with a motion by Douglas Willoughby and a second by Doug Molczyk.

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

Yea: 4, Nay: 0, Absent: 2

XV.Q. Second and Final Reading of Policy 802.05 Free or Reduced Cost Meals Eligibility and Meal Charges

The Superintendent recommends that the board approve Second and Final Reading of Policy 802.05 Free or Reduced Cost Meals Eligibility and Meal Charges, as submitted. Passed with a motion by Candace Becher and a second by Theresa Seipel.

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

XV.R. Second and Final Reading of Policy 1003.00 Public Examination of School District Records

The Superintendent recommends that the Board approve the Second and Final Reading of Policy 1003.00 Public Examination of School District Records, as submitted. Passed with a motion by Doug Molczyk and a second by Theresa Seipel.

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

XV.S. Fundraising Application

The Superintendent recommends that the board approve the fundraising applications, as submitted. Passed with a motion by Doug Molczyk and a second by Candace Becher.

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

Discussion on the incorrect date, which was resolved.

XV.T. Surplus

The Superintendent recommends that the board approve items listed to be declared as surplus property. Passed with a motion by Candace Becher and a second by Theresa Seipel.

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

Amy Haynes CMS Principal, shared information on the list of requested surplus property. She said it is broken furniture and very old curriculum. Mr. Hiebner said his request included the old booths from the CHS cafeteria. There are no buyers, and they are taking up a lot of space.

XV.U. Amended Classified Salary Schedule

The Superintendent recommends that the board approve the 2024-2025 Amended Classified Salary Schedule, as submitted. Passed with a motion by Doug Molczyk and a second by Theresa Seipel.

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

Jason Schapmann said there was a column excluded inadvertently. The cashier column was added back in at the appropriate level.

XVI. BOARD REQUESTS FOR INFORMATION

XVII. BOARD SHARING

The board collectively shared that the dinner with new teachers is a very nice event. All the members welcomed Dr. Kay as the new Superintendent and Mr. Schapmann as the new Director of Finance. All are excited about the upcoming school year.

XVIII. EXECUTIVE SESSION

The board did not go into Executive Session.

XIX. ADJOURN

Motion to adjourn Passed with a motion by Doug Molczyk and a second by Theresa Seipel.
Mark Brown: Absent, Michael Jeffryes: Absent, Candace Becher: Yea, Doug Molczyk: Yea,
Theresa Seipel: Yea, Douglas Willoughby: Yea
Yea: 4, Nay: 0, Absent: 2
The meeting was adjourned at 8:21pm.

I, the undersigned, being the duly qualified Secretary for the School District No. 1 of Columbus, Nebraska, certify that the preceding is a true and correct copy of the minutes of the Regular School Board meeting of Monday, July 8, 2024.

President

Secretary

Committee As A Whole

Mission: "Engaging All Learners to Achieve Success"

The Committee As A Whole started at 5:30 PM on Wednesday, July 17, 2024. The meeting was held at Kramer Education Center, 2410 16th Street, Suite A, Columbus, NE 68601

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

I. CALL TO ORDER 5:30pm by President Doug Wiilloughby.

II. ROLL CALL OF THE BOARD

III. EXCUSE BOARD MEMBERS

Motion to excuse board members. Passed with a motion by Theresa Seipel and a second by Candace Becher.

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

IV. PLEDGE OF ALLEGIANCE

V. NOTICE OF OPEN MEETINGS ACT

V.A. President ensures all can hear proceedings

VI. MISSION STATEMENT

VII. PUBLIC COMMENT

VIII. Phase V - McPherson & Jacobsen Firm

Derrick Joel of McPherson and Jacobsen led the board of education in setting performance goals, evidence, and criteria for Dr. Chip Kay as Superintendent.

The board of education developed a set of goals for Dr. Kay centered around three main pillars, (1) Communication, (2) Accountability, and (3) Student Outcomes. The board agreed to include these, along with what qualifies as specific objectives and evidence, into the annual Superintendent evaluation model.

IX. Final Stakeholder Report

The board reviewed the stakeholder report supplied by McPherson and Jacobsen with stakeholder feedback data from the Superintendent search process.

X. ADJOURN 9:00pm, motion by Candace Becher, second by Doug Molczyk, passed 5-0.

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 Wednesday, July 17, 2024.

President

Secretary

Board Retreat
Monday, July 15, 2024 5:30 PM Central

Columbus Public Schools Administration
Building
2508 27th St.
Columbus, NE 68601

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

I. CALL TO ORDER

II. ROLL CALL OF THE BOARD

III. EXCUSE BOARD MEMBERS

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

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

IV. PLEDGE OF ALLEGIANCE

V. NOTICE OF OPEN MEETINGS ACT

V.A. President ensures all can hear proceedings

VI. MISSION STATEMENT

Doug Willoughby read the mission statement.

VII. PUBLIC COMMENT

VIII. BOARD-SUPERINTENDENT PLANNING

Dr. Kay and the board of education discussed the draft of the strategic plan.

IX. ADJOURN

Motion to adjourn. Passed with a motion by Theresa Seipel and a second by Candace Becher.

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

Adjourned at 9pm.

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 on Monday, July 15, 2024.

President

Secretary

Columbus Public Schools
 Summary of Cash Balances
 July 31, 2024

| | DESCRIPTION | BEGINNING BALANCE | MONTH TO DATE RECEIPTS | MONTH TO DATE EXPENDITURES | END OF MONTH BALANCE | YTD BALANCE PRIOR YEAR |
|--|--|-------------------|------------------------|----------------------------|-------------------------|------------------------|
| General Fund | Attachment M4a | | | \$ 3,775,736.72 | | |
| | Transfer to GP ICS Savings | | | \$ 2,000,000.00 | | |
| | Transfer from GP ICS Savings | | \$ 2,000,000.00 | | | |
| | Receipts GP checking | | \$ 633,228.11 | | | |
| | GENERAL FUND - GREAT PLAINS STATE BANK | \$ 8,197,504.68 | \$ 2,633,228.11 | \$ 5,775,736.72 | \$ 5,054,996.07 | \$ 6,258,189.76 |
| | | | | | | |
| | Transfer to GP Checking | | | \$ 2,000,000.00 | | |
| | Transfer from GP Checking | | \$ 2,000,000.00 | | | |
| | Interest | | \$ 5,403.79 | | | |
| GEN FUND - GP ICS SAVINGS | \$ 5,005,180.42 | \$ 2,005,403.79 | \$ 2,000,000.00 | \$ 5,010,584.21 | | |
| | General Fund - Cash Balance | | | | \$ 10,065,580.28 | |
| Depr Fund | | | | | | |
| | Interest | | \$ 4,781.97 | | | |
| | DEPRECIATION - GREAT PLAINS STATE BANK | \$ 1,103,445.84 | \$ 4,781.97 | \$ - | \$ 1,108,227.81 | \$ 2,728,503.29 |
| | <i>Glitch from Microsoft issue 7/19/24. Waiting on repayment from double payroll on several employees. Bank Statement details not reflected on our software system</i> | | | \$ 5,324.14 | | |
| Temporary Funds - GF | PAYROLL - PINNACLE BANK | \$ 337,529.36 | \$ 3,070,949.53 | \$ 3,141,570.10 | \$ 261,584.65 | \$ 238,540.49 |
| | PAYFLEX - PINNACLE BANK | \$ 60,767.51 | \$ 9,629.82 | \$ 7,233.51 | \$ 63,163.82 | \$ 60,818.47 |
| Activities | Administration | \$ 441,663.80 | \$ 5,867.50 | \$ 4,425.33 | \$ 443,105.97 | \$ 1,142,845.84 |
| | Middle School | \$ 129,099.30 | \$ 341.75 | \$ 2,404.01 | \$ 127,037.04 | \$ 137,657.13 |
| | High School | \$ 657,355.39 | \$ 23,757.53 | \$ 31,187.29 | \$ 649,925.63 | \$ 581,615.76 |
| | ACTIVITY FUNDS - COLUMBUS BANK | \$ 1,228,118.49 | \$ 29,966.78 | \$ 38,016.63 | \$ 1,220,068.64 | \$ 1,862,118.73 |
| Nutrition Fund | Interest Income | | \$ 613.83 | | | |
| | Other Income | | \$ 2,934.50 | | | |
| | State Reimbursement | | \$ 192,150.02 | | | |
| | Rct to Expenditures | | \$ 722.02 | | | |
| | Summer Lunch | | \$ 1,700.00 | | | |
| | Student/ Staff meals | | \$ 3,558.52 | | | |
| NUTRITION FUND - CORNERSTONE BANK | \$ 190,172.66 | \$ 201,678.89 | \$ 193,370.16 | \$ 198,481.39 | \$ 499,884.04 | |
| Bond Fund | Platte County Treasurer | | \$ 51,017.60 | | | |
| | Butler County Treasurer | | \$ 68.10 | | | |
| | Polk County Treasurer | | \$ 0.92 | | | |
| | Investment Gain | | \$ 13,080.08 | | | |
| | BOND FUND - FNB | \$ 3,319,027.90 | \$ 64,166.70 | \$ - | \$ 3,383,194.60 | \$ 3,005,648.09 |
| Special Building Fund | Building Fund - FNB - account closed | \$ - | | | \$ - | |
| | BCDM Architects | | | \$ 12,411.50 | | |
| | Capital One Public Funding | | | \$ 214,353.75 | | |
| | Receipts | | \$ 16,523.60 | | | |
| | SPECIAL BLDG FUND - BANK OF THE VALLEY | \$ 497,343.24 | \$ 16,523.60 | \$ 226,765.25 | \$ 287,101.59 | \$ 115,312.68 |

| Account Number | Description | Budget | General Fund Revenue | | Balance | Percent |
|--------------------|--------------------------------|-------------------|-----------------------|-------------------|------------------|---------|
| | | | Month to Date | Year to Date | | |
| 01.1.01100.000.000 | Regular Education | (\$27,043,716.00) | (\$378,884.75) | (\$24,832,665.20) | (\$2,211,050.80) | 91.82% |
| 01.1.01115.000.000 | Career Coordinator | (\$8,000.00) | \$0.00 | (\$18,452.36) | \$10,452.36 | 230.65% |
| 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 | Alternate Education | (\$2,345,000.00) | (\$190,370.80) | (\$2,143,893.85) | (\$201,106.15) | 91.42% |
| 01.1.01312.000.000 | Tuition, Summer School | \$0.00 | \$100.00 | (\$3,150.00) | \$3,150.00 | #DIV/0! |
| 01.1.01510.000.000 | Interest | (\$15,000.00) | (\$14,876.20) | (\$89,663.14) | \$74,663.14 | 597.75% |
| 01.1.01540.000.000 | Income from Real Property | \$0.00 | \$0.00 | (\$20,607.50) | \$20,607.50 | #DIV/0! |
| 01.1.01801.000.000 | After School Program Receipts | (\$35,000.00) | \$0.00 | (\$73,454.00) | \$38,454.00 | 209.87% |
| 01.1.01911.000.000 | Local License Fees | (\$25,000.00) | \$0.00 | (\$15,990.00) | (\$9,010.00) | 63.96% |
| 01.1.02110.000.000 | Social Workers | (\$150,000.00) | (\$19,437.16) | (\$247,770.07) | \$97,770.07 | 165.18% |
| 01.1.03110.000.000 | State Aid | (\$14,245,963.00) | \$0.00 | (\$14,245,963.00) | \$0.00 | 100.00% |
| 01.1.03120.000.000 | SpEd Receipts from the State | (\$5,253,927.00) | \$0.00 | (\$5,275,397.00) | \$21,470.00 | 100.41% |
| 01.1.03130.000.000 | Homestead Exemption | \$0.00 | (\$484.05) | (\$11,165.74) | \$11,165.74 | #DIV/0! |
| 01.1.03131.000.000 | Property Tax Credit | \$0.00 | (\$21.31) | (\$1,555,839.27) | \$1,555,839.27 | #DIV/0! |
| 01.1.03155.000.000 | Textbook Loan Receipts | \$0.00 | \$0.00 | (\$24,834.81) | \$24,834.81 | #DIV/0! |
| 01.1.03180.000.000 | Pro-Rate Motor Vehicle | (\$18,000.00) | (\$6.82) | (\$52,629.10) | \$34,629.10 | 292.38% |
| 01.1.03400.000.000 | NANTKES/CHS THEATER | (\$777,521.00) | \$0.00 | (\$752,949.66) | (\$24,571.34) | 96.84% |
| 01.1.03535.000.000 | High Ability Learners | (\$25,000.00) | \$0.00 | (\$25,599.00) | \$599.00 | 102.40% |
| 01.1.03540.000.000 | NDE Early Childhood Grant | (\$150,000.00) | \$0.00 | (\$22,082.00) | (\$127,918.00) | 14.72% |
| 01.1.03541.000.000 | NDE Sixpence Grant | (\$164,500.00) | \$0.00 | (\$133,507.00) | (\$30,993.00) | 81.16% |
| 01.1.03551.000.000 | CTE Grant | \$0.00 | \$0.00 | (\$19,416.00) | \$19,416.00 | #DIV/0! |
| 01.1.03599.000.000 | Education Quest Grant | \$0.00 | \$0.00 | (\$22,282.40) | \$22,282.40 | #DIV/0! |
| 01.1.04421.000.000 | IDEA (611) ARP B-21 | \$0.00 | \$0.00 | (\$28,923.00) | \$28,923.00 | #DIV/0! |
| 01.1.04423.000.000 | IDEA (PRO) ARP NonPub | \$0.00 | \$0.00 | (\$13,810.00) | \$13,810.00 | #DIV/0! |
| 01.1.04505.000.000 | POSTAGE REIMBURSE | (\$595,719.00) | \$0.00 | (\$590,183.00) | (\$5,536.00) | 99.07% |
| 01.1.04509.000.000 | ESSA Title II Receipts | (\$226,561.00) | \$0.00 | (\$65,980.00) | (\$160,581.00) | 29.12% |
| 01.1.04510.000.000 | CHS QUIZ BOWL | (\$41,513.00) | \$0.00 | \$0.00 | (\$41,513.00) | 0.00% |
| 01.1.04516.000.000 | IDEA Preschool Entollment/Pove | (\$25,203.00) | \$0.00 | (\$27,670.00) | \$2,467.00 | 109.79% |
| 01.1.04518.000.000 | IDEA Enrollment/Poverty Grant/ | (\$985,568.00) | \$0.00 | (\$792,943.00) | (\$192,625.00) | 80.46% |
| 01.1.04521.000.000 | IDEA Proportionate Share/6412 | (\$127,085.00) | \$0.00 | (\$112,750.00) | (\$14,335.00) | 88.72% |
| 01.1.04525.000.000 | Carl Perkins Grants | (\$45,199.00) | \$0.00 | (\$114,848.00) | \$69,649.00 | 254.09% |
| 01.1.04527.000.000 | ESSA Title III LEP Grant | (\$104,492.00) | \$0.00 | (\$84,586.00) | (\$19,906.00) | 80.95% |
| 01.1.04528.000.000 | Title III Immigrant | (\$23,541.00) | \$0.00 | (\$56,444.00) | \$32,903.00 | 239.77% |
| 01.1.04531.000.000 | ESSA Title IV Part B 21 Centur | (\$157,550.00) | \$0.00 | (\$149,163.00) | (\$8,387.00) | 94.68% |
| 01.1.04708.000.000 | Medicaid in Public Schools/DS | (\$45,988.00) | \$0.00 | (\$105,733.93) | \$59,745.93 | 229.92% |
| 01.1.04709.000.000 | Medicaid in Public Schools/MAC | \$0.00 | \$0.00 | (\$34,135.31) | \$34,135.31 | #DIV/0! |
| 01.1.04969.000.000 | ESSA Title IV SSAE Grant | \$0.00 | \$0.00 | (\$55,790.00) | \$55,790.00 | #DIV/0! |
| 01.1.04988.000.000 | ESSER - ELO/ASP | \$0.00 | \$0.00 | (\$35,983.00) | \$35,983.00 | #DIV/0! |
| 01.1.04994.000.000 | HYC Grant (6994) | (\$14,230.00) | \$0.00 | \$0.00 | (\$14,230.00) | 0.00% |
| 01.1.04995.000.000 | FEMA/Federal Disaster Funds | (\$150,000.00) | \$0.00 | (\$11,795.02) | (\$138,204.98) | 7.86% |
| 01.1.04997.000.000 | Cares Act II | \$0.00 | \$0.00 | (\$652,423.00) | \$652,423.00 | #DIV/0! |
| 01.1.04998.000.000 | Cares Act III | (\$1,000,000.00) | \$0.00 | (\$3,722,817.00) | \$2,722,817.00 | 372.28% |
| 01.1.05301.000.000 | Claims | \$0.00 | \$0.00 | (\$8,541.67) | \$8,541.67 | #DIV/0! |
| | | (\$54,649,276.00) | (\$603,981.07) | (\$56,251,830.03) | \$1,602,554.03 | 102.93% |
| | Transfers | | | | | |
| | Reimbursements/Refunds | | (\$36,287.74) | | | |
| | Interest - other Accounts | | (\$7,040.70) | | | |
| | TOTAL REVENUE | | (\$647,309.51) | | | |

| Check Number | Vendor | Amount |
|--------------|--|--------------|
| 17619 | BLEVINS, TREVOR | \$8.95 |
| 17620 | ALLO COMMUNICATIONS | \$152.00 |
| 17621 | ASSOCIATED STAFFING, INC | \$1,666.94 |
| 17622 | BRYAN'S REPAIR | \$1,040.05 |
| 17623 | CENTRAL COMM COLLEGE-COL | \$360.00 |
| 17624 | CENTRAL NEBRASKA REHAB. SERV | \$3,726.68 |
| 17625 | CITY OF COLUMBUS WATER & SANITATION DEPA | \$4,959.72 |
| 17626 | CUNA MUTUAL GROUP. | \$595.86 |
| 17627 | FOLLETT CONTENT SOLUTIONS, LLC | \$395.40 |
| 17628 | HAMPTON INN-KEARNEY | \$836.00 |
| 17629 | JACKSON SERVICES INC. | \$96.25 |
| 17630 | LA QUINTA KEARNEY | \$259.90 |
| 17631 | LINCOLN JOURNAL STAR | \$8,039.90 |
| 17632 | LOUP POWER DISTRICT | \$59,900.01 |
| 17633 | LOUP POWER DISTRICT | \$25.00 |
| 17634 | LOUP POWER DISTRICT | \$35.17 |
| 17635 | LOUP POWER DISTRICT | \$57.47 |
| 17636 | PERRY, GUTHERY, HAASE, & GESSFORD, P.C. | \$531.07 |
| 17637 | PLUNKETTS PEST CONTROL | \$807.04 |
| 17638 | SERVICEMASTER BY SHEVLIN | \$24,815.04 |
| 17639 | SHELBY LUMBER COMPANY | \$155,875.00 |
| 17640 | TYLER TECHNOLOGIES | \$290.00 |
| 17641 | U AND I SANITATION LLC | \$2,235.00 |
| 17642 | VERIZON WIRELESS | \$369.98 |
| 17643 | MASCHMANN, BRIAN | \$988.00 |
| 17644 | AMPLIFY EDUCATION, INC. | \$310,974.88 |
| 17645 | ACCENT FLORAL AND GALLERIA | \$50.00 |
| 17646 | ADVANCE AUTO PARTS | \$112.55 |
| 17647 | ADVANCED CONSULTING ENGINEERING SERVICES | \$500.00 |
| 17648 | ADVANCED FIRE & SAFETY | \$1,369.00 |
| 17649 | AMAZON CAPITAL SERVICES | \$10,830.01 |
| 17650 | ASSOCIATED STAFFING, INC | \$3,171.80 |
| 17651 | AVI SYSTEMS INC | \$974.39 |
| 17652 | BIG APPLE BAGELS | \$334.91 |
| 17653 | BOMGAARS | \$90.42 |
| 17654 | BURNETT, ROBIN | \$530.64 |
| 17655 | CAPITAL ONE/WALMART | \$440.11 |
| 17656 | CAPITAL SANITARY SUPPLY | \$818.35 |
| 17657 | CENTRAL NEBRASKA REHAB. SERV | \$6,681.10 |
| 17658 | CITY OF COLUMBUS-TRANSFER STATION | \$26.04 |
| 17659 | CLAY HILLS AG, LLC | \$281.25 |
| 17660 | COLUMBUS ARNOLD MOTOR SUPPLY | \$40.50 |
| 17661 | COLUMBUS CREDIT SERVICES | \$155.00 |
| 17662 | COLUMBUS TIRE & SERVICE CENTER | \$742.15 |
| 17663 | COMMONWEALTH ELECTRIC MIDWEST | \$804.53 |

| Check Number | Vendor | Amount |
|--------------|--|-------------|
| 17664 | CORNHUSKER HOTEL CONFERENCE CT | \$318.00 |
| 17665 | CPM EDUCATIONAL PROGRAM | \$213.21 |
| 17666 | DAS STATE ACCTG-CENTRAL FINANCE OCIO | \$330.00 |
| 17668 | EAKES OFFICE SOLUTIONS | \$2,368.48 |
| 17669 | EGAN SUPPLY CO. | \$19.57 |
| 17670 | ESU #7 | \$802.89 |
| 17671 | GEHRING CONST. & READY MIX CO. | \$2,674.75 |
| 17672 | GOPHER | \$182.25 |
| 17673 | HOBBY LOBBY | \$795.68 |
| 17674 | HOMETOWN LEASING | \$13,499.96 |
| 17675 | HY-VEE FOOD STORES | \$2,550.39 |
| 17676 | IMAGINE LEARNING, LLC | \$3,572.80 |
| 17677 | INSPIRA FINANCIAL | \$266.60 |
| 17678 | KAY, CHESTER | \$30.00 |
| 17679 | KELLY SUPPLY CO. | \$53.63 |
| 17680 | KSB SCHOOL LAW | \$231.00 |
| 17681 | MEADOW RIDGE PROPERTIES LLC | \$982.00 |
| 17682 | MENARDS-COL | \$1,771.74 |
| 17683 | MICEK, ALENA | \$309.34 |
| 17684 | MID-AMERICAN RESEARCH CHEMICAL | \$230.00 |
| 17685 | MIDLANDS MECHANICAL INC | \$4,615.30 |
| 17686 | MIDWEST AUTOMATIC FIRE SPRINKLER CO. | \$2,225.00 |
| 17687 | MILLER, ASHLEY | \$177.58 |
| 17688 | MUCHMORE, KELLY | \$183.31 |
| 17689 | MURPHY-1099, DAWN | \$884.00 |
| 17690 | NAPA AUTO PARTS | \$77.83 |
| 17691 | NEBRASKA CENTRAL EQUIPMENT, INC | \$10,439.18 |
| 17692 | O'REILLY AUTO PARTS-COL | \$26.39 |
| 17693 | OCCUPATIONAL HEALTH SERVICES | \$145.00 |
| 17694 | ONE SOURCE | \$84.80 |
| 17695 | PINNACLE BANK OMAHA | \$165.00 |
| 17696 | PRESENCELEARNING INC | \$11,700.00 |
| 17697 | REARDON LAWN & GARDEN EQUIP. | \$770.88 |
| 17698 | RUTT'S HEATING & AIR CONDITIONING, INC - | \$200.37 |
| 17699 | SCHIEFFER SIGNS | \$38.00 |
| 17700 | SECURLY, INC | \$3,444.00 |
| 17701 | SHERWIN-WILLIAMS | \$1,748.59 |
| 17702 | SHIRTS ARE US, LLC | \$342.00 |
| 17703 | SUPER SAVER | \$15.66 |
| 17704 | TAVCOM, INC | \$1,500.00 |
| 17705 | TEACHER DIRECT | \$77.28 |
| 17706 | TEC21 EDUCATIONAL SERVICES | \$1,250.00 |
| 17707 | THE GLASS EDGE INC. | \$79.50 |
| 17708 | THEGE'S WILD WEST BAR-B-QUE, LLC | \$922.55 |
| 17709 | THRYV | \$27.10 |

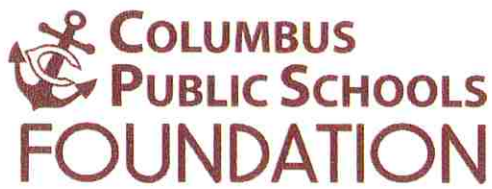
| Check Number | Vendor | Amount |
|--------------|-------------------------------|----------------|
| 17710 | TIRE OUTLET INC | \$10.00 |
| 17711 | TRUCK CENTER COMPANIES | \$2,676.33 |
| 17712 | UNITED WAY OF THE MIDLANDS | \$10,000.00 |
| 17713 | VALENTINOS OF COLUMBUS | \$624.50 |
| 17714 | WAYNE STATE COLLEGE | \$50.00 |
| 17715 | SCHOOL DISTRICT #1-PAYROLL | \$3,017,304.01 |
| 17716 | COLUMBUS CUSTOM EMBROIDERY | \$484.00 |
| 17717 | COLUMBUS IN ACTION, INC | \$170.00 |
| 17718 | ESU #7 | \$1,396.00 |
| 17719 | FIRST NATIONAL BANK OMAHA | \$181.11 |
| 17720 | FIRST NATIONAL BANK OMAHA | \$80.30 |
| 17721 | FIRST NATIONAL BANK OMAHA | \$74.11 |
| 17722 | FIRST NATIONAL BANK OMAHA | \$49.21 |
| 17723 | FIRST NATIONAL BANK OMAHA | \$1,415.30 |
| 17724 | FIRST NATIONAL BANK OMAHA | \$85.60 |
| 17725 | FIRST NATIONAL BANK OMAHA | \$4,613.02 |
| 17726 | IMAGE TECH & PRINTING | \$24.00 |
| 17727 | SCHOOL SPECIALTY, LLC | \$958.00 |
| 17728 | STEALTH BROADBAND | \$2,613.50 |
| 17729 | POSTMASTER | \$118.23 |
| 17730 | ASCD | \$75.00 |
| 17731 | ASSOCIATED STAFFING, INC | \$2,918.74 |
| 17732 | AWARDS & ENGRAVING | \$15.00 |
| 17733 | BUTLER COUNTY CLERK | \$240.82 |
| 17734 | CENTRAL NE COMMUNITY SERVICES | \$5,719.14 |
| 17735 | EMPOWER CONSULTING INC | \$10,788.00 |
| 17736 | FIRST NATIONAL BANK OMAHA | \$433.96 |
| 17737 | T-BONE TRUCK STOP | \$3,167.85 |
| 17738 | VALENTINOS OF COLUMBUS | \$135.95 |
| 17739 | AMAZON CAPITAL SERVICES | \$276.25 |
| 17740 | HY-VEE FOOD STORES | \$686.48 |
| 17741 | ESU #7 | \$8,538.55 |
| 17742 | POSTMASTER | \$342.64 |
| 17743 | AMAZON CAPITAL SERVICES | \$298.35 |
| 17744 | POSTMASTER | \$700.42 |
| 17745 | ACE HARDWARE-COLUMBUS | \$43.03 |
| 17746 | BOMGAARS | \$67.17 |
| 17747 | CAPITAL SANITARY SUPPLY | \$47.70 |
| 17748 | COLUMBUS ARNOLD MOTOR SUPPLY | \$132.16 |
| 17749 | COLUMBUS CUSTOM EMBROIDERY | \$202.00 |
| 17750 | CORNERSTONES OF CARE | \$25.00 |
| 17751 | EAKES OFFICE SOLUTIONS | \$4,445.65 |
| 17753 | INNOVATIVE OFFICE SOLUTIONS | \$5,928.62 |
| 17754 | MATHESON TRI-GAS INC | \$36.02 |
| 17755 | MENARDS-COL | \$2,003.46 |

| Check Number | Vendor | Amount |
|---------------------|--------------------------------|-----------------------|
| 17756 | MINNESOTA CLAY USA | \$730.13 |
| 17757 | MUSICIAN'S CHOICE | \$190.82 |
| 17758 | MY CENTRAL SUPPLY | \$2,171.39 |
| 17759 | SCHIEFFER SIGNS | \$133.00 |
| 17760 | SCHOOL SPECIALTY, LLC | \$637.96 |
| 17761 | SHERWIN-WILLIAMS | \$786.65 |
| 17762 | TIRE OUTLET INC | \$37.00 |
| 17763 | AMAZON CAPITAL SERVICES | \$41.25 |
| 17764 | CAPITAL ONE/WALMART | \$36.52 |
| 17765 | HY-VEE FOOD STORES | \$16.15 |
| 17766 | LEGACY 23 APARTMENTS | \$1,425.00 |
| | Total Fund Expenditures | <u>\$3,775,736.72</u> |

Professional Travel

Jul-24

| Employee full Name | Job Start Date | Job End Date | Job Notes to Administrator |
|--------------------|----------------|--------------|---|
| Alexander Dostal | 2024-07-24 | 2024-07-26 | Admin Days @ Kearney |
| Amy Haynes | 2024-07-24 | 2024-07-26 | Admin Days at Kearney |
| Amy Theis | 2024-07-30 | 2024-07-30 | Section I of threat assessment training by NDE |
| Amy Theis | 2024-07-31 | 2024-07-31 | Session II of threat assessment training by NDE |
| Andrew Luebbe | 2024-07-24 | 2024-07-26 | Admin Days Kearney |
| Angela Leifeld | 2024-07-24 | 2024-07-25 | Admin Days in Kearney |
| Angela Luebbe | 2024-07-24 | 2024-07-26 | Administrator Days-Kearney, NE |
| Ashlie Stone | 2024-07-24 | 2024-07-26 | Admin days |
| Austin Carmichael | 2024-07-24 | 2024-07-26 | Admin Days |
| Chip Kay | 2024-07-19 | 2024-07-19 | ALICAP Board Mtg - Lincoln |
| Chip Kay | 2024-07-23 | 2024-07-26 | Admin Days @ Kearney |
| Chip Kay | 2024-07-29 | 2024-07-29 | State Capitol Hearing, Lincoln |
| David Hiebner | 2024-07-24 | 2024-07-26 | Administrator Days - Kearney |
| Jason Harris | 2024-07-23 | 2024-07-26 | Administrator Days in Kearney |
| Jason Schapmann | 2024-07-23 | 2024-07-26 | Admin Days @ Kearney |
| John Holys | 2024-07-24 | 2024-07-26 | Admin Days in Kearney |
| Jordon Anderson | 2024-07-17 | 2024-07-17 | NSPRA National Conference |
| Jordon Anderson | 2024-07-24 | 2024-07-25 | Admin Days @ Kearney |
| Katie Rose | 2024-07-24 | 2024-07-26 | Admin Days in Kearney |
| Michael Ziola | 2024-07-24 | 2024-07-26 | Admin Days Kearney |
| Nicole Anderson | 2024-07-14 | 2024-07-17 | NSPRA national conference in Seattle |
| Paula Lawrence | 2024-07-24 | 2024-07-26 | Administrator Days in Kearney |
| Robert Hausmann | 2024-07-24 | 2024-07-26 | Going to Admin Days in Kearney |
| Sara Colford | 2024-07-24 | 2024-07-26 | Admin Days @ Kearney |
| Sarah Bird | 2024-07-24 | 2024-07-26 | Admin Days - Kearney |
| Teresa Hausmann | 2024-07-24 | 2024-07-26 | Admin Days @ Kearney |
| Timothy Kwapnioski | 2024-07-23 | 2024-07-24 | Coaches' Clinic in Lincoln |
| Timothy Kwapnioski | 2024-07-25 | 2024-07-26 | Admin Days in Kearney |



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

August 6, 2024

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 July. 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

\$25,811.00 - Scholarships

\$115.68 - Columbus After School Program

Band Boosters

\$5,000.00 - Band Trailer

\$300.00 - Marching Camp Scholarships

CMS PAC

\$225.00 - CMS PAC Scholarship

North Park PTO

\$120.02 - Field Trip Fuel

Sports Boosters

\$196.65 - Printing

\$192.00 - Banners

\$135.61 - Postage

Vocal Music Boosters

\$250.00 - Scholarship

\$5,550.00 - Shelton-Dehaan Ultrasound System

The total contributions for the month of July was \$37,895.96

The total contributions for the FY 2024 total is **\$366,258.11**

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

Thank you for your consideration.

Sincerely,

A handwritten signature in blue ink that reads "Nicole Anderson".

Nicole Anderson

Director of Marketing & Foundation

Department of Teaching & Learning Updates



August 2024



2023-2024

- Over 1,945 Teacher/Principal Connections
- Curriculum Courses Updated
 - K-5 ELA
 - K-4 Math
 - 8 CMS Exploratory courses
 - 12 CMS STEM courses
 - 21 CHS CTE courses
- 230 proficiency scales updated/created
- Adopted K-5 Amplify CKLA
 - Core Program, Language Studio, & mClass
- ELPA Screener, ELPA21, DIBELS, MAP Growth NSCAS Growth, PreACT, NSCAS ACT, NAEP & common assessments/data points

Focus for 2024-2025

- Department has a new name!
Department of Teaching & Learning
- We now get to support Preschool!
 - LETRS for Early Childhood Yearlong PD
- All CMS & CHS Science Courses
- Remaining 17 CTE Courses
- K-4 Dynamic Proficiency Reporting
- K-4 & 5th ELA Amplify CKLA Support
- K-5 District Literacy Plan
- MTSS Math
- Increase membership in DI & SkillsUSA
- Continued teacher and principal support

To: Board of Education

From: Leonard Kwapnioski

CC: Dr. Kay

Date August 9, 2024

Re: Cassette House

It is my recommendation that the Board of Education consider selling the current cassette house and giving Dr. Kay and me the approval to do so with proceeds being used for additional new cassette house expenses.

If you have any questions, please let me know.

Thanks.

Leonard

**Columbus High School
Grades 9-12 Student Fees
2024-25**

| | |
|-------------------------------------|---|
| Class Fees | <p>Each fall with the start of a new school year as part of grade level orientation, students will be charged a class fee as shown below.</p> <ul style="list-style-type: none"> • Class fees for Grades 9 and 10 are \$5.00 • Class fees for Grade 11 are \$7.00 • Class fees for Grade 12 are \$10.00 <p>Class fees defray the costs associated with student incentives, class pages in the yearbook for all grades; PROM for juniors and seniors; and graduation for seniors.</p> |
| Technology Damage Protection Plan | <p>It is highly recommended that a student purchase the technology damage protection plan at an annual cost of \$25.00. With the purchase of the plan, the district will cover 85% of costs per claim with the student being responsible for 15%.</p> |
| Athletic Physicals | <p>The Nebraska School Activities Association (NSAA) requires that all students involved in athletics be required to have an annual physical paid for by the student.</p> |
| Activity Stamp | <p>Any student may annually purchase an activity stamp for \$40.00. The activity stamp is good for admission to all CHS-sponsored home activity events including plays and musicals. The activity stamp is not valid at NSAA-sponsored activities including district and state competitions. Students qualifying for free and reduced meals may receive an activity stamp at a reduced cost or no charge.</p> |
| Individual Class Fees | |
| Advanced 2D, 3D and Advanced Art | \$12.00 for student art creations |
| Art Exploration, Art Techniques | \$8.00 for student art creations |
| 3D Media, 2D Media, Graphic Design | \$10.00 for student art creations |
| Choir | Appropriate personal attire for performances |
| Concert Band - Fall and Spring | \$10.00 and includes an ensemble method book |
| Dual Credit Courses | To receive college credit students must pay for tuition and fees through CCC, Nebraska Wesleyan, or Wayne State College. |
| Engineering Concepts | Up to \$7.00 depending on student-initiated projects |
| Guitar | \$10.00 for replacement strings, picks, and tuners |
| Introduction to Manufacturing Woods | Up to \$50.00 depending on student-initiated projects |

| | |
|-------------------------|---|
| Linkages | Up to \$20.00 depending on student-initiated projects |
| Manufacturing Welding | Fee will vary and are determined by the student-initiated project |
| Marching Band | \$55.00 plus an instrument and does not include shoes and gloves |
| Marching Band Cadet | \$35.00 plus an instrument and does not include shoes and gloves |
| Manufacturing Woods | Fee will vary and are determined by the student-initiated project |
| Manufacturing Processes | Up to \$60.00 depending on student-initiated projects |
| Percussion | \$300 and includes instrument usage fee, consumable materials, sticks and mallets, and camp fees. This does not include the marching fee. |
| Photography | \$10.00 for student photography items |
| Symphonic Band | \$10.00 and includes an ensemble method book |
| School Fees | |
| All Activities | \$40.00 C-Stamp/Meals on Trips |
| All NSAA Athletic Teams | Shoes, personal attire, and specialty equipment |
| Cheerleading | Personalized uniform up to \$1200 |
| Color Guard | \$300 personalized uniform and equipment |
| Dance Team | Personalized uniform up to \$1200 |
| Destination Imagination | Costs will vary depending on competitions |
| FBLA | \$15.00 Membership dues, conference expenses |
| FCCLA | \$20.00 Membership dues, conference expenses |
| HOSA | \$15.00 Entry fees for individual competitions |
| Intramurals | \$5.00 |
| Mock Trial | Appropriate personal attire for competitions |
| National Honor Society | \$10.00 Membership dues |
| Robotics | Costs will vary depending on competitions |
| SkillsUSA | \$15.00 Membership dues, conference expenses |
| Tri-M | \$30.00 Membership dues |
| Other Items | Purchases that include yearbooks, class rings, letter jackets and other similar personal effects are sold to students as a convenience which are not fees and do not fall under the |

| | |
|---------------------------|--|
| | guidelines of the fees policy. Fines for overdue books, school parking violations, and restitution for damage to property that is deemed to be a violation of school rules, regulations and policies established for the safe and efficient operation of the school and thus do not fall under the Student Fee Policy 504.18R1 |
| Graduation Caps and Gowns | To participate in the graduation ceremony, students are required to purchase a cap and gown. Participation in the ceremony is optional and thus costs do not fall under the Student Fee Policy 504.18R1 |
| Fund Raising | Students may do fundraising activities while participating in an extracurricular activity. Fundraising is done to offset expenses incurred by the student as members of the activity. Depending on the activity and cost, groups may request to complete additional fundraisers to defray costs. |

Columbus Middle School Student Fees List

Grades 5-8

School Fees

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

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

| | |
|----------|--------|
| Robotics | Varies |
| Musical | Varies |
| Play | Varies |

Athletic Physicals

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

Activity Stamp

Any student may purchase an activity stamp for \$40.00. The Activity Stamp allows students to attend all CHS and CMS home games, plays, and musicals. The Activity Stamp is not valid at NSAA sponsored activities. (district and state tournaments) Students that qualify for free or reduced meals and participate in activities may receive an activity stamp to all CHS/CMS home events. Students may purchase the activity stamp in the office.

Other Activity Fees

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

All Students: \$5

Band Instrument Rental: Varies

Band: \$20

All Activities Meals on Trips: Varies

STUDENT FEES

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

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

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

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

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

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

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

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

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

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

Policy
Adopted: 7/21/14

COLUMBUS PUBLIC SCHOOLS
Columbus, Nebraska
Reviewed: 7/21/14

Sharing Information with Other Programs - Optional

Dear Parent/Guardian:

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

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

- Yes! I **DO** want school officials to share information from my Free and Reduced Price School Meals Application with **Extracurricular Activities**.
- Yes! I **DO** want school officials to share information from my Free and Reduced Price School Meals Application with **Class Fees**.

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

Child's Name: _____ School: _____

Child's Name: _____ School: _____

Child's Name: _____ School: _____

Child's Name: _____ School: _____

Signature of Parent/Guardian: _____ Date: _____

Printed Name: _____

Address: _____

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

Return this form to: **Columbus High School Cafeteria by August 29, 2014.**

Exhibit
Approved: 7/21/14

COLUMBUS PUBLIC SCHOOLS
Columbus, Nebraska

STUDENT FEES REGULATION

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

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

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

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

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

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

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

(2) Personal or consumable items & miscellaneous

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

(b) Courses

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

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

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

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

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

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

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

(4) Extracurricular Activities–Fees for participation. Any fees for participation in extracurricular activities for the **2021-2022** school year are further specified in Appendix “1.” Admission fees are charged for extracurricular activities and events.

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

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

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

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

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

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

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

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

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

CERTIFICATION

On the 12th day of July, 2021, the school board held a public hearing at a meeting of the school board on a proposed student fee policy. Such public hearing followed a review of the amount of money collected from students pursuant to, and the use of waivers provided in, the student fee policy for the **2021-2022** school year. The foregoing student fee policy was adopted after such public hearing by a majority vote of the school board at an open public meeting in compliance with the public meetings laws.

Superintendent or Other Authorized School Official

Legal References:

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

Neb. Constitution, Article VII, section 1.

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

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

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

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

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

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

Policy Adopted: 6/10/02

Policy Revised: 7/29/02

Policy Revised: 7/14/03

Policy Revised: 7/07/04

Policy Revised: 7/11/05

Regulation Adopted: 7/10/06

Regulation Revised: 7/9/07

Regulation Revised: 7/13/09

Regulation Revised: 7/12/10

Regulation Revised: 7/11/11

Regulation Revised: 7/16/12

Regulation Revised: 7/15/13

Regulation Revised: 7/21/14

COLUMBUS PUBLIC SCHOOLS

Columbus, Nebraska

Reviewed: 7/21/14

Reviewed: 7/20/15

Reviewed: 7/20/16

Reviewed: 7/17/17

Reviewed: 7/16/18

Reviewed: 7/15/19

Reviewed: 7/16/20

Reviewed: 7/12/21

COLUMBUS PUBLIC SCHOOLS

STRATEGIC PLAN

2024 - 2029



COLUMBUS PUBLIC SCHOOLS



COLUMBUS PUBLIC SCHOOLS

MISSION STATEMENT

Engaging All Learners To Achieve Success.

VISION STATEMENT

Columbus Public Schools will continuously strive to be a high-performing learning community that will meet the diverse learning needs of all students.

To attain this Vision, we will

- Maintain a dedicated, clear, and collaborative focus on student learning and outcomes.
- Provide a safe and supportive environment for learning and teaching.
- Foster communication, trust, support, and partnerships with stakeholders.



COLUMBUS PUBLIC SCHOOLS

2024-2029 STRATEGIC PRIORITIES

The Columbus Public School District **Will Commit** to Developing and Maintaining Programming to Meet the Needs of Our Students.

The Columbus Public School District **Will Strive** to Provide Campuses that Create Safe Learning Environments and Address the Growing Needs of Our Community.

The Columbus Public School District **Will Invest** in the Resources and Efforts Necessary To Support Staff Engagement, Development, and Retention.

The Columbus Public School District **Will be Dedicated** to the Engagement of School and Community Partners for the Purpose of Fostering Connections and Building Relationships.

STRATEGIC PRIORITY #1

THE COLUMBUS PUBLIC SCHOOL DISTRICT COMMITS TO DEVELOPING AND MAINTAINING PROGRAMMING TO MEET THE NEEDS OF OUR STUDENTS.

Measures of Success:

- Show growth in Student Data/Progress Monitoring
- Fidelity Checks
- Parent/Student Surveys
- Documented MTSS Process
- Documented Communication Plan
- Data Driven Decisions Related to Program Offerings
- Rule 10 Checklist
- Weighted Caseload for Programs

Priority Owners:

- Jason Harris, Director of Special Education
- Sara Colford, Asst. Director for Student Services
- Sarah Bird, Centennial Dean of Students
- Ashlie Stone, Kramer Principal
- Amy Haynes, MS Principal

| FOCUSED VISION | GOAL | ACTION ITEMS | RESPONSIBLE PARTIES |
|---|---|--|---|
| Unlock Potential with Individualized Learning Opportunities: "Create engaging and skill based programs designed for students to excel and succeed at every stage of their CPS education." | 1.1 Maximize the Impact of Our Programs | 1. Determine which programs may need to be continued, created, expanded, or dissolved. | <ul style="list-style-type: none"> • Student Service Directors • Communications Director • Building Administrators • Coordinators • Counselors • Teachers |
| | | 2. Align FTE with student programming needs | |
| | | 3. Create well-defined, positive, and centralized Alternative Ed Programming <ul style="list-style-type: none"> • Explore alternative paths to graduation. "Track to Graduation" • Develop Clarity of paths • Define Students Supported through programming | |
| | | 4. Evaluate and align all CPS Programs with state statutes, school policies, and procedures. | |
| | | 5. Create clarity of roles and processes around all programming. <ul style="list-style-type: none"> • Create documentation | |
| | | 6. Educate Community Regarding Programs and Resources Available <ul style="list-style-type: none"> • Develop a communication plan for specific community subgroups. | |
| Elevate Student Success: "Strengthen and maximize our tiered support frameworks to provide every school with the necessary systems to achieve equitable results for all students." | 1.2 Use MTSS Processes with Fidelity | 1. Equip our staff with academic, behavioral, and social-emotional tools to meet the needs of all students | <ul style="list-style-type: none"> • Student Service Directors • Communication Director • Administrators • Counselors • Teachers |
| | | 2. Train for fidelity and consistent implementation of programs | |
| | | 3. Parent/Stakeholder Communication | |
| | | 4. Measure and evaluate student outcomes <ul style="list-style-type: none"> • Use a monitoring system to measure and evaluate student growth and achievement using formative and summative data • Explore software to support consistent data collection and analysis | |
| | | 5. Ensure the fidelity of the MTSS process <ul style="list-style-type: none"> • Identify staff to consistently oversee the MTSS process at each building • Create a systematic process for MTSS documentation that follows a student throughout their time at CPS (Align transition processes for academic and behavioral plans) | |

STRATEGIC PRIORITY #2

THE COLUMBUS PUBLIC SCHOOL DISTRICT WILL STRIVE TO PROVIDE CAMPUSES THAT CREATE SAFE LEARNING ENVIRONMENTS AND ADDRESS THE GROWING NEEDS OF OUR COMMUNITY.

Measures of Success:

- Completion of Required Safety Drills
- Existing Survey Data for Student, Parents, Staff and Community Members
- Annual Safety Audit
- Alicap Insurance Audit
- Community/Parent/Staff Committee that scores the building on condition of facilities and grounds

Priority Owners:

- Jordon Anderson, MS Asst Principal
- Leonard Kwapnioski, Director of Operations
- Jason Schapmann, Director of Human Resources
- Austin Carmichael, HS Asst Principal
- Alex Dostal, MS Asst Principal

| FOCUSED VISION | GOAL | ACTION ITEMS | RESPONSIBLE PARTIES |
|---|--|--|--|
| Champion a Culture of Safety and Collaboration: "Develop a collaborative atmosphere where everyone works together to communicate and ensure the safety of our educational spaces." | 2.1 Continuously Improve Safety and security on our campuses | 1. Continue to communicate with all staff and partnerships our building safety plans | <ul style="list-style-type: none"> • Safety Committee • SET Team • Asthma Team (Nurses) • Communications Department • Building Administration Teams |
| | | 2. Maintain and practice the SRP practices/processes <ul style="list-style-type: none"> • Develop and communicate a clear, consistent vision for response protocols • Include Emergency Response Protocol SET team (Crisis) Asthma team response | |
| | | 3. Continue to evaluate and address the need for adequate safety infrastructure | |
| | | 4. Maintain and provide camera systems for all campuses | |
| Promote Well-Being and Pride with Inviting Campuses "Provide campuses that are both welcoming and appealing, enhancing the well-being of students, building community pride, and supporting academic excellence." | 2.2 Maintain and improve current campuses | 1. Provide clean, manicured, and inviting campuses | <ul style="list-style-type: none"> • Maintenance Team • Safety Committee • Building Administration Teams |
| | | 2. Reallocate space to better meet the educational needs within our district | |
| | | 3. Ensure that student needs are determining the use of space | |
| Create a Flexible and Purposeful Learning Space: "Design and maintain an inclusive and purposeful learning environment that empowers both current and future students to academic success." | 2.3 Plan for the future growth needs of our community | 1. Ongoing assessment of district needs to make improvements and additions to meet the student growth in our community Campus Facilities | <ul style="list-style-type: none"> • Superintendent and Directors • Building Administration • Office of Student Services |
| | | 2. Plan and develop an alternative education program | |

STRATEGIC PRIORITY #3

THE COLUMBUS PUBLIC SCHOOL DISTRICT WILL INVEST IN THE RESOURCES AND EFFORTS NECESSARY TO SUPPORT STAFF ENGAGEMENT, DEVELOPMENT, AND RETENTION.

Measures of Success:

- Increase in percentage of staff trained
- Existing Survey data - What PD do you want/need?, Exit survey from PD
- Existence of New Teacher Survey
- iObservation Teacher Data Implementation
- Decrease Unfilled Positions Annually
- Increase in Applicant Pool
- Decrease in Turnover Rate
- Improved Upbeat Surveys

Priority Owners:

- Teresa Hausmann, Director of Teaching & Learning
- Andy Luebbe, Centennial Principal
- JP Holys, Lost Creek Principal
- Tim Kwapnioski, HS Activities Director
- Katie Rose, MS Asst Principal

| FOCUSED VISION | GOAL | ACTION ITEMS | RESPONSIBLE PARTIES |
|--|--|--|--|
| Inspire a Culture of Collective Responsibility: "Cultivate a sense of positive engagement and support by providing relevant and specifically targeted continuing education for all staff." | 3.1 Invest in staff development | 1. Continue differentiating professional development | <ul style="list-style-type: none"> • Teaching and Learning Dept. - Lead • Superintendent • Directors • Building Administration • Certified and Classified Staff (Input-Feedback-Peer Teaching) <ul style="list-style-type: none"> • Certified & Hybrid • Classified |
| | | 2. Continue making professional development relevant and engaging | |
| | | 3. Provide opportunities to grow and develop leadership skills | |
| | | 4. Provide Opportunities for the Administration to connect with and support building staff (side-by-side coaching, PLC's, classified training/PD) | |
| Spotlight Our Community's Promise: "Bring attention to the abundant opportunities within Columbus Public Schools and our community, encouraging exploration and excellence." | 3.2 Recruit and retain qualified staff | 1. Continue to market our school district to attract professionals. | <ul style="list-style-type: none"> • Superintendent • Directors • Building Administration |
| | | 2. Continue partnerships with post-secondary institutions <ul style="list-style-type: none"> • Promote our STEP Program (i.e. CHS and Wayne State), Practicum, and Student Teaching | |
| | | 3. Streamline the Application Process | |
| | | 4. Develop Retention strategies (develop key strategies) for all district positions <ul style="list-style-type: none"> • Continue engagement, stay, and exit interviews/surveys Utilize all data to develop a retention plan for certified, classified, hybrid, and administrative staff. | |
| | | 5. Continue to Nurture a Positive Climate and Culture and Encourage a community where every individual's growth contributes to our shared success | <ul style="list-style-type: none"> • Superintendent • Directors • Building Administration • Teachers • Classified Staff • Community groups |

STRATEGIC PRIORITY #4

THE COLUMBUS PUBLIC SCHOOL DISTRICT WILL BE DEDICATED TO THE ENGAGEMENT OF SCHOOL AND COMMUNITY PARTNERS FOR THE PURPOSE OF FOSTERING CONNECTIONS AND BUILDING RELATIONSHIPS.

Measures of Success:

- Increased Teacher Satisfaction on Perceptual Data
- Increased Student Attendance
- Building Action Plans Results
- Increased Family Engagement in School Events
- Existence of Community Partnerships (Increase, Improve, or New) for school/student programs designed for workforce and/or skill development.

Priority Owners:

- Dave Hiebner, HS Principal
- Angie Luebbe, Emerson Principal
- Bob Hausmann, North Park Principal
- Adriana Carnes, MS Asst Principal
- Nicole Anderson, Communications & Foundation Director

| FOCUSED VISION | GOAL | ACTION ITEMS | RESPONSIBLE PARTIES |
|---|--|--|---------------------|
| Foster Unity "Building a community where everyone feels seen, heard and valued." | 4.1 Foster relationships within our school community | 1. Increase new teacher engagement within the school and community <ul style="list-style-type: none"> • Community Organizations • Social Committee within buildings to foster a welcoming and belonging culture. • Continue new teacher meet & greet | Superintendent |
| | | 2. Increase Teacher - Student Interaction and Connection <ul style="list-style-type: none"> • Every student has a connection with a trusted adult • Each building creates action items to inspire student-focused connection | |
| | | 3. Increase parent and community engagement <ul style="list-style-type: none"> • Each building creates a parent-engagement action plan <ul style="list-style-type: none"> ◦ Learn how parents want to connect ◦ Utilize school and community resources | |
| | | 4. Continue to provide opportunities for staff to provide feedback and share ideas <ul style="list-style-type: none"> • SAC • Board Listening Session • Building Teams • UpBeat Surveys | |
| Nurture an Inclusive Future "Diversity of our students is a central and celebrated part of our community." | 4.2 Develop a plan to embrace the diversity of our community and school district | 1. Connect to the community organizations within our community | Superintendent |
| | | 2. Identify underserved populations with measurable action plans | |
| | | 3. Staff Education | |
| Ignite Community "Elevate collective involvement by creating opportunities for everyone to connect and contribute." | 4.3 Enhance Community Engagement | 1. Participate in and support community events. 2. Host events that include all members of our staff, the community, and families. 3. Provide ways for community feedback and input regarding initiatives, policy, and planning. | Superintendent |



Jamie N. Weingart
jnwconsulting.org

Let's explore what you do well so that you can do more of it.



Columbus Public Schools

2508 27th Street, Columbus NE 68601 402.563.7000

To: Board of Education

Fr: Dr. Chip Kay, Superintendent

Re: Proposed QCPUF '24 Projects

I am recommending that the Board of Education adopt a resolution at the September school board meeting to support the identified projects below, as well as all meeting requirements set forth in state statute, as eligible for Qualified Capital Purpose Undertaking Fund expenditures. In the resolution, the Board would adopt a maximum amount not to exceed \$7,400,000 and payable by levy as a 10-year bond. The annual levy would not exceed 2.98 cents per \$100,000 of valuation.

The following projects were identified through facility studies, community town halls, insurance audits, safety and security visits, and staff responses as high priority to ensure we have a safe and secure environment for all students:

- Replacement of the Middle School Boiler
- Replacement of Security Cameras and Software, excluding Kramer Education Center
- Installation of secure vestibule entrances inside the current entrances that will include secure door systems and visual access office controls at
 - West Park Elementary
 - Emerson Elementary
 - North Park Elementary
 - Centennial Elementary
- Repair and replacement of building communication systems were identified in the audit
- Repair/Replace Fire alarm systems where identified by audit
- Repair/Replace Exterior Doors that do not meet “safe and secure” standards in the audit
- Renovate unoccupied space at Kramer Education Center for district office space for the purpose of renovating the existing Administration Building for a Grades 5-12 Non-Traditional Learning and Support Center and providing necessary furniture.
- Architect and Engineering services that are required for any or all projects above.

If approved in September, the timeline of design, bidding, and completion would be from October of 2024 through August of 2026.

Columbus Public Schools 2024-2025



***Certified/Teacher
Employee Handbook***

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FOREWORD

Section 1: Intent of Handbook

Welcome to Columbus Public Schools. This handbook is intended to be used by teachers and other certificated staff to provide general information about Columbus Public Schools and to serve as a guide to the districts policies, rules, and regulations, benefits of employment, and performance expectations.

References in this handbook to “teachers” are intended to apply to all certificated staff. This includes administrative staff to the extent the handbook deals with professional expectations and conduct.

Each teacher is responsible for becoming familiar with the handbook and knowing the information contained in it. Although the information found in this handbook is detailed and specific on many topics, the handbook is not intended to be all encompassing to cover every situation and circumstance that may arise. This handbook is intended to supplement other documents that deal with your employment, including your employment contract, the negotiated agreement between the Columbus Public Schools and the Columbus Public Schools Education Association, and the policies and regulations of the Board of Education. In reading this handbook, please understand that where a direct conflict exists, state or federal law, the negotiated agreement, and Board policies and regulations will take precedent.

This handbook does not create a “contract” of employment. Staff positions and assignments which do not legally require a certificate or are otherwise not protected by the teacher tenure laws may be ended or changed on an “at will” basis notwithstanding anything in this handbook or any other publication or statement, except for a contract approved by the Board of Education.

The administration will be responsible for interpreting the rules contained in the handbook and shall have the right to make decisions and make rule revisions at any time. Should a situation or circumstance arise that is not specifically covered in this handbook, the administration will make a decision based upon applicable school district policies, state and federal statutes and regulations, and the best interests of the District.

This handbook will be in effect for the current and subsequent school years unless replaced by a later edition.

Section 2: Information About Columbus Public Schools

Profile of Columbus Public Schools:

In many ways, Columbus Public Schools are similar to schools found in any mid-western community of 27,000 in population. However, the differences which exist may be said to be significant. Only a close examination will reveal the importance of the differences because it is nearly impossible to quantify such things as community support, dynamic leadership, and belief in education.

The Columbus Schools is governed by a six-member elected Board of Education that sets policies for the District. The Board appoints a Superintendent who is responsible for day-to-day administration of Board policy. The superintendent supervises all administrative staff including building principals, who are in daily contact with teachers and students.

The Columbus Public School District serves approximately 4,100 students who live within its boundaries. The organization of the district features five K-4 elementary schools, one 5-8 middle school, and one four-year high school. In 2023, CPS opened a pre-school only building called the Kramer Education Center. The center will serve as the hub for pre-school classrooms, birth to five services, and leased space for a privately run daycare facility. The District presently employs over 330 Nebraska certified teachers.

Core area curricula for reading/language arts, math, science, and social studies are aligned to the Nebraska State Standards. Curriculum guides for all other content areas are developed using national standards. Curricula are reviewed and revised on a regular basis. Instruction in English, science, mathematics, social studies, information literacy, art, music, health, and physical education is provided at all levels. World languages, family and consumer sciences, computer literacy, business education, and STEM education are available at the secondary level.

The District seeks to provide students with many educational options. The middle school offers high track courses in world languages, language arts, math, and science. In addition, middle school students can take exploratory curriculum in industrial technology, art, speech, world languages, family consumer sciences, chorus, music, band, and computers.

The high school offers advanced placement (AP) classes in chemistry, calculus, English, physics, psychology, and U.S. Government, as well as college placement courses. Students have the opportunity to take coursework from other schools via the Distance Learning Center. Students also have the opportunity to take part in band, chorus, and the fall musical as well as more than 55 extracurricular activities. Columbus High School offers 20 varsity sports and is in Class A which means it is one of the largest schools in Nebraska. Teams participate in events sponsored by the Heartland Athletic Conference.

Appropriate educational services for all students are important in the Columbus Public Schools. Students with handicapping conditions need specialized services to help them maximize their learning capabilities. A continuum of Special Education services and programs are provided to meet individual needs. These services include support services for families and children in home and preschool settings. School age children receive Special Education services in regular education classrooms and in self-contained settings as determined by each child's individualized educational plan.

In the belief that reading is the key to academic success, the Columbus Public School District's reading program includes direct instruction in phonics, word structure skills, vocabulary, and comprehension skills. The Nebraska State Standards and teacher expertise are used to establish the grade level expectations. Reading instruction is provided in small groups at the appropriate level for each student. Ongoing assessment is an integral component of the instructional program to verify

acquisition of skills and to ensure movement of students to the correct level of difficulty for instruction. In addition to the regular delivery of instruction, interventions are implemented whenever students are not meeting the expectations of their specific grade levels.

Assistance in the basic reading program is provided through a variety of support services in the elementary schools. Children in eligible schools who are in need of additional support may be helped through the Title I, EL, or Special Education programs.

Teachers selected for this district are judged to be highly professional with the desire and intent to continually grow professionally. Staff development activities are provided in-district through structured teacher collaboration meetings and on specified professional development days during the school year. In addition, staff members are provided opportunities to attend workshops and conferences as appropriate to their needs and instructional areas.

Teachers in Columbus:

- Can participate in local, state and national professional groups.
- Work together to develop and update curriculum.
- Serve on professional task forces in the staff development program.
- Have assistance from excellent specialized referral services.
- Participate in decision making in their individual buildings.
- Pursue opportunities for professional advancement within the District and participate in grow your own leadership opportunities.

Section 3: District Mission Statement

The Mission of the Columbus Public Schools: “Engaging All Learners to Achieve Success”

The Vision of the Columbus Public Schools:

Columbus Public Schools will continuously strive to be a high-performing learning community that will meet the unique diverse learning needs of all students.

To attain this Vision, we will

- Maintain a dedicated, clear and shared focus while setting high expectations on student learning.
- Provide a safe and supportive environment for learning and teaching.
- Foster communication, trust, support, and partnerships with stakeholders.
- Be transparent and collaborative.

Section 4: District Administration

| | | |
|------------------------|--------------------------|---|
| Dr. Chip Kay | Superintendent | |
| Mr. Jason Harris | Director | Special Education |
| Mr. Jason Schapmann | Director | Human Resources |
| Mr. Leonard Kwapnioski | Director | Operations |
| Ms. Teresa Hausmann | Director | Teaching and Learning |
| Ms. Nicole Anderson | Executive Cabinet | Communications and Foundation Director |
| Ms. Sara Colford | Executive Cabinet | Assistant Director for Student Services |
| Ms. Angie Luebbe | Principal | Emerson Elementary School |
| Mr. Bob Hausmann | Principal | North Park Elementary School |
| Mr. Andy Luebbe | Principal | Centennial Elementary School |
| Mr. J.P. Holys | Principal | Lost Creek Elementary School |
| Ms. Paula Lawrence | Principal | West Part Elementary School |
| Ms. Ashlie Stone | Principal | Kramer Education Center |
| Ms. Amy Haynes | Principal | Columbus Middle School |
| Mr. Jordon Anderson | Assistant Principal | Columbus Middle School |
| Ms. Adriana Carnes | Assistant Principal | Columbus Middle School |
| Ms. Katie Rose | Assistant Principal | Columbus Middle School |
| Mr. Alex Dostal | Assistant Principal | Columbus Middle School |
| Mr. David Hiebner | Principal | Columbus High School |
| Mr. Austin Carmichael | Assistant Principal | Columbus High School |
| Ms. Angela Leifeld | Assistant Principal | Columbus High School |
| Mr. Michael Ziola | Assistant Principal | Columbus High School |
| Mr. Tim Kwapnioski | Activities Administrator | Columbus High School |

Article 1: SCHOOL CALENDAR AND SCHEDULES

Section 1: Calendar

The most up-to-date and accurate school calendar, planning calendar, and school activities calendar is located on the District Website (<http://columbuspublicschools.org>) or in the Google Drive in the shared drive called STAFF-HR.

Section 2: Daily Schedule

Will be communicated by the building Principal. It will be a minimum of 8 hours of duty for full-time.

Teachers may not alter their scheduled work time when students are present. Start time is 7:45am and end time 4:00pm.

Section 3: Severe Weather and School Cancellations

The Superintendent of schools is authorized by the Board of Education to close public schools in case of severe weather. The District will use a coded notification system to notify staff when weather is being monitored and when changes to the school schedule are possible.

Decision to Close Schools: A decision to close school is made when forecasts by the weather service and civil defense officials indicate that it would be unwise for students to go to school. School officials will make periodic assessments of conditions during the night and will decide early in the morning (by 6 a.m. if possible). In any case, **an announcement will be made through the automated calling system, social media, the CPS Mobile Application, and to local and regional radio and television media when schools will be closed.**

After School Starts: Every attempt will be made to avoid closing school once classes are in session. In some instances, closing school during the day is inevitable if children are to safely return home before the brunt of a major storm hits. In these cases, as much advance notice as possible will be given. If school is closed during the day staff will be notified and parents will be notified via media broadcast. Teachers will be responsible for remaining with students until all students have safely left school or the administration has made arrangements for remaining students.

Parental Decisions: Parents may decide to keep their children at home in inclement weather because of personal circumstances. Students absent because of severe weather when school is in session will be marked absent. You should treat the absence like any other absence for legitimate causes provided parents properly notify the school of their decision. Parents may pick up their children in inclement weather (except in case of a tornado) at any time during the school day. Students will not normally be dismissed from school during severe weather on the basis of a telephone request.

Emergency Conditions: Columbus Public Schools has a signal which, when activated, includes the necessity to either evacuate the building or to move to safer areas of the building. All regular drills are held as required by law through the school year. There are plans for Emergency Exit system, Tornado Warning System, and Critical Incident Response. **School officials are not permitted to release students from the school building during a tornado warning.** In the event of an emergency exit alert or tornado warning, you should implement the school's established safety procedures.

Section 4: Contract Days

Teachers are contracted for 188 contract days for school year (hereinafter referred to as the "contract year"). Teachers new to the district have 191 contract days. These contract days shall be served by individual teachers on varying schedules as established by the Board of Education and administration.

Section 5: Make-Up Days

Unless weather prohibits it, **staff will be required to report on snow days** at a time determined by the Superintendent. In the event teachers are not required to report for duty due to inclement weather conditions or other circumstance whereby a duty day is canceled, such days shall not be credited as a contract day served. Make-up days may be scheduled by the administration during (or after) the contract year as needed to allow all teaching staff to serve the full number of contract days.

Article 2: EMPLOYMENT, COMPENSATION, AND BENEFITS

Section 1: Employment

A teacher is employed by Columbus Public Schools when the teacher signs the Teacher's Contract and the Board of Education approves such contract of employment. The teacher's employment continues absent action by the administration or the Board of Education to non-renew, terminate, amend, or

cancel the teacher’s employment contract with the school district, or action by the Board of Education to accept a resignation of employment.

On or after March 15 of each school year, a teacher may be requested to accept employment for the next school year and shall be required to signify such acceptance by the date designated in policy, currently April 15th. Failure of teachers to respond to the request to signify acceptance of employment by the designated date shall constitute cause for amendment of termination of the teacher’s contract.

Should a teacher wish to resign from employment, the teacher should give written notice of resignation to the Superintendent. The request to resign will be acted upon by the Board of Education. Mid-year resignations and resignations given late in the spring for the following school year can present significant planning problems for the District. If a mid-year resignation is submitted, a resignation for the following school year is submitted after April 15th, or after the teacher has signified acceptance of employment for the next school year, the Board of Education may act to not accept the resignation. Each late resignation will be handled on a case-by-case basis. The District will enforce the continuing contract of teachers accepting employment for the next school year under the provisions of Neb Rev. Stat. §79-829.

Section 2: Assignments

The professional duties to be performed by a teacher with the District shall be subject to assignment by the Superintendent of the District with the approval of the Board of Education. A teacher will be expected to devote full time during days of school to the teacher’s position and to diligently and faithfully perform the assigned duties to the best of the teacher’s professional ability. Job descriptions, where available, provide additional information about the position duties.

In addition to the normal duties traditionally required of teachers, a teacher may be assigned “extra duty” assignments to support the extra-curricular programs of the District, which shall be upon such terms and conditions and at such additional rate of compensation as the Teacher and the District may agree upon or as set forth in the [negotiated agreement](#). The extra-curricular program of the school district is an integral part of the overall educational program of the school district. As such, a teacher shall not unreasonably refuse to accept such extra-duty assignments. In addition, performance in an extra-duty assignment may be a part of the evaluation of the teacher’s overall performance to the District.

Section 3: Personnel File

The District will follow the requirements of state and federal law and regulation with regard to a teacher’s personnel file, including, but not limited to, Neb. Rev. Stat. § 79-8,109.

Section 4: Grievances and Complaints

Teacher grievances regarding wages, hours, and conditions of employment set forth in the negotiated agreement shall be governed by the grievance or complaint procedure in the negotiated agreement.

Board of Education policy requires that the proper channeling of complaints involving school personnel shall be from the complainant to the employee, to the principal, to the Superintendent, and then on to the Board of Education. Complete information regarding complaints may be found in Appendix 1.

Section 5: Compensation

Regular Salary and Extra-Duty Compensation. Compensation is paid only as authorized by the Board of Education. Teachers are paid a salary based on placement on the salary schedule set forth in the collectively bargained negotiated agreement between the District and the collective bargaining agent for the certificated teaching staff (referred to in this handbook as the “negotiated agreement”), and the extra-duty salary schedule also incorporated into the negotiated agreement. Teachers must have their current teaching certificate on file.

Graduate Coursework for Salary Schedule Movement, Additional Endorsements, or Advanced Degree. Advancement on the salary schedule from one column to the next shall automatically occur whenever the following criteria are met.

1. Credit hours above the B.A. level shall be “graduate” hours. In specific cases, undergraduate credit hours will be allowed to apply to the salary schedule to fulfill special needs of the District and the teacher. A written proposal or course of study shall be submitted to the Director of Human Resources for the application of undergraduate courses to the salary schedule. The Director of Human Resources shall give a written decision with rationale for the decision. The person making application shall have the right to make an oral presentation to the Director if he/she feels the Director's decision is incorrect. After the oral presentation, the decision of the Director shall be final with no right to appeal to the Superintendent or Board of Education. The decision shall be forwarded to the Superintendent.
2. At least one-half of these “graduate” hours must be in/or associated to the teaching field, and upon reaching 18 graduate credit hours, if hours are to be used for placement on the salary schedule, the teacher must show that they are in an approved Master’s Degree Program and that the hours count toward that program or are courses that the Superintendent or designee approves.
3. All hours above the Master’s Degree must be graduate hours and related to the teacher’s professional field, curriculum and instruction, counseling, or administration and related to the School Districts initiatives. All requests for hours above the Master’s Degree shall be submitted to the Director of Human Resources for approval. Decisions may be appealed to the Superintendent for approval.
4. **Continuing education credits (CEU)** shall be earned in participatory activities, i.e., a course, conference, workshop, lecture, or other activity, at which attendance is monitored and verified through an approved or accredited continuing education program. Three certification/continuing education units will equal one college credit. Credits must be earned in an employee’s assigned teaching or certification area. These areas include but are not limited to SLP’s, CTE/STS, Career Coordinator, School Psychologist, Hearing/Vision Specialists, EL teachers, Social Workers or other certified areas not included in continuing education at a post-secondary institution. Documentation of completion from the accrediting or certifying program is required for credit. (Only applies 9-1-24 and after)

Changes in Salary Schedule Placement. Changes in a teacher's placement on the salary schedule are governed by the provisions of the negotiated agreement. Teachers are expected to (1) complete the upgrade form by the last contract day of the prior school year and submit to the Human Resources Department and (2) provide the Human Resources Department with an official transcript for all graduate hours earned for purposes of advancement on the salary schedule on or before September 1 of the school year in which such hours are to be credited for the teacher's placement on the salary schedule. Failure to provide an official transcript on or before September 1 from the post-graduate institution of the graduate hours earned will result in no recognized credit for such school year. Vertical steps are advanced at (1) step downward on the salary schedule per year, limited by the maximum number of vertical steps per horizontal column. Vertical placement is not always equal to years of service at CPS.

Salary Payments. Salary is payable over twelve equal installments. Teachers will be paid on the 20th of the month, or the last preceding school day if the 20th falls on a vacation or weekend day. In emergency cases exceptions may be made, subject to the approval of the Board. In no case shall the Board advance more than one month's salary. Upon separation of a teacher's employment, or upon fulfillment of the contract, the teacher may, at the option of the Board, be paid all salary due in one lump sum. Teachers new to the district have the option to receive their salaries divided into thirteen (13) equal payments with the first payment beginning in August of their first year of employment. The August paycheck will also include summer training stipends. Insurance benefits or cash in lieu will begin on September 1 and be divided out over twelve (12) equal payments.

Signing Bonus: Teachers new to the district will receive their signing bonus plus any other stipend for required training completed prior to the first contract day. This pay will be issued in the August pay cycle.

Additional compensation over and above regular compensation, extra-duty pay, and supplemental pay shall be disbursed as it is earned and deductions from compensation due to unpaid leave shall be taken out as they are reported to the payroll office. Reimbursements for mileage or other expenses will be considered separate from compensation.

Section 6: Extended Duty Pay

Extended duty for any teacher beyond the number of contract days established by the Board of Education for the school year shall be paid at rate listed in the negotiated agreement. Extended duty days will not be counted if worked on a regularly scheduled contract day. **A full extended duty day is 8 or more hours. Paid leave cannot be used in lieu of working extended duty contract days or summer school.**

Section 7: Benefits

Teachers are provided benefits in accordance with the negotiated agreement, group health insurance plan requirements, and the school district's Section 125 Plan document. Teachers shall make annual fringe benefit elections by September 1 of each school year. Should a teacher fail to make such election, the teacher election from the immediately preceding school and contract year shall be continued. Each teacher is responsible for informing the Office of the Superintendent in writing of any changes in benefit status. Continued health insurance benefits are available through COBRA for certain qualifying events.

The Health Insurance Portability and Accountability Act (HIPAA) provides rights and protections for participants and beneficiaries in group health plans. HIPAA provides coverage under group health plans that limit exclusions for preexisting conditions; prohibit discrimination against employees and dependents based on their health status; and allow a special opportunity to enroll in a new plan to individuals in certain circumstances. HIPAA may also give you a right to purchase individual coverage if you have no group health plan coverage available and have exhausted COBRA or other continuation coverage. Further information may be obtained from the Plan Administrator of the group health plan.

Section 8: Payroll and Payroll Deductions

Salary and benefits are paid in accordance with the individual employment contracts and negotiated agreement. Payroll deductions shall be made in accordance with law and the negotiated agreement.

Section 9: Expense Reimbursement

Reimbursement for authorized mileage will be paid to teachers required to drive their own vehicles during their regular working hours between two or more work sites. The allowable rate shall be governed by Board policy, unless otherwise required by law. The District is not liable for physical damage to employee vehicles. Materials necessary for instruction are provided by the District. If teachers need additional materials for instruction or school-related purposes, the request should be made to the Principal. Reimbursement for purchase of materials or for meals or other expenses related to travel must be submitted to and approved by the Principal or, if the expense relates to an activity, by the Athletic Director. The request for reimbursement should include a voucher sufficient to establish that the expense was actually incurred and that the expense was reasonable and related to a school-purpose.

Section 10: 403(b) Salary Reduction Agreements

The District will cooperate with any teacher who chooses to participate in an investment program under an Internal Revenue Code Section 403(b) provided that the certificated employee executes a "Salary Reduction Agreement" provided by the District.

Section 11: Overtime

Teaching professionals **and other staff covered under the negotiated agreement** are classified as exempt from overtime under the Fair Labor Standards Act (FLSA). The overtime exemption for teaching professionals is not dependent on whether the employee is paid on a "salary basis." Exempt employees are not eligible for overtime or compensatory time.

Section 12: Employee Assistance Program

The District provides an Employee Assistance Program staff may access when needing to deal with issues such as depression, stress management, anxiety, marital difficulties, family conflict, alcohol, or drug addiction, financial or legal concerns, problem gambling, eating disorders, childcare, and eldercare, etc. Information for this program is available in the Shared Drive Staff-HR in Google.

Section 13: ID Badge for Admission to School Activities

The employee's ID badge will serve as their activity pass and allow the employee, spouse, and children to attend home events with them at no cost. Exemptions apply for NSAA District, Sub-State, or State contests. **Clarification on Children** - Must be a child of the employee, school age, and living at home. **Children may not be dropped off to attend, the employee must also be attending the event.**

Section 14: Workplace Accommodations (504)

Employees requiring workplace accommodations may seek assistance through the 504 process starting with the completion of the [504 Request Form](#) in the Staff-HR folder.

Section 15: Require Trainings

Due to compliance with Rule 10, the Nebraska Department of Education, laws enacted by the Legislature, the Nebraska Schools Activities Association, the United States Department of Agriculture, or other governing agencies certified staff may be required to attend, participate, complete, or demonstrate competency related to specific trainings, standards, or skills. If the completion of these requirements is considered a condition of employment, failure to complete them as prescribed will result in suspension and/or termination.

Article 3 – ABSENCES FROM WORK

All absences outlined in article 3 of this handbook require a leave form to be completed and submitted.

Section 1: Paid Leaves

Teachers are provided with paid sick and personal leaves (professional leaves, bereavement leaves, etc.) in accordance with the negotiated agreement. During such paid leaves, teachers shall continue to receive all salary and fringe benefits called for by the negotiated agreement. The leaves provided by the District are to be used for the purpose intended.

Definition of Immediate Family (as applied to sick, bereavement part II, and FMLA): For the purpose of implementation of this written agreement, only the following shall be considered members of the immediate family of an employee: husband, wife, child, mother, father, sister, brother, mother-in-law, father-in-law, grandparents, sister-in-law, brother-in-law, daughter-in-law, son-in-law, grandchild, niece, nephew, aunt, uncle, step children, step mother, step father, step brother, and step sister.

Requests for Leave: Advance reporting of the need to take a leave and having effective lesson plans and materials prepared and readily available for the substitute are important. A teacher who becomes ill outside of school hours and is unable to work is to contact the District's sub-caller before 6:30 a.m. Before the end of the school day on the first day of the sick leave, and on each subsequent day of absence, a report should be made to building secretary as to whether the teacher will be able to return to duty on the next duty day. For illnesses or medical situations where the need for the leave can be determined in advance, the teacher is to make such advance report of need for leave as soon as possible.

For personal and other leaves, a Request for Leave form is to be submitted to the supervisor at least five school days prior to the leave, or such other advance notice as is practicable under the circumstances.

Return from Leave: Upon return from leave, teachers are to review information supplied by the substitute teacher as to progress made in the class and any student behavior concerns. The substitute should be contacted directly if the written information supplied is not adequate.

A teacher who is absent for any period of time because of injury requiring care from a physician or health care provider, or for a period of five consecutive days or more due to illness, may be requested to present a written statement to the supervisor from the teacher's physician or health care provider stating that the teacher is physically able to return to duty. This statement is to be presented in person before the teacher returns to duty in order that the present stage of convalescence can be observed and discussed.

Section 2: Payroll Deductions for Absences in Excess of Paid Leave (aka Unpaid Leave)

Should a teacher be absent from work in excess of the teacher's accumulated sick leave or other paid leaves called for in the negotiated agreement, the teacher's salary shall be reduced by the day or days of work missed on a per diem basis calculated using the number of days missed as the numerator, and the number of total contract days for the school years as the denominator; e.g. one day missed = 1/188 of your total salary and fringe benefits. The deduction will not include any extended contract, extra-duty, or stipends unless those duties are affected by the absence. Unpaid leave requests will require an explanation of the absence and it is a general expectation that this option is for extended illness or FMLA, lack of available daycare, or unforeseen circumstances. **Unpaid leave is not an entitlement because you are choosing to forfeit pay. Excessive unpaid absences (not covered under FMLA) may result in termination.**

Section 3: Sick Leave

Each certificated employee of the District, upon completion of one (1) full day of work during his/her first year of employment, shall be eligible for the provisions of this policy. This policy governs the extent an employee will receive pay for absence from work for reasons of personal **or family** illness/injury (see Workman's Compensation Policy), conditions associated with pregnancy, childbirth, or related medical conditions and quarantine due to exposure to a contagious disease which prevents an employee from reporting to work able to perform his/her work satisfactorily. A written verification from a physician licensed to practice medicine may be required by the Superintendent (or designee) after an absence from work that exceeds five (5) consecutive working days. In addition, if said absence continues beyond twenty (20) consecutive working days, said employee may be required to submit a written verification from a licensed physician of the need for his/her continued absence from work and may be required to submit additional written verification from a licensed physician each ten (10) working days thereafter to remain eligible for this benefit.

The number of days an employee shall receive pay for absences due to reasons or conditions defined above will be determined by the number of accumulated sick leave days credited to said employee. An employee may, at his/her discretion, request that any days absent from work for a condition defined in the previous paragraph be treated as, and shall be granted as, leave without pay for such absences. Any days absent from work for a condition defined in the previous paragraph beyond the number of accumulated days shall be treated as leave without pay. Employees of the District will be granted ten (10) days of sick leave each year. Said days will be allowed to accumulate to a maximum of eighty (80) days. Sick leave may be taken in 1/8 of a day increments.

Upon returning to work for absence due to a condition defined herein, the affected employee must file with his immediate supervisor a **Sick Leave** form **through the Absence and Substitute online system**. This form shall contain a perjury statement reading, "I declare under penalty of perjury that this is a true and just claim and falsifying this report could result in loss of all or part of my accumulated sick leave."

A teacher who is reemployed shall receive sick leave benefits in the following manner:

1. Up to two (2) years absence, no loss of accumulated leave;
2. Three (3) to five (5) years absence, five (5) days loss of accumulated sick leave for each year of absence;
3. Six (6) or more years of absence, will start as new teacher.
4. Covered employees on Extended Duty shall receive additional Sick Leave at the rate of one (1) contract day for each additional twenty (20) contract days of work.

Any catastrophic illness or other situation under the sick leave provisions may be considered by the Superintendent for additional sick leave.

Upon separation from the District a certificated employee who has completed 15 or more consecutive years with the District will be compensated one-half of the regular substitute teacher rate in that employee's final year with the district for each day of unused sick leave up to a limit of 40 days. Unused sick leave will be compensated in increments of no less than .5 days. Compensation will appear in the June payroll check.

In the event that the District implements an Early Retirement Incentive Program, a certificated employee who has completed 15 or more consecutive years with the District shall be permitted to select either the pay for unused sick leave benefit or the early retirement incentive program benefit but not both benefits.

Section 4: Leave of Absence (LOA)

The Columbus Public Schools Board of Education, recognizing the need of staff members to take leave from their duties at school for various situations, establishes a program in which staff members can request a leave of absence without pay for a specific period of time. Approval of such leave shall be governed by the instructional needs of the students as determined by the Building Principal/Director. Requests for leave without pay must receive the written approval of the Building Principal/Director and the Superintendent of Schools before being granted. Staff members shall submit their requests for leave on appropriate forms supplied by the school district and follow specific rules and regulations as established by the administration to support this policy.

The following rules and procedures will govern leave without pay:

1. A leave shall not be granted for a time period greater than one year in length.
2. Staff members shall make their requests on a leave without pay form and shall attach a written letter identifying the purpose for such leave. Forms should be submitted to their Principal or Director.

3. A Principal or Director shall consider the following before acting upon a request for leave without pay:
 - a. Instructional needs of the students in the District.
 - b. The needs of the staff member requesting the leave.
 - c. Ability to find a suitable replacement for said staff member.
 - d. If leave is for less than one year, appropriate starting and ending times of leave will be established. These times should prove to be the least disruptive for the students' educational program.
4. The Principal/Director may approve or reject the request for leave without pay.
5. If the Principal/Director approves the leave without pay, the staff member shall do the following:
 - a. Submit to the Principal/Director on an approved form the mailing address where the staff member can be reached during March of the year when the staff member is on leave so that the staff member can receive notice of the offer of continuing employment.
 - b. The staff member will understand that he/she shall respond to the offer of continuing employment by:
 - i. Stating that he/she wants to return to his/her position or;
 - ii. Requesting an extension of his/her leave for another year thereby giving up his/her right to a guaranteed position.
 - c. If a teacher is on an extension of his or her leave, and said teacher indicates that he/she wishes to be employed, such teacher shall accept the first position offered. If such offer is not accepted, no other offers will be made during that year. The teacher is free to apply for any position that is available and such application will be given consideration.
 - d. If the staff member does not respond within the allotted time frame, it shall be considered as a resignation and the Board will terminate the contract and all obligations to the staff member.
 - e. If the Principal/Director approves an extension for the staff member, the staff member shall complete all steps (a) through (c).
6. In no case will a staff member be granted more than two extensions to leave without pay. The total time frame of leave without pay and extension will not exceed three years. If a leave of absence begins during a school year and does not extend beyond ten (10) working days, said employee's salary will be reduced by $1/(\text{number of contract days})$ for each day missed. If said absence continues beyond ten (10) consecutive working days in one school year, said employee's salary and health insurance/annuity money will be reduced according to the formula named above. Said employee's life insurance and long-term disability insurance will be continued at the District's expense for the duration of the leave during the school year for which the leave was initiated. Any employee receiving an extension of his/her leave beyond the school year during which the leave was initiated will receive no salary or other monetary benefits until he/she returns to work. An employee on such leave beyond ten (10) consecutive days may elect to continue his/her health insurance at his/her expense. No increment credit will be awarded to any teacher on such leave if his/her absence during any school year is for more than one-half school year.

Section 5: Bereavement Leave

(Part I) Five (5) days per incident shall be granted in the event of the death of a child, spouse, parent, brother, sister, or sole responsibility, which shall not be charged against sick leave accumulation. Bereavement leave will also be available to both the male and female parent in the event of a lost pregnancies (miscarriage, ectopic pregnancy, or stillbirth). Five additional days per incident may be granted which shall be charged against accumulated sick leave.

(Part II) Three (3) days per incident shall be granted in the event of the death of other immediate family members, which shall not be charged against accumulated sick leave. Three additional days per incident may be granted which shall be charged against accumulated sick leave.

(Part III) Up to two (2) days per year may be allowed to attend the funerals of relatives or personal friends not covered by the immediate family definition, which shall not be charged against accumulated sick leave. Two additional days may be granted during the current school year, which shall be charged against accumulated sick leave.

Staff members are to submit requests for bereavement leave on the Application for Leave form. Leave requests submitted following the absence will not be accepted unless approved by the Principal and Director of Human Resources.

Section 6: Family Parenting Leave

Up to five (5) days of accumulated sick leave per year may be used for family parenting (grandchild or adoption) leave. An additional five (5) days may be used for which substitute pay will be deducted. Thereafter, full pay deduction will be made.

Section 7: Personal Leave

Three (3) days of paid personal leave shall be granted to each certificated employee during each contract year. Persons desiring to take a personal leave day must make a personal request to their immediate supervisor. The exercise of personal leave shall be subject to the following provisions:

1. Three (3) days of personal leave requested shall be subject to administrative approval and must be applied for at least (5) calendar days in advance of the date the leave will occur.
2. The Superintendent may grant personal leave without 5 days notice (assuming the employee has a day of personal leave left) when conditions or situations make it impossible for an employee to fulfill his/her assigned duties.
3. Application for personal leave that extends the breaks of Labor Day, Thanksgiving, Christmas / New Years, spring break, Easter, or Memorial Day; or that replaces the first contract day, the last contract day, or parent / teacher conferences shall be subject to the Superintendent's approval.
4. Personal Leave shall be handled confidentially.
5. The District will compensate certificated employees **\$150** for each day of unused personal leave up to a maximum of three (3) days per school year. Unused personal leave will be compensated in increments of no less than .5 days in the June payroll check.

6. An certified employee who is in year ten (10) or more with Columbus Public Schools will receive one additional personal leave day to be used annually, without carry-over, and without compensation if unused. The additional day would be considered the 4th personal day of use.
7. An employee who does not complete all 188 days of their annual contract due to termination, resignation, or retirement become ineligible for unused personal day compensation as outlined in section 7, #5.

Section 8: Personal Professional Leave

Certified employees covered by this agreement shall have the opportunity to use up to three (3) personal professional leave days per school year. These days must meet district initiatives, personal professional development, school improvement, and/or professional improvement plans for an employee to be eligible for this leave. This leave requires the approval of the building Principal and the Superintendent (or designee) at least 14 calendar days in advance. Professional development is defined as a specific conference or event where the attendee has the opportunity to participate in development activities, general or individual sessions, or goal-oriented shadowing/mentoring opportunities. Professional leave required by the District is covered under Section 16.

Section 9: Adoption Leave

An employee of the District who adopts a child may use provisions of the Adoption Leave Policy as per state statute. Refer to Section 6 for additional guidance.

Section 10: Court Summons Leave

Any teacher subpoenaed to appear as a witness in court must notify his/her supervisor as promptly as possible upon receipt of the subpoena. In addition to informing his/her supervisor, the teacher shall complete a Court Summons Leave Form.

Any teacher of the district responding to a subpoena for school-related reasons as provided above shall not receive any reduction in salary for any part of the period of time he/she is absent from work. No deduction of leave time shall occur. The District may reduce the employees pay by an amount equal to any compensation, other than expenses paid by the court, for their appearance.

A court summons, subpoena, or bench warrant related to personal or non-school business requires the use of personal or unpaid leave and does not qualify under section 10.

Section 11: Election Worker, Jury Duty, or CASA Leave

A teacher who is appointed as an election worker or summoned for jury service shall promptly notify the Principal of such appointment or summons. The teacher's salary will continue during time spent in jury service, and no deduction of leave time shall occur, except that the District may reduce the pay by an amount equal to any compensation, other than expenses paid by the court for jury duty. Teachers are to notify their Principal of the amount received for such jury duty.

If a teacher is dismissed from jury duty for the remainder of the day, the teacher is to report for duty and resume duties for the balance of the day. When a teacher is entirely dismissed from jury duty, the teacher is directed to report for duty and the substitute will be dismissed.

Teachers are expected to promptly notify the Principal of any other form of legal summons which may require an absence from duty.

Section 12: Military Leave

Teachers who are members of the National Guard, Army Reserve, Naval Reserve, Marine Corps Reserve, Air Force Reserve, or Coast Guard Reserve (hereinafter, “reserves”), are entitled to a military leave of absence from their respective duties, without loss of pay, when employed with or without pay under the orders or authorization of competent authority in the active service of the state or of the United States. Teachers who normally work or are normally scheduled to work 120 hours or more in three consecutive weeks shall receive a military leave of absence of 120 hours each calendar year. Teachers who normally work or are normally scheduled to work less than 120 hours in three consecutive weeks shall receive a military leave of absence each calendar year equal to the number of hours they normally work or would normally be scheduled to work, whichever is greater, in three consecutive weeks. Such military leave of absence may be taken in hourly increments and shall be in addition to the teacher’s regular annual leave.

When the governor of this state shall declare that a state of emergency exists, and any teacher who is a member of the reserves is ordered to active service of the state, the teacher shall be granted a state of emergency leave of absence until released from active service by competent authority. The leave of absence shall not be a military leave of absence; other forms of leave may be granted. The teacher shall receive normal salary or compensation minus the state active-duty base pay the teacher receives in active service of the state.

Section 13: Family and Medical Leave Act

Family and medical leaves shall be allowed under the terms and conditions of the Family and Medical Leave Act of 1993, as amended (FMLA).

Basic Leave Entitlement. FMLA provides up to 12 weeks of unpaid, job-protected leave to eligible employees for the following reasons:

- For incapacity due to pregnancy, prenatal medical care or childbirth;
- To care for your child after birth, or placement for adoption or foster care;
- To care for your spouse, son or daughter, or parent, who has a serious health condition; or
- For a serious health condition that makes you unable to perform your job.

The “leave year” for purposes of the FMLA is a “rolling” 12-month period, measured backward from the date of any FMLA leave usage.

FMLA absence request forms are available in the STAFF-HR Google Shared Drive under “Leave Documents”.

Military Leave Entitlement. Eligible employees with a spouse, son, daughter, or parent on active duty or call to active-duty status in the National Guard or Reserves in support of a contingency operation may use their 12-week leave entitlement to address certain qualifying exigencies. Qualifying exigencies may include attending certain military events, arranging for alternative childcare, addressing certain financial and legal arrangements, attending certain counseling sessions, and attending post-deployment reintegration briefings.

FMLA also includes a special leave entitlement that permits eligible employees to take up to 26 weeks of leave to care for a covered service member during a 12-month period. A covered service member is a current member of the Armed Forces, including a member of the National Guard or Reserves, who has a serious injury or illness incurred in the line of duty on active duty that may render the service member medically unfit to perform his or her duties for which the service member is undergoing medical treatment, recuperation, or therapy; or is in outpatient status; or is on the temporary disability retired list.

Benefits and Protections. During FMLA leave, your health coverage under a 'group health plan will be maintained on the same terms as if you had continued to work. Upon return from FMLA leave, most employees must be restored to their original or an equivalent position with equivalent pay, benefits, and other employment terms.

Your use of FMLA leave will not result in the loss of any employment benefit that accrued prior to the start of your FMLA leave.

Eligibility Requirements. You are eligible if you have been employed with Columbus Public Schools for at least one year, for 1,250 hours over the previous 12 months, and if there are at least 50 employees of Columbus Public Schools within 75 miles of your work location.

Definition of Serious Health Condition. A serious health condition is an illness, injury, impairment, or physical or mental condition that involves either an overnight stay in a medical care facility, or continuing treatment by a health care provider for a condition that either prevents you from performing the functions of your job or prevents the qualified family member from participating in school or other daily activities.

Subject to certain conditions, the continuing treatment requirement may be met by a period of incapacity of more than three consecutive calendar days combined with at least two visits to a health care provider or one visit and a regiment of continuing treatment, or incapacity due to pregnancy, or incapacity due to a chronic condition. Other conditions may meet the definition of continuing treatment.

Use of Leave. You do not need to use FMLA leave entitlement in one block. Leave can be taken intermittently or on a reduced leave schedule when medically necessary. You must make reasonable efforts to schedule leave for planned medical treatment so as not to unduly disrupt the District's operations. Leave due to qualifying exigencies may also be taken on an intermittent basis.

Substitution of Paid Leave for Unpaid Leave. Columbus Public Schools requires the use of accrued paid leave while taking FMLA leave. In order to use paid leave for FMLA leave, you must comply with the District's normal paid leave policies.

Employee Responsibilities. You must provide sufficient information for the District to determine if the leave may qualify for FMLA protection and the anticipated timing and duration of the leave. Sufficient information may include that you are unable to perform job functions, the family member is unable to perform daily activities, the need for hospitalization or continuing treatment by a health care provider, or circumstances supporting the need for military family leave. You also must inform the District if the requested leave is for a reason for which FMLA leave was previously taken or certified. You also may be required to provide a certification and periodic recertification supporting the need for leave.

Employer Responsibilities. The District must inform employees requesting leave whether they are eligible under FMLA. If they are, the notice must specify any additional information required as well as the employees' rights and responsibilities. If they are not eligible, the District must provide a reason for the ineligibility.

The District must inform employees if leave will be designated as FMLA-protected and the amount of leave counted against the employee's leave entitlement. If the District determines that the leave is not FMLA-protected, the District must notify the employee.

Unlawful Acts by Employers. FMLA makes it unlawful for any employer to:

- Interfere with, restrain, or deny the exercise of any right provided under FMLA;
- Discharge or discriminate against any person for opposing any practice made unlawful by FMLA or for involvement in any proceeding under or relating to FMLA.

Enforcement. An employee may file a complaint with the U.S. Department of Labor or may bring a private lawsuit against an employer. FMLA does not affect any Federal or State law prohibiting discrimination or supersede any State or local law or collective bargaining agreement which provides greater family or medical leave rights.

For additional information you may refer to FMLA posters on employee bulletin boards or contact the U.S. Wage and Hour Division at:

1-866-4US-WAGE ([1-866-487-9243](tel:1-866-487-9243)) TTY: [1-877-889-5627](tel:1-877-889-5627) or www.wagehour.dol.gov

An additional provision of FMLA leave under the certified negotiated agreement permits an employee who exhausts paid leave during the 12-week period to have unpaid days deducted at the cost of their substitute instead of at their daily rate outlined in Section 2.

Section 14: Maternity Leave

Maternity leave is a qualifying leave condition covered under Section 13: FMLA. For maternity leave not qualifying as FMLA leave, an employee is requested to use no more than six calendar weeks of absence. Under both FMLA leave and non-FMLA leave paid days for maternity leave are limited to the

number of days an employee has available under their personal, annual sick leave, and accumulated sick leave.

Section 15: Consideration of Elective Leave Requests

Staff members are to submit requests for all forms of elective leave (personal leave and professional personal leave) to their immediate supervisor **through the Absence and Substitute online system**. Such requests will typically be approved but may be denied based on relevant issues such as: a) the number of other regular employees who will be absent during the requested leave, b) the availability of substitutes, if necessary, c) special activities occurring in the building during the requested leave, d) if sufficient prior notice has not been provided, or e) if provided leave has already been utilized. Denied leave requests may be resubmitted for consideration on alternate dates.

Section 16: School Activities or School Related Professional Absence

Leave related to supervision, coaching, sponsoring, conference attendance, or other absence directly related to your paid position(s) with the school district. These absences are not elective, which are subject to provisions of Section 8. A leave form **in A&S** is required for this type of absence.

Section 17: Emergency Leave Bank

Per the negotiated agreement, an emergency medical leave bank is hereby established to protect certified staff members from financial loss due to extended absence from contractual duties. The EMLB is not intended as a means to obtain additional leave once an individual has exhausted sick and personal leave. Rather, the purpose is to provide additional leave in the case of sudden, unforeseen illness or disability of indeterminate duration or maternity circumstances as described in Appendix E of the negotiated agreement. Only those who contribute to the bank will be allowed to access resources of the bank. The Director of Human Resources will provide details and annual donation/sign-up forms at the start of each school year. The [EMLB Policy](#) can be found in the Staff-HR shared drive.

Article 4: DUTIES AND RESPONSIBILITIES

Section 1: Hours of Work & Meetings

Regular, dependable attendance at work is an essential function of a teacher's employment.

The Board of Education recognizes that teachers' responsibilities to their students and their profession generally involve the performance of duties and the commitment of time beyond the normal working day, but also recognizes that teachers and other educational professionals are entitled to regular time and work schedules on which they can rely in the ordinary course of events and which will be fairly and evenly maintained to the extent possible throughout the school system.

Schools have differing starting and ending times for the student day. Certificated employees assigned to a building are to be at their assigned duties, except that duty-free lunchtime can be spent off-site. Staff may leave the building earlier when called to a district meeting.

Certificated employees are required to serve on playground, lunchroom, and hall supervision as designated by the Principal. The Principal will attempt to make an equitable distribution of such assignments and professional staff shall assume such duties as part of their work and agreement of employment.

Teachers shall attend meetings called by administrators, department heads, and team leaders, except those meetings which are designated for optional attendance.

Section 2: Arrival to Duty Assignments

Staff covered under the certified agreement should be on duty no later than 7:45am and leave no earlier than 3:45 except for meetings or duties related to employment with Columbus Public Schools.

Section 3: Leaving School

Teachers are to be on duty at all times during the school day. Teachers are considered on duty even during designated planning periods. An uninterrupted lunch period of not less than 30-minutes each day is provided to teachers during which they are not assigned teaching, supervisory, or other duties.

Teachers may not leave school during duty hours without approval of the Principal. If the absence has been approved, the teacher must check out with the Principal's office when leaving and check back in with the Principal's office upon return. Teachers who need to leave during the school day for reason of illness or emergency are to check out with the Principal's office and make sure that a responsible person has been notified of their unexpected absence so student coverage may be provided.

Planning time is an essential part of the workday for certified staff. Planning time should be utilized effectively and efficiently. Staff should not regularly leave the building during their plan time and on the rare exception it is necessary notify your administrator prior to leaving the building.

Section 4: Lesson Plans

Teachers will prepare written lesson plans according to building rules and procedures. A teacher folder/binder, which includes lesson plans, class rosters, etc. must be organized and easily accessible for review. If that is not possible, the folder/binder should be kept in a place in which they will be readily available in the teacher's absence. If the folder is kept digitally on the Google Drive please share it with your building administrator.

The lesson plans must be sufficiently clear in establishing objectives and related activities so that a substitute teacher or other staff member not familiar with previous classroom activities or progress can easily use them. The lesson plans must give specific reference to other instructional sources immediately available which will enhance the instructional lesson.

Section 5: Daily Class Record Books

Every teacher is required to keep a complete record of the attendance and achievement of every student. Records may be kept in written or digital format in compliance with District expectations. Grades and attendance should be kept up-to-date at all times.

Section 6: Classroom and School Procedures

Teachers are expected to adhere to the following classroom and school procedure in the performance of their duties:

1. Textbook and Room Inventory: All school purchased materials must be inventoried with the building bookkeeper or secretary. Textbooks are to be numbered and either have cards in pockets or a form for writing the name of the student to whom the book is assigned. Teachers should keep good records of who has which book. At the start of the year, note condition of the textbook on the inventory sheet and keep this sheet. When a book is turned in, again note its condition, and if the book shows abuse (other than normal wear) assess a fine that you consider fair. Insist that students put covers on their books by the end of the first week after receiving them.
2. Use of Phones/Cell Phones: Teachers shall not use phones or cell phones during instructional time or during professional development time except in the case of an emergency. **This includes phone calls, text messaging, or the use of any other personal applications.**
3. Use of Paraeducators: Teacher aides provide valuable assistance in the educational process and allow teachers to carry out their responsibilities in a more efficient and effective manner. A teacher aide must not, however, assume teaching responsibilities. The teacher must maintain the role of leadership and responsibility for the students with the teacher aide in a supportive role. Classroom paras should primarily be used to provide individual or small group assistance to students. Paraeducators are to work only on their assigned workdays and within their assigned workday.
4. Checking Out of Equipment: All equipment must be checked out through the building principal or designee. All school equipment may be used only for school purposes. No school equipment may be directed to the personal use of a teacher or another District employee.
5. Requisition of Equipment and Supplies: Books and supplies that are needed for instruction should be requested through the Principal's office. No equipment or supplies ordered through the District may be directed to the personal use of a teacher or another District employee.
6. E-mail: Each teacher will be assigned a school e-mail address for purposes of intra-school and inter-school e-mail correspondence. Teachers should check for e-mail throughout the day and should timely respond to e-mails which require a response but should avoid checking and responding to e-mails during instructional time. Use of the District's e-mail system for personal communications should be limited and is subject to the rules governing overall computer usage found in Board policy and this handbook. A user fee may be paid that allows staff to utilize computers for personal uses.
7. Teacher Mailbox: Each teacher will be assigned a mailbox located in the school office or workroom. Teachers should check for mail each morning and later in the school day, if possible. If something requires an answer, teachers are responsible for responding promptly. Teacher mailboxes are to be limited to communicate regarding school business.
8. Teachers Meetings: All teachers are expected to be present for staff meetings, unless they are absent from school for good cause or have made prior arrangements.
9. Food/Drink: Any rooms where food or drink is stored, including in refrigerators, items should be cleaned out monthly. During breaks extending beyond 5 days, all food items should be cleaned out and refrigerators unplugged. This does not apply to kitchens or break rooms.

Section 7: Supervision of Students

Proper supervision of students is an important responsibility for teachers and other adults responsible for our students. Teachers and other adults responsible for student supervision are expected to meet the four “P’s” for student supervision and safety.

1. Proper Supervision

- Report to all duty assignments on time.
- Circulate through your duty area. Pay particular attention to areas and activities that pose an increased risk of injury.
- Be vigilant while supervising students. Never leave your classroom unattended; the need to make a copy is not greater than the need to supervise your students. If an emergency requires that you leave your classroom, request that another nearby staff member cover your class, or notify the office so someone can provide assistance. If you are on supervised duty, your responsibility is to supervise the students in your assigned area. When talking with other adults or students, remember that your primary duty is supervision and make sure you are aware of what all students who you are to be supervising are doing.
- If you have seen or have been informed that a particular student has a propensity to act dangerously or in an unpredictable manner, your supervision of that student must increase with the known risk of injury. (Remember, though, that this type of information may be confidential—do not share confidential information about students except with other staff who need to know the information to perform their jobs).
- Use of corporal punishment is prohibited at Columbus Public Schools. Touching students should be limited to that necessary to protect the student from harm (e.g., falling from playground equipment) and that which professional educators determine appropriate for purposes of proper student relationships.
- Profanity or abusive language should not be used. Be a good role model for students. If a student uses such language, you should correct the student and take such disciplinary action as is appropriate, which may include making a report to administration.

2. Proper Instructions

- Proper instructions are important to reduce the risk of injury when students undertake an activity, especially an activity that has an increased risk of harm to students.
- Repeat safety instructions as often as needed.
- When you go over safety rules with students note it in your written records (e.g., your lesson plan book or daily reports).

3. Proper Maintenance of Buildings, Grounds, and Equipment

- Conduct periodic inspections of equipment under your control or in your area of supervision.
- If equipment is broken and presents a risk of injury, immediately take it out of service (if it can't be moved, tape a “Do Not Use” sign) and notify the office so those repairs may be undertaken.

4. Proper Warnings

- If you have knowledge of a hazard that can likely cause injury, take steps to warn other staff and students. Tell the office so additional warnings may be given.

Contact the Office for Assistance: The office administration should be contacted immediately when possible and students detained when a situation exists which could cause injury to students or others. Examples include:

- student fight
- student health problem (fainting, bleeding, high temperature, difficulty breathing, etc.); if the office can not be immediately located, call 911 if the problem appears to be of immediate and serious concern
- a report or a suspicion that a student has a weapon or other dangerous item or drugs, alcohol, or other illegal substances
- presence of an intruder (a non-student or staff member who refuses to go to the office)

Student Searches: Office administration should also be contacted before performing searches of students or their belongings. You may direct a student suspected of having an item in violation of school rules to wait with you until another adult is present or escorted to the office if you can leave your assigned area without causing risk of harm to others. Do not use physical force to detain the student or to make the student accompany you except as reasonably necessary to protect the student or others.

Student Rights: Students should be treated fairly and given the same treatment without consideration of race, color, religion, gender, or disability. Students who need special accommodations should be given those accommodations as needed for them to participate in school and school activities. Further, students have the right to have their school records kept confidential. Such information should be shared only with other school staff with a need to know the information to perform their duties.

Section 8: Managing Student Conduct

Discipline is everyone's responsibility. It begins with the student being responsible for his/her own behavior and understanding the consequences it may cause. The teacher is responsible for articulating classroom expectations at the beginning of the school year, implementing the classroom expectations on a consistent basis, and being familiar with the student handbook. All staff are responsible for all students in the hallways, in the rest rooms, at assemblies, at pep rallies, and during lunch. Consequences for inappropriate behavior may include students making up time before or after school, a student or a parent conference, or a referral to an administrator.

The following guidelines will assist in maintaining appropriate student conduct and complying with the process required for student discipline.

1. On the first day of class present a lesson on classroom, homework, technology, and behavior expectations and consequences to students. Students will accept them if they know in advance and if they are fair and consistent. Students often appreciate giving input on classroom rules. These expectations should be in writing, visual, or digital. Give one copy to the students, post one copy in the room, and provide one copy for the principal.
2. It is important to document student behavior in your classroom, calls to parents, referrals, and/or communications with a student.

3. If, after attempts to improve student behavior, the problems continue, talk to the student's counselor or the Principal about possible alternatives in discipline procedures. Be attentive and respond to bullying.
4. If a student continues to cause problems, inform the administration for disciplinary action using the approved reporting forms. Be sure to state the problem clearly and expectations in terms of assistance, as at times the student's and teacher's stories are different. Be prepared to provide documentation.
5. Follow up on any referral to ensure the student went to the principal or the counselor as instructed. The administrator or attendance coordinator will inform the teacher of the consequences.
6. Refer students with continued and significant behavioral problems to the student assistance team for a determination of whether the student is in need of special services. Contact the principal if you have questions as to the procedure.
7. Talk with other teachers about the classroom management techniques they use to establish an atmosphere conducive to learning in their classroom. A large repertoire of classroom management techniques always enhances learning.
8. Read and understand the student handbook and the student conduct rules of the District.
9. Use good judgment when dealing with difficult situations involving students. Physical confrontation generally escalates tense situations. Corporal punishment is prohibited in our school district and is not to be used. Physical force may only be used to the extent reasonably necessary to protect the student, yourself and others, and to protect property as may be reasonable.
10. Violations of student rules which are also violations of state law, are required to be reported to law enforcement. Make a report of such conduct to the Principal so this law may be followed.

Section 9: Dispensing Medication

Teachers are not permitted to give any medication to students unless trained under the Medication Aid Act, Neb. Rev. Stat. §71-6718 to 71-6743. Students who need to take prescription medicine must have a signed parent release form on file in the office. Medications are to be taken in the presence of the office staff, the nurse, or medication aide and are to be stored in the office. Medical procedures are not to be administered in the classroom except in accordance with the District's Safety and Security Management Plan and the District's Emergency Protocol (asthma/anaphylaxis protocol).

If students must take medication and/or perform medical procedures prescribed by a duly licensed physician during school hours, it is the responsibility of the parents or guardians to sign permission to dispense the medicine at the school and to submit a note or prescription from the physician authorizing the medicine and/or medical procedure. School district personnel will not administer medicine, including over the counter medicine, without this signed form and note or prescription. Any medication brought to school needs to be properly labeled. The label should include the following information: student's name, name of medication, dosage needed, and time of dispensing the medication.

Section 10: Reporting Child Abuse

Nebraska State Law mandates school officials to make a report to the proper law enforcement agency or the Department of Health and Human Services (Child Protective Services) 1-800-652-1999 when there is reasonable cause to believe that a child has been abused or neglected, or a child is in a situation which would reasonably result in abuse or neglect. According to Nebraska State Law, abuse or neglect means knowingly, intentionally, or negligently causing or permitting a minor child to be:

- Placed in a situation that endangers his or her life or physical or mental health;
- Cruelly confined or cruelly punished;
- Deprived of necessary food, clothing, shelter, or care;
- Left unattended in a motor vehicle if such minor child is six years of age or younger;
- Sexually abused; or
- Sexually exploited by allowing, encouraging, or forcing such person to solicit for or engage in prostitution, debauchery, public indecency, or obscene or pornographic photography, films, or depictions.

Teachers are to inform their school counselor, social worker, principal, or supervisor that they intend to make a report. Administrative staff may sometimes choose to make the report for a teacher. However, informing a principal or supervisor does not end the teacher's responsibility; teachers are obligated to make certain a report was made if they do not do it themselves.

It is vital that the report be made as accurately and as soon as possible. To assure accuracy, you are encouraged to document the date of the incident and specific statements or explanations made by a child regarding an abuse/neglect concern. Timeliness in making a report will assist in minimizing further risk to the child by allowing the police or Child Protective Services workers to interview the child during the school day and prior to an evening or weekend. In cases of physical injury (e.g., bruising or other marks), it is essential the police observe and document the injury. A counselor, school social worker, or an administrator will help you.

Section 11: Fundraising

Fundraising is defined as the selling of a product, providing a service or activity, or requesting donations of any kind. As noted in **Board of Education policy 506.07**, all fundraising for student organizations, outside organizations, and charitable giving campaigns must have prior administrative approval from the building principal and the Director of Business/Human Relations, evidenced by signature on a completed School Fundraising Application. School District employees who supervise official school programs or extracurricular activities are directed not to organize, conduct, or involve students in fundraising activities unless the fundraising activity has been approved. Requests should be submitted digitally at least sixty days prior to the event so they can be reviewed by the Board of Education.

When receipts from fundraising or other activities are sent to the Administration Building to be deposited, they are to be accompanied by a properly completed Report of Cash/Checks Submitted form. Receipts should be counted by two separate people at the building, the form completed, and the receipts and form sent to the Administration Building. Upon arrival at the Administration Building, the receipts will be re-counted prior to deposit in the appropriate account and bank.

All fundraisers should have a clearly defined and itemized use of funds prior to approval.

Section 12: Purchases with Building or District Funds

The Board of Education recognizes the importance of sound fiscal management practices and expects efficient and consistent procedures in purchasing materials and services for the district. Requests for equipment, materials, books, supplies, reimbursement claims, and other expenses shall be made by the employee to his/her supervisor or administrator. Such requests are to be approved prior to the order being placed or the expense being encumbered. No payment of a bill will be made without an approved purchase order and an itemized invoice. Tax exempt status is to be requested of all purchases and sales tax will only be reimbursed if the vendor does not accept the tax-exempt form.

All purchasing for the district will adhere to an approved purchase process that clearly establishes the contractual arrangement between the supplier and the school district. No employee may enter into a contract with a supplier unless the administrator or supervisor also endorses that contract.

Section 13: District Credit Cards

A CPS credit card may be checked out for occasions when you are traveling on District business and returned when its specific use has been accomplished. If you wish to use a District credit card, contact the Director of Finance and Human Resources no less than 5 days in advance to complete a request and summary of District policies pertaining to expenditures and use of credit cards. Receipts must be returned with the credit card including the appropriate budget code.

Section 14: Cash in School Buildings

Under District Policy 709.00, the amount of cash that may be kept in the school building for the purpose of making change shall be sufficient for the day's operations. This includes fundraising activities, petty cash, food service funds, jean/pop/staff courtesy funds, student council, the library, school activities/athletics and any other District (or extended) school group or activity. Excess cash shall be deposited in the authorized depository/account of the school district. Cash on hand should only be secured in a locked location in the school building's main office and should never be kept overnight in classrooms or other unsecure locations. Board Policy 706.02 has established \$50 as a reasonable amount of "on-hand cash" for the petty cash fund. That standard, for most situations, should be used when to determine if a deposit should be made for excess cash. This does not apply for cash boxes used for events taking admission.

Section 15: Professional Travel

When traveling outside of Columbus for the District, several policies cover aspects of professional travel. Please review when attending conferences, meetings, or other qualifying events. School activities or field trips where students are competing, performing, or attending may be handled differently.

- Transportation – Board Policy 402.20
- Lodging – Board Policy 402.20
- Meals Per Diem – Board Policy 402.20

- Credit Card – Section 13 p. 27
- Leave – Section #8 p. 17 and Section #16 p. 20
- Reimbursement – For mileage or meals, use proper form, see Section #9 p. 12 and is also covered under Board Policy 706.05

Article 5: PERSONAL AND PROFESSIONAL CONDUCT

Section 1: Professional Ethics Standards

The Columbus Public Schools expects its certificated employees to adhere to the professional ethics standards established by the Nebraska Department of Education as such standards may be modified from time to time. The professional ethics standards which certificated employees are expected to adhere to include those set forth below. References to “educator” shall include all certificated employees of the District. Violations of appropriate and professional conduct, including those listed or not listed in Article 5, may result in Columbus Public Schools filing a complaint with the Nebraska Professional Practices Commission resulting in the revocation, suspension, public reprimand, or private reprimand of the employee and their certificate.

Preamble

The educator shall believe in the worth and dignity of human beings. Recognizing the supreme importance of the pursuit of truth, the devotion to excellence, and the nurture of democratic citizenship, the educator shall regard as essential to these goals the protection of the freedom to learn and to teach and the guarantee of equal educational opportunity for all. The educator shall accept the responsibility to practice the profession to these ethical standards.

The educator shall recognize the magnitude of the responsibility he or she has accepted in choosing a career in education, and engages individually and collectively with other educators, to judge his or her colleagues, and to be judged by them, in accordance with the provisions of this code of ethics. The standards listed in this section are held to be generally accepted minimal standards for public school certificate holders in the State of Nebraska and for all educators, including administrators, with respect to ethical and professional conduct.

Principle I - Commitment as a Professional Educator:

Fundamental to the pursuit of high educational standards is the maintenance of a profession possessed of individuals with high skills, intellect, integrity, wisdom, and compassion. The educator shall exhibit good moral character, maintain high standards of performance, and promote equality of opportunity. In fulfillment of the educator's contractual and professional responsibilities, the educator:

- Shall not interfere with the exercise of political and citizenship rights and responsibilities of students, colleagues, parents, school patrons, or school board members.
- Shall not discriminate on the basis of race, color, creed, sex, marital status, age, national origin, ethnic background, or handicapping condition.
- Shall not use coercive means or promise or provide special treatment to students, colleagues, school patrons, or school board members in order to influence professional decisions.

- D. Shall not make any fraudulent statement or fail to disclose a material fact for which the educator is responsible.
- E. Shall not exploit professional relationships with students, colleagues, parents, school patrons, or school board members for personal gain or private advantage.
- F. Shall not sexually harass students, parents, or school patrons, employees, or board members.
- G. Shall not have had revoked for cause in another state a teaching certificate, administrative certificate, or any certificate enabling a person to engage in any of the activities for which a special services counseling certificate is issued in Nebraska.
- H. Shall not engage in conduct involving dishonesty, fraud, deceit, or misrepresentation in the performance of professional duties.
- I. Shall report to the Superintendent any known violation of paragraphs B, E, or G above.
- J. Shall seek no reprisal against any individual who has reported a violation of this rule.

Principle II - Commitment to the Student:

Mindful that a profession exists for the purpose of serving the best interests of the client, the educator shall practice the profession with genuine interest, concern, and consideration for the student. The educator shall work to stimulate the spirit of inquiry, the acquisition of knowledge and understanding, and the thoughtful formulation of worthy goals. In fulfillment of the obligation to the student, the educator:

- A. Shall permit the student to pursue reasonable independent scholastic effort, and shall permit the student access to varying points of view.
- B. Shall not deliberately suppress or distort subject matter for which the educator is responsible.
- C. Shall make reasonable effort to protect the student from conditions which interfere with the learning process or are harmful to health or safety.
- D. Shall conduct professional educational activities in accordance with sound educational practices that are in the best interest of the student.
- E. Shall keep in confidence personally identifiable information that has been obtained in the course of professional service, unless disclosure serves professional purposes or is required by law.
- F. Shall not tutor for remuneration students assigned to his or her classes unless approved by the Board of Education.
- G. Shall not discipline students using corporal punishment.

Principle III - Commitment to the Public:

The magnitude of the responsibility inherent in the education process requires dedication to the principles of our democratic heritage. The educator bears particular responsibility for instilling an understanding of the confidence in the rule of law, respect for individual freedom, and a responsibility to promote respect by the public for the integrity of the profession. In fulfillment of the obligation to the public, the educator:

- A. Shall not misrepresent an institution with which the educator is affiliated, and shall take added precautions to distinguish between the educator's personal and institutional views.
- B. Shall not use institutional privileges for private gain or to promote political candidates, political issues, or partisan political activities.
- C. Shall neither offer nor accept gifts or favors that will impair professional judgment.

- D. Shall support the principle of due process and protect the political, citizenship, and natural rights of all individuals.
- E. Shall not commit any act of moral turpitude nor commit any felony under the laws of the United States or any state or territory.
- F. Shall, with reasonable diligence, attend to the duties of his or her professional position.

Principle IV - Commitment to the Profession:

In belief that the quality of the services to the education profession directly influences the nation and its citizens, the educator shall exert every effort to raise professional standards, to improve service, to promote a climate in which the exercise of professional judgment is encouraged, and to achieve conditions which attract persons worthy of the trust to careers in education. The educator shall believe that sound professional relationships with colleagues are built upon personal integrity, dignity, and mutual respect. In fulfillment of the obligation to the profession, the educator:

- A. Shall provide, upon the request of an aggrieved party, a written statement of specific reasons for recommendations that lead to the denial of increments, significant changes in employment, or termination of employment.
- B. Shall not misrepresent his or her professional qualifications nor those of colleagues.
- C. Shall practice the profession only with proper certification and shall actively oppose the practice of the profession by persons known to be unqualified.

Principle V - Commitment to Professional Employment Practices:

The educator shall regard the employment agreement as a pledge to be executed both in spirit and in fact. The educator shall believe that sound personnel relationships with governing boards are built upon personal integrity, dignity, and mutual respect. In fulfillment of the obligation to professional employment practices, the educator:

- A. Shall apply for, accept, offer, or assign a position or responsibility on the basis of professional preparation and legal qualifications.
- B. Shall not knowingly withhold information regarding a position from an applicant or employer or misrepresent an assignment or conditions of employment.
- C. Shall give prompt notice to the employer of any change in availability of service.
- D. Shall conduct professional business through designated procedures, when available, that have been approved by the employing agency.
- E. Shall not assign to unqualified personnel tasks for which an educator is responsible.
- F. Shall permit no commercial or personal exploitation of his or her professional position.
- G. Shall use time on duty and leave time for the purpose for which intended.

Section 2: Evaluations

Evaluations of teachers will be conducted in accordance with the BOE approved Professional Performance Model. Supervisors reserve the right to observe, appraise, or evaluate teachers more frequently than required by policy on an as-needed basis. Teachers are expected to participate constructively and positively in the evaluation process and to accept and implement constructive suggestions and improvement strategies developed by the administration. Evaluation resources and the professional performance model is located in the [Staff-HR shared drive](#).

Section 3: Role Model

Teachers serve as role models for students and their actions and conduct reflect on the school as a whole. Teachers are in all respects to conduct themselves in a professional manner during school and after school hours.

Section 4: Relationships

It is important for teachers to maintain an effective working relationship with the administration and all co-workers, including other teachers and support staff. Teachers are also to maintain appropriate relationships with students. Appropriate relationships are established by extending social courtesies, following through on commitments and promises, complying with administrative directives and Board policies, being honest and consistent, and not intruding into personal matters outside the scope of duties or gossiping or spreading rumors about others.

The relationship between a building principal or supervisor and staff within the building or department is always enhanced by direct communication between the staff members and the principal or supervisor. Direct communication is the best way to solve potential problems, relieve tensions, and to clarify any misunderstandings.

The staff member should request a conference with the building principal or supervisor and attempt to resolve the concern or complaint. In the event the concern is with the building principal, then the staff member should request a conference with the Superintendent of Schools.

Section 5: Professional Attire

It is important for teachers to project a professional image to students, parents, and co-workers. Appropriate attire and personal appearance are key components of projecting a professional image. Teachers are expected to maintain conservative and professional (business casual) attire when on duty. As professionals, teachers are expected to be aware of the standard to be maintained. As a minimal guide, teachers should not wear clothing which students would not be permitted to wear at school. The administration may establish more detailed guidelines for individual teachers should that be necessary. We encourage all staff to wear CPS apparel when appropriate.

Section 6: Private Tutoring

Teachers are encouraged to provide individual assistance to students as a part of their duties. Teachers who engage in private tutoring for pay (compensation of any kind from a source other than the District) are subject to the following rules:

- A. The teacher may not arrange to provide private tutoring for any child enrolled in the teacher's class.
- B. The teacher is not to provide private tutoring in a school building.
- C. The teacher is not to provide private tutoring during duty time.
- D. The teacher is not to advertise or promote the teacher's private tutoring services in the school or in the school's communications systems except with the express permission of the Superintendent or designee.

Section 7: Outside Employment

Teachers shall not perform duties unrelated to District employment during duty hours. In addition, teachers shall not engage in employment which conflicts with their school duties. Teachers are not required to notify the District of outside employment except: (1) teachers who are also employed by another Nebraska school district in order to comply with Nebraska State Retirement System regulations and (2) teachers who have a work-related injury in order to comply with workers' compensation requirements.

Section 8: Use of Cell Phone, Technology, and Social Media

Use of a cell phone, laptop, tablet, or any device to make audio or visual recordings of students, staff, parents without their consent is prohibited and will be deemed as unprofessional conduct. Posting of audio, pictures, video, or any likeness of a student, parent, or staff member on any public forum/social media without prior permission is prohibited. Pictures, video, or audio posted through a school approved account on a public forum or social media that adheres to District policy is acceptable and should promote a positive image of the school district and/or person(s) included in the post.

Employees of the District posting comments, pictures, video, or audio on social media or using their position as an employee to further an agenda outside of the school district chain of command may be considered insubordinate. School business and communication should be conducted within the proper chain of command at all times.

Section 9: Employment Contract

A certificated employee in their first three years of employment with Columbus Public Schools is considered probationary and are covered under Nebraska Statute 79-828. Permanent certificated employees are those employed beyond three consecutive years with the District and are covered under Nebraska Statute 79-829. An employee is under contract with Columbus Public Schools from the initial signing of a certified contract until they (a) resign in writing, (b) are notified of non-renewal, (c) are terminated, or (d) fail to hold a valid Nebraska Teaching Certificate. Amended contracts are received to properly establish and communicate pay rate annually. An employee contracted with Columbus Public Schools may be assigned any position, location, or duty regardless of what position is specifically listed on a signed contract in order to best serve the needs of students.

Article 6 – ACADEMIC MATTERS

Section 1: Purpose and Goals of Academic Achievement

The Columbus Public Schools Board of Education is committed to providing a quality education for all Columbus Public School students consistent with the school's mission statement. Effective, quality instruction by teachers is an essential means of meeting the District's mission of providing a quality education.

Section 2: Teaching to Student Understanding to Assure Learning

Each teacher is responsible for teaching in a manner to meet the mission of the District and to assure student understanding and learning of the principles and concepts to be presented to students within

the curriculum adopted by the District. Teachers will model classroom instruction on the educational model implemented by the District and reflected in the teacher evaluation instrument adopted by the Board of Education. Teachers are responsible for familiarizing themselves with the instructional model and the principles of instruction set forth in the evaluation instrument. The administration shall provide periodic in-services regarding the instructional model.

State and federal laws and regulations have been enacted which require that students with certain needs be provided instruction and services consistent with those special needs. Examples include students who have been verified as in need of special education (special education students), students with other disabilities which impact the educational program (504 students), and limited English proficient students (LEP or EL students). The District's policy is to comply with the state and federal laws and regulations in all respects. Teachers who are assigned special education, 504, or LEP/EL students are required to provide instruction and services consistent with legal requirements and the requirements of Board policy and regulation.

Section 3: Instruction in the Curriculum

Teachers shall instruct students in the curriculum, including the use of curriculum materials, adopted and implemented by the Board of Education and as directed by the administration.

Section 4: Measuring and Reporting Academic Achievement

Grades and Grading. Measuring and accurately reporting the level of each student's academic achievement is of critical importance to students, parents, staff, the Board of Education and community. To this end, teachers shall develop a variety of common assessment instruments and techniques to measure student achievement in the curriculum adopted and implemented by the school district, record the results of such assessment, and report such results on report cards.

Teachers should endeavor to measure student learning and understanding on a frequent basis during each quarter to provide an accurate evaluation of each student's academic achievement for that period. It is recommended that the teacher record at least two grades per week. It is generally preferable to give numerical grades for tests, quizzes, and daily work. Grades must be recorded for all curricular areas.

Recording Grades. Each teacher shall record grades in the District-approved record keeping system. A sufficient number of grades must be recorded in the grade book to justify all quarter and semester grades for each student. Please keep consistent and complete records. Teachers must be able to support and justify the grades that each individual student earns.

Grade Scales. Teachers are to use only the grading scales approved for the elementary, middle, and high school. Any deviation from the approved grade scales must be approved by the building principal.

Grading scales are expected to be used according to the following guidelines:

- No other grade scales are to be used on official records or reports.

- "Failing," "unsatisfactory," or equivalent terms indicate that student performance does not meet the minimum requirements established for the course. A final mark of "failing" or "unsatisfactory" in a credit-bearing course means that credit hours will not be granted.
- The mark given at the end of each reporting period is considered an evaluation of the pupil's status at the time (for example, the final mark in a semester course is an evaluation of the pupil's status as of the close of the semester, not an average of two nine-week marks).
- Teachers may exercise professional judgment in distributing marks. Behavior should not be included in an academic grade. Marks are not expected to be distributed on a normal curve.

Elementary Grading includes standards-based grading and work habits as an approved model of assessment. Elementary teachers are to follow the guidelines set forth for this grading-system.

Section 5: Updating Grades

6-12 teachers should update grades weekly and K-5 teachers should be updated grades every two weeks or more often if directed by principals.

Reconsideration of Grades/Marks: Questions raised concerning duly assigned grades will be resolved cooperatively in a conference which includes the teacher(s) involved and the Principal. In the event parents or students question a grade, the parents/guardians and/or student may be included in the conference.

Incomplete Classes: Some students in certain situations may qualify for an approved incomplete for a course. Late entry or a serious injury at an awkward point in the semester are examples of such situations.

Transfer Grades: A student transferring into Columbus High School at the fifteen-to eighteen-week time period will have all grades on transcript from an accredited school accepted for semester credit. Grades must be approved for credit by the Principal or designee.

Reports to Parents: Grades and credit are assigned on a quarter (9 weeks) or semester basis (18 weeks). Reports are sent to parents at the close of each nine weeks during the school year; the reporting periods are referred to as first quarter, first semester, third quarter, and second semester.

The grade reports are produced from information supplied by teachers and distributed to students at school or are mailed to parents. Students and parents may review grades through the online student information system Synergy. Unique login information is required. Teachers are expected to keep their grades in Synergy up-to-date and accurate as a means of reporting progress.

All term or mid-quarter grades are calculated on a cumulative basis; i.e., the grade given at the end of the first quarter represents an evaluation of work done during that quarter, and the grade given at the close of the semester represents an evaluation of all the work done during the entire eighteen weeks.

The end-of-quarter and end-of-semester reports are directed to parents, not to students. Students probably know quite well how they stand in such areas as citizenship, attitude, cooperation,

attendance, or other behaviors, etc. The parents do not have this knowledge. These ~~if any such~~ factors should not have significant bearing on the student's grade but may be impacting their academic performance. Along with their relationship with teachers, ~~notes~~ communication should be sent to made with parents. Arrangements will be made to place these teacher-written notes with the grade report forms. The notes may call attention to deficiencies, faults, or failures; or they may be commendatory in nature. If carefully prepared, they can be most valuable. Parents need to have information about areas of strengths, areas needing improvement, and progress being made by their child. For their instruction, and for our ultimate well-being, if and when problems arise, it is essential that the reports be as informative as possible. Teachers should, in all cases, plan to keep on file duplicate copies of the notes, which are sent to parents.

Please accept, cooperatively and professionally, the responses that parents may make subsequent to the distribution of term or mid-quarter reports. Parents are not always helpful or reasonable under these circumstances but they do need information and direction. Please encourage parents to discuss their student-centered problems with you and give them all possible assistance.

Section 6: Parent-Teacher Conferences

Parent-Teacher conferences are a critical opportunity for teachers to dialogue with parents (or guardians) of students regarding student achievement and learning. To this end, Parent-Teacher conferences will be scheduled and held during the school year. Teacher attendance at Parent-Teacher conferences is mandatory. Communicating with parents before parent-teacher conferences is highly encouraged. Absences from Parent-Teacher conferences require the use of personal, sick, or FMLA leave, unpaid leave will not be permitted. Teachers will be required to make-up the parent meetings.

Section 7: Use of Video Resources for Instructional Purposes

Video or other media resources used to support the educational process must 1) relate to the concept being taught, 2) have a PG-13 or lower rating (or have prior permission by the principal if above PG-13), 3) must be previewed in their entirety by the teacher before using in class, and 4) the expectation is to use excerpts of the program to illustrate important concepts rather than viewing an entire 90- to 120-minute show.

Article 7 – USE OF SCHOOL FACILITIES AND EQUIPMENT

Section 1: Drug-Free Workplace

The District has established the school as a drug-free workplace. The drug-free workplace for this purpose includes school grounds, school utilized vehicles, and places in which school activities are held.

The unlawful manufacture, distribution, disposition, possession, or use of a controlled substance is prohibited in the workplace. The possession, use, or distribution of illicit drugs or alcohol, the use of glue or aerosol paint or any other chemical substance for inhalation, and being under the influence of illicit drugs, alcohol, or inhalants, is prohibited in any place while teachers are on duty time. Any level of impairment from illicit drugs, alcohol, or inhalants, and the presence of any odor of illicit drugs (such as marijuana) or alcohol on a teacher in the work place or on duty time shall be a violation of the drug-

free workplace. The possession or distribution of a look-alike drug or look-alike controlled substance is prohibited. In addition, teachers are expected to serve as role models for students and will be considered to have violated the District's expectations in the event the teacher commits a criminal drug or alcohol offense away from the workplace or off duty time.

As a condition of employment, teachers will abide by the District's drug-free workplace policies and notify the Superintendent of any criminal drug statute conviction for a violation occurring in the workplace no later than 5 days after such conviction. Disciplinary sanctions up to and including termination of employment and referral for prosecution will be imposed for violations of the District's drug-free workplace policies. Sanctions may include the requirement that the teacher complete an appropriate rehabilitation program, a reprimand, and termination of employment. Drug and alcohol counseling and rehabilitation and reentry programs are available through local health agencies.

Section 2: Smoke- and Tobacco-Free Workplace

The use of tobacco products in the District's buildings, on school grounds, all owned or leased facilities, and school owned/leased vehicles is prohibited.

Section 3: Weapon-Free Workplace

Regardless of state statute on conceal or permit less carry, The District prohibits any person from being in possession of a weapon at a school facility, on school property, at a school-supervised activity, or at a school-sponsored function. Any employee found to be in violation of this policy shall be subject to disciplinary action, up to and including termination.

The term "weapon" means an instrument or object used, or which may be used, as a means of attack, defense, or destruction, including, without limitation:

1. Any object which will, or is designed to, or may readily be converted to expel a projectile by the action of an explosive or other means;
2. The frame or receiver of any object described in the preceding example;
3. Any firearm muffler or silencer;
4. Any explosive, incendiary, or gas bomb, grenade, rocket, missile, mine, or similar device;
5. Any bludgeon, sand club, metal knuckles, or throwing star;
6. Any knife other than as used for strictly instructional or personal care or eating purposes. A pocketknife with a blade of 2-1/2 inches or more is a prohibited weapon. A switchblade knife is prohibited regardless of size of the blade. A switchblade knife is defined as a knife with a blade that opens automatically by hand pressure applied to a button, spring, or other device in the handle of a knife, or any knife having a blade that opens, falls, or is ejected into position by the force of gravity or by an outward, downward, or centrifugal thrust or movement;
7. Any electronic device designed to discharge immobilizing levels of electricity, commonly known as a stun gun; and
8. A teacher may possess mace or other similar chemical agents in quantity and/or concentration typically designed for individual personal defensive purposes. This shall not be considered as possession of a weapon unless the mace or other similar chemical agents that are typically designed for individual personal defensive purposes is in larger quantities and/or concentrations that would be considered excessive. Usage of mace or other similar chemical

agents will be considered as usage of a weapon if the usage is found to be for non-defensive purposes. A teacher who is negligent in their possession of mace or other similar chemical agents will be subject to disciplinary action.

9. A teacher may possess an item which may be considered a weapon where such item is used for instructional purposes and the teacher has received approval of the administration to possess the item, provided it is used in the manner approved and is maintained in such manner as the administration has directed.
10. Any other object that is designed for or intended for use as a destructive or injurious device.

The phrase "possession of a weapon" includes, without limitation, a weapon in a teacher's personal possession, as well as in an employee's motor vehicle, desk, locker, briefcase, backpack, or purse.

An exception to this policy applies to law enforcement officers in uniform, on-duty, or assigned to Columbus Public Schools as a student resource officer.

Section 4: Acceptable Use of District Computer Network and Internet

Teachers have access to the District's computer network and the Internet for the enhancement and support of student instruction. It is important to remember that the equipment and the software are the property of the school district.

The expectation of the Board of Education is that employees will conduct themselves in such a way as to promote a positive school atmosphere through professional and appropriate dress code, interpersonal relationships, and employee conduct. This includes any communication, verbal, written or electronic. As public employees, all staff should recognize that students, peers, parents, and community members are continuously observing their actions. All staff must be aware that their actions and demeanor are reflected in the conduct of students, which may impair their effectiveness as employees.

The personal life of an employee, when communicated by texting, social networking, or other personal communication conducted via the Internet or any other form of communication will be a concern of the Administration and Board of Education if it impairs the employee's ability to effectively perform his/her job or it violates local, state, or federal laws or contractual agreements. This not only includes communication through devices provided by the district, but also personal or privately owned systems or electronic equipment if said communication merits disciplinary actions consistent with state law, federal law, and/or Board policy.

It is the expectation that all employees will maintain appropriate and professional boundaries with students at all times, both inside and outside of school. No employee shall engage in inappropriate or unprofessional conduct, especially conduct of a sexual nature, with a student at any time. This includes inappropriate communication, be it verbal, written or electronic, through any manner such as in person, via telephone, cell phone, computer, personal data assistant, text messaging, instant messaging or any and all social networking mediums.

In using the computers and the Internet, users agree to the following:

1. Since copyright laws protect software and other content, users will not make unauthorized copies of software or content on school computers. If a user downloads public domain programs for personal use or non-commercially redistributes a public domain program, the user assumes all risks regarding the determination of whether a program is in the public domain.
2. Users shall not access material that is obscene, pornographic, or otherwise inappropriate for educational, work-related, or personal uses or contrary to the District's mission. Users are not permitted to knowingly access information that is profane, obscene, or offensive toward a group or individual based upon race, gender, national origin, or religion.
3. Users will protect the privacy of other computer users' areas by not accessing their passwords.
4. Users will not engage in hacking or otherwise attempt to gain unauthorized access to system programs or computer equipment. Attempts to harm, destroy, or remove computer software or equipment is prohibited unless removed by authorized CPS personnel.
5. Users will not use computer systems to disturb or harass other computer users by sending unwanted mail or by other means.
6. Users will not attempt to log in to the districts' local system administrator account.
7. Users understand that the intended use of all computer equipment is to meet instructional and educational objectives. All District related content and materials are required to be stored within a district domain account.
8. Users will not use the network for financial gain or for any commercial or illegal activity.
9. The District will not be responsible for any liabilities, costs, expenses, or purchases incurred by the use of the District's telecommunications systems such as the Internet. This includes, but is not limited to, the purchase of online services or products. The user is solely responsible for any such charges.
10. Users are responsible for the integrity of information accessed and any software downloaded. If the computer becomes inoperable, the computer will be restored by the tech department to the state in which it was originally received by the user. Users will be responsible for reloading any lost material or programs.
11. Users will be responsible for back up of all data on the computer. The district recommends that all important data be stored within your district Google Drive account or saved to an external hard drive. The district is not responsible for lost data.
12. The District reserves the right to inspect a users' computer and computer usage at any time. Users have no privacy rights or expectations of privacy with regard to use of the District's computers or Internet system. Computers are the property of Columbus Public Schools and are therefore subject to changes or modifications as deemed necessary by the district.
13. A technology protection measure is in place that blocks and/or filters Internet access. The Internet filter is designed for preventative access to Internet sites that are not in accordance with District policies and regulations. Inappropriate bypassing of the filter is prohibited. When an authorized user bypasses the filter, the user takes responsibility for content that appears and is displayed for classroom viewing or on their device.
14. All district purchased software through the App store must be done by the CPS IT department. This includes the Apple suite (Pages, Numbers, Keynote) downloads on your district computer.

As the user, you are taking sole responsibility for all activity on any school-issued device, whether activity be attended or unattended. Any violation of any part of this agreement or any other activity

which school administrators deem inappropriate will be subject to disciplinary action. Discipline could include but would not be limited to the immediate suspension or termination of the user's Internet account and computer privileges, reprimand, suspension, or termination.

Personal Use and Fee

The purpose of technology provided to staff at Columbus Public Schools is to meet the educational needs of the district. The occasional personal use agreement allows Columbus Public Schools staff to have occasional personal use. It is understood and accepted that any use of technology provided by the district is not private. It is important to remember that the equipment and the software are the property of the school district. Each employee will be charged, through a September payroll deduction, an annual personal use fee of \$45.00 to cover the additional coverage related to personal use of school devices. An employee may contact Leonard Kwapnioski to opt out of personal use coverage by September 15th of each year. An employee opting out will not have damage coverage of their device.

Important Information Concerning CPS Technology

Reporting lost or stolen technology during the school day:

- If your iPad or computer is missing or stolen, contact your building principal AND someone in the Tech Dept IMMEDIATELY: Leonard Kwapnioski (c-402-910-3282) or (x11517), Jeff Uchtman (c-402-276-1015) or (x12352), Corey Underdahl (c-402-650-6731) or (x12450).
- Machines covered by AppleCare will follow Apple's troubleshooting protocol to determine if machine damage is covered. Employees are automatically enrolled in the District damage protection plan through payroll deduction in October. An employee may opt out of the plan by September 15th of each year by notifying Mr. Leonard Kwapnioski. All non-covered damages will be the responsibility of the employee. Under no circumstances shall an employee try to repair any district-owned device. All damage requiring repair shall be reported to and coordinated by CPS District Technology as soon as possible.
- Be aware of the CPS policy regarding the use of student images and/or names in digital or paper media produced by you or in your classroom.
- Follow correct copyright procedures when using images and materials that you do not own.
- District-owned and managed software will be updated based on the device. Please follow directives of the IT department regarding updating software for your laptop, desktop, table, or iPad.
- Self-installed software will be updated and maintained by the user who installed the software.

Reporting lost or stolen technology at times other than the school day:

- **Call the CPS Technology Hotline at [402-563-7069](tel:402-563-7069).**
- When calling in to report a lost or stolen device, please be prepared to provide the following information. If there is no answer, please leave this information on the answering machine:
 - Name of person the equipment is assigned to
 - Person's name making report
 - Location where computer was when it went missing
 - Contact number to be called back

Section 5: Use of School Facilities

Teachers will be provided access to the school. Teachers are expected to maintain security of building access methods and not give this access to others. Teachers are permitted to have access to school facilities during non-school time provided such access is for work-related purposes. When teachers leave the building, they are to close all windows, lock their classroom door, and make sure that the entry door is fully closed and locked. This is especially important when teachers are using the school facilities prior to the beginning of the school year and during any weekend or evening usage.

School property is to be used for approved work-related purposes and not for personal purposes or for personal gain or benefit. For non-school sanctioned activities an employee should follow the District policy on facility rental and use of facilities. Use of school supplies (paper, staples, etc.), school equipment (copiers, fax machines, telephones, etc.), and school postage is to be used for approved school-related purposes only. Excess or surplus supplies or equipment, including items which have been placed in the trash, should not be removed for non-school use without approval from the administration.

Section 6: Care of School Property

Teachers are responsible for the proper care of all books, equipment, supplies and furniture supplied by the school. If an item is in need of maintenance or repair, report it to the Principal. If you learn that a student has damaged school property or equipment, or if you are responsible for damage to school property, promptly report it to the Principal so the item may be replaced or repaired if possible and appropriate responsibility for the cost of replacement or repair may be determined.

Section 7: Use of Telephone

Personal telephone calls and messaging shall not be made during student instruction time except in the event of an emergency. This includes classroom phone and personal cell phone.

Section 8: Visitors

Teachers are not to have visitors on school property except on a short-term basis and only with permission of the principal. Included in the definition of visitors are family members of the teacher. Visitors should follow posted procedures for being on school property. Teachers are not to bring their children to school with them in lieu of taking them to childcare.

Section 9: Salespersons

Teachers need not allow, and should not permit, any salesperson or representative or agent of any commercial enterprise or theatrical presentation to contact the teacher while engaged in the teacher's duties except for such times as may be designated by the Superintendent or designee. By law, the hours of no solicitation are between 8:30 a.m. and 5:00 p.m. on all days school is in session. If you are required to be at work earlier than 8:30 a.m., the hours are extended to that earlier time as well.

Teachers shall not use classrooms, buildings, or other school property for personal use or profit without specific approval from the Superintendent or designee. Teachers shall not use time for which

the teacher is on duty or paid by the District to engage in any activity for personal financial profit. Any violation of this policy will be held to be willful insubordination.

Section 10: Security of Desks and Lockers

Offices, teacher desks, lockers, file cabinets, and other such storage devices (“storage devices”) are owned by the school and are to be properly cared for and maintained. Appropriate security measures should be used to protect school and personal property kept in storage devices from theft or vandalism and to protect confidential student records.

The school exercises exclusive control over school property and reserves the right to search offices and storage devices provided to or used by employees where permitted by law, such as where reasonable grounds exist for suspecting that a search will turn up evidence that the employee has committed work-related misconduct, or that a search is necessary for a non-investigatory work-related purpose, such as to retrieve a file. School-related documents or records must remain readily available to administration and other appropriate school staff. Any personal items a teacher wants to have kept private should be kept in a separate personal storage device, such as a briefcase, purse, or backpack.

The District is not responsible for any personal property teachers may bring to school. Teachers are cautioned not to bring large amounts of money or items of significant value to school.

Section 11: Video Surveillance

The Board of Education has authorized the use of video cameras on school district property to ensure the health, welfare, and safety of all staff, students, and visitors to District property and to safeguard District facilities and equipment.

Notice is hereby given that video surveillance may occur on District property. In the event a video surveillance recording captures a student, employee, or other building user violating school policies or rules or local, state, or federal laws, the video surveillance recording may be used in appropriate disciplinary proceedings against the student or other building user and may also be provided to law enforcement agencies.

Section 12: Bulletins and Announcements

Bulletin boards and display cases are available for school-related and approved materials to be posted and displayed. Posters to be used in the halls or materials for distribution will need to be approved by the Principal’s office. Posters are not to be attached to any painted wall surfaces. The person or organization responsible for distributing the posters is responsible to see that all posters are removed within 48 hours after the event. **Non-district requests should be sent to the Administration Building.**

Section 13: Copyright and Fair Use Policy

It is the school’s policy to follow the federal copyright law. Teachers are reminded that, when using school equipment and when performing school duties, they also must follow the federal copyright laws. The federal copyright law governs the reproduction of works of authorship. Copyrighted works are protected regardless of the medium in which they are created or reproduced; thus, copyright

extends to digital works and works transformed into a digital format. Copyrighted works are not limited to those that bear a copyright notice.

The “fair use” doctrine allows limited reproduction of copyrighted works for educational and research purposes. The relevant portion of the copyright statute provides that the “fair use” of a copyrighted work, including reproduction “for purposes such as criticism, news reporting, teaching (including multiple copies for classroom use), scholarship, or research” is not an infringement of copyright. The law lists the following factors as the ones to be evaluated in determining whether a particular use of a copyrighted work is a permitted “fair use” rather than an infringement of the copyright:

- the purpose and character of the use, including whether such use is of a commercial nature or is for nonprofit educational purposes;
- the nature of the copyrighted work;
- the amount and substantiality of the portion used in relation to the copyrighted work as a whole, and
- the effect of the use upon the potential market for or value of the copyrighted work.

Although all of these factors will be considered, the last factor is the most important in determining whether a particular use is “fair.” Teachers should seek assistance from administration if there are any questions regarding what may be copied.

Section 14: Lost and Found

Teachers who find lost articles are asked to take them to the office where the owner can claim the articles.

Section 15: Safety

Safety Program and Safety Committee

The District has established a Safety and Security Management Plan, which includes safety and security plans and procedures, including plans and procedures to address emergency and crisis situations. Teachers are expected to be familiar with and to comply with the Safety and Security Management Plan. The Plan may be obtained for review or copy from the Principal or the Superintendent. The District also has a safety committee to address employee accidents, injuries, and work place conditions. A representative from CEA plus representatives appointed by administration serve on the committee. If you have a desire to serve on the committee, you should contact the president of the teachers association (CEA). Teachers can make suggestions and/or report concerns to the safety committee in the following ways: (1) contact the teachers association representative of the safety committee, (2) contact the president of the teachers association, or (3) contact the Safety Committee in care of the Superintendent.

Safety Practices

Guidelines for safe work practices which teachers should follow include the following:

1. Never stand on chairs, counters, tables, etc. Only use step stools, ladders, and locking stools to stand, climb, etc., to reach high places, put things on bulletin boards, etc.
2. Always wear protective equipment (i.e., goggles, aprons, gloves, and ear protection).

3. Wipe up spills or report promptly to appropriate personnel. DO NOT assume someone else will do it.
4. Be aware of your surroundings. Pick up clutter and keep your work area or room clean and free of clutter, debris, etc.
5. Identify and report all hazards (i.e., broken equipment, broken or uneven floor surfaces, non-operating tools, windows, doors, etc.). Follow up if not repaired.
6. Do not use equipment if you are not familiar with it or operate machinery without proper training.
7. Do not carry heavy or bulky objects. Get a cart, dolly, or assistance. Know how to properly lift.
8. Report any personal injuries or medical problems while on duty to your supervisor immediately and complete the employee accident report. This should be forwarded to the Human Resources office.
9. Wear seatbelts when in vehicles where provided.
10. Do not do repetitive tasks for long periods of time (i.e., keyboarding, cutting out things, filing, typing, etc.). Take breaks, learn and do stretching exercises, etc.
11. Use your blood-borne pathogen kit and training provided.
12. Every student accident in the school building, on the school grounds, at practice sessions, or at any athletic event sponsored by the school (home or away) must be reported immediately to the Principal or supervising administrator.

As required by law, approved safety glasses will be required of every student and teacher while participating in or observing vocational, technical, industrial technology, science, and art classes. All visitors to these areas must check out a pair of safety glasses when entering any of these areas.

Use of Personal Vehicles

Teachers who drive school vehicles or volunteer to use their personal automobile to transport students must have a valid driver's license and proof of insurance. Teachers will be provided a Driver's Certification form to verify this information and to be given instruction on emergency evacuation and first aid. Teachers who drive school vehicles or transport students in their personal vehicles are responsible for following safe driving practices, including use of seat belts by all occupants, and are responsible for any injury or accident. Teachers are not to use cell phones while driving a school vehicle or while transporting children.

Accidents

Every accident which results in a personal injury involving students or staff must be reported to the Principal immediately. In the event the injury involves a student, the teacher responsible for the student either as teacher, coach, or sponsor is responsible for making the report. If the injury occurs in the presence of the teacher, the teacher is also responsible for making a report.

Workers Compensation

Teachers are required to immediately report any work-related injury and/or work-related medical condition to their supervisor and complete all appropriate paperwork. These documents should be

forwarded to the Human Resources office. [Updated injury procedures and forms](#) are located in the Staff-HR shared drive in Google.

Section 16: Traveling on School Business

School employees will be provided with a school-owned vehicle when such a vehicle is available. Submit a transportation request to the CHS Activities Assistant. When a school vehicle is not available or for trips outside the boundaries of the District but less than 60 miles one-way, reimbursement for the use of a personal vehicle will be at the rate established by the State of Nebraska. If an employee chooses to use a personal vehicle in a situation where a school vehicle could have been used, the reimbursement rate for such travel will be the estimated cost of using a school vehicle.

Under Title 92, Chapter 91, section 002.02, an activity trip (school business) means the transportation of children, pupils, and/or school personnel to and from a given location to a second or subsequent location or locations without stopping to load or unload the passengers on the public highways for the purpose of transporting the passengers to any activity or event sanctioned, authorized, or sponsored by the school district. Under this definition (005.03 Authorized Passengers) children of family members may only be included in the transportation if they are part of the team or sanctioned group involved in the activity. No one except school personnel, supervisory personnel, and pupils assigned to the school bus for a particular route schedule or for an activity trip may ride in such vehicles.

Section 17: District Employee Communications

The District sends regular communication to employees regarding upcoming events and activities to keep them informed. Under the Federal Telephone Consumer Protection Act, all calls whether live, automated, or prerecorded voice calls or text messages made to cellular phones using automated dialing technology are prohibited unless the calls are made for emergency purposes or made with prior express consent of the cellular phone subscriber. In order to comply with the Federal Consumer Protection Act, Columbus Public Schools needs your consent to call the cellular phone number. By signing receipt for this handbook, you give Columbus Public Schools permission to call all cell phones registered in District records for District communication purposes.

Section 18: Scent Devices

To ensure that every District building is free of potential allergens, employees are prohibited from bringing onto the premises natural or artificial scents that could cause allergic/asthmatic reactions or be irritating to others. Scented personal products (such as fragrances, colognes, lotions and powders) that are perceptible to others should not be worn by employees. Other scented products (candles, potpourri, scentsy, diffuser, and similar items) are also not permitted in the workplace due to increased risk of allergic/asthmatic reactions.

Employees required by medical necessity to use products that contain odors perceptible to others may request a reasonable accommodation from their supervisor, Principal, or the human resources (HR) department. Any employee with a concern about scents or odors should contact the building Principal.

Section 19: Small Kitchen Devices

Board policy 903.09 and 903.09R1 specifically maps out the districts commitment to energy savings. Along with the existing Board Policy there is the inherent safety risk associated with small kitchen devices in non-approved areas. The district has established common areas, teacher workrooms, or staff kitchens where these devices may be used. **Outside appliances**, which includes coffee maker, portable heater, microwave, any size refrigerator, etc. **may NOT be used in a District classroom**, office space, or conference room. Appliances or equipment purchased by the district and approved for academic use in a defined area are permissible. Any other request shall require an inspection of the equipment and approval by the Director of Building and Sites or their designee. Approvals are for the specific piece of equipment in a specific location for a specific use. Approval will be done in writing and kept on a master list. The district assumes no responsibility for damage to a personal appliance brought to school. These designated and approved items should be unplugged when not in use.

Article 8 – STATE AND FEDERAL PROGRAMS

Section 1: Notice of Nondiscrimination

As an equal opportunity employer, Columbus Public Schools will not discriminate on the basis of race (including skin color, hair texture and protective hairstyles), color, religion, national origin, sex, physical or mental disability, age, sexual orientation and gender identity, or any such related condition in the hiring, dismissal, or retention of CPS employees provided that in the case of handicapping condition, the condition itself is not a limiting factor in the performance of the designed essential duties for the position involved.

The Coordinators listed in Section 2 have been designated to handle inquiries regarding complaints, grievance procedures, or the application of these policies of nondiscrimination.

Local complaint or grievance procedures are provided for by the District and set forth in this handbook. If an employee does not feel that a complaint of nondiscrimination has been satisfactorily resolved at the school level, the employee may file a complaint with the appropriate federal or state agency. Complaints are to be filed with the regional Department of Education, Office for Civil Rights where the complaint relates to Title IX (discrimination, harassment or lack of equity based on gender), Title VI (discrimination or harassment based on race, color, or national origin), or Section 504 (discrimination, harassment or failure to accommodate a disability). Complaints are to be filed with the regional U.S. Equal Employment Opportunity Commission (EEOC) if the complaint relates to Title VII (discrimination or harassment based on race, color, gender, national origin, or religion), the Americans with Disabilities Act (discrimination, harassment or failure to accommodate a disability), or the Age Discrimination in Employment Act (discrimination based on age). The contact information for the OCR and the EEOC in this regard are:

| | |
|--------------------------------------|---|
| Office for Civil Rights | The U.S. Equal Employment Opportunity Commission (EEOC) |
| 8930 Ward Parkway | 1801 L Street, N.W. |
| Suite 2037 | Washington, D.C. 20507 |
| Kansas City, MO 64114 | (800) 669-4000; TDD: (800) 669-6820 |
| 816-268-0550 | |
| FAX: 816-823-1404; TDD: 800-437-0833 | |

Section 2: Designation of Coordinators

Any person having inquiries concerning the District's compliance with anti-discrimination laws or policies or other programs should contact or notify the following person(s) who are designated as the coordinator for such laws, policies, or programs. The contact address for the coordinator(s) is: Columbus Public Schools, 2508 27th Street, Box 947, Columbus, NE 68602-0947, (402) 563-7000.

| Law, Policy or Program | Issue or Concern | Coordinator |
|---|---|--|
| Title VI | Discrimination or harassment based on race, color, or national origin; harassment | Dr. Chip Kay |
| Title IX | Discrimination or harassment based on sex; gender equity | Employees – Mr. Jason Schapmann Students – Mr. Tim Kwapnioski |
| Section 504 of the Rehabilitation Act and the Americans with Disability Act (ADA) | Discrimination, harassment, or reasonable accommodations of persons with disabilities | Mr. Jason Harris and Mr. Leonard Kwapnioski |
| Homeless student laws | Children who are homeless | Dr. Chip Kay |
| Safe and Drug Free Schools and Communities | Safe and drug free schools | Dr. Chip Kay |

Section 3: Anti-discrimination & Harassment Policy

Elimination of Discrimination

The Columbus Public Schools hereby gives this statement of compliance and intent to comply with all state and federal laws prohibiting discrimination or harassment and requiring accommodations. This school district intends to take necessary measures to assure compliance with such laws against any prohibited form of discrimination or harassment or which require accommodations.

Preventing Harassment and Discrimination

Purpose: Columbus Public Schools is committed to offering employment and educational opportunity to its employees and students in a climate free of discrimination. Accordingly, unlawful discrimination or harassment of any kind by administrators, teachers, co-workers, students, or other persons is prohibited. In addition, the Columbus Public Schools will try to protect employees and students from reported discrimination or harassment by non-employees or others in the workplace and educational environment.

For purposes of this policy, discrimination or harassment based on a person's race, color, national origin, gender, marital status, disability, religion, or age is prohibited. The following are general definitions of what might constitute prohibited harassment.

In general, ethnic or racial slurs or other verbal or physical conduct relating to a person's race, color, religion, disability, or national origin constitute harassment when they unreasonably interfere with the person's work performance or create an intimidating work, instructional, or educational environment.

Age harassment (40 years of age and older) has been defined by federal regulations as a form of age discrimination. It can consist of demeaning jokes, insults or intimidation based on a person's age.

Sexual harassment is defined by federal and state regulations as a form of sex discrimination. It can consist of unwelcome sexual advances, requests for sexual favors, or physical or verbal conduct of a sexual nature by supervisors or others in the work, classroom, or educational environment. Sexual harassment may exist when:

- Submission to such conduct is either an explicit or implicit term and condition of employment or of participation and enjoyment of the school's programs and activities;
- Submission to or rejection of such conduct is used or threatened as a basis for employment related decisions, such as promotion, performance, evaluation, pay adjustment, discipline, work assignment, etc., or school program or activity decisions, such as admission, credits, grades, school assignments, or playing time;
- The conduct has the purpose or effect of unreasonably interfering with an individual's work or educational performance or creating an intimidating, hostile, or offensive working, classroom or educational environment.
- Sexual harassment may include explicit sexual propositions, sexual innuendo, suggestive comments, sexually oriented "kidding" or "teasing," "practical jokes," jokes about gender-specific traits, foul or obscene language or gestures, displays of foul or obscene printed or visual material, and physical contact, such as patting, pinching, or brushing against another's body.

Section 4: Grievance Procedure for Persons with a Disability

The Americans with Disabilities Act (ADA) and Section 504 of the Rehabilitation Act address discrimination, harassment, or failure to provide reasonable accommodations to persons with a disability. The following grievance procedure shall be used for resolution of complaints of alleged violations of the ADA or Section 504:

- Complaints shall be filed with the ADA and Section 504 Coordinator. Complaints shall be made in writing unless the Complainant's disability prevents such, in which event the Complaint can be made verbally.
- Complaints shall set forth: (a) the name of the Complainant, (b) the address and telephone number or other such information sufficient to enable the Coordinator to contact the Complainant, (c) a brief description of the alleged violation, and (d) the relief requested by the Complainant.
- Complaints shall be investigated by the Coordinator or the Coordinator's designee. Investigations shall be thorough but informal and the Complainant shall be given a full opportunity to submit evidence relevant to the complaint.
- The Coordinator shall make a decision on the Complaint within thirty (30) days of the filing of the Complaint unless such time period is extended by agreement of the Complainant. The

decision shall be made in writing, shall set forth the Coordinator's proposed resolution of the Complaint, and shall be forwarded to the Complainant.

- The Complainant shall have ten (10) days from the date the Coordinator's decision is sent to the Complainant to accept or reject the Coordinator's proposed resolution, and shall be deemed to have accepted the proposed resolution unless the Complainant rejects the proposed resolution within such time period. In the event the Complainant rejects the proposed resolution, the Complainant shall be given the opportunity to file a request for reconsideration within the ten (10) days from the date the Coordinator's division is sent to the Complainant. The request for reconsideration shall be filed with the Coordinator. The Coordinator shall consider any additional information provided in the request for reconsideration and make a decision on the request for reconsideration within 10 (ten) days after the request for reconsideration was filed.

Section 5: Confidentiality of Student Records (FERPA)

The Family Educational Rights and Privacy Act (FERPA) gives parents and students over 18 years of age rights of access and confidentiality with respect to education records. Employees are expected to provide access rights and maintain the confidentiality of education records in accordance with FERPA and Board policy. Further information about FERPA and the District's policies under FERPA are found in Board policy and in the student handbook.

Section 6: Disclosure of Student Information to Military Recruiters and Colleges

The No Child Left Behind Act of 2001 requires the District to provide military recruiters and institutions of higher education access to secondary school students' names, addresses, and telephone listings. Parents and secondary students have the right to request that the school not provide this information (i.e., not provide the student's name, address, and telephone listing) to military recruiters or institutions of higher education without their prior written consent. Employees are expected to follow these requirements.

Section 7: Disclosure of Staff Qualifications

The No Child Left Behind Act of 2001 gives parents/guardians the right to get information about the professional qualifications of their child's classroom teachers. The District designates the following information as "directory information" and will give parents/guardians such information upon request:

1. Whether the teacher has met state qualifications and licensing criteria for the grade levels and subject areas in which the teacher provides instruction.
2. Whether the teacher is teaching under an emergency or provisional teaching certificate.
3. The baccalaureate degree major of the teacher, along with information about other graduate certification or degrees held by the teacher, and the field of discipline of the certification or degree.
4. Whether the parent/guardian's child has been assigned, or has been taught for four or more consecutive weeks, by a teacher who does not meet the requirements of the NCLB.

Section 8: Student Privacy Protection

The No Child Left Behind Act of 2001 requires the District to protect the privacy of students. Further information about student privacy and the District's policies with regard to student privacy are found

in Board policy and in the student handbook. In general, employees are expected to comply with these provisions of the NCLB and related Board policy, as follows:

1. Student surveys created by and administered by either the United States Department of Education or a third party (a group or person other than the District)—give parent/guardian the opportunity to inspect the survey upon request before the survey is administered or distributed to the students;
2. Student surveys which involve “sensitive” matters—make suitable arrangements to protect student privacy (that is, do not include the name or other identifying information about a particular student) and give parents the opportunity, in advance, to “opt-out” their child from the survey. Sensitive matters include:
 - Political affiliations or beliefs of the student or the student’s parent;
 - Mental or psychological problems of the student or the student’s parent;
 - Sexual behavior or attitudes;
 - Illegal, anti-social, self-incriminating, or demeaning behavior;
 - Critical appraisals of other individuals with whom the student has close family relationships;
 - Legally recognized privileged or analogous relationships, such as those of lawyers, physicians, and ministers;
 - Religious practices, affiliations, or beliefs of the students or the student’s parent;
 - Income (other than that required by law to determine eligibility for participation in a program or for receiving financial assistance under such program).
3. Instructional materials—permit parents upon reasonable request to inspect any instructional material used as part of the educational curriculum for their child. The term “instructional materials” does not include academic tests or academic assessments for purposes of this parent inspection requirement. If you receive such a request, direct the parent to contact your building principal and also inform the building principal yourself about the request to get instructions.
4. Collection, disclosure, or use of personal information collected from students for the purpose of marketing or for selling that information—the District policy is to not gather such information for such purposes.

Section 9: Parental Involvement

General - Parental/Community Involvement in Schools

The District’s policy is to welcome parental involvement in the education of their children. As a part of this policy, employees are expected to:

- provide parents timely information about their child’s progress, including use of quarterly report cards, active and constructive attendance at parent-teacher conferences, and more frequent parent contacts where warranted by the student’s academic and behavioral needs;
- make textbooks, completed tests, and other curriculum materials available for review by parents upon request;
- permit parents access to their child’s records according to law and school policy;
- encourage parents to attend courses, assemblies, counseling sessions and other instructional activities with prior approval of the proper teacher, counselor, or administrator, provided that such parent attendance be educationally appropriate and not disruptive to the educational

- program;
- assure that testing occurs to assure proper measurement of each child’s educational progress and achievement;
 - permit parents to excuse their child from testing, classroom instruction, and other school experiences when possible and educationally appropriate;
 - notify parents of student surveys in accordance with district policy, obtain parental permission for surveys where required by District policy or law, and allow parents to opt-out of such surveys in accordance with District policy and law; and
 - encourage parents to express their concerns, share their ideas, and advocate for their child’s education.

Title I Parental Involvement

The District has a separate policy established pursuant to the No Child Left Behind Act of 2001 relating to parental involvement applicable to parents of children enrolled in Title I programs. The policy requires that parents of Title I children be given the opportunity to participate in regular, two-way, and meaningful communication involving student academic learning and other school activities, including ensuring that parents play an integral role in assisting their child’s learning; that parents are encouraged to be actively involved in their child’s education at school; that parents are full partners in their child’s education and are included, as appropriate, in decision making and on advisory committees to assist in the education of their child; and the carrying out of other activities, such as those described in the parental involvement policy. Employees are expected to comply with the Title I parental involvement policy.

Section 10: Homeless Students

The No Child Left Behind Act of 2001 requires that homeless students not be stigmatized or segregated on the basis of their status as homeless. Homeless children generally include children who lack a fixed, regular, and adequate nighttime residence. The Superintendent serves as the District’s designated Homeless Coordinator and should be contacted for questions relating to a homeless student.

Section 11: Breakfast and Lunch Programs

The District participates in the National School Lunch Program. Employees are expected to keep information about the participation of students in the program confidential.

Section 12: Confidentiality of Protected Health Information

It is the policy of the District to develop and implement all necessary practices, policies, and procedures to comply with the Health Insurance Portability and Accountability Act of 1996 (HIPAA) where and to the extent applicable and to maintain the privacy of protected health information (PHI), as that term is defined by HIPAA, that it receives, obtains, or transmits for employees and students. The District designates the Superintendent as its HIPAA privacy officer. Student and employee records containing PHI shall be accessible only to those who require such information to carry out their duties.

Appendix 1: COMPLAINT PROCEDURES FOR STAFF: Policy 403.055

The Board of Education advises the public that the proper channeling of complaints involving school personnel shall be from the complainant to the employee, to the principal, to the Superintendent, and then on to the Board of Education.

Internal Complaints regarding School Personnel

Step 1

If the complaint is in regard to another staff member,

- a. The complainant should request a conference with the building principal to resolve the concern or complaint.
- b. If it is determined that an investigation will take place, the complainant must provide the issues of the complaint in writing and sign the document as confirmation.

Step 2

If staff member is dissatisfied with the result of this conference, the staff member can request a second conference with a district administrator (Director of Finance and Human Resources), the principal, and the staff member.

Step 3

If staff member is not satisfied with the resolution of the complaint at Step 2, the staff member can request a conference with the Superintendent of Schools for discussion of the problem.

****If a complaint is in regard to the building Principal the staff member must go directly to Step 2**

Internal Complaint Process regarding an Administrator

Step 1

If the complaint is in regard to the building principal, the complainant should request a conference with the Superintendent to resolve the concern or complaint.

- a. If it is determined that an investigation will take place, the complainant must provide the issues of the complaint in writing and sign the document as confirmation.
- b. The Superintendent or his/her designee reviews, investigates, and will then make a determination as to whether the complaint is valid or not.
- c. The complainant will receive confirmation that the investigation has taken place during the documented time frame.

Step 2

If the staff member is dissatisfied with the result of step one in the process, the staff member can request an appeal for a second evaluation to be conducted by Executive Director of Human Resources.

Step 3

If the staff member is not satisfied with the outcomes of the previous two steps, the staff member can request a conference with committee of the Board of Education that is appointed by the board president.

Step 4

The staff member may file a complaint to the board as a whole after all other steps have been exhausted.

Community Complaints regarding School Personnel

Step 1

If complainant is not satisfied with the process with the employee in question, the Principal or his/her designee reviews, investigates, and makes a recommendation.

Step 2

If complainant is not satisfied with the process and outcome of the building principal, the principal's recommendation will be reviewed and a decision made by the appropriate central office administrator (Director of Finance and Human Resources).

Step 3

If complainant is not satisfied with the process of the administrator's decision, an appeal can be made to the Superintendent of Schools.

*If a complaint is in regard to the building Principal the community member must go directly to the Superintendent

**Any statement containing a charge or a complaint against an employee of the school district must be submitted in writing, verified and signed by the complainant.

Community Complaints regarding School Administration

Step 1

If the complaint is in regard to the building principal, the complainant should request a conference with the Superintendent of schools to resolve the concern or complaint.

- a. If it is determined that an investigation will take place, the complainant must provide in writing and sign to confirm the issues of the complaint.
- b. The Superintendent and his/her designee reviews, investigate, and will then make a determination as to whether the complaint is valid or not.
- c. The complainant will receive confirmation that the investigation has taken place during the documented time frame.

Step 2

If complainant is dissatisfied with the result of step one in the process, the staff member can request an appeal for a second evaluation to be conducted by Director of Human Resources.

Step 3

If complainant is not satisfied with the outcomes of the previous two steps, the staff member can request a conference with committee of the board of education that is appointed by the board president.

Step 4

The complainant may file a complaint to the board as a whole after all other steps have been exhausted.

*If a complaint is related to the building Principal the community member can go directly to Step 2

**Any statement containing a charge or a complaint against an employee of the school district must be submitted in writing, verified, and signed by the complainant.

INSTRUCTIONS FOR PREPARING A COMPLAINT

Please Type or Print.

1. If you are filing a complaint against a process, problem, person, or more than one person, a separate form should be used for each process or person. If you have more than one complaint against the same process, problem, or person, you should use one form and describe each incident. As the Complainant, your name and phone number must appear in the blanks at the top of the first page.
2. The process, problem, or person against whom a Complaint is filed is called the Respondent and the Respondent's name must appear at the top of the first page on the left hand side, below your name. Also list the Respondent's name and telephone number in the blanks immediately underneath the complainant information.
3. In the complaint section, please list the facts which you believe constitute a violation of professional conduct and ethics and/or process used. Use additional sheets as necessary and number each page.
4. In the witness section, list individually the full name and telephone number of each witness to verify as to the alleged incident if appropriate.
5. Your signature should appear on the "verification" page indicating the complaint is factual to the complainant's knowledge.
6. Please mail, email, or deliver the completed Complaint form to the direct supervisor. If the complaint is in regard to the direct supervisor, please send the form to the Superintendent. If the complaint is in regard to the Superintendent, please send the form to the Executive Director of Human Resources.

A blank complaint form is attached or you may type your own form.

VERIFICATION

WHEREFORE, Complainant requests that the Superintendent investigate this Complaint and take such action as is warranted.

I, _____, have read the contents of the Complaint and that to the best of my knowledge, information, and belief such contents are true and there is reasonable cause for filing said document.

(Signature of Complainant)

(Printed Name of Complainant)

Dated this _____ day of _____, 20_____.

DRAFT

Appendix 2: Title IX Nondiscrimination

Section 1: Notice of Nondiscrimination

The Columbus Public Schools does not discriminate on the basis of race, color, national origin, gender, marital status, disability, religion or age in admission or access to, or treatment of employment, in its programs and activities. The coordinators listed in Section 2 have been designated to handle inquiries regarding complaints, grievance procedures or the application of these policies of nondiscrimination.

Local complaint or grievance procedures are provided for by the district and set forth in this handbook. If an employee does not feel that a complaint of nondiscrimination has been satisfactorily resolved at the school level, the employee may file a complaint with the appropriate federal or state agency. Complaints are to be filed with the regional Department of Education, Office for Civil Rights, where the complaint relates to Title IX (discrimination, harassment or lack of equity based on gender), Title VI (discrimination or harassment based on race, color, or national origin) or Section 504 (discrimination, harassment or failure to accommodate a disability). Complaints are to be filed with the regional U.S. Equal Employment Opportunity Commission (EEOC) if the complaint relates to Title VII (discrimination or harassment based on race, color, gender, national origin, or religion), the Americans with Disabilities Act (discrimination, harassment or failure to accommodate a disability), or the Age Discrimination in Employment Act (discrimination based on age). The contact information for the OCR and the EEOC in this regard are:

Office for Civil Rights
8930 Ward Parkway, Suite 2037
Kansas City, MO 64114
816-268-0550

The U.S. Equal Employment Opportunity Commission
1801 L Street, N.W.
Washington, D.C. 20507
800-669-4000; TDD: 800-669-6820

Section 2: Designation of Coordinators

Any person having inquiries concerning the district's compliance with anti-discrimination laws or policies or other programs should contact or notify the following person(s) who are designated as the coordinator for such laws, policies or programs. The contact address for each coordinator is: Columbus Public Schools, 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. Chip Kay |
| Title IX | Discrimination or harassment based on sex; gender equity | Employees – Jason Schapmann Students – Tim Kwapnioski |
| Section 504 of the Rehabilitation Act and the Americans with Disability Act (ADA) | Discrimination, harassment, or reasonable accommodations of persons with disabilities | Jason Harris and Leonard Kwapnioski |
| Homeless student laws | Children who are homeless | Dr. Chip Kay |
| Safe and Drug Free Schools and Communities | Safe and drug free schools | Dr. Chip Kay |

COLUMBUS PUBLIC SCHOOLS



CLASSIFIED STAFF HANDBOOK

2024-2025

STAFF COVERED UNDER THE CLASSIFIED HANDBOOK INCLUDE:

Food Service, Technology, Registrar, Translators/Interpreters, Administrative Assistants, Secretaries, Health Aides, Media Aides, Paraprofessionals, Custodial, Maintenance, Bus Drivers, Office Staff, After School Program, and other hourly employees not listed above.

This handbook is an outline of the basic policies, practices, and procedures of the Columbus Public Schools. It contains general statements of policy, and it should not be read as including the details of each policy, or a promise that the provisions in it will be applied in all cases. The provisions may be changed at any time, with or without notice. This handbook totally supersedes all previous handbooks. The handbook is not a contract, expressed or implied, between the school district and the employee.

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Intent of Handbook

Welcome to the Columbus Public Schools. This handbook is intended to provide classified employees with general information about the Columbus Schools and to serve as a guide to policies, rules, and regulations, benefits of employment, and performance expectations.

References in this handbook to Classified Employees are intended to apply to all staff who are not required by their position to hold a teaching or administrative certificate.

Each classified employee is responsible for becoming familiar with the handbook and knowing the information contained in it. Although the information found in this handbook is detailed and specific on many topics, the handbook is not intended to be all encompassing to cover every situation and circumstance that may arise. This handbook is intended to supplement other documents that deal with your employment and the policies and regulations of the Board of Education. In reading this handbook, please understand that where a direct conflict exists, state or federal law and Board policies and regulations will take precedence over the handbook.

This handbook does not create a contract of employment. Classified employee positions and assignments may be ended or changed on an at-will basis notwithstanding anything in this handbook or any other publication or statement, except for the contract approved by the Board of Education.

The administration will be responsible for interpreting the rules contained in the handbook and shall have the right to make decisions and rule revisions at any time. Should a situation or circumstance arise that is not specifically covered in this handbook, the administration will make a decision based upon applicable school district policies, state and federal statutes and regulations, and the best interests of the District.

This handbook will be in effect for the current school year and subsequent school years unless replaced by a later edition.

The contents of this handbook shall supersede any oral statements made to any classified staff employee.

As an employee of the Columbus Public Schools you are a public figure and are expected to be a positive role model.

Mission and Vision of the Columbus Public Schools

The Mission of the Columbus Public Schools: “Engaging all learners to achieve success”

The Vision of the Columbus Public Schools:

As the cornerstone of educational excellence in our community, we will continuously and passionately strive to be a high performing Professional Learning Community that will effectively meet the unique learning needs of each and every student. To attain our Mission, we must demonstrate that:

- We are committed to maintaining a clear and shared focus on student learning.
- We are committed to providing a safe and supportive environment for learning and teaching.
- We are committed to establishing a high level of communication, trust, support, and accountability.

Members of the Board of Education

Doug Willoughby, President
656 Quail Lane, Columbus, NE 402-270-7195

Mike Jeffryes, Vice President
3255 37 Avenue, Columbus, NE 402-276-3597

Doug Molczyk, Ex-President
2870 North Park Lane, Columbus, NE 402-276-4033

Candace Becher, Member
120 SE Calle Colombo, Columbus, NE 402-910-4579

Mark Brown, Member
4058 54th Avenue, Columbus, NE 402-276-5768

Theresa Seipel, Member
4302 31 Street, Columbus, NE 402-910-6667

Administrative Staff

| | | |
|------------------------|---------------------|-------------------------------|
| Dr. Chip Kay | Superintendent | |
| Mr. Jason Harris | Director | Special Education |
| Mr. Jason Schapmann | Director | Finance and Human Resources |
| Mr. Leonard Kwapnioski | Director | Operations |
| Ms. Teresa Hausmann | Director | Teaching and Learning |
| Ms. Sara Colford | Assistant Director | Student Services |
| Ms. Nicole Anderson | Assistant Director | Communications/CPS Foundation |
| Ms. Angie Luebbe | Principal | Emerson Elementary School |
| Mr. Bob Hausmann | Principal | North Park Elementary School |
| Mr. Andy Luebbe | Principal | Centennial Elementary School |
| Ms. Sarah Bird | Dean of Students | Centennial Elementary School |
| Mr. J.P. Holys | Principal | Lost Creek Elementary School |
| Ms. Paula Lawrence | Principal | West Park Elementary School |
| Ms. Ashlie Stone | Principal | Kramer Education Center |
| Ms. Amy Haynes | Principal | Columbus Middle School |
| Mr. Jordon Anderson | Assistant Principal | Columbus Middle School |
| Ms. Adriana Carnes | Assistant Principal | Columbus Middle School |
| Ms. Katie Rose | Assistant Principal | Columbus Middle School |
| Mr. Alex Dostal | Assistant Principal | Columbus Middle School |
| Mr. David Hiebner | Principal | Columbus High School |
| Ms. Austin Carmichael | Assistant Principal | Columbus High School |
| Ms. Angela Leifeld | Assistant Principal | Columbus High School |
| Mr. Michael Ziola | Assistant Principal | Columbus High School |

Mr. Tim Kwapnioski Activities Administrator Columbus High School

ARTICLE 1: SCHOOL CALENDAR & SEVERE WEATHER & CANCELLATIONS

Section 1: Calendar(s)

School Calendar can be found at [Staff-HR Calendars](#) that will show in session, vacation, and professional development days.

This year there is also a [Planning Calendar](#) available that shows the start and ending date for employees, days to be in attendance when students are not present, and observed holidays.

You may also view future [Draft Calendars](#) in this same folder as they become available.

Section 2: Severe Weather and School Cancellations

The Superintendent of Schools is authorized by the Board of Education to close public schools in case of severe weather. Representatives of the superintendent's staff will notify local news media when inclement weather warrants such action. This information is broadcast regularly by radio stations. When the weather is questionable, please tune into KLIR 101.1 FM for announcements. A decision to close or delay the start of school will be made before 6:30 a.m. The district will also utilize the Columbus Public Schools cell phone application and Thrillshare for district-wide messages.

There is no fail-proof way to determine severe weather and there are wide differences of opinion on how severe the weather must be before schools are closed. Good and bad decisions are made in trying to predict what Mother Nature will do. Decisions to close school or keep it open are made on the best available information. Weather information about winter storms is obtained from the news media. Personal observations on the weather and road conditions are also made.

Columbus Public Schools will operate school every day possible and will generally have school when surrounding school districts close. Rural districts operate many school buses; therefore, road conditions and visibility affect school closing decisions. The danger and risk to students is generally less in Columbus because Columbus students' homes are relatively close to school, streets are usually open, visibility is generally better in town, the shelter of homes in case of emergency is near, and CPS operates few school buses.

The question is often asked, "Why not close school more frequently in bad weather?" Learning is important to Columbus Public Schools. The curriculum has been designed to be accommodated in 1,032 elementary hours, and 1,080 secondary hours; fewer school hours mean less learning. The staff cares about the learning that takes place. When weather jeopardizes the health and safety of young people, health and safety becomes priority number one and school is dismissed. In addition, the State of Nebraska maintains a minimum number of hours per year for school operation. Dropping below the 1,032 or 1,080 hour minimum may necessitate making up days on Saturdays, early summer, or after normal dismissal time. Making up hours is not preferred unless the danger imposed by weather necessitates dismissal.

Every attempt will be made to avoid closing school once classes are in session. In some instances,

closing school during the day is inevitable if children are to safely return home before the brunt of a major storm hits. In these cases, as much advance notice as possible will be given. If school is closed during the day staff will be notified and parents will be notified via media broadcast. Teachers and designated staff will be responsible for remaining with students until all students have safely left school or the administration has made arrangements for remaining students.

When school is canceled or delayed because of snow, the possible announcements will be as follows:

“Designated staff report” will mean full-time secretaries in the High School, Middle School, Administration Office, and elementary schools; all administrators; building/grounds supervisors; full-time maintenance, full-time custodians, and district technology staff report for duty at the regular time or as soon as possible unless the radio announcement indicates otherwise. Teachers need not report but may do so at their discretion. **All classified employees will be paid only for the actual time worked on those days when school has been delayed or canceled due to inclement weather.** Employees not expected to be on duty when schools are closed include food service personnel, paraprofessionals, lunch-playground aides, and other part-time non-certified employees.

“School will start at 10:00 a.m.” is the announcement used when the delay helps the road and parking lot clearing efforts, or when bad weather is subsiding. Custodians, administrators, full-time secretaries, and cooks report at regular times or as soon as possible as travel permits. Teachers, paraprofessionals, and other personnel report no later than 15 minutes prior to the announced starting time or at their regular reporting time, whichever is applicable.

If school is dismissed during the day because of a storm, teachers, paraprofessionals, and other instructional personnel may leave after students are dismissed and safely out of the building as per instructions of the building principal, but no sooner than fifteen minutes after student dismissal. Secretaries, custodians, and other personnel may leave after the building is clear of students and staff at the discretion of the building principal or their immediate supervisor. The Administration Office will remain open as weather dictates. On such days, employees will be paid for their actual hours worked.

Emergency Conditions

The Columbus Public Schools has a signal which, when activated, includes the necessity to either evacuate the building or to move to safer areas of the building. All regular drills are held as required by law through the school year. There are plans for Emergency Exit, Tornado Warning System, and Critical Incident Response. School officials are not permitted to release students from the school building during a tornado warning. In the event of an emergency exit alert or tornado warning, you should implement the school’s established safety procedures.

ARTICLE 2: EMPLOYMENT

Section 1: New Employees

Upon completion of the advertising process, review of applications, and reference checks, the person best qualified for a position with the District will be offered the job. Before a new employee can be eligible to receive their first paycheck, they must complete all necessary forms. Those documents include, but may not be limited to:

| |
|--|
| a. I-9 |
| b. W-4 |
| c. Nebraska State Retirement System Beneficiary Form |
| d. Long-term Disability Insurance Application |
| e. Life Insurance Application |
| f. Health/Dental Insurance Application |
| g. Physical, if required |
| h. Appropriate certification, if applicable |
| i. Background Check |
| j. Official transcripts for salary increase |
| k. Register on time clock, if applicable |
| l. Direct Deposit Enrollment Form |
| m. Section 125 Plan Enrollment Form |
| n. Staff Information and Emergency Form |
| |

Section 2: Assignments

The duties to be performed by an employee with the District shall be subject to assignment by the appropriate administrator/supervisor. Job descriptions, where available, provide additional information about the position duties.

While on duty with the District, an employee will be expected to devote all of their duty time to the employee's position and to diligently and faithfully perform the assigned duties to the best of their ability.

Section 3: Definition of Full-Time Employee

A full-time classified employee is one who is scheduled for thirty-five (35) hours a week or more, a minimum of nine months out of the year.

Section 4: Personnel Files

The District will follow the requirements of state and federal law and regulation with regard to employee personnel files.

Any employee of the Columbus Public Schools shall, upon request, have access to his/her personnel file while on school premises, but may not have access to letters of recommendation solicited by the Columbus Public Schools or to sets of confidential credentials that are part of his/her file. No other person except school officials while engaged in their professional duties shall be granted access to such

files, nor shall the contents thereof be divulged in any manner to any unauthorized person without the employee's written permission. Permission forms are available in the Human Resources or superintendent's offices in the Administration Building.

Section 5: Internal Complaint/Communications

Board of Education policy requires that the proper channeling of complaints involving school personnel shall be from the complainant to the employee, to the principal, to the Superintendent, and then on to the Board of Education. Complete information regarding complaints may be found in Appendix 1.

Section 6: Complaints about School Personnel

Constructive criticism of the school, school system, or school personnel is welcome when it is motivated by a sincere desire to improve the quality of the educational program and to assist the school in performing its educational tasks more effectively.

Section 7: Time Clocks

Classified employees are to use the building time clock at all times to record start/end of workday, lunch period, and all other times off duty. Employees are expected to clock-in and clock-out within 7 minutes of their scheduled time. On rare occasions, and for special reasons ONLY, a *payroll exception sign in/sign out form* may be used.

Section 8: Compensation

Compensation is paid only as authorized by the Board of Education. Employment agreements will provide a salary or hourly rate of pay that will be in effect until the beginning of the next school year. New employees may be credited with up to 3 years of prior experience in a comparable position.

Section 9: Payroll

Pay stubs for classified staff are available via email. Payday is the 20th of each month. Paydays, in accordance with the terms of the teacher's contract, will be the 20th day of September and the 20th day of each month thereafter up to and including August 20th. If the 20th of the month falls on Saturday, Sunday, or recognized holiday, the paychecks may be secured on Friday. During the summer months, pay stubs will be emailed or mailed to the employee's home address. Employees should always verify pay amounts. If any adjustment should be made, the Payroll Office should be called.

Direct deposit is required for **all** regular employees of the District. Contact the payroll office in the Administration building in writing if you need to make any changes, i.e. account number change, bank change, address change, etc.

Before an employee's pay can be issued, they must fill out a direct deposit authorization, provide an I-9 form with proper ID, and have a W-4 form on file.

Section 10: Payroll Deductions

Federal income tax, state income tax, social security, and retirement withholding, etc., as required, are deducted from each paycheck.

Regular payroll deductions, if necessary, for the approved health/dental insurance, disability insurance, and/or life insurance are done monthly over the employees work agreement length.

Section 125, 403(b) contributions, dues, etc. will be made if any employee requests such deductions in writing to the Administration Building. Employee wages must cover these contributions each month.

School Foundation & United Way—A payroll deduction procedure offers a convenient way to pay a pledge to the Columbus United Way Fund and/or the Columbus Public School Foundation. Deductions begin in September of each year and continue as authorized on the deduction authorization form.

Section 11: Benefits

Health Insurance: Provided for all classified staff who work 35 hours a week for at least nine months of the year (possibly at employee's expense or a portion of expense). See the Payroll office for current rates and benefit information.

The Columbus Public Schools will use August 1 through the following July 31 as the look-back period for calculations necessary under the Affordable Healthcare Act. To calculate average hours per week for those employees eligible for benefits under the Patient Protection and Affordable Healthcare Act, an employee's hours for the time period beginning August 1 and ending July 31 of the following year will be divided by the total number of weeks worked during that period of time, inclusive of break periods of less than 4 consecutive weeks.

Employees who do not participate in the District sponsored health insurance program must provide proof of creditable coverage for health insurance provided by another insurance carrier. Such employees may be eligible for cash-in-lieu of insurance benefits. The Health Insurance Portability and Accountability Act (HIPAA) provide rights and protections for participants and beneficiaries in group health plans. HIPAA includes protections for coverage under group health plans that limit exclusions for preexisting conditions; prohibit discrimination against employees and dependents based on their health status; and allow a special opportunity to enroll in a new plan to individuals in certain circumstances. HIPAA may also give you a right to purchase individual coverage if you have no group health plan coverage available and have exhausted COBRA or other continuation coverage. Further information may be obtained from the plan administrator of the group health plan.

Disability Insurance (Long-Term): Provided for all classified staff who work 35 hours a week for at least nine months of the year.

Life Insurance: Provided for all classified staff who work 35 hours a week for at least nine months of the year.

Employees shall make annual benefit elections by September 1 of each school year. Should an employee fail to make such election, the employee election from the immediately preceding school and contract year shall be continued. Each employee is responsible for informing the Business Office in writing of any changes in benefit status. All employee benefit elections are deducted through the District's 125 Plan. Once the elections are designated, they cannot be changed or dropped unless there is a life changing circumstance. This is per the IRS regulations governing Section 125 Plans.

YMCA Subsidy: The District provides a monthly subsidy for classified staff members based on the number of months employed. Contact the payroll office during August to sign up for this benefit.

Employee Assistance Program: The District provides an Employee Assistance Program staff may access when needing to deal with issues such as depression, stress management, anxiety, marital difficulties, family conflict, alcohol or drug addiction, financial or legal concerns, problem gambling, eating disorders, childcare and eldercare, etc. Information on the program is located in the Staff-HR shared folder on the Google Drive.

Section 12: Expense Reimbursement

Reimbursement for authorized mileage will be paid to employees required to drive their own vehicles during their regular scheduled working hours between two or more work sites. Claims for reimbursement should be submitted on a monthly basis to the employee's immediate supervisor. The allowable rate shall be governed by board policy, unless otherwise required by law. The District is not liable for physical damage to employee vehicles.

Necessary materials and supplies are provided by the District. If an employee needs additional materials for performance of duties, the request should be made to the employee's immediate supervisor. Employees who purchase materials or supplies without advance approval may not be reimbursed.

Reimbursement for meals or other expenses related to District-required travel must be submitted to and approved by either the Principal or, if the expense is related to an activity, by the Activities Director. The request for reimbursement should include a voucher sufficient to establish that the expense, with a detailed receipt, was actually incurred and that the expense was reasonable and related to a school purpose. All individuals' names must be included on the back of the detailed meal receipt. No more than one meal, per person, should be submitted for every six-hour block of on duty-time.

When an employee travels to a supervisor-requested conference/workshop, he/she will be compensated for expenses incurred traveling to and from including the conference/workshop fees. School vehicles should be requested first. If no vehicle is available, mileage will be paid. Receipts must be turned in and the appropriate form signed. If travel outside of Columbus is required for work, please review Board Policy 402.20 outlining transportation, lodging, and meals for employee travel.

Section 13: 403(b) Salary Reduction Agreements

The Columbus Public Schools will cooperate with any employee who chooses to participate in an investment program under an Internal Revenue Code Section 403(b) provided that the employee executes a Salary Reduction Agreement provided by the District and the vendor of the 403(b) plan elected by the employee has entered into a Service Provider Agreement with the District holding the District harmless from any liability that may arise out of such 403(b) plan, including, but not limited to, the calculation of the maximum exclusion allowance, tax reporting, notices, and income withholding. Contact Tania Stahl, extension 12670, for contact information or questions regarding such 403(b) Plans.

Section 14: Overtime

Overtime is paid to classified employees in accordance with the Fair Labor Standards Act (FLSA). A publication provided by the federal government which provides more information about the FLSA is attached as Appendix 2 in this handbook.

Classified employees may be classified as either exempt or non-exempt for overtime purposes.

Employees who are classified as exempt employees are not eligible for overtime, while those who are non-exempt are eligible for overtime.

Non-exempt employees will be expected to accurately report hours worked. Falsification of timecards is a serious offense.

Non-exempt employees must receive prior approval from their supervisor to work additional hours beyond their regular work schedule. Non-exempt employees will be paid for each hour worked in excess of 40 hours in a workweek and are expected to accurately and timely report overtime hours to their supervisor. The regular workweek for overtime purposes is from 12:00 a.m. on Sunday through 11:59 p.m. on Saturday. The administration may establish a different 7-day period workweek from time to time for specified employees or employee groups.

Overtime pay for non-exempt employees will be paid at the rate of not less than 1.5 times the employee's regular rate of pay for hours worked in excess of the 40-hour workweek. Employees with two or more non-exempt positions may be eligible for overtime pay based upon the total number of hours worked in one workweek. If applicable, the employee and the Superintendent will agree upon the overtime rate in compliance with FLSA regulations.

Columbus Public Schools does not permit compensatory time in lieu of overtime compensation. Overtime requires prior approval of the employee's immediate supervisor and should only occur in rare circumstances. The Director of Human Resources and the payroll office should be notified by the supervisor of this request.

Section 15: Retirement

Columbus Public Schools' employees participate, as required by law, in the Nebraska Public Employees' Retirement System. Employees will have a percentage of their gross salary as determined by law deducted for retirement. Additional money for the retirement fund is provided by legislative appropriation and mandatory contribution from the school district.

The methods for determining retirement benefits have been revised periodically by the Nebraska Legislature and each employee is encouraged to contact the Nebraska Retirement System for additional information. Write to: Nebraska Public Employee Retirement Systems, PO Box 94816, Lincoln, Nebraska 68509-4816.

Section 16: Transfer

A classified staff member who wants to transfer to another advertised opening within the District must submit a transfer request for the desired position through the Frontline online system. If computer access is not available, contact Human Resources for assistance. The District reserves the right to transfer employees to other positions as deemed necessary. You should contact your current supervisor to notify them of your request to transfer.

If an in-house transfer is allowed, the salary schedule of the new position will be used. In some instances, this could result in a decrease in hourly wages.

Section 17: Vacancy Posting

Prior to publicly advertising the opening, the vacancy will, whenever possible, be announced in-house through e-mail. Current employees will, if possible, be given first consideration to transfer to the new opening provided they complete a successful interview. In-house posting of vacancies will occur via e-mail to all employees.

Section 18: Address/Phone Number Change

It is necessary that an accurate directory of all employees of the school district be kept in the Payroll office. Employees changing their address or phone number should report in writing such changes to the Payroll office as soon as possible. Sending information through E-mail is acceptable and may be sent to cps.payroll@discoverers.org.

Section 19: Resignation

An employee who plans to leave Columbus Public Schools must submit a written notice to their principal or supervisor. The district requests a minimum of a two-week notice so there will be sufficient time to find a replacement for you.

When submitting a resignation with the intent to retire from work, please specify that you will be retiring rather than resigning. Selecting retirement entitles employees who have worked at least 5 consecutive years for the District to receive recognition (unused sick leave compensation, if applicable, retirement gift, and banquet tickets) at the end of the year staff recognition banquet. In the event an employee retires, later returns to work for the District, and then retires again, the retiree will be provided tickets to the end of year staff recognition banquet but no additional retirement gift or unused sick leave compensation.

Section 20: COBRA Insurance

COBRA is a supplemental insurance policy that provides temporary health insurance to eligible workers and their dependents when they are between jobs by extending the coverage of the most recent employer. Because gaps in health care coverage can cause problems when enrolling in a new plan, it's important that families stay insured in times of transition.

When a qualifying event occurs, federal law requires the Columbus Public Schools to send their employees and/or his or her eligible dependents written notice within 14 days from the date of loss of coverage for the right to continue health insurance. Continuation of coverage is available to all who qualify at the group rate, plus an additional 2% administrative fee. If the employee was previously covered under a family membership, he or she can retain a family plan under COBRA or select two single membership plans: one for the retiree/terminated employee and one for the spouse.

Continuation of Coverage (COBRA) Notification: The employee must choose to continue coverage by notifying Pay Flex in writing. The employee has 60 days to choose to continue coverage, starting with the date of the continuation notice or the date coverage ended, whichever is later. Failure to choose continuation within the required time period will make the individual ineligible to do so at a later date. The individual has 45 days from the date of choosing continuation coverage to pay Blue Cross and Blue Shield the first month's premium. If coverage for a dependent ends because of divorce, legal separation, or any other change in status, the employee or dependent must notify the employer within 60 days of the qualifying event.

When Continuation of Coverage (COBRA) will end on the earlier of:

- The day the individual becomes covered under any other group health plan (after COBRA election) which does not exclude or limit any pre-existing conditions or to whom such exclusion does not apply, due to creditable coverage;
- The day a covered person is entitled to benefits under Medicare (after COBRA election);
- The day health coverage has been continued for the maximum period of time allowed (18, 29, 36 months).

Section 21: Letters of Recommendation

It is acceptable to ask your supervisor for a letter of recommendation once you have provided him/her written notice. It will remain your supervisor's decision, however, about whether or not such a letter will be written. You may also ask others to write you letters of recommendation or allow their names to be used as references for you. Again, it is their decision as to whether or not they want to do this.

Section 22: Termination of Employment

The employee's immediate supervisor or administrator will provide the Support Staff Vacancy form to the Director of Finance/Human Relations specifying that the vacancy is as a result of termination.

Section 23: ID Badge for Admission to School Activities

The employee's ID badge will serve as their activity pass and allow the employee, spouse, and children to attend home events with them at no cost. Exemptions apply for NSAA District, Sub-State, or State contests. **Clarification on Children** - Must be a child of the employee, school age, and living at home.

ARTICLE 3: ABSENCES FROM WORK

Note that most types of leave listed below will require the use of the Time and Attendance software system (). Failure to prearrange an absence, other than sick, may result in the denial of paid leave for those days.*

Section 1: Sick Leave*

Classified employees, upon completion of one (1) full day of work during the first year of employment, shall be eligible for sick leave. Paid sick leave provides employees protection against loss of income during absences from work due to illness or injury that prevent performance of duties. It is intended to cover the needs of the employee and provide a reasonable amount of coverage for situations related to the illness or injury of an immediate family member that requires direct care by the employee. Sick leave is intended to be used only for the purposes set forth herein.

Definition of Immediate Family (as applied to sick, family illness, bereavement part II, and FMLA): For the purpose of implementation of this written agreement, only the following shall be considered members of the immediate family of an employee: husband, wife, child, mother, father, sister, brother, mother-in-law, father-in-law, grandparents, sister-in-law, brother-in-law, daughter-in-law, son-in-law, grandchild, niece, nephew, aunt, uncle, stepchildren, stepmother, stepfather, stepbrother, and stepsister. Sick leave, when used for anyone other than a member of the immediate family residing in the household, can be used only in instances of serious illness.

Full-time classified staff members earn one (1) day of sick leave per month of service, with a minimum of 10 days per year. The number of days that can be accumulated is 80 and all may be used in one school year. Ten (10) of the eighty (80) available sick leave days may be used for a member of the immediate family not residing in the household.

Part-time employees earn the equivalent of five (5) sick days of pay per year. Part-time sick leave is non-accumulative.

Full-time classified staff members who have completed 15 or more years with the District will be compensated at the rate of \$5 for each accumulated sick leave day at the time of their separation from the District.

Eligible employees who work a normal workday on a fixed schedule (an established number of hours per week on a predetermined schedule), and who have sick leave hours accumulated, will be paid for absence due to illness during the normally scheduled workday. Workday in general, means the period between the time on any particular day when such employee commences his/her primary activities and the time on that day at which he/she ceases such activity or activities. Eligible employees who work a normal workday on a variable schedule (an established number of hours per week with no predetermined schedule), and who have sick leave hours accumulated, will be paid for absence due to illness in an amount not to exceed the difference between the number of hours scheduled and the number of hours actually worked per day. No sick leave payments will be made during any week in which the actual number of hours worked equals or exceeds the number of hours scheduled.

Exception sheets and leave forms must be received by Payroll by the end of the current pay period. If the Payroll office does not receive an exception sheet or leave form, pay will be added to the next pay period.

Requests for Leave

Advance reporting of the need to take a leave is important. A classified employee who becomes ill and is unable to work is to contact their administrator/supervisor as soon as possible. Before the end of the school day on the first day of the sick leave and on each subsequent day of absence, a report should be made to the administrator/supervisor as to whether the classified employee will be able to return to duty on the next duty day. For illnesses or medical situations where the need for the leave can be determined in advance, the classified employee is to make such advance report of need for leave as possible.

For vacation and other leaves, a Request for Leave form is to be submitted to the administrator/supervisor at least five school days prior to the leave, or such other advance notice as is practicable under the circumstances.

Return from Leave

Upon return from leave, classified employees are to review information supplied by the substitute classified employee as to progress made in the classified employee's area of responsibility. The substitute should be contacted directly if the written information supplied is not adequate.

A classified employee who is absent for any period of time because of injury requiring care from a physician or health care provider, or for a period of one week or more due to illness, must present a

written statement from the classified employee's physician or health care provider stating that the classified employee is physically able to return to duty to the Principal. This statement is to be presented in person before the classified employee returns to duty in order that the present stage of convalescence can be observed and discussed.

Should an employee be absent from work in excess of the employee's accumulated sick leave or other paid leaves, the employee's salary and fringe benefits (including the cost of premiums for group health insurance) shall be reduced by the day or days of work missed. In the case of hourly employees, the reduction will be made on an hourly basis.

Section 2: Vacation*

Vacation leave is available to an employee when the following specific conditions are met: (1) the employee is currently employed by the District; (2) the leave day is taken on a day the employee would otherwise be expected to work; and (3) the employee has met the conditions that are applicable to the type of paid leave that has been requested.

The leave year for paid leave is August 12th through August 11th.

Vacation leave is available only to those employees who are specified to receive paid leave. For purposes of eligibility for vacation, a 12-month employee is an individual whose duties are performed over a 12-month period and who is scheduled to work 1,820 hours or more per leave year.

1. An employee who changes from part-time to full-time status during a leave year becomes eligible for the full amount of paid vacation leave at the beginning of the next leave year. The employee who transfers into a position with vacation leave will have the four-month probationary period waived and will receive a pro-rated amount of vacation for the remaining year based on their continuous employment status.

2. An employee who changes from full-time to part-time status during a leave year becomes ineligible for vacation leave at the time the change in status occurs. The employee will not be required to reimburse the District for any days that were used prior to the change in status. The employee will be required to use any leave balance during the leave year the change in status occurs.

3. Vacation length is limited to a maximum of two-week increments per request. Vacation time during black-out days (see below) or optimum work periods (see below) may be limited or reduced due to the employee absence having an adverse impact on the school district. Special circumstances requiring deviation from section 3 of the vacation leave policy requires the permission of the Superintendent of Schools prior to taking the leave.

- Vacation "Black-Out Days": Vacation leave will not be permitted from the week teachers report through the first full week of student attendance. For 2025-26 school year the approximate dates of the vacation black-out would be August 5 to August 16.
- Optimum Work Periods:
 - o Eligible transportation staff may not take vacation days exceeding 3 consecutive days when students are in session.
 - o Custodial, maintenance, and technology staff are limited to a maximum of 10 vacation days (80 hours) from June 1 through July 31.
 - o Administration building and related professional staff cannot take vacations that leave a

department or building *without employee support* for more than 2 consecutive days at any time during the year.

- o Employees responsible for state reporting, enrollment, state/federal grants, or other district critical functions with specific due dates may not take vacation without successful completion and submission of those tasks prior to the due date.

Classified employees eligible for paid leave shall have vacation days available for each year as follows:

| Continuous Employment | Vacation Days/Annual Cap |
|------------------------------|---------------------------------|
| Months 0-4 (Probation) | 0 |
| Month 5 – Year 1 | 5 |
| Year 2 – Year 5 | 10 |
| Year 6 – Year 10 | 15 |
| Year 11+ | 20 |

A year of continuous employment is determined based on an August 12 to August 11 calendar/leave year. When an employee has a break in employment and is re-hired by the District, the prior employment is not considered for determining years of continuous employment. Periods of employment in an employment status in which the employee is ineligible for paid leave are not considered for determining years of continuous employment.

All vacation leave is to be arranged with the employee's direct supervisor. Advance notice of five working days is required for taking vacation leave, except in cases of an emergency. There is no guarantee of approval if the leave conflicts with District operations or is requested less than five working days in advance.

12-Month employees that are allocated vacation leave each year, may accrue up to their annual cap each year. A classified employee is capped at no more than the number of vacation days or hourly equivalent in any given employment year as indicated in the chart above. Annual leave may be reduced in order to stay at the annual vacation day cap. (Example: Your cap is 10 days, you have two days unused and carry over, you receive 8 days that next year to reach your cap of 10 days.). Employees will be paid at the employees hourly rate of pay for all unused vacation leave upon separation from the District. (Source: Neb. Rev. Stat. § 48-1229(4))

Section 3: Bereavement Leave*

The Columbus Public Schools provide the following bereavement leave procedures:

(Part I) Five (5) days per incident shall be granted in the event of the death of a child, spouse, parent, brother, sister, or sole responsibility, which shall not be charged against sick leave accumulation. Bereavement leave will also be available to both the male and female parent in the event of a lost pregnancies (miscarriage, ectopic pregnancy, or stillbirth). Five additional days per incident may be granted which shall be charged against accumulated sick leave.

(Part II) Three (3) days per incident shall be granted in the event of the death of other immediate family members, which shall not be charged against accumulated sick leave. Three additional days per incident may be granted which shall be charged against accumulated sick leave.

(Part III) Up to two (2) days per year may be allowed to attend the funerals of relatives or personal friends not covered by the immediate family definition, which shall not be charged against accumulated sick leave. Two additional days may be granted during the current school year, which shall be charged against accumulated sick leave.

The maximum number of bereavement leave days shall be no more than twelve (12) days in any one year. Bereavement leave is non-cumulative.

Section 4: Election Worker and Jury Leave*

An employee who is appointed as an election worker or summoned for jury service shall promptly notify the employee's immediate supervisor of such appointment or summons. The employee's salary will continue during time spent in jury service, and no deduction of leave time shall occur, except that the District may reduce the pay by an amount equal to any compensation, other than expenses paid by the court for jury duty. Employees are to notify their supervisor of the amount received for such jury duty.

If an employee, upon reporting for jury duty in the morning, is dismissed from jury duty for the remainder of the day, the employee is to report for duty and resume duties for the balance of the day. When an employee is entirely dismissed from jury duty, the employee is directed to report for duty.

Employees are expected to promptly notify the employee's immediate supervisor of any other form of legal summons which may require an absence from duty. In the event the summons involves a school-related matter, the matter shall be treated similar to a jury duty absence. In the event the summons involves a personal matter, the employee will be required to use available personal or unpaid leave days.

Section 5: Military Leave*

Employees who are members of the National Guard, Army Reserve, Naval Reserve, Marine Corps Reserve, Air Force Reserve, or Coast Guard Reserve (hereinafter, "reserves"), are entitled to a military leave of absence from their respective duties, without loss of pay, when employed with or without pay under the orders or authorization of competent authority in the active service of the state or of the United States. Teachers who normally work or are normally scheduled to work 120 hours or more in three consecutive weeks shall receive a military leave of absence of 120 hours each calendar year. Teachers who normally work or are normally scheduled to work less than 120 hours in three consecutive weeks shall receive a military leave of absence each calendar year equal to the number of hours they normally work or would normally be scheduled to work, whichever is greater, in three consecutive weeks. Such military leave of absence may be taken in hourly increments and shall be in addition to the teacher's regular annual leave.

When the governor of this state shall declare that a state of emergency exists, and any teacher who is a member of the reserves is ordered to active service of the state, the teacher shall be granted a state of emergency leave of absence until released from active service by competent authority. The leave of absence shall not be a military leave of absence; other forms of leave may be granted. The teacher shall receive normal salary or compensation minus the state active-duty base pay the teacher receives in active service of the state.

Section 6: Professional Leave*

Professional leave may be granted in advance only by the employee's direct supervisor, principal, or administrator. Refer to the out of district travel claim section of this document.

Section 7: Weather Related Absence

In the event that inclement weather or other reasons cause a shortage of instructional hours, one or more missed days may be made up. Each year on the school calendar there will be make-up days identified and used as needed.

Section 8: Paid Holidays

Federal holiday observances do not apply to state and local governments. They are free to determine closings (including schools) locally. As such, there is no legal requirement that schools observe the same federal holidays. Columbus Public Schools has elected to observe the Holidays as listed:

All nine-month employees shall receive six paid holidays per school year. These holidays are:

- Labor Day
- Thanksgiving Day
- Thanksgiving Friday
- Christmas
- New Year's Day
- Good Friday

All ten-month employees shall receive seven paid holidays per school year. These holidays are:

- Labor Day
- Thanksgiving Day
- Thanksgiving Friday
- Christmas
- New Year's Day
- Good Friday
- Memorial Day

All twelve-month employees shall receive ten paid holidays per school year. These holidays are:

- Labor Day
- Thanksgiving Day
- Thanksgiving Friday
- Christmas Eve Day
- Christmas
- New Year's Day
- Good Friday
- Monday after Easter
- Memorial Day
- Fourth of July

If possible, a holiday that falls on a Sunday will be observed on the following Monday and if it falls on Saturday, it will be observed on the preceding Friday. Official dates for observed holidays are marked on the [Employee Planning Calendar](#). Holiday pay will be based on the number of hours the employee works on a regular workday.

Section 9: Personal Leave*

Personal Leave is provided to allow the employee to deal with situations that may not be dealt with outside the employee's typical work schedule (i.e. before or after work, during lunch break, or during evenings or weekends). Personal Leave may be used at the employee's discretion, but is subject to approval of the employee's immediate supervisor and the Director of Business Operations and Human Resources.

Two (2) non-accumulative days per year will be allowed for full-time classified employees. One (1) non-accumulative day of Personal Leave will be allowed each year for other classified staff. Personal Leave will not result in loss of pay to the employee. Personal leave pay will be based on the number of hours the employee works on a regular workday.

Application for Personal Leave shall be made no less than one week prior to the requested date of leave on the Classified Application for Leave form to the employee's immediate supervisor. Sufficient detail regarding the need for Personal Leave must be provided so that the employee's immediate supervisor may consider all factors related to the employee's request while also taking into consideration the needs of the building or department and recommend to the Director of Business Operations and Human Resources approval or denial of the leave. The Director of Business Operations and Human Resources shall consider the employee's request for Personal Leave and the immediate supervisor's

recommendation and will respond to the employee and employee's supervisor regarding approval or denial of the request for leave.

The Board of Education reserves the right to reject all requests for Personal Leave if it is determined by the Board, Superintendent, or Executive Director of Business Operations and Human Resources that such leave is not in the best interest of the school district.

- **Personal "Black-Out Days":** Personal leave will not be permitted from the week teachers report through the first full week of student attendance. For 2025-26 school year the approximate dates of the vacation black-out would be August 5 to August 16.

Section 10: Family and Medical Leave Act*

Family and medical leaves shall be allowed under the terms and conditions of the Family and Medical Leave Act of 1993, as amended (FMLA).

Basic Leave Entitlement. FMLA provides up to 12 weeks of unpaid, job-protected leave to eligible employees for the following reasons:

- For incapacity due to pregnancy, prenatal medical care or childbirth;
- To care for your child after birth, or placement for adoption or foster care;
- To care for your spouse, son or daughter, or parent who has a serious health condition; or
- For a serious health condition that makes you unable to perform your job.

FMLA absence request forms are available in the STAFF-HR Google Shared Drive under "Leave Documents".

The "leave year" for purposes of the FMLA is a "rolling" 12-month period, measured backward from the date of any FMLA leave usage.

Military Leave Entitlement. Eligible employees with a spouse, son, daughter, or parent on active duty or call to active duty status in the National Guard or Reserves in support of a contingency operation may use their 12-week leave entitlement to address certain qualifying exigencies. Qualifying exigencies may include attending certain military events, arranging for alternative childcare, addressing certain financial and legal arrangements, attending certain counseling sessions, and attending post-deployment reintegration briefings.

FMLA also includes a special leave entitlement that permits eligible employees to take up to 26 weeks of leave to care for a covered service member during a 12-month period. A covered service member is a current member of the Armed Forces, including a member of the National Guard or Reserves, who has a serious injury or illness incurred in the line of duty on active duty that may render the service member medically unfit to perform his or her duties for which the service member is undergoing medical treatment, recuperation, or therapy; or is in outpatient status; or is on the temporary disability retired list.

Benefits and Protections. During FMLA leave, your health coverage under a "group health plan" will be maintained on the same terms as if you had continued to work. Upon return from FMLA leave, most

employees must be restored to their original or an equivalent position with equivalent pay, benefits, and other employment terms.

Your use of FMLA leave will not result in the loss of any employment benefit that accrued prior to the start of your FMLA leave.

Eligibility Requirements. You are eligible if you have been employed with Columbus Public Schools for at least one year, for 1,250 hours over the previous 12 months, and if there are at least 50 employees of Columbus Public Schools within 75 miles of your work location.

Definition of Serious Health Condition. A serious health condition is an illness, injury, impairment, or physical or mental condition that involves either an overnight stay in a medical care facility, or continuing treatment by a health care provider for a condition that either prevents you from performing the functions of your job or prevents the qualified family member from participating in school or other daily activities.

Subject to certain conditions, the continuing treatment requirement may be met by a period of incapacity of more than three consecutive calendar days combined with at least two visits to a health care provider or one visit and a regimen of continuing treatment, or incapacity due to pregnancy, or incapacity due to a chronic condition. Other conditions may meet the definition of continuing treatment.

Use of Leave. You do not need to use FMLA leave entitlement in one block. Leave can be taken intermittently or on a reduced leave schedule when medically necessary. You must make reasonable efforts to schedule leave for planned medical treatment so as not to unduly disrupt the District's operations. Leave due to qualifying exigencies may also be taken on an intermittent basis.

Substitution of Paid Leave for Unpaid Leave. Columbus Public Schools requires the use of accrued paid leave while taking FMLA leave. In order to use paid leave for FMLA leave, you must comply with the District's normal paid leave policies.

Employee Responsibilities. You must provide sufficient information for the District to determine if the leave may qualify for FMLA protection and the anticipated timing and duration of the leave. Sufficient information may include that you are unable to perform job functions, the family member is unable to perform daily activities, the need for hospitalization or continuing treatment by a health care provider, or circumstances supporting the need for military family leave. You also must inform the District if the requested leave is for a reason for which FMLA leave was previously taken or certified. You also may be required to provide a certification and periodic recertification supporting the need for leave.

Employer Responsibilities. The District must inform employees requesting leave whether they are eligible under FMLA. If they are, the notice must specify any additional information required as well as the employees' rights and responsibilities. If they are not eligible, the District must provide a reason for the ineligibility.

The District must inform employees if leave will be designated as FMLA-protected and the amount of leave counted against the employee's leave entitlement. If the District determines that the leave is not FMLA-protected, the District must notify the employee.

Unlawful Acts by Employers. FMLA makes it unlawful for any employer to:

- Interfere with, restrain, or deny the exercise of any right provided under FMLA;
- Discharge or discriminate against any person for opposing any practice made unlawful by FMLA or for involvement in any proceeding under or relating to FMLA.

Enforcement. An employee may file a complaint with the U.S. Department of Labor or may bring a private lawsuit against an employer. FMLA does not affect any Federal or State law prohibiting discrimination, or supersede any State or local law or collective bargaining agreement which provides greater family or medical leave rights.

For additional information, you may refer to FMLA posters on employee bulletin boards or contact the U.S. Wage and Hour Division at:

1-866-4US-WAGE ([1-866-487-9243](tel:1-866-487-9243)) TTY: [1-877-889-5627](tel:1-877-889-5627) or www.wagehour.dol.gov

Section 11: Leave Without Pay*

An employee who has exhausted available paid leave options may request to take leave without pay for personal or family illness, medical care, childcare, bereavement, or FMLA qualifying events. Approval through the leave form process is still required. An employee may be asked to provide documentation, a reasonable explanation, or additional information for this type of leave request. Leave without pay will not be granted as a substitution for personal or vacation leave without permission of the Superintendent or Director of Human Resources.

Section 12: Consideration of Elective Leave

Staff members are to submit requests for all forms of elective leave (personal leave, vacation leave, and unpaid leave) to their immediate supervisor. Such requests may be approved or denied. Denial of elective leave will be based on relevant issues such as: a) the number of other regular employees who will be absent during the requested leave, b) the availability of substitutes, if necessary, c) special activities occurring in the building during the requested leave, d) if sufficient prior notice has not been provided, or e) if provided leave has already been utilized. Denied leave requests may be resubmitted for consideration on alternate dates.

Section 13: Proration of Leave

New employees joining the District after the school year has begun will have all applicable leave benefits prorated based on the date of hire.

- Any new employee who is hired in a position that qualifies for vacation will receive a prorated amount for the remaining year. This employee will earn one vacation day per two months of work after the 4-month probation period has ended.
- Sick and personal leave hours will be prorated based on the percentage of contract time remaining in the year.
- Total bereavement days will be pro-rated based on the remaining months left in the employee's contract.

ARTICLE 4: DUTIES AND RESPONSIBILITIES

Section 1: Hours of Work

Regular, dependable attendance at work is an essential function of a classified employee's position. The Board of Education recognizes that employees are entitled to regular time and work schedules on which they can rely in the ordinary course of events and which will be fairly and evenly maintained to the extent possible throughout the school system. Employees may not deviate from their assigned schedule of arrival, departure, lunch, or total daily hours worked without administrative approval.

Section 2: Arrival to Duty Assignments

Schools have differing starting and ending times for the student day. Classified employees' work assignments may or may not be related to the regular school day. Classified employees are expected to know their duty dates and times and to be on time for work.

Section 3: Leaving School

Employees are to be on duty at all times during the assigned workday. Employees may not leave school or their assigned area during duty hours without approval of the Principal. Employees who leave the school during their designated lunch period must clock out. Employees who leave during their work hours for an approved absence or personal business must clock out and clock back in upon return. Employees who need to leave during the school day for reason of illness or emergency are to clock out and make sure that a responsible person has been notified of their unexpected absence so work coverage may be provided.

Section 4: School Procedures

Employees are expected to adhere to the following classroom and school procedures in the performance of their duties:

- *Use of Cell Phones:* Employees shall not use personal cell phones for any non-school purpose when the staff member is responsible for students or other work expectations.
- *Use of School Telephone:* Personal telephone calls shall not be made nor accepted during times when the staff member is responsible for students except in the event of an emergency. Long distance phone calls on school phones are not permissible.
- *Equipment and supplies* which are needed for work duties should be requested through the Principal's office. No equipment or supplies ordered through the District may be directed to the personal use of an employee or another District employee.
- *E-mail:* Each staff member will be assigned a school e-mail address for purposes of intra-school and inter-school e-mail correspondence. Staff members should check for e-mail throughout the day, should timely respond to e-mails which require a response, and should avoid checking and responding to e-mails during instructional time. Use of the District's e-mail system for personal communication is subject to the rules governing overall computer usage found in Board policy and this handbook. Employees who use the District-provided email system for personal reasons will have the annual District fee deducted from their October paycheck.
- *Mailbox:* Employees may be assigned a mailbox. Employees should check for mail each morning and also later in the school day, if possible. If something requires an answer, employees are responsible for responding promptly. Employee mailboxes are to be limited to communication regarding school business.
- Duties of classified employees often involve keeping detailed records. Make sure to complete these records as directed by your supervisor.

Section 5: Supervision of Students

Proper supervision of students is an important responsibility for employees. Employees who have responsibilities for student supervision are expected to follow all guidelines for student supervision and safety; those guidelines are detailed in this section. All employees of the school should be familiar with these principles to the extent they may be involved in supervision of students or interaction with students.

Proper Supervision

You must report to all duty assignments on time.

Circulate through your duty area. Pay particular attention to areas and activities that pose an increased risk of injury.

Be vigilant while supervising students. Never leave students unattended; the need to make a copy is not greater than the need to supervise your students. If an emergency requires that you leave students who you are supervising, request that another nearby staff member provide supervision for you or notify the office so someone can provide assistance. If you are assisting with recess duty, your responsibility is to supervise the students in your assigned area. When talking with other adults or students, remember that your primary duty is supervision and make sure you are aware of what all students who you are to be supervising are doing.

Be accountable for students who are assigned to you from the beginning of the supervision assignment to the end. Do not dismiss students early. If a student needs to leave class, make sure they have a hall pass. If the student is to report to the office, inform the office to be expecting the student. If the student is to be returning to your class after a brief absence (e.g., after using the restroom), contact the office if the student has not returned by the time expected.

If you have seen or have been informed that a particular student has a propensity to act dangerously or in an unpredictable manner, your supervision of that student must increase with the known risk of injury. (Remember, though, that this type of information may be confidential. Do not share confidential information about students except with other staff who need to know the information to perform their jobs).

Be careful with touching students. Use of corporal punishment is prohibited in our school district. Touching students should be limited to that necessary to protect the student from harm (e.g., falling from playground equipment) and that which professional educators determine appropriate for purpose of proper student relationships.

Be careful with your language. Profanity or abusive language should not be used. Be a good role model for students. If a student uses such language, you should make a report to the student's teacher or administration.

Proper Instructions

Proper instructions are important to reduce the risk of injury when students undertake an activity, especially an activity that has an increased risk of harm to students.

Repeat the instructions on how to complete a task that has a heightened risk of danger as often as needed. Do not assume because students heard the directions once that they will be remembered.

When you go over safety rules with students note it in your written records. If any students are absent when you review the rules, contact the student(s) to review the same information and also note that contact in your written records.

Proper Maintenance of Buildings, Grounds, and Equipment

Conduct periodic inspections of equipment under your control or in your area of supervision.

If equipment is broken and presents a risk of injury, immediately take it out of service. If it can't be moved, tape a Do Not Use sign and notify the office so those repairs may be undertaken.

Check your communication device (whether it be a school phone in your supervision area, a walkie-talkie, or a cell phone) periodically to make sure you can communicate with the office immediately in the event of an emergency.

Proper Warnings

If you have knowledge of a hazard that can likely cause injury, take steps to warn other staff and students. Tell the office so additional warnings may be given. Contact the office for assistance

The office administration should be contacted immediately when a situation exists which could cause injury to students or others.

Section 6: Student Searches

Office administration and the student's teacher should be contacted in the event a search of a student or their belongings needs to be done. **Do not conduct such a search yourself**, a teacher and administrator must be present and conduct the search within school policy. You may direct a student suspected of having an item in violation of school rules to wait with you until another adult is present, or to follow you to the office if you can leave your assigned area without causing risk of harm to others. Do not use physical force to detain the student or to make the student accompany you except as reasonably necessary to protect the student or others.

Section 7: Student Rights

Students should be treated fairly and given the same treatment without consideration of race, color, religion, gender, or disability. Students who need special accommodations should be given those accommodations as needed for them to participate in school and in school activities. Further, students have the right to have their school records kept confidential. Such information should be shared only with other school staff with a need to know the information to perform their duties.

Section 8: Role of Paraeducators

Paraeducators provide valuable assistance in the educational process and allow teachers to carry out their responsibilities in a more efficient and effective manner. A paraeducator must not, however, assume teaching responsibilities. The teacher must maintain the role of leadership and responsibility for the students with the paraeducator in a supportive role. Paraeducators may assist the teacher by, among other tasks, assisting with instructional activities under the direction of the teacher, helping to

supervise students, copying tests and other written material, organizing class materials, preparing bulletin boards, grading tests or class work, and calculating and recording grades. Paraeducators are to work only on their assigned workdays and within their assigned work day. If a teacher requests a paraeducator to work hours other than the assigned work hours or assigned workday, the administration should be contacted for approval.

Section 9: Dispensing Medication

Employees are not permitted to give any medication to students unless trained under the Medication Aid Act. Students who need to take prescription medicine must have a signed parent release form on file in the office. Medications are to be taken in the presence of the office staff, the nurse, or medication aide and are to be stored in the office. Medical procedures are not to be administered in the classroom except in accordance with the District's Safety and Security Management Plan and the District's Emergency Protocol (asthma/anaphylaxis protocol). If students must take medication and/or perform medical procedures prescribed by a duly licensed physician during school hours, it is the responsibility of the parents or guardians to sign permission to dispense the medicine at the school and to submit a note or prescription from the physician authorizing the medicine and/or medical procedure. School district personnel will not administer medicine, including over the counter medicine, without the signed form and not without the prescription. Any medication brought to school needs to be properly labeled. The label should include the following information: student's name, name of medication, dosage needed, and time of dispensing the medication.

Section 10: Reporting Child Abuse

Nebraska State Law and school policy mandates school officials to make a report to the proper law enforcement agency or the Department of Health and Human Services (Child Protective Services) when there is reasonable cause to believe that a child has been abused or neglected, or a child is in a situation which would reasonably result in abuse or neglect. According to Nebraska State Law, abuse or neglect means knowingly, intentionally, or negligently causing or permitting a minor child to be:

- Placed in a situation that endangers his or her life or physical or mental health;
- Cruelly confined or cruelly punished;
- Deprived of necessary food, clothing, shelter, or care;
- Left unattended in a motor vehicle if such minor child is six years of age or younger;
- Sexually abused; or
- Sexually exploited by allowing, encouraging, or forcing such person to solicit for or engage in prostitution, debauchery, public indecency, or obscene or pornographic photography, films, or depictions.

Employees are to inform their school counselor, social worker, principal, or supervisor that they intend to make a report. Administrative staff may sometimes choose to make the report for the employee. However, informing a principal or supervisor does not end the employee's responsibility; employees are obligated to make certain a report was made if they do not do it themselves.

It is vital that the report be made as accurately and as soon as possible. To assure accuracy, you are encouraged to document the date of the incident and specific statements or explanations made by a child regarding an abuse/neglect concern. Timeliness in making a report will assist in minimizing further risk to the child by allowing the police or Child Protective Services workers to interview the child during the school day and prior to an evening or weekend. In cases of physical injury (e.g., bruising or other

marks), it is essential the police observe and document the injury. A counselor, the school social worker, or an administrator will help you.

Section 11: Law Enforcement Officers

Law enforcement or juvenile officers shall not be allowed to question or counsel a student at school during the school day without consent of the parents involved or unless parents give such consent in person to the building administrators. An exception to the above is the building Principal may grant permission to the probation officer to contact pupils who are on probation, or in cases of suspected child abuse and/or neglect.

Section 12: Accidents

All staff members are required to notify their immediate supervisor, file an accident report, and workers compensation forms each time an employee is injured on the job. The supervisor or witness will also need to provide additional documentation as requested. The forms, available in the Staff-HR Drive on Google, must be filed with the Director of Business Operations/Human Resources within 24 hours regardless of whether or not medical assistance is required. If possible, the Human Resources office should be notified if the injured employee will be seeking a medical evaluation or care.

Section 13: Funds

Collections: The secretary of the Board of Education and the Principals of the Middle and Senior High Schools are the only persons authorized to keep or maintain a bank account of any school money. Such money may be collected only by permission of the building principal.

Receipts: No assessments against students (other than fines) shall be made until permission is secured from the building Principal and/or the Superintendent. New organizations requiring payment of dues, fees, or assessments may not be organized without permission of the building Principal and/or the Superintendent.

Certain monies collected by Middle School instructors or Senior High instructors shall be checked in to their respective secretaries.

Secretaries shall give a receipt for all money paid to them, showing to what fund the same is credited.

The office secretary shall make a monthly report for all subsidiary accounts to persons concerned if requested to do so. These funds cannot be drawn on except through the secretary under the direction the authorized persons concerned and with the approval of the building Principal or the Superintendent of Schools.

No money shall be kept in the offices, library, teacher's desks, or in file cabinets overnight. During the day such funds should be kept under lock and key in the main office of the building.

When receipts from fundraising or other activities are sent to the Administration Building to be deposited, they are to be accompanied by a properly completed Report of Cash/Checks Submitted form. Receipts should be counted by two separate people at the building, the form completed, and the receipts and form sent to the Administration Building. Upon arrival at the Administration Building, the receipts will be re-counted prior to deposit in the appropriate account and bank.

Section 14: Corporal Punishment

CORPORAL PUNISHMENT IS PROHIBITED. The Nebraska State Legislature has prohibited corporal punishment in public schools. However, corporal punishment is not to be confused with physical force used by a teacher or employee to protect another person from personal attack or threat of attack; to protect himself or herself; to remove a student from a class or from one part of the building to another; or to protect a student from doing harm to himself, herself, others, school property, or property of others. Nor should corporal punishment be confused with grasping or touching a pupil with no intent to inflict bodily harm, school detentions, strategies written into an individual plan, or usual and reasonable punishments such as (but not limited to) running laps, push-ups, or sit-ups. Corporal punishment would include such force as striking, hitting, or kicking with an appendage or object with the intent of physical punishment or the infliction of pain. Any act determined by the building Principal or administrator after investigation to be corporal punishment shall be recorded and filed in the employee's permanent file. Teachers or employees committing a corporal punishment act shall be subject to oral and/or written reprimand, suspension, or termination.

Each pupil is under the control and direction of the Principal or teacher in charge of school:

- During the time he or she is being bused to or from school at public expense.
- During the time he or she is on the school premises or off the school premises on a school-sponsored function.

ARTICLE 5: CLASSIFIED EMPLOYEE PERSONAL CONDUCT AND PERFORMANCE

Section 1: Ethics Standards

The Columbus Public Schools expects its classified employees to adhere to ethics standards which are modified from those established by the Nebraska Department of Education for certificated employees. The classified school employment job ethics standards which classified employees are expected to adhere to include those set forth below.

Principle I Commitment as a School Employee:

Employees shall exhibit good moral character, maintain high standards of performance, and promote equality of opportunity. In fulfillment of the employee's contractual and personal responsibilities, the employee:

- Shall not interfere with the exercise of political and citizenship rights and responsibilities of students, colleagues, parents, school patrons, or school board members.
- Shall not discriminate on the basis of race, color, creed, sex, marital status, age, national origin, ethnic background, or handicapping condition.
- Shall not use coercive means or promise or provide special treatment to students, colleagues, school patrons, or school board members in order to influence personal decisions.
- Shall not make any fraudulent statement or fail to disclose a material fact for which the employee is responsible.
- Shall not exploit school relationships with students, colleagues, parents, school patrons, or school board members for personal gain or private advantage.
- Shall not sexually harass students, parents, school patrons, employees, or board members.
- Shall not engage in conduct involving dishonesty, fraud, deceit, or misrepresentation in the performance of job duties.
- Shall seek no reprisal against any individual who has reported a violation of this rule.

Principle II Commitment to the Student:

Mindful that the employee's classified position exists for the purpose of serving the best interests of the school district's students and patrons, the classified employee shall perform his/her job duties with genuine interest, concern, and consideration for the student. The employee shall work to stimulate the spirit of inquiry, the acquisition of knowledge and understanding, and the thoughtful formulation of setting goals. In fulfillment of the obligation to the student, the employee:

- Shall make reasonable effort to protect the student from conditions which interfere with the learning process or are harmful to health or safety.
- Shall keep in confidence personally identifiable information that has been obtained in the course of employment, unless disclosure is approved by the administration or is required by law.
- Shall not discipline students using corporal punishment.

Principle III Commitment to the Public:

The magnitude of the responsibility inherent in the education process required dedication to the principles of our democratic heritage. The classified employee bears responsibility for instilling an understanding of the confidence in the rule of law, respect for individual freedom, and a responsibility to promote respect by the public for the integrity of the profession. In fulfillment of the obligation to the public, the employee:

- Shall not misrepresent an institution with which the employee is affiliated and shall take added precautions to distinguish between the employee's personal and institutional views.
- Shall not use institutional privileges for private gain or to promote political candidates, political issues, or partisan political activities.
- Shall neither offer nor accept gifts or favors that will impair judgment to be exercised in the course of employment.
- Shall support the principle of due process and protect the political, citizenship, and natural rights of all individuals.
- Shall not commit any act of moral turpitude, nor commit any felony under the laws of the United States or any state or territory.
- Shall, with reasonable diligence, attend to the duties of the employee's position.

Principle IV Commitment to Classified Position Employment Practices:

The employee shall regard the employment agreement as a pledge to be executed both in spirit and in fact. The employee shall understand that sound personnel relationships with governing administration and Board of Education are built upon personal integrity, dignity, and mutual respect. In fulfillment of the obligation to professional employment practices, the employee:

- Shall apply for, accept, offer, or assign a position or responsibility on the basis of preparation and legal qualifications.
- Shall not knowingly withhold information regarding a position from an applicant or employer, or misrepresent an assignment or conditions of employment.
- Shall give prompt notice to the employer of any change in availability of service.

Section 2: Evaluations

Evaluations of employees will be conducted in accordance with the Board policy. Supervisors reserve the right to observe, appraise, or evaluate employees more frequently than required by policy or as needed basis. Employees are expected to participate constructively and positively in the evaluation

process and to accept and implement constructive suggestions and improvement strategies developed by the administration.

Section 3: Role Model

Employees serve as role models for students and their actions and conduct reflect on the school as a whole. Employees are to conduct themselves in a manner supportive of the mission of the school at all times.

Section 4: Relationships

It is important for employees to maintain an effective working relationship with the administration, co-workers, students, and parents. Appropriate relationships are established by extending social courtesies, following through on commitments and promises, complying with administrative directives and Board policies, being honest and consistent, and not intruding into personal matters outside the scope of duties or gossiping or spreading rumors about others.

Section 5: Professional Attire

It is important for employees to project a responsible, adult image to students, parents, and co-workers. Appropriate attire and grooming are ways of the means of projecting such an image. Employees are expected to maintain conservative attire and grooming when on duty. As a minimal guide, employees should not wear clothing which students would not be permitted to wear at school. Employees should wear clothing which is safe and suitable for their work assignments; and avoid clothing which may be caught in machinery. The administration may establish more detailed guidelines for individual employees should that become necessary.

Section 6: Outside Employment

Employees shall not perform other work or engage in activities unrelated to District employment during duty hours. In addition, employees shall not engage in employment which conflicts with their school duties. Any full-time employee who wishes to engage in gainful employment during the contract period in addition to his obligations to the school district must submit details including the nature of the work and the time involved in the work to his/her immediate supervisor prior to the commencement of such employment. The supervisor shall keep this information on file and will transmit a copy of this information to the Superintendent of Schools. If the proposed employment will interfere in any way with the employee's duties or obligations to the school system, the employee shall be so informed. If the employee accepts the employment after he/she has been informed of the reservations held by the supervisor, this matter will be reported to the Director of Finance/Human Resources for whatever action he/she deems appropriate.

Section 7: Improving Job Performance Warning

The primary purpose of warnings is the improvement of performance. There shall be a conference between the employee and the supervisor following every warning. The supervisor and employee shall cooperatively examine the results of the warning.

Section 8: Religious Beliefs & Customs

The Columbus Public School District recognizes that one of its educational goals is to advance students' knowledge and appreciation of the role that religious heritage has played in the social, cultural, and

historical development of civilization. It is accepted that no religious belief or non-belief should be promoted by the school district or its employees, and none should be disparaged. Instead, the school district should encourage all students and staff members to appreciate and be tolerant of each other's religious views. The school district should utilize its opportunity to foster understanding and mutual respect among students and parents, whether it involves race, culture, economic background, or religious beliefs. In that spirit of tolerance, students and staff members should be excused from participation in practices which are contrary to their religious beliefs unless there are clear issues of overriding concern that would prevent it.

Religious holidays and religious symbols associated with the holidays are a significant part of customs and traditions of Columbus students and community patrons. Such holidays may be recognized and observed by the District. Observance shall be as follows:

- The historical and contemporary values and the origin of religious holidays may be explained in an unbiased and objective manner without sectarian indoctrination.
- Music, art, literature, and drama having religious themes or basis are permitted as part of the curriculum for school-sponsored activities and programs if presented in a prudent and objective manner and as a traditional part of the cultural and religious heritage of the particular holiday.
- The use of religious symbols such as a cross, menorah, crescent, Star of David, crèche, symbols of Native American religions, or other symbols that are part of a religious holiday are permitted as teaching aids or resources provided such symbols are displayed as an example of the cultural and religious heritage of the holiday and are temporary in nature. Among these holidays are included Christmas, Easter, Passover, Hanukkah, St. Valentine's Day, St. Patrick's Day, and Thanksgiving.

Religious institutions and organizations are central to human experience, past and present. An education excluding such a significant aspect would be incomplete. It is essential that the teaching about, and not of, religion be conducted in a factual, objective, and respectful manner. Inclusion of religion in the curriculum shall be practiced as follows:

- The District supports the inclusion of religious literature, music, drama, and the arts in the curriculum and in school activities provided it is intrinsic to the learning experience in the various fields of study and is presented objectively.
- The emphasis on religious themes in the arts, literature, and history should be only as extensive as necessary for a balanced and comprehensive study of these areas. Such studies should never foster any particular religious tenets or demean any religious beliefs.
- Student-initiated expressions to questions or assignments which reflect their beliefs or non-beliefs about a religious theme shall be accommodated. For example, students are free to express religious beliefs or non-belief in compositions, art forms, music, speech, and debate.

Traditions are a cherished part of community life and the Columbus Public School district expresses an interest in maintaining those traditions which have significance to the community. Such ceremonies should recognize the religious pluralism of the community. Dedications and ceremonies shall be practiced as follows:

- A dedication ceremony should recognize the religious pluralism of the community and be appropriate to those who use the facility. An open invitation should be extended to all citizens to participate in the ceremony.
- Baccalaureate service is provided as a non-mandatory attendance portion of commencement exercises. The program is supplied by the Columbus Ministerial Association.
- Employees may not wear religious garb indicating membership in or adherent of any religious order, sect, or denomination.

ARTICLE 6: USE OF SCHOOL FACILITIES AND EQUIPMENT

Section 1: Drug Free Workplace

The District has established the school as a drug-free workplace. The drug-free workplace for this purpose includes school grounds, school utilized vehicles, and places in which school activities are held. The unlawful manufacture, distribution, disposition, possession, or use of a controlled substance is prohibited in the workplace. The possession, use or distribution of illicit drugs or alcohol, use of glue or aerosol paint or any other chemical substance for inhalation, and being under the influence of illicit drugs, alcohol, or inhalants, are prohibited in any place while employees are on duty time. Any level of impairment from illicit drugs, alcohol, or inhalants, and/or the presence of any odor of illicit drugs (such as marijuana) or alcohol on an employee in the workplace or on duty time shall be considered a violation of the drug-free workplace. The possession or distribution of a look-alike drug or look-alike controlled substance is prohibited. In addition, employees are expected to serve as role models for students and will be considered to have violated the District's expectations in the event the employee commits a criminal drug or alcohol offense off the work place or off duty time.

As a condition of employment, employees will abide by the District's drug-free workplace policies and notify the Superintendent of any criminal drug statute conviction for a violation occurring in the workplace no later than five (5) days after such conviction. Disciplinary sanctions up to and including termination of employment and referral for prosecution will be imposed for violations of the District's drug-free workplace policies. Sanctions may include the requirement that the employee complete an appropriate rehabilitation program, a reprimand, and termination of employment. Drug and alcohol counseling and rehabilitation and reentry programs are available through local health agencies.

Section 2: Smoke and Tobacco-Free Workplace

The use of tobacco products in the District's buildings and on school grounds, all owned or leased facilities, and vehicles is prohibited.

Section 3: Weapon-Free Workplace

Regardless of state statute permitting concealed or permit less carry of a handgun, the District prohibits any person from being in possession of a weapon at a school attendance facility, on school property, at a school-supervised activity, or at a school-sponsored function. Any employee found to be in violation of this policy shall be subject to disciplinary action, up to and including termination.

The term weapon means an instrument or object used, or which may be used, as a means of attack, defense, or destruction, including, without limitation:

- Any object which will, or is designed to, or may readily be converted to, expel a projectile by the action of an explosive or other means.
- The frame or receiver of any object described in the preceding example;
- Any firearm muffler or silencer;
- Any explosive, incendiary, or gas (a) bomb, (b) grenade, (c) rocket, (d) missile, (e) mine, or similar device.;
- Any bludgeon, sand club, metal knuckles, or throwing star;
- Any knife is prohibited other than as used for strictly instructional or personal care or eating purposes. A pocket knife with a blade of 2-1/2 inches or more is a prohibited weapon. A switch-blade knife is prohibited regardless of size of the blade. A switch-blade knife is defined as

a knife with a blade that opens automatically by hand pressure applied to a button, spring, or device in the handle of a knife, or any knife having a blade that opens or falls or is ejected into position by the force of gravity or by an outward, downward, or centrifugal thrust or movement;

- Any electronic device designed to discharge immobilizing levels of electricity, commonly known as a stun gun.

An employee who possesses mace or other similar chemical agents in quantity and/or concentration typically designed for individual personal defensive purposes shall not be considered as possession of a weapon. Possession of larger quantities and/or concentrations of mace or other similar chemical agents than is typically designed for individual personal defensive purposes will be considered as possession of a weapon. Usage of mace or other similar chemical agents will be considered as usage of a weapon if the usage is found to be for non-defensive purposes. An employee who is negligent in their possession of mace or other similar chemical agents will be subject to disciplinary action.

An employee may possess an item which may be considered a weapon where such item is used for instructional purposes and the employee has received approval of the administration to possess the item, provided it is used in the manner approved and is maintained in such manner as the administration has directed.

Any other object that is designed for or intended for use as a destructible or injurious device is also prohibited.

The phrase possession of a weapon includes, without limitation, a weapon in an employee's personal possession, as well as, in an employee's motor vehicle, desk, locker, briefcase, backpack, or purse.

An exception to this policy is made for law enforcement officers in uniform, on duty, or assigned to the School District as a Student-Resource Officer (SRO).

Section 4: Acceptable Use of District Computer Network and Internet

Staff members have access to the District's computer network and the Internet for the enhancement and support of student instruction. It is important to remember that the equipment and the software are the property of the school district.

The expectation of the Board of Education is that employees will conduct themselves in such a way as to promote a positive school atmosphere through professional and appropriate dress code, interpersonal relationships, and employee conduct. This includes any communication, verbal, written, or electronic. As public employees, all staff should recognize that students, peers, parents, and community members are continuously observing their actions. All staff must be aware that their actions and demeanor are reflected in the conduct of students, which may impair their effectiveness as employees.

The personal life of an employee, when communicated by texting, social networking, or other personal communication portrayed via the Internet, or any other form of communication, will be a concern of the Administration and Board of Education if it impairs the employee's ability to effectively perform his/her job or it violates local, state, or federal laws or contractual agreements. This not only includes communication through devices provided by the district, but also personal or privately owned systems

or electronic equipment if said communication merits disciplinary actions consistent with state law, federal law, and/or board policy.

It is the expectation that all employees will maintain appropriate and professional boundaries with students at all times, both inside and outside of school. No employee shall engage in inappropriate or unprofessional conduct, especially conduct of a sexual nature, with a student at any time. This includes inappropriate communications, be it verbal, written or electronic, through any manner such as in person, via telephone, cell phone, computer, personal data assistant, text messaging, instant messaging or any and all social networking mediums.

In using the computers and the Internet, users agree to the following:

1. Since copyright laws protect software and other content, users will not make unauthorized copies of software or content on school computers. If a user downloads public domain programs for personal use or non-commercially redistributes a public domain program, the user assumes all risks regarding the determination of whether a program is in the public domain.
2. Users shall not access material that is obscene, pornographic or otherwise inappropriate for educational, work-related, or personal uses or contrary to the District's mission. Users are not permitted to knowingly access information that is profane, obscene or offensive toward a group or individual based upon race, gender, national origin or religion.
3. Users will protect the privacy of other computer users' areas by not accessing their passwords.
4. Users will not engage in "hacking" or otherwise attempt to gain unauthorized access to system programs or computer equipment. Attempts to harm, destroy, or remove computer software or equipment is prohibited unless removed by authorized CPS personnel.
5. Users will not use computer systems to disturb or harass other computer users by sending unwanted mail or by other means.
6. Users will not attempt to log in to the districts' local system administrator account.
7. Users understand that the intended use of all computer equipment is to meet instructional and educational objectives. All district related content and materials are required to be stored within a district domain account.
8. Users will not use the network for financial gain or for any commercial or illegal activity.
9. The District will not be responsible for any liabilities, costs, expenses, or purchases incurred by the use of the District's telecommunications systems such as the Internet. This includes, but is not limited to, the purchase of online services or products. The user is solely responsible for any such charges.
10. Users are responsible for the integrity of information accessed and any software downloaded. If the computer becomes inoperable, the computer will be restored by the tech department to the state in which it was originally received by the user. Users will be responsible for reloading any lost material or programs.
11. Users will be responsible for back up of all data on the computer. The district recommends that all important data be stored within your district Google Drive account or saved to an external hard drive. The district is not responsible for lost data.
12. The District reserves the right to inspect a users' computer and computer usage at any time. Users have no privacy rights or expectations of privacy with regard to use of the District's computers or Internet system. Computers are the property of Columbus Public Schools, and are therefore subject to changes or modifications as deemed necessary by the district.

13. A technology protection measure is in place that blocks and/or filters Internet access. The Internet filter is designed for preventative access to Internet sites that are not in accordance with policies and regulations. Inappropriate bypassing of the filter is prohibited. When an authorized user bypasses the filter, the user takes responsibility for content that appears and is displayed for classroom viewing or on their device.
14. All district purchased software through the App store must utilize the user's @discoverers.org Apple ID (iTunes account). This includes the Apple suite (Pages, Numbers, Keynote) downloads on your district computer.

As the user, you are taking sole responsibility for all activity on any school issued device, whether activity be attended or unattended. Any violation of any part of this agreement or any other activity which school administrators deem inappropriate will be subject to disciplinary action. Discipline could include but would not be limited to, the immediate suspension or termination of the user's Internet account and computer privileges, reprimand, suspension, or termination.

Personal Use and Fee

The purpose of technology provided to staff at Columbus Public Schools is to meet the educational needs of the district. The occasional personal use agreement allows Columbus Public Schools staff to have occasional personal use. It is understood and accepted that any use of technology provided by the district is not private. It is important to remember that the equipment and the software are the property of the school district. **An employee who is checked out a school device to use should elect to pay for additional personal damage protection, the fee is paid one time a year for coverage and is non-refundable. This must be completed by September 15th of each year or within 10 days of employment.**

Important Information Concerning CPS Technology

Reporting lost or stolen technology during the school day:

- If your iPad or computer is missing or stolen, contact your building principal AND someone in the Tech Dept IMMEDIATELY: Leonard Kwapnioski (c-402-910-3282) or (x11517), Jeff Uchtman (c-402-276-1015) or (x12352), Corey Underdahl (c-402-650-6731) or (x12450).
- Machines covered by AppleCare will follow Apple's troubleshooting protocol to determine if machine damage is covered. Employees may elect to purchase a damage protection plan through payroll deduction in October. All non-covered damages will be the responsibility of the employee. Under no circumstances shall an employee try to repair any district owned device. All repairs shall be reported to and coordinated by CPS District Technology as soon as possible.
- Be aware of the CPS policy regarding the use of student images and/or names in digital or paper media produced by you or in your classroom.
- Follow correct copyright procedures when using images and materials that you do not own.
- District owned and managed software will be updated by user through the self-service portal, On Demand. The self-service portal for On Demand software is currently found in System Preferences | Absolute Manage | Software Updates | Show On Demand Software.
- Self-installed software will be updated and maintained by the user who installed the software.

Reporting lost or stolen technology at times other than the school day:

- **Call the CPS Technology Hotline at [402-563-7069](tel:402-563-7069).**

- When calling in to report a lost or stolen device, please be prepared to provide the following information. If there is no answer, please leave this information on the answering machine:
 - Name of person the equipment is assigned to
 - Person's name making report
 - Location where computer was when it went missing
 - Contact number to be called back

Section 5: Use of School Facilities

Employees who are issued keys to the school are expected to not lose their keys and to not allow others to have access to or to use their keys. Employees are permitted to have access to school facilities during non-school time provided your Principal or supervisor has given permission and such access is for work-related purposes. When employees leave the building, they are to close all windows, lock doors, and make sure that the entry door is fully closed and locked. This is especially important when employees are using the school facilities prior to the beginning of the school year and during any weekend or evening usage.

School property is to be used for approved work-related purposes and not for personal purposes or for personal gain or benefit. Use of school supplies (paper, staples, etc.), school equipment (copiers, fax machines, telephones, etc.), and school postage is to be used for approved school-related purposes only. Excess or surplus supplies or equipment, including items which have been placed in the trash, should not be removed for non-school use without approval from the administration.

Building and grounds must be kept in a clean and orderly condition. It should not be necessary for the Executive Director of Operations to call attention of the Principal to conditions that need to be remedied. Scotch tape should be used only on glass and wood; never on chalkboards or plastered walls. Masking tape should be used only for a very limited period of time.

Students are not to be in buildings without adequate supervision. A staff member must be responsible for the supervision of every student in the building at all times. Building principals will see that this rule is observed. **STAFF MEMBERS SHOULD NEVER, UNDER ANY CIRCUMSTANCES, LEND THEIR KEYS TO ANYONE. THIS REFERS TO BOTH OUTSIDE DOOR KEYS AND KEYS USED INSIDE THE BUILDING.**

Should a key be lost or stolen the staff member will be responsible for paying the cost of re-keying or replacing all locks the key opens in the building(s).

Custodians should be in attendance whenever the building is in use unless exceptions are approved by the building administration.

Section 6: Care of School Property

Employees are responsible for the proper care of all books, equipment, supplies and furniture supplied by the school. If an item is in need of maintenance or repair, report it to the Principal. If you learn that a student or staff member has damaged school property or equipment, or if you are responsible for damage to school property, promptly report it to the Principal so the item may be replaced or repaired if possible and appropriate responsibility for the cost of replacement or repair may be determined.

School equipment and buildings should be kept in first-class condition. Custodians are instructed to make all minor repairs, if possible, by the close of the day. If repairs are such that the building custodian

cannot take care of it, then fill out a work order, retain one copy, and send two copies to the office of the Executive Director of Operations. In case of emergency, when repair must be made at once, call either the supervisor of Buildings and Grounds or the Executive Director of Operations.

Custodians are to notify their respective Principal of work neglected, repairs required, or building conditions that need to be corrected. Custodians are limited in the amount of time available for any individual room. Employees may materially assist in seeing that the work of custodians is not hindered by carelessness on the part of students or others using respective rooms.

Section 7: Video Surveillance

The Board of Education has authorized the use of video cameras on School District property to ensure the health, welfare, and safety of all staff, students, and visitors to District property, and to safeguard District facilities and equipment. Video cameras may be used in locations as deemed appropriate by the Superintendent.

In the event a video surveillance recording captures a student or other building user violation school policies or rules or local, state or federal laws, the video surveillance recording may be used in appropriate disciplinary proceedings against the employee or other building user and may also be provided to law enforcement agencies.

Section 8: Bulletins & Announcements

Bulletin boards and display cases are available for school-related and approved materials to be posted and displayed. Posters to be used in the halls or materials for distribution will need to be approved by the Principal's office. Posters are not to be attached to any painted wall surfaces. The person or organization responsible for distributing the posters is responsible to see that all posters are removed with 48 hours after the event.

Section 9: Copyright & Fair Use Policy

It is the school's policy to follow the federal copyright law. Employees are reminded that, when using school equipment, they also must follow the federal copyright laws. The federal copyright law governs the reproduction of works of authorship. Copyright works are protected regardless of the medium in which they are created or reproduced; thus, copyright extends to digital works and works transformed into a digital format. Copyrighted works are not limited to those that bear a copyright notice.

The fair use doctrine allows limited reproduction of copyrighted works for educational and research purposes. The relevant portion of the copyright statute provides that the fair use of a copyrighted work, including reproduction for purposes such as criticism, news reporting, teaching (including multiple copies for classroom use), scholarship or research is not an infringement of copyright. The law lists the following factors as the ones to be evaluated in determining whether a particular use of a copyrighted work is a permitted fair use, rather than an infringement of the copyright:

- The purpose and character of the use, including whether such use is of a commercial nature or is for nonprofit educational purposes
- The nature of the copyrighted works
- The amount and substantiality of the portion used in relation to the copyrighted work as a whole
- The effect of the use upon the potential market for or value of the copyrighted work. Although

all of these factors will be considered, the last factor is the most important in determining whether a particular use is fair. Employees should seek assistance from their immediate supervisor or the Principal if there are any questions regarding what may be copied.

Section 10: Lost & Found

Employees who find lost articles are asked to take them to the office, where the articles can be claimed by the owner.

Section 11: Safety Program and Committee

The District has established a Safety and Security Management Plan which includes safety and security plans and procedures, including plans and procedures to address emergency and crisis situations. Employees are expected to be familiar with and to comply with the Safety and Security Management Plan. The Plan may be obtained for review or copy from the Principal or the Superintendent.

The District also has a safety committee to address employee accidents, injuries, and work place conditions. A representative from each bargaining group plus representatives appointed by the administration serve on the committee. If you have a desire to serve on the committee, you should contact your supervisor or the Superintendent. Employees can make suggestions and/or report concerns to the safety committee by contacting a member of the safety committee or the Superintendent.

Safety Practices

Guidelines for safe work practices, which employees should follow include the following:

- Never stand on chairs, counters, tables, etc. Only use step stools, ladders and locking stools to stand, climb, etc. to reach high places, put things on bulletin boards, etc.
- Always wear protective equipment (i.e., goggles, aprons, gloves, and ear protection).
- Wipe up spills or report promptly to appropriate personnel. DO NOT assume someone else will do it.
- Be aware of your surroundings. Pick up clutter, keep your work area or room clean and free of clutter, debris, etc.
- Identify and report all hazards (i.e., broken equipment, broken or uneven floor surfaces, non-operating tool, windows, doors, etc.). Follow up if not repaired.
- Do not use equipment if you are not familiar with it or operate machinery without proper training.
- Do not carry heavy or bulky objects beyond your physical abilities. Get a cart, dolly or assistance. Know how to properly lift.
- Report any injuries or medical problems to your supervisor immediately and complete the Employee Accident Report.
- Wear seatbelts when in vehicles where provided.
- Do not do repetitive tasks for long periods of time (i.e., keyboarding, cutting out things, filing, typing, etc.). Take breaks, learn and do stretching exercises, etc.
- Do not engage in horseplay. Such conduct is a common cause of injuries and is not consistent with job duties.

As required by law, approved safety glasses will be required of every student and employee while participation in or observing vocational, technical, industrial technology, science, and art classes. All visitors to these areas must check out a pair of safety glasses when entering any of these areas.

Section 12: Use of Personal Vehicles

Employees who drive school vehicles or volunteer to use their personal automobile to transport students must have a valid driver's license and proof of insurance. Employees will be asked to verify this information and to be given instruction on emergency evacuation and first aid. Employees who drive school vehicles are responsible for following safe driving practices, including use of seat belts by all occupants, and are responsible for any injury or accident. Employees are not to use cell phones or text while driving a school vehicle or while transporting children.

Section 13: Asbestos

You are hereby notified that current federal regulations require all schools to inventory asbestos-containing material and to develop a management plan to identify and control asbestos in their buildings. In addition, each parent, teacher, and employee organization must be notified annually about inspections, re-inspections, response actions, and past response actions and activities, including periodic surveillance that is planned or in progress. This handbook insert shall serve as that official notice to each employee. Each school building in the Columbus Public Schools has had a six-month surveillance inspection and a three-year inspection, with the last three-year inspection currently being conducted by certified in-house personnel. All other types of asbestos activities are posted in the Public Notice ads of the Columbus Telegram as the district needs to address those types of activities. The plan for each building is available at the Central Administration Building and at each school for that particular school for inspection (without cost) to any interested person. The district may charge for copies of the plan. The plan for each building has also been submitted to the Nebraska Department of Health, Division of Environmental Health and Housing surveillance in accordance with federal regulations. For more information on the Asbestos Management Plan, contact the Director of Business Services, 2508 27th Street, Columbus, Nebraska 68601, 563-7000.

Section 14: Political Campaigns & Issues

Political office campaigns or issue campaigns may not be conducted within school facilities or on school premises, nor may materials relating to them be distributed. An exception to this is when such is part of an instructional unit where both sides of the issue, or both candidates, are treated fairly. Students or student groups may not participate or perform on occasions which are strictly partisan or sectarian in character or purpose except if requested by the President of the United States on a political visit to Columbus. Bond issues, referendums, initiatives, and legislative issues may be discussed and materials distributed at Board approved meetings on school property and at the invitation of organizations or school groups using school facilities. Public schools may be used as a public polling place where all election laws will be observed. Political candidates and issues may be discussed at employee organization meetings held on school premises.

Section 15: District Employee Communications

The District sends regular communication to employees regarding upcoming events and activities to keep them informed. Under the Federal Telephone Consumer Protection Act, all calls whether live, automated, or prerecorded voice calls or text messages made to cellular phones using automated dialing technology are prohibited unless the calls are made for emergency purposes or made with prior express consent of the cellular phone subscriber. In order to comply with the Federal Consumer Protection Act, Columbus Public Schools needs your consent to call the cellular phone number. By signing receipt for this handbook, you give Columbus Public Schools permission to call all cell phones registered in District records for District communication purposes.

Section 16: Drug and Alcohol Screening

Classified employees who hold a valid bus drivers license, transport students, or are employed in a position where state statute requires it will be part of the District's random drug and alcohol program that is supervised by Hire Right, a third-party contractor who processes the random selection of employees and the results of the screening. Employees notified of the random draw screening will proceed to the designated health care provider within 30 minutes of notification and remain on the clock.

Section 17: Scent Devices

To ensure that every District building is free of potential allergens, employees are prohibited from bringing onto the premises natural or artificial scents that could cause allergic/asthmatic reactions or be irritating to others. Scented personal products (such as fragrances, colognes, lotions and powders) that are perceptible to others should not be worn by employees. Other scented products (candles, potpourri, scentsy, diffuser, and similar items) are also not permitted in the workplace due to increased risk of allergic/asthmatic reactions.

Employees required by medical necessity to use products that contain odors perceptible to others may request a reasonable accommodation from their supervisor, Principal, or the human resources (HR) department. Any employee with a concern about scents or odors should contact the building Principal.

Section 18: Small Kitchen Devices

Board policy 903.09 and 903.09R1 specifically maps out the districts commitment to energy savings. Along with the existing Board Policy there is the inherent safety risk associated with small kitchen devices in non-approved areas. The district has established common areas, teacher workrooms, or staff kitchens where these devices may be used. **Outside appliances**, which includes coffee maker, portable heater, microwave, any size refrigerator, etc. **may NOT be used in a District classroom**, office space, or conference room. Appliances or equipment purchased by the district and approved for academic use in a defined area are permissible. Any other request shall require an inspection of the equipment and approval by the Director of Building and Sites or their designee. Approvals are for the specific piece of equipment in a specific location for a specific use. Approval will be done in writing and kept on a master list. The district assumes no responsibility for damage to a personal appliance brought to school. These designated and approved items should be unplugged when not in use.

ARTICLE 7: STATE AND FEDERAL PROGRAMS

Section 1: Notice of Nondiscrimination

The Columbus Public Schools does not discriminate on the basis of race, color, national origin, gender, marital status, disability, religion or age in admission or access to, or treatment of employment, in its programs and activities. The Coordinators listed in Section 2 have been designated to handle inquiries regarding complaints, grievance procedures or the application of these policies of nondiscrimination. Local complaint or grievance procedures are provided for by the District and set forth in this handbook. If an employee does not feel that a complaint of nondiscrimination has been satisfactorily resolved at the school level, the employee may file a complaint with the appropriate federal or state agency. Complaints are to be filed with the regional Department of Education, Office for Civil Rights, where the complaint relates to Title

IX (discrimination, harassment or lack of equity based on gender), Title VI (discrimination or harassment based on race, color, or national origin) or Section 504 (discrimination, harassment or failure to accommodate a disability). Complaints are to be filed with the regional U.S. Equal Employment Opportunity Commission (EEOC) if the complaint relates to Title VII (discrimination or harassment based on race, color, gender, national origin, or religion), the Americans with Disabilities Act (discrimination, harassment or failure to accommodate a disability), or the Age Discrimination in Employment Act (discrimination based on age). The contact information for the OCR and the EEOC in this regard are:

Office for Civil Rights
8930 Ward Parkway, Suite 2037
Kansas City, MO 64114
816-268-0550

The U.S. Equal Employment Opportunity Commission
1801 L Street, N.W.
Washington, D.C. 20507
800-669-4000; TDD: 800-669-6820

Section 2: Designation of Coordinators

Any person having inquiries concerning the District's compliance with anti-discrimination laws or policies or other programs should contact or notify the following person(s) who are designated as the coordinator for such laws, policies or programs. The contact address for each coordinator is: Columbus Public Schools, 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. Chip Kay |
| Title IX | Discrimination or harassment based on sex; gender equity | Employees – Jason Schapmann Students – Tim Kwapnioski |
| Section 504 of the Rehabilitation Act and the Americans with Disability Act (ADA) | Discrimination, harassment, or reasonable accommodations of persons with disabilities | Jason Harris and Leonard Kwapnioski |
| Homeless student laws | Children who are homeless | Dr. Chip Kay |
| Safe and Drug Free Schools and Communities | Safe and drug free schools | Dr. Chip Kay |

Section 3: Anti-Discrimination & Harassment

Elimination of Discrimination

The Columbus Public Schools hereby gives this statement of compliance and intent to comply with all state and federal laws prohibiting discrimination or harassment and requiring accommodations. This school district intends to take necessary measures to assure compliance with such laws against any prohibited form of discrimination or harassment or which require accommodations.

Preventing Harassment and Discrimination

Purpose: The Columbus Public Schools is committed to offering employment and educational opportunity to its employees and students in a climate free of discrimination. Accordingly, unlawful discrimination or harassment of any kind by administrators, employees, co-workers, students or other persons is prohibited. In addition the Columbus Public Schools will try to protect employees and students from reported discrimination or harassment by non-employees or others in the work place and educational environment.

For purposes of this policy, discrimination or harassment based on a person's race, color, religion, disability or national origin constitute harassment when they unreasonably interfere with the person's work performance or create an intimidation at work, instructional, or an educational environment.

Age harassment (40 years of age and higher) has been defined by federal regulations as a form of age discrimination. It can consist of demeaning jokes, insults or intimidation based on a person's age. Sexual harassment is defined by federal and state regulations as a form of sex discrimination. It can consist of unwelcome sexual advances, requests for sexual favors, or physical or verbal conduct of a sexual nature by supervisors or others in the work place, classroom or educational environment. Sexual harassment may exist when:

- Submission to such conduct is either an explicit or implicit term or condition of employment or of participation and enjoyment of the school's programs and activities;
- Submission to or rejection of such conduct is used or threatened as a basis for employment related decisions, such as promotion, performance, evaluation, pay adjustment, discipline, work assignment, etc., or school program or activity decisions, such as admission, credits, grades, school assignments or playing time;
- The conduct has the purpose or effect of unreasonably interfering with an individual's work or educational performance or creating an intimidating, hostile, or offensive working, classroom or educational environment.
- Sexual harassment may include explicit sexual propositions, sexual innuendo, suggestive comments, sexually orientation, kidding, teasing, practical jokes, jokes about gender-specific traits, foul or obscene language or gestures, displays of foul or obscene printed or visual material, and physical contact, such as patting, pinching, or brushing against another's body.

Complaint and Grievance Procedures

Employee Complaints or Concerns: Employees are to inform their supervisor of any complaints or concerns about the operations of the District using the established chain of command (immediate supervisor, building principal, Director of Human Resources, Superintendent) on all matters that require administrative attention; that is, on all matters or issues that their job responsibilities require them to report to a supervisor. It is important to the efficient and successful operation of the District and a duty of all employees to share any such complaints or concerns in a responsible, professional manner so as to:

- not disrupt the proper functioning of their duties;
- not undermine the authority of their co-workers, supervisors, or superiors;
- maintain appropriate and productive working relationships with their co-workers, supervisors, and superiors; and,
- ensure that all applicable laws and regulations are followed.

Communications from employees regarding complaints or concerns must be accurate, demonstrate sound judgment, and promote the District's mission, and must be submitted to the employee's immediate supervisor (or the next higher level, if the supervisor is responsible for the problem) in written form and signed. Further, the employee is to maintain confidentiality of the report so that the problem can be appropriately corrected in the best interests of the District. Employees are to use the appropriate complaint or grievance mechanism for matters involving anti-discrimination or harassment as noted elsewhere in this Handbook.

Section 4: Grievance Procedure for Persons with a Disability

The Americans with Disabilities Act (ADA) and Section 504 of the Rehabilitation Act address discrimination, harassment or failure to provide reasonable accommodations to persons with a disability. The following grievance procedure shall be used for resolution of complaints of alleged violations of the ADA or Section 504:

- Complaints shall be filed with the ADA and Section 504 Coordinator. Complaints shall be made in writing, unless the Complainant's disability prevents such, in which event the Complaint can be made verbally.
- Complaints shall set forth: (a) the name of the Complainant, (b) the address and telephone number or other such information sufficient to enable the Coordinator to contact the Complainant, (c) a brief description of the alleged violation, and (d) the relief requested by the Complainant.
- Complaints shall be investigated by the Coordinator or the Coordinator's designee. Investigations shall be thorough, but informal, and the Complainant shall be given a full opportunity to submit evidence relevant to the complaint.
- The Coordinator shall make a decision on the Complaint within thirty (30) days of the filing of the Complaint, unless such time period is extended by agreement of the Complainant. The decision shall be made in writing, shall set forth the Coordinator's proposed resolution of the Complaint, and shall be forwarded to the Complainant.
- The Complainant shall have ten (10) days from the date the Coordinator's decision is sent to the Complainant to accept or reject the Coordinator's proposed resolution, and shall be deemed to have accepted the proposed resolution unless the Complainant rejects the proposed resolution within such time period. In the event the Complainant rejects the proposed resolution, the Complainant shall be given the opportunity to file a request for reconsideration within the ten (10) days from the date the Coordinator's decision is sent to the Complainant. The request for reconsideration shall be filed with the Coordinator. The Coordinator shall consider any additional information provided in the request for reconsideration and make a decision on the request for reconsideration within ten (10) days after the request for reconsideration was filed.

Section 5: Confidentiality of Student Records (FERPA)

The Family Educational Rights and Privacy Act (FERPA) give parents and students over 18 years of age rights of access and confidentiality with respect to education records. Employees are expected to provide access rights and maintain the confidentiality of education records in accordance with FERPA and Board policy. Further information about FERPA and the District's policies under FERPA are found in Board policy and in the student handbook.

Section 6: Breakfast and Lunch Programs

The District participates in the National School Lunch Program. Employees are expected to keep information about the participation of students in the program confidential.

Section 7: Confidentiality of Protected Health Information

It is the policy of the District to develop and implement all necessary practices, policies, and procedures to comply with the Health Insurance Portability and Accountability Act of 1996 (HIPAA) where and to the extent applicable and to maintain the privacy of protected health information (PHI), as that term is defined by HIPAA, that it receives, obtains, or transmits for employees and students. The District designates the Superintendent as its HIPAA privacy officer. Student and employee records containing PHI shall be accessible only to those who require such information to carry out their duties.

ARTICLE 8: MISCELLANEOUS INFORMATION

Section 1: Crisis Response Team

People in crisis often experience anxiety, feelings of vulnerability and difficulty. Events such as the death of a teacher or student, natural or accidental disasters, and real or threatened violence may produce a crisis for students and faculty alike. The need to cope effectively is necessary. The purpose of the Columbus Public Schools Crisis Response team is to evaluate crisis situations and plan intervention strategies. Guidelines are written to help address these concerns and to establish procedures for situations.

Section 2: Advertisement & Promotions

Advertisements, promotions, soliciting, and fund drives conducted in the school buildings or on school grounds are sometimes inevitable, sometimes necessary, and sometimes important. Care shall be taken to consider the effects of such activities upon the students, parents, and the community. Board policy and administrative rules and regulations provide guidance for decisions regarding these topics. (Copies of all promotional materials to be distributed directly to students must be provided by the promoter in both English and Spanish.)

- The Board recognizes that modern production, packaging, and distribution methods make it all but inevitable that some materials and equipment will carry advertising or promotional slogans to which students will be exposed.
- Where advertising or promotions are presented to students as part of any program or is present on any instructional material, the overall benefits of the program or material must outweigh adverse effects of the advertising or promotion.
- Advertisements and promotions for school events, for school sponsored programs, for athletic events, for use in sponsoring the school paper or school annuals are approved forms of advertisement and promotion. However, advertising which refers to tobacco, alcoholic drinks, or unlawful drugs is forbidden in any school publication.
- Students or employees while on school premises shall be protected from unauthorized solicitation for the purchase of goods or services, for participation in an organized campaign to raise funds, and for the donation of money or goods to an organized campaign.
- Teachers may not permit such campaigns, drives, or solicitation within their classrooms except for those outlined in policy or in administrative regulations.
- Any and all community fund drives officially recognized and permitted on school premises will be determined by the Office of the Superintendent of Schools, and/or the Board of Education.

- Fund raising activities sponsored by school clubs, school classes, and parent organizations are part of approved school activity. In the conduct of any approved campaign for funds, no quotas may be set for individual and donations must be entirely voluntary without any pressure which compares the giving of one individual with the giving of another individual.

Section 3: Distribution of Information

Cooperation with community service and youth serving agencies through assisting these agencies in the distribution of information of value to students and their families shall be as follows:

- Each distribution must be approved by the Executive Director of Student Services.
- Principals shall notify teachers of the distribution.
- Representatives of agencies wishing to distribute information through the schools shall:
 - Package and label by building and by classroom enough materials to go to each child or family as targeted for distribution.
 - Deliver material to the Central Administrative Office at least one day prior to mail delivery or, after approval, deliver directly to the buildings.
 - Material with political, commercial, or religious content will not be approved for distribution, nor will materials containing art or composition which is in bad taste or otherwise inappropriate for distribution to students.

Section 4: Parent-Teacher Organizations

We recognize the Parent-Teacher Association, School Site Councils, and other school/parent groups as some of our strongest allies. Staff members are asked to cooperate with the officials of these organizations and do all within their power to assist in the work.

Section 5: Requisitions

No student, teacher, or employee of the Board shall have power to purchase, or agree to purchase, any supplies or materials for use in the public schools, whether or not to be sold to student or used in any department whatsoever, except by a proper requisition for a purchase order through the appropriate office. This also applies to purchase of services, such as printing, etc.

When ordering supplies or materials through the Warehouse, a requisition form signed by the Principal/supervisor must be submitted to the Administration Office for processing. The requisitioner should specify item number and description and make a copy for his/her records. Be sure to include budget code numbers on the requisition.

Supplies and materials may be requisitioned through the Principal. When ordering from the Warehouse, specify item number and description.

All requisitions are to be made electronically, and must be approved by the respective Principals. The building principal will assign the purchase order number and forward the electronic submission based on the District's requisition process.

Section 6: Soliciting

Employees while on school premises, shall not be solicited for the purchase of goods or services, not be requested to participate in an organized campaign to raise funds or not be requested to donate money or goods to an organized campaign. Approved fund drives must be entirely voluntary. Exceptions are:

- Columbus Public Schools Foundation, United Way Fund Drive, Combined Health Agencies Drive (CHAD), and the Community Health Charities.
- Fund-raising activities sponsored by school clubs, school classes, and parent organizations approved by the building principals/supervisors.
- Contribution to courtesy funds for serious illness of a staff member or student and to the retirement of staff members approved by the building principal/supervisor.
- Solicitation of students to produce services and materials for community organizations or groups to the extent that such production furthers the students' educational development and does not exploit them and are approved by the building principal.
- Internal fund drives of employee organizations.
- Other solicitations, sales, or drives approved by the Executive Director of Business Operations.

Section 7: Visitors

All visitors to any school building are required to report immediately to the buildings main office. No visitor will be allowed in the building without the prior approval of the building Principal and/or the Principal's designee. All visitors must have a visitor badge. Staff members are expected to notify the office if a visitor does not have a badge. Any child visiting school must be accompanied by an adult.

Section 8: Pay for the Performance of Other Duties

Classified, non-exempt employees can only earn overtime pay on their regularly scheduled duties. If an individual employee volunteers to sell tickets, keep score, work a concession stand, they may be paid an amount that is different from their regular hourly wage.

Classified employees who regularly work for the after-school program may count those hours in addition to their regular daily work schedule toward full-time status or overtime. Staff will retain their hourly pay rate for performing after-school program duties.

Classified employees performing duties for an extra-duty contract will be asked to sign a work agreement detailing the stipend and expected hours of employment for that position. The stipend is determined by the District's Certified Negotiated Agreement.

Appendix 1: COMPLAINT PROCEDURES FOR STAFF AND COMMUNITY

Policy 403.055

The Board of Education advises the public that the proper channeling of complaints involving school personnel shall be from the complainant to the employee, to the principal, to the Superintendent, and then on to the Board of Education.

Internal Complaints regarding School Personnel

Step 1

If the complaint is in regard to another Staff member, the complainant should request a conference with the building principal to resolve the concern or complaint.

- a. If it is determined that an investigation will take place, the complainant must provide in writing and sign to confirm the issues of the complaint.

Step 2

If staff member is dissatisfied with the result of this conference, the staff member can request a second conference with a district administrator (Executive Director of Finance and Human Resources), the principal, and the staff member.

Step 3

If staff member is not satisfied with the resolution of the complaint at the 2nd level, the staff member can request a conference with the Superintendent of Schools for discussion of the problem.

**If a complaint is in regards to the building principal the staff member must go directly to Step 2

Community Complaints regarding School Personnel

Step 1

If complainant is not satisfied with the process with the employee in question, the Principal and his/her designee reviews, investigate, and makes a recommendation.

Step 2

If complainant is not satisfied with the process and outcome of the building principal, the principal's recommendation will be reviewed and a decision made by the appropriate central office administrator (Executive Director of Finance and Human Resources).

Step 3

If complainant is not satisfied with the process of the administrator's decision, an appeal can be made to the Superintendent of Schools.

*If a complaint is in regards to the building principal the community member must go directly to the Superintendent

****Any statement containing a charge or a complaint against an employee of the school district must be submitted in writing, verified and signed by the complainant.**

Internal Complaint Process regarding an administrator

Step 1

If the complaint is in regard to the building principal, the complainant should request a conference with the Superintendent of schools to resolve the concern or complaint.

- a. If it is determined that an investigation will take place, the complainant must provide in writing and sign to confirm the issues of the complaint.
- b. The Superintendent and his/her designee reviews, investigate, and will then make a determination as to whether the complaint is valid or not.
- c. The complainant will receive confirmation that the investigation has taken place during the documented time frame.

Step 2

If staff member is dissatisfied with the result of step one in the process, the staff member can request a appeal for a second evaluation to be conducted by Executive Director of Human Resources.

Step 3

If staff member is not satisfied with the outcomes of the previous two steps, the staff member can request a conference with committee of the board of education that is appointed by the board president.

Step 4

The staff member may file a complaint to the board as a whole after all other steps have been exhausted.

Community Complaints regarding School Administration

Step 1

If the complaint is in regard to the building principal, the complainant should request a conference with the Superintendent of schools to resolve the concern or complaint.

- a. If it is determined that an investigation will take place, the complainant must provide in writing and sign to confirm the issues of the complaint.
- b. The Superintendent and his/her designee reviews, investigate, and will then make a determination as to whether the complaint is valid or not.
- c. The complainant will receive confirmation that the investigation has taken place during the documented time frame.

Step 2

If staff member is dissatisfied with the result of step one in the process, the staff member can request a appeal for a second evaluation to be conducted by Executive Director of Human Resources.

Step 3

If staff member is not satisfied with the outcomes of the previous two steps, the staff member can request a conference with committee of the board of education that is appointed by the board president.

Step 4

The staff member may file a complaint to the board as a whole after all other steps have been exhausted.

*If a complaint is in regards to the building principal the community member can go directly to Step 2

**Any statement containing a charge or a complaint against an employee of the school district must be submitted in writing, verified and signed by the complainant.

INSTRUCTIONS FOR PREPARING A COMPLAINT

Please Type or Print.

1. If you are filing a Complaint against a process, problem, or person or more than one person, a separate form should be used for each process or person. If you have more than one complaint against the same process, problem, or person, you should use one form and describe each incident. As the Complainant, your name and phone number must appear in the blanks at the top of the first page.
2. The process, problem, or person against whom a Complaint is filed is called the Respondent and the Respondent's name must appear at the top of the first page on the left hand side, below your name. Also list the Respondent's name and telephone number in the blanks immediately underneath the complainant information.
3. In the complaint section, please list the facts, which you believe constitute a violation of professional conduct and ethics and/or process used. Use additional sheets as necessary and number each page.
4. In the witness section, list individually the full name and telephone number of each witness to verify as to the alleged incident if appropriate.

5. Your signature should appear on the "verification" page indicating the complaint is factual to the complainant's knowledge.

6. Please mail, email, or deliver the completed Complaint form to the direct supervisor. If the complaint is in regard to the direct supervisor, please send the form to the Superintendent. If the complaint is in regard to the Superintendent please send the form to the Executive Director of Human Resources.

A blank complaint form is attached or you may type your own form.

In accordance with Board Policy 403.05 and 403.055, of the *Columbus Public Schools Policy Handbook*, the Complainant states as follows:

Complainant is: _____

Respondent is: _____

Complaint: _____

Complaint

Case No.

Page _____

Witness(es): _____

VERIFICATION

WHEREFORE, Complainant requests that the Superintendent investigate this Complaint and take such action as is warranted.

I, _____, have read the contents of the Complaint and that to the best of my knowledge, information, and belief such contents are true and there is reasonable cause for filing said document.

(Signature of Complainant)

(Printed Name of Complainant)

Dated this _____ day of _____, 20_____.

Appendix 2: 2024-2025 Classified Salary Schedule

CLASSIFIED SALARY SCHEDULE 2024-2025

| Step | ASP Support Staff | ASP Lead Staff | ASP Site Director | Cook/Server/FFV | Kitchen Manager* | Regular / Title / EL Para | Bilingual Para (Non-SPED) | SpEd(A+ Alt./CLS Para | High Needs SpEd Para | CNA* | LPN* |
|------|-------------------|----------------|-------------------|-----------------|------------------|---------------------------|---------------------------|-----------------------|----------------------|---------------|---------|
| | Step Rate .22 | | | Step Rate .25 | Step Rate .375 | Step Rate .25 | | | | Step Rate .25 | |
| 1 | \$13.38 | \$14.77 | \$15.71 | \$15.65 | \$17.53 | \$15.71 | \$16.34 | \$16.25 | \$16.83 | \$19.22 | \$22.24 |
| 2 | \$13.60 | \$14.99 | \$15.93 | \$15.90 | \$17.90 | \$15.96 | \$16.59 | \$16.50 | \$17.08 | \$19.47 | \$22.49 |
| 3 | \$13.82 | \$15.21 | \$16.15 | \$16.15 | \$18.28 | \$16.21 | \$16.84 | \$16.75 | \$17.33 | \$19.72 | \$22.74 |
| 4 | \$14.04 | \$15.43 | \$16.37 | \$16.40 | \$18.65 | \$16.46 | \$17.09 | \$17.00 | \$17.58 | \$19.97 | \$22.99 |
| 5 | \$14.26 | \$15.65 | \$16.59 | \$16.65 | \$19.03 | \$16.71 | \$17.34 | \$17.25 | \$17.83 | \$20.22 | \$23.24 |
| 6 | \$14.48 | \$15.87 | \$16.81 | \$16.90 | \$19.40 | \$16.96 | \$17.59 | \$17.50 | \$18.08 | \$20.47 | \$23.49 |
| 7 | \$14.70 | \$16.09 | \$17.03 | \$17.15 | \$19.78 | \$17.21 | \$17.84 | \$17.75 | \$18.33 | \$20.72 | \$23.74 |
| 8 | \$14.92 | \$16.31 | \$17.25 | \$17.40 | \$20.15 | \$17.46 | \$18.09 | \$18.00 | \$18.58 | \$20.97 | \$23.99 |
| 9 | \$15.14 | \$16.53 | \$17.47 | \$17.65 | \$20.53 | \$17.71 | \$18.34 | \$18.25 | \$18.83 | \$21.22 | \$24.24 |
| 10 | \$15.36 | \$16.75 | \$17.69 | \$17.90 | \$20.90 | \$17.96 | \$18.59 | \$18.50 | \$19.08 | \$21.47 | \$24.49 |
| 11 | \$15.58 | \$16.97 | \$17.91 | \$18.15 | \$21.28 | \$18.21 | \$18.84 | \$18.75 | \$19.33 | \$21.72 | \$24.74 |
| 12 | \$15.80 | \$17.19 | \$18.13 | \$18.40 | \$21.65 | \$18.46 | \$19.09 | \$19.00 | \$19.58 | \$21.97 | \$24.99 |
| 13 | \$16.02 | \$17.41 | \$18.35 | \$18.65 | \$22.03 | \$18.71 | \$19.34 | \$19.25 | \$19.83 | \$22.22 | \$25.24 |
| 14 | \$16.24 | \$17.63 | \$18.57 | \$18.90 | \$22.40 | \$18.96 | \$19.59 | \$19.50 | \$20.08 | \$22.47 | \$25.49 |
| 15 | \$16.46 | \$17.85 | \$18.79 | \$19.15 | \$22.78 | \$19.21 | \$19.84 | \$19.75 | \$20.33 | \$22.72 | \$25.74 |
| 16 | \$16.68 | \$18.07 | \$19.01 | \$19.40 | \$23.15 | \$19.46 | \$20.09 | \$20.00 | \$20.58 | \$22.97 | \$25.99 |
| 17 | \$16.90 | \$18.29 | \$19.23 | \$19.65 | \$23.53 | \$19.71 | \$20.34 | \$20.25 | \$20.83 | \$23.22 | \$26.24 |
| 18 | \$17.12 | \$18.51 | \$19.45 | \$19.90 | \$23.90 | \$19.96 | \$20.59 | \$20.50 | \$21.08 | \$23.47 | \$26.49 |
| 19 | \$17.34 | \$18.73 | \$19.67 | \$20.15 | \$24.28 | \$20.21 | \$20.84 | \$20.75 | \$21.33 | \$23.72 | \$26.74 |
| 20 | \$17.56 | \$18.95 | \$19.89 | \$20.40 | \$24.65 | \$20.46 | \$21.09 | \$21.00 | \$21.58 | \$23.97 | \$26.99 |

| Step | Day Custodian | Night Custodian | Night Cust. Supervisor | Maintenance | Grounds Crew | Site/Dept. Supv. | Bus Drivers* | Translator | General Office Staff | Head/Principal Secretary PE-12 |
|------|----------------|-----------------|------------------------|-------------|--------------|------------------|--------------|---------------|----------------------|--------------------------------|
| | Step Rate .375 | Step Rate .25 | | | | | Step Rate .J | Step Rate .25 | Step Rate .25 | |
| 1 | \$17.34 | \$16.80 | \$17.10 | \$18.34 | \$17.14 | \$19.37 | \$19.43 | \$19.20 | \$17.07 | \$17.85 |
| 2 | \$17.52 | \$17.05 | \$17.35 | \$18.59 | \$17.39 | \$19.62 | \$19.73 | \$19.45 | \$17.32 | \$18.10 |
| 3 | \$17.89 | \$17.30 | \$17.60 | \$18.84 | \$17.64 | \$19.87 | \$20.03 | \$19.70 | \$17.57 | \$18.35 |
| 4 | \$18.27 | \$17.55 | \$17.85 | \$19.09 | \$17.89 | \$20.12 | \$20.33 | \$19.95 | \$17.82 | \$18.60 |
| 5 | \$18.64 | \$17.80 | \$18.10 | \$19.34 | \$18.14 | \$20.37 | \$20.63 | \$20.20 | \$18.07 | \$18.85 |
| 6 | \$19.02 | \$18.05 | \$18.35 | \$19.59 | \$18.39 | \$20.62 | \$20.93 | \$20.45 | \$18.32 | \$19.10 |
| 7 | \$19.39 | \$18.30 | \$18.60 | \$19.84 | \$18.64 | \$20.87 | \$21.23 | \$20.70 | \$18.57 | \$19.35 |
| 8 | \$19.77 | \$18.55 | \$18.85 | \$20.09 | \$18.89 | \$21.12 | \$21.53 | \$20.95 | \$18.82 | \$19.60 |
| 9 | \$20.14 | \$18.80 | \$19.10 | \$20.34 | \$19.14 | \$21.37 | \$21.83 | \$21.20 | \$19.07 | \$19.85 |
| 10 | \$20.52 | \$19.05 | \$19.35 | \$20.59 | \$19.39 | \$21.62 | \$22.13 | \$21.45 | \$19.32 | \$20.10 |
| 11 | \$20.89 | \$19.30 | \$19.60 | \$20.84 | \$19.64 | \$21.87 | \$22.43 | \$21.70 | \$19.57 | \$20.35 |
| 12 | \$21.27 | \$19.55 | \$19.85 | \$21.09 | \$19.89 | \$22.12 | \$22.73 | \$21.95 | \$19.82 | \$20.60 |
| 13 | \$21.64 | \$19.80 | \$20.10 | \$21.34 | \$20.14 | \$22.37 | \$23.03 | \$22.20 | \$20.07 | \$20.85 |
| 14 | \$22.02 | \$20.05 | \$20.35 | \$21.59 | \$20.39 | \$22.62 | \$23.33 | \$22.45 | \$20.32 | \$21.10 |
| 15 | \$22.39 | \$20.30 | \$20.60 | \$21.84 | \$20.64 | \$22.87 | \$23.63 | \$22.70 | \$20.57 | \$21.35 |
| 16 | \$22.77 | \$20.55 | \$20.85 | \$22.09 | \$20.89 | \$23.12 | \$23.93 | \$22.95 | \$20.82 | \$21.60 |
| 17 | \$23.14 | \$20.80 | \$21.10 | \$22.34 | \$21.14 | \$23.37 | \$24.23 | \$23.20 | \$21.07 | \$21.85 |
| 18 | \$23.52 | \$21.05 | \$21.35 | \$22.59 | \$21.39 | \$23.62 | \$24.53 | \$23.45 | \$21.32 | \$22.10 |
| 19 | \$23.89 | \$21.30 | \$21.60 | \$22.84 | \$21.64 | \$23.87 | \$24.83 | \$23.70 | \$21.57 | \$22.35 |
| 20 | \$24.27 | \$21.55 | \$21.85 | \$23.09 | \$21.89 | \$24.12 | \$25.13 | \$23.95 | \$21.82 | \$22.60 |

- Note 1: Secretary Classification: 1: Other Secretarial positions; 2: Head Building or Principal Secretary PE-12
- Note 2: Substitutes hired for positions on this salary schedule are paid at the starting hourly wage for that position - Step 1
- Note 3: Translators who are not regular district employees are paid at the starting hourly wage for that position - Step 1
- Note 4: ASP Lead Staff and Site Directors who are also regular district employees are paid at their regular hourly rate.
- Note 5: Nurse and Nurse Aid Substitutes are paid at their licensure rate. RN \$26.00, CNA & LPN at Step 1.
- Note 6: Media Specialist Substitute Rate: \$17.00
- Note 7: Accompanist Substitute Rate: \$24.00
- Note 8: Individual Rates are assigned to staff not designated on this schedule.

Base Calculation 3.20%
Board Approved _____

* - Additional licensure and/or state certification required for the position.
New Hires - May only be placed on Step 1, 2, or 3 based on experience/licensure.



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? September 30-October 15

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? Angie Luebbe & Club's Choi

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

Angela R. Luebbe

Date

Aug. 2, 2024

(for district use only)

Approved by _____ Date _____

Approved subject to the following conditions _____







LINE UP 

HANDS AT SIDES 

FACE FORWARD 

VOICES OFF 

WALK ON THE RIGHT 





STUDENT PROMOTION, RETENTION OR ACCELERATION

Students will be promoted to the next grade level at the end of each school year based on the student's achievement, age, maturity, emotional stability, and social adjustment.

Students will normally progress annually from grade to grade. Exceptions may be made when, in the judgement of the teachers and the principal, such exceptions are in the best educational interest of the students involved. Exceptions will always be made after prior notification and explanation to the student's parents, but the final decision will rest with school authorities.

When it becomes apparent a secondary student will be unable to meet the minimum credit requirements for the year, both the student and parents will be informed. Students who cannot demonstrate proficiency at their grade levels will also be considered for retention. Teachers must notify the principal of these students, make a recommendation to the principal concerning their promotion or retention, and hold a conference with parents.

~~The principal may require remediation at the parents' expense as a condition of promotion to the next grade level. [Such remediation may include, but shall not necessarily be limited to, a mandatory summer school program focused on the areas of deficiency or other such alternatives conducted by the district outside of the regular school day.]~~

~~The parents will be requested to indicate in writing their agreement or disagreement with the recommendation for retention. The final decision will rest with the school administration. Parents may request retention if they believe it to be in the best interest of their student. The principal will confer with the teachers and parents to determine appropriate action.~~

~~More than one retention during the elementary school years will receive special consideration and require the approval of the superintendent based on the recommendation of the principal, teacher and parent or guardian.~~

~~A student in kindergarten through fourth grade may be retained due to academic needs, illness, or excessive absenteeism. A student in fifth through twelfth grade may be retained due to excessive absenteeism.~~

~~Excessive absenteeism means that the student was absent fifty percent or more of the school year and includes excused absences, unexcused absences, and absences due to suspension or expulsion. Absences due to approved school-related activities, such as field trips, competitions, athletic events, and testing, are not included. Illness means that the student experienced a severe mental or physical illness resulting in hospitalization of two or more weeks during the school year.~~

~~A parent or guardian wishing to request their student repeat a grade shall meet with the superintendent or designee to discuss having the student repeat a grade. The parent or~~

guardian shall provide evidence of academic needs, illness, or excessive absenteeism that would justify the student repeating the grade. At the meeting, the superintendent shall identify any alternative educational opportunities, including remedial instruction, if applicable, and verify any special education supports available to the student. If the parent or guardian still intends their student repeat a grade, they shall complete and submit the district's required form. If all other requirements of district policy and state statute are met, the district shall have the student repeat the grade for the next school year. The district shall file the form with the Nebraska Department of Education.

Students with exceptional talents may, with the permission of the principal and parents, take classes beyond their current grade level. Enrichment opportunities outside the school district may be allowed when they do not conflict with the school district's

Approved _____ Reviewed _____ Revised _____
graduation requirements. Acceleration ahead in a grade level should be approached with caution and should only occur with the joint approval of the superintendent, the principal and the parent or guardian.

Legal Reference: Nebraska Statute 79-526

Approved _____ Reviewed _____ Revised _____

STUDENT PROMOTION, RETENTION OR ACCELERATION

Students will be promoted to the next grade level at the end of each school year based on the student's achievement, age, maturity, emotional stability, and social adjustment.

Students will normally progress annually from grade to grade. Exceptions may be made when, in the judgement of the teachers and the principal, such exceptions are in the best educational interest of the students involved. Exceptions will always be made after prior notification and explanation to the student's parents, but the final decision will rest with school authorities.

When it becomes apparent a secondary student will be unable to meet the minimum credit requirements for the year, both the student and parents will be informed. Students who cannot demonstrate proficiency at their grade levels will also be considered for retention. Teachers must notify the principal of these students, make a recommendation to the principal concerning their promotion or retention, and hold a conference with parents.

The principal may require remediation as a condition of promotion to the next grade level.

The parents will be requested to indicate in writing their agreement or disagreement with the recommendation for retention. The final decision will rest with the school administration. Parents may request retention if they believe it to be in the best interest of their student. The principal will confer with the teachers and parents to determine appropriate action.

More than one retention during the elementary school years will receive special consideration and require the approval of the superintendent based on the recommendation of the principal, teacher and parent or guardian.

Students with exceptional talents may, with the permission of the principal and parents, take classes beyond their current grade level. Enrichment opportunities outside the school district may be allowed when they do not conflict with the school district's graduation requirements. Acceleration ahead in a grade level should be approached with caution and should only occur with the joint approval of the superintendent, the principal and the parent or guardian.

Legal Reference: Nebraska Statute 79-526

Policy
Adopted: 12/11/06

COLUMBUS PUBLIC SCHOOLS
Columbus, Nebraska
Reviewed: 8/10/09

NONRESIDENT STUDENTS/OPTION ENROLLMENT

Students who are eligible to attend a Nebraska public school but who are not legal residents of the school district may be admitted into the school district in accordance with the option enrollment program authorized by state statutes. Option enrollment students shall be accepted without charge. If the student has previously had an option enrollment accepted in any district, the application shall be rejected unless a statutory exception to this rule applies for that student.

Application for option enrollment should be made between September 1 and March 15 for enrollment during the following and subsequent school years. Upon agreement of the school boards of the resident district and the option (receiving) district, deadlines for application and approval of the option may be waived. Following the March 15 deadline, applications requesting admittance must contain a release approval from the resident district prior to the option district's consideration for acceptance.

The application for option enrollment does not require a release from the resident district and the receiving district has forty-five days to issue acceptance or rejection if:

1. after February 1 the student relocated to a different resident district, or
2. the student's option district merged with another district effective after February 1, and
3. the student's attendance would occur during the next immediate and subsequent school years.

For applications submitted by the March 15 deadline, written notification of approval or rejection of the application will be made before April 1 to the student's parent/guardian and the resident district. If the district rejects an application for a student to option in or out, the district will provide notification by certified mail to the parent/guardian of the reasons for rejection and the process for appealing the decision to the State Board of Education.

The board shall adopt standards and conditions for acceptance or rejection of a request for release of a resident student submitting an option application after March 15. Such standards shall not include the failure to meet the March 15 deadline. For those applications, the option district shall notify the parent/guardian, and the resident district whether the application is accepted or rejected within sixty days after submission. False or substantively misleading information submitted by a parent/guardian on an application to an option district may be cause for the option district to reject a previously accepted application prior to the student's attendance.

The board shall adopt a resolution setting forth its specific standards for acceptance and rejection of applications as an option school. Standards will conform to those set forth by state statute. These may include the capacity of a program, class, grade level, or school building or the availability of appropriate special education programs operated by the

district. The standards shall not include previous academic achievement, athletic or other extracurricular ability, disabilities, proficiency in the English language, or previous disciplinary proceedings except as allowed by law.

An option district shall give first priority for enrollment to siblings of option students within the requirements of state statutes. The board shall follow statutes regarding the application of a student who relocates in a different district but wants to continue attending his or her original resident district or current option district.

Nonresident students not going through option enrollment may also be admitted under a contract with the student's resident district at the discretion of the superintendent upon application and payment of tuition as stated in the contract. The tuition rate shall be the current per-pupil cost of the school district as computed by the superintendent.

Students whose residency in the district ceases during a school year may continue attending school for the remainder of the school year without payment of tuition.

The district may choose to provide transportation to the option student in the same manner as for resident students and may choose whether or not to charge the parents of those option students a fee to recover the district's costs for the transportation. All option students who qualify for free lunches are eligible for either free transportation or the reimbursement of transportation costs from school district as provided by the state statute. Students receiving special education services shall receive transportation services as provided in the student's Individualized Education Plan.

Legal Reference: Neb. Statute 79-215
79-232 to 246
NDE Rule 19.008

Cross Reference: 503 Student Attendance
801 Transportation

Policy
Adopted: 09/11/06
Amended: 11/09/09
Amended: 10/21/13
Revised: 10/16/17

COLUMBUS PUBLIC SCHOOLS
Columbus, Nebraska
Reviewed: 10/21/13
Reviewed: 2/17/14
Reviewed: 2/9/15
Reviewed: 9/20/16
Reviewed: 9/18/17
Reviewed: 2/12/18
Reviewed: 1/18/21
Reviewed: 1/10/22
Reviewed: 1/16/23

COLUMBUS PUBLIC SCHOOLS

ENROLLMENT OPTION: MAXIMUM STUDENT ENROLLMENT LIMITATIONS

REGULAR EDUCATION PROGRAMMING

According to Policy 502.02, the most recent applicable policy pertaining to option enrollment, the Board of Education by the March meeting will determine the maximum number of option students the Columbus School District No. 71-0001 may receive in any program, class, grade level, or school building.

The following resident student maximums are recommended for the 2024-2025 school year. When a building or grade level reaches the ratios indicated in the table, option enrollment and within-district transfers will be closed to those sections. However, as reasonable, the District may accept option students above these limitations if additional sections are added to accommodate the growth of resident student enrollment.

| GRADE LEVEL | MAXIMUM TOTAL PER CUT OFF NUMBER | STUDENT/TEACHER RATIO | GRADE LEVEL PROJECTED 2024-2025 ENROLLMENT |
|--------------------|---|------------------------------|---|
| K | 265 | 19:1 | |
| 1 | 265 | 19:1 | 272 |
| 2 | 265 | 19:1 | 296 |
| 3 | 275 | 23:1 | 284 |
| 4 | 275 | 23:1 | 295 |
| 5 | 285 | 23:1 | 301 |
| 6 | 285 | 23:1 | 309 |
| 7 | 285 | 23:1 | 316 |
| 8 | 285 | 23:1 | 262 |
| 9 | 300 | 25:1 | 361 |
| 10 | 300 | 25:1 | 310 |
| 11 | 300 | 25:1 | 327 |
| 12 | 300 | 25:1 | 355 |

SPECIAL SERVICES PROGRAMMING

To meet the diverse needs of resident students, the District operates a number of programs collectively called "student services." This programming includes, but is not limited to, services for students with disabilities, high-ability learners, and students learning English through the English Language Learners Program (ELL). Because all such programming is in addition to programming provided all students, all student services must be limited to the specific staff, facilities, and equipment of the District made necessary by resident students. Given this, each student that applies as an option student requiring and/or qualified for special services programming will be allowed to enroll as an option student only when the services to be provided may be delivered within the existing capacity (staff, facilities, and equipment) of the District to serve resident students. Parents and/or guardians with students requiring and/or qualifying for special services programming and seeking to use option enrollment to place a student in the Columbus Public Schools must supply appropriate District personnel with any and all relevant information, as requested, to determine the needs of the student and to determine whether those needs may be served within the existing capacity of the District. **As provided in Policy 502.02, "The District will not accept students for whom a contracted, out-of-district program required." "Contracted, out-of-district" programming includes contracted services. In addition, as provided in Policy 502.02, "Parents or legal guardians of option students are responsible for transportation to and from school."**

COLUMBUS PUBLIC SCHOOLS

**STUDENT-WITHIN-DISTRICT TRANSFER: MAXIMUM STUDENT ENROLLMENT
LIMITATIONS
REGULAR EDUCATION PROGRAMMING**

According to Policy 502.09, the most recent applicable policy pertaining to Student-Within-District Transfer, the Board of Education by the March meeting will determine the maximum number of students in each section the Columbus School District No. 71-0001 may receive in any program, class, grade level, or school building.

The following student maximums for the closure of each section for transfers are recommended for the 2024-2025 school year. However, as reasonable, the District may accept option students above these limitations if additional sections are added to accommodate the growth of resident student enrollment.

| GRADE LEVEL | WITHIN DISTRICT TRANSFER | TARGET STDNT/TCHR | PROJECTED 24-25 ENROLLMENT |
|-------------|--------------------------|-------------------|----------------------------|
| K | 19 | 20:1 | |
| 1 | 19 | 20:1 | 272 |
| 2 | 19 | 20:1 | 296 |
| 3 | 23 | 25:1 | 284 |
| 4 | 23 | 25:1 | 295 |
| 5 | N/A | 25:1 | 301 |
| 6 | N/A | 25:1 | 309 |
| 7 | N/A | 25:1 | 316 |
| 8 | N/A | 25:1 | 262 |
| 9 | N/A | 25:1 | 361 |
| 10 | N/A | 25:1 | 310 |
| 11 | N/A | 25:1 | 327 |
| 12 | N/A | 25:1 | 355 |

SPECIAL SERVICES PROGRAMMING

To meet the diverse needs of resident students, the District operates a number of programs collectively called "student services." This programming includes, but is not limited to, services for students with disabilities, high-ability learners, and students learning English through the English Language Learners Program (ELL). Because all such programming is in addition to programming provided all students, all student services must be limited to the specific staff, facilities, and equipment of the District made necessary by resident students. Given this, each student that applies as an option student requiring and/or qualified for special services programming will be allowed to enroll as an option student only when the services to be provided may be delivered within the existing capacity (staff, facilities, and equipment) of the District to serve resident students. Parents and/or guardians with students requiring and/or qualifying for special services programming and seeking to use option enrollment to place student in the Columbus Public Schools must supply appropriate District personnel with any and all relevant information, as requested, to determine the needs of the student and to determine whether those needs may be served within the existing capacity of the District. **As provided in Policy 502.02, "The District will not transfer students to sections that have reached the Maximum Total Per Section number.**

Exhibit

Revised: 2/09/15

Revised: 2/15/16

Revised : 2/20/17

Revised: 2/19/18

Revised: 2/11/19

Revised: 2/17/20

Revised: 1/18/21

Revised: 1/16/23

COLUMBUS PUBLIC SCHOOLS
Columbus, Nebraska

NONRESIDENT STUDENTS/OPTION ENROLLMENT

Students who are eligible to attend a Nebraska public school but who are not legal residents of the school district may be admitted into the school district in accordance with the option enrollment program authorized by state statutes. Option enrollment students shall be accepted without charge. ~~If the student has previously had an option enrollment accepted in any district, the application shall be rejected unless a statutory exception to this rule applies for that student.~~ The option shall be available once during elementary school, once during middle school or junior high school, and once during high school for a total of three times

Applications: Application for option enrollment should be made between September 1 and March 15 for enrollment during the following and subsequent school years. Upon agreement of the school boards of the resident district and the option (receiving) district, deadlines for application and approval of the option may be waived. Following the March 15 deadline, applications requesting admittance must contain a release approval from the resident ~~district prior to the option district's consideration for acceptance.~~ school district, or if the student is an option student at the time of such application and applying to become an option student at a subsequent option school district, a release approval from the option school district the student is attending at the time of such application,

When No Release Approval is Required: The application for option enrollment does not require a release from the resident district or the option school district the student is attending at the time of such application, and the receiving district the student is applying to attend has forty-five days to issue acceptance or rejection if:

1. after February 1 the student relocated to a different resident district, or
2. the student's option district merged with another district effective after February 1, and
3. the student's attendance would occur during the next immediate and subsequent school years.

~~For applications submitted by the March 15 deadline, written notification of approval or rejection of the application will be made before April 1 to the student's parent/guardian and the resident district.~~ **Initial Decision for Acceptance or Rejection:** The option school district the student is applying to attend shall provide the resident school district, and if applicable, the option school district the student is attending at the time of such application, with the name of the applicant on or before April 1 or, in the case of an application submitted after March 15, within sixty days after submission. If the district rejects an application for a student to option in or out, the district will provide notification by certified mail to the parent/guardian of the specific reasons for rejection including a description of services and accommodations required that the district does not have the capacity to provide, and the process for appealing the decision to the State Board of Education.

Attendance at Option District: In general, the option student shall attend the option district until graduation unless the student relocates in a different resident school district, transfers to a private or parochial school, or chooses to return to the resident school

Approved _____ Reviewed _____ Revised _____

~~The board shall adopt standards and conditions for acceptance or rejection of a request for release of a resident student submitting an option application after March 15-~~ district, or options into a subsequent option school district, except that no student may use the enrollment option program other than as provided in state statutes.

No option student shall attend an option school for less than one year unless the student relocates to a different resident school district, completes requirements for graduation prior to the end of his or her senior year, transfers to a private or parochial school, or upon mutual agreement of the resident and option school districts cancels the enrollment option and returns to the resident school district or the previous option school district the student was attending immediately prior.

Setting Standards for Acceptance or Rejection of an Option Request: Such standards shall not include the failure to meet the March 15 deadline. ~~For those applications,~~ The option district shall notify the parent/guardian and the resident district whether the application is accepted or rejected within sixty days after submission. False or substantively misleading information submitted by a parent/guardian on an application to an option district may be cause for the option district to reject a previously accepted application prior to the student's attendance.

The board shall adopt a resolution and publish its specific standards for acceptance and rejection of applications as an option school prior to October 15 of each school year for Approved _____ Reviewed _____ Revised _____ the next school year. Standards will conform to those set forth by state statute. These may include the capacity of a program, class, grade level, or school building.

The board shall also adopt standards and conditions for acceptance or rejection of a request for release of a resident student submitting an option application after March 15. Such standards shall not include the failure to meet the March 15 deadline.

Capacity for the district's special education services shall be determined on a case-by-case basis as determined by the Director of Special Education or designee. If the district receives an option enrollment application indicating the student has an individualized education program under the Individuals with Disabilities Education Act or may be eligible to receive special education or related services, it shall be evaluated to determine if the appropriate class, grade level, or school building in the district has the capacity to provide the student with the appropriate services and accommodations.

The standards shall not include previous academic achievement, athletic or other extracurricular ability, disabilities, proficiency in the English language, or previous disciplinary proceedings except as allowed by law.

Option Priorities: An option district shall give first priority for enrollment to siblings of option students within the requirements of state statutes. The board shall follow statutes regarding the application of a student who relocates in a different district but wants to continue attending his or her original resident district or current option district.

Acceptance or Rejection Procedures: The option district shall notify the parent/guardian and the resident district whether the application is accepted or rejected within sixty days after submission. False or substantively misleading information submitted by a parent/guardian on an application to an option district may be cause for the option district to reject a previously accepted application prior to the student's attendance.

If an application is rejected by the option school district or if the resident school district rejects a request for release, the rejecting school district shall provide written notification to the parent or guardian stating (a) the specific reasons for the rejection including, for students with an individualized education program under the Individuals with Disabilities Education Act., or with a diagnosed disability as defined in section 79-1118.01, a description of services and accommodations required that the school district does not have the capacity to provide, and (b) the process for appealing such rejection to the State Board of Education. Such notification shall be sent by certified mail.

The parent or legal guardian may appeal a rejection to the State Board of Education by filing a written request, together with a copy of the rejection notice, with the State Board of Education. Such request and copy of the notice must be received by the board within thirty days after the date the notification of the rejection was received by the parent or legal guardian. The hearing shall be held in accordance with the Administrative Procedure Act and shall determine whether the procedures of sections 79-234 to 79-241 have been followed. Any rejection based upon capacity limitations established under section 79-238 shall be the responsibility of the school district to prove in any appeal filed with the state board.

Reporting to the Department of Education: The district shall provide to NDE required information relating to all applications rejected by the option school district. Such information shall include, but not be limited to, (a) the number of applications rejected in each public school in such district, (b) an explanation why each application was rejected, and (c) whether each application for option enrollment indicated that the student had an individualized education program under the Individuals with Disabilities Education Act or had been identified as a student with a disability as defined in section 79-1118.01.

Nonresident Students: Nonresident students not going through option enrollment may also be admitted under a contract with the student's resident district at the discretion of

COLUMBUS PUBLIC SCHOOLS

ENROLLMENT OPTION: MAXIMUM STUDENT ENROLLMENT LIMITATIONS

REGULAR EDUCATION PROGRAMMING

According to Policy 502.02, the most recent applicable policy pertaining to option enrollment, the Board of Education by the March meeting will determine the maximum number of option students the Columbus School District No. 71-0001 may receive in any program, class, grade level, or school building.

The following resident student maximums are recommended for the 2023-2024 school year. When a building or grade level reaches the ratios indicated in the table, option enrollment and within-district transfers will be closed to those sections. However, as reasonable, the District may accept option students above these limitations if additional sections are added to accommodate the growth of resident student enrollment.

| GRADE LEVEL | MAXIMUM TOTAL PER CUT OFF NUMBER | STUDENT/TEACHER RATIO | GRADE LEVEL PROJECTED 2023-24 ENROLLMENT |
|--------------------|---|------------------------------|---|
| K | 265 | 19:1 | |
| 1 | 265 | 19:1 | 285 |
| 2 | 265 | 19:1 | 271 |
| 3 | 275 | 23:1 | 300 |
| 4 | 275 | 23:1 | 289 |
| 5 | 285 | 23:1 | 307 |
| 6 | 285 | 23:1 | 303 |
| 7 | 285 | 23:1 | 258 |
| 8 | 285 | 23:1 | 336 |
| 9 | 285 | 23:1 | 296 |
| 10 | 285 | 23:1 | 316 |
| 11 | 285 | 23:1 | 321 |
| 12 | 285 | 23:1 | 330 |

SPECIAL SERVICES PROGRAMMING

To meet the diverse needs of resident students, the District operates a number of programs collectively called "student services." This programming includes, but is not limited to, services for students with disabilities, high-ability learners, and students learning English through the English Language Learners Program (ELL). Because all such programming is in addition to programming provided all students, all student services must be limited to the specific staff, facilities, and equipment of the District made necessary by resident students. Given this, each student that applies as an option student requiring and/or qualified for special services programming will be allowed to enroll as an option student only when the services to be provided may be delivered within the existing capacity (staff, facilities, and equipment) of the District to serve resident students. Parents and/or guardians with students requiring and/or qualifying for special services programming and seeking to use option enrollment to place a student in the Columbus Public Schools must supply appropriate District personnel with any and all relevant information, as requested, to determine the needs of the student and to determine whether those needs may be served within the existing capacity of the District. **As provided in Policy 502.02, "The District will not accept students for whom a contracted, out-of-district program required." "Contracted, out-of-district" programming includes contracted services. In addition, as provided in Policy 502.02, "Parents or legal guardians of option students are responsible for transportation to and from school."**

COLUMBUS PUBLIC SCHOOLS

**STUDENT-WITHIN-DISTRICT TRANSFER: MAXIMUM STUDENT ENROLLMENT
LIMITATIONS
REGULAR EDUCATION PROGRAMMING**

According to Policy 502.09, the most recent applicable policy pertaining to Student-Within-District Transfer, the Board of Education by the March meeting will determine the maximum number of students in each section the Columbus School District No. 71-0001 may receive in any program, class, grade level, or school building.

The following student maximums for the closure of each section for transfers are recommended for the 2023-2024 school year. However, as reasonable, the District may accept option students above these limitations if additional sections are added to accommodate the growth of resident student enrollment.

| GRADE LEVEL | WITHIN DISTRICT TRANSFER | TARGET STDNT/TCHR | PROJECTED 23-24 ENROLLMENT |
|-------------|--------------------------|-------------------|----------------------------|
| K | 19 | 20:1 | |
| 1 | 19 | 20:1 | 285 |
| 2 | 19 | 20:1 | 271 |
| 3 | 23 | 25:1 | 300 |
| 4 | 23 | 25:1 | 289 |
| 5 | N/A | 25:1 | 307 |
| 6 | N/A | 25:1 | 303 |
| 7 | N/A | 25:1 | 258 |
| 8 | N/A | 25:1 | 336 |
| 9 | N/A | 25:1 | 296 |
| 10 | N/A | 25:1 | 316 |
| 11 | N/A | 25:1 | 321 |
| 12 | N/A | 25:1 | 330 |

SPECIAL SERVICES PROGRAMMING

To meet the diverse needs of resident students, the District operates a number of programs collectively called "student services." This programming includes, but is not limited to, services for students with disabilities, high-ability learners, and students learning English through the English Language Learners Program (ELL). Because all such programming is in addition to programming provided all students, all student services must be limited to the specific staff, facilities, and equipment of the District made necessary by resident students. Given this, each student that applies as an option student requiring and/or qualified for special services programming will be allowed to enroll as an option student only when the services to be provided may be delivered within the existing capacity (staff, facilities, and equipment) of the District to serve resident students. Parents and/or guardians with students requiring and/or qualifying for special services programming and seeking to use option enrollment to place student in the Columbus Public Schools must supply appropriate District personnel with any and all relevant information, as requested, to determine the needs of the student and to determine whether those needs may be served within the existing capacity of the District. **As provided in Policy 502.02, "The District will not transfer students to sections that have reached the Maximum Total Per Section number.**

Exhibit

Revised: 2/09/15

Revised: 2/15/16

Revised : 2/20/17

Revised: 2/19/18

Revised: 2/11/19

Revised: 2/17/20

Revised: 1/18/21

Revised: 1/16/23

COLUMBUS PUBLIC SCHOOLS

Columbus, Nebraska

EMPLOYEE CONFLICT OF INTEREST

Employees' use of their position with the school district for financial gain shall be considered a conflict of interest with their position as employees and may subject employees to disciplinary action.

Employees have access to information and a captive audience that could award the employee personal or financial gain. No employee may solicit other employees or students for personal or financial gain to the employee without the approval of the superintendent. If the approval of the superintendent is given, the employee must conduct the solicitations within the conditions set by the superintendent. Further, the superintendent may, upon five days notice, require the employee to cease such solicitations as a condition of continued employment.

Employees shall not act as an agent or dealer for the sale of textbooks or other school supplies. Employees shall not participate for personal financial remuneration in outside activities wherein their position on the staff is used to sell goods or services to students or to parents. Employees shall not engage in outside work or activities where the source of information concerning the customer, client or employer originates from information obtained because of the employee's position in the school district.

It shall also be a conflict of interest for an employee to engage in any outside employment or activity which is in conflict with the employee's official duties and responsibilities. In determining whether outside employment or activity of an employee creates a conflict of interest, situations in which an unacceptable conflict of interest shall be deemed to exist shall include, but not be limited to, any of the following:

1. The outside employment or activity involves the use of the school district's time, facilities, equipment and supplies or the use of the school district's badge, uniform, business card or other evidences of office to give the employee or the employee's immediate family an advantage or monetary benefit that is not available to other similarly situated members or classes of members of the general public. For purposes of this section, a person is not "similarly situated" merely by being related to an employee who is employed by the school district.
2. The outside employment or activity involves the receipt of, promise of, or acceptance of more or other consideration by the employee or a member of the employee's immediate family from anyone other than the school district for the performance of any act that the employee would be required or expected to perform as part of the employee's regular duties or during the hours during which the employee performs service or work for the school district.
3. The outside employment or activity is subject to the official control, inspection, review, audit or enforcement authority of the employee during the performance of the employee's duties.

If the outside employment or activity is employment or activity in (1) or (2) above, the employee must cease the employment or activity. If the activity or employment falls under (3), then the employee must:

- Cease the outside employment or activity; or
- Publicly disclose the existence of the conflict and refrain from taking any official action or performing any official duty that would detrimentally affect or create a benefit for the outside employment or activity. Official action or official duty includes, but is not limited to, participating in any vote, taking affirmative action to influence any vote, or providing any other official service or thing that is not available generally to members of the public in order to further the interests of the outside employment or activity.

It shall be the responsibility of each employee to be aware of and take the necessary action to eliminate a potential conflict of interest should it arise.

Cross Reference: 202.02 Board Member Conflict of Interest
 403.04 Gifts to Employees
 403.06 Employee Outside Employment

Policy
Adopted: 3/13/06

COLUMBUS PUBIC SCHOOLS
Columbus, Nebraska
Reviewed: 11/9/09

EMPLOYEE CONFLICT OF INTEREST

Employees' use of their position with the school district for financial gain shall be considered a conflict of interest with their position as employees and may subject employees to disciplinary action.

No employee earning more than one hundred fifty thousand dollars annually in salary and benefits may enter into any contract, agreement, or understanding on the district's behalf that may cause financial benefit to the employee, a member of the employee's immediate family, or a business with which the employee is associated, without prior full disclosure of the conflict to the board, and without prior approval by the board.

Employees have access to information and a captive audience that could award the employee personal or financial gain. No employee may solicit other employees or students for personal or financial gain to the employee or employee's spouse without the approval of the superintendent. If the approval of the superintendent is given, the employee must conduct the solicitations within the conditions set by the superintendent. Further, the superintendent may require the employee to immediately cease such solicitations as a condition of continued employment.

Employees shall not act as an agent or dealer for the sale of textbooks or other school supplies. Employees shall not participate for personal financial remuneration in outside activities wherein their position on the staff is used to sell goods or services to students or to parents. Employees shall not engage in outside work or activities where the source of information concerning the customer, client or employer originates from information obtained because of the employee's position in the school district.

It shall also be a conflict of interest for an employee to engage in any outside employment or activity which is in conflict with the employee's official duties and responsibilities. In determining whether outside employment or activity of an employee creates a conflict of interest, situations in which an unacceptable conflict of interest shall be deemed to exist shall include, but not be limited to, any of the following:

1. The outside employment or activity involves the use of the school district's time, facilities, equipment and supplies or the use of the school district's badge, uniform, business card or other evidences of office to give the employee or the employee's immediate family an advantage or monetary benefit that is not available to other similarly situated members or classes of members of the general public. For purposes of this section, a person is not "similarly situated" merely by being related to an employee who is employed by the school district.
2. The outside employment or activity involves the receipt of, promise of, or acceptance of more or other consideration by the employee or a member of the employee's immediate family from anyone other than the school district for the performance of any act that the employee would be required or expected to perform as part of the

employee's regular duties or during the hours during which the employee performs service or work for the school district.

3. The outside employment or activity is subject to the official control, inspection, review, audit or enforcement authority of the employee during the performance of the employee's duties.

If the outside employment or activity is employment or activity in (1) or (2) above, the employee must cease the employment or activity. If the activity or employment falls under (3), then the employee must:

- Cease the outside employment or activity; or
- Publicly disclose the existence of the conflict and refrain from taking any official action or performing any official duty that would detrimentally affect or create a benefit for the outside employment or activity. Official action or official duty includes, but is not limited to, participating in any vote, taking affirmative action to influence any vote, or providing any other official service or thing that is not available generally to members of the public in order to further the interests of the outside employment or activity.

It shall be the responsibility of each employee to be aware of and take the necessary action to eliminate a potential conflict of interest should it arise.

Legal Reference: NDE Rule 27.004.03F

Cross Reference: 202.02 Board Member Conflict of Interest
403.04 Gifts to Employees
403.06 Employee Outside Employment

Approved _____ Reviewed _____ Revised _____

To: Board of Education
From: Leonard Kwapnioski
CC: Dr. Kay
Date: August 9, 2024
Re: Safety & Security Members

I recommend that the Board of Education approve the Safety & Security committee members for the 2024-2025 school year as submitted. Need to verify what board members are to serve on this committee.

If you have any questions, please let me know.

Thanks.

Leonard

CN - Andy Luebbe

LC - JP Holys

WP - Paula Lawrence

HS - Dave Hiebner

EM - Angie Luebbe

NP - Bob Hausman

MS - Jordon Anderson

MA - Mike Grutsch

Crisis Committee:

Sara Colford, Jessy Hill

SRO

Jodi Hefti, Josh Loontjer

AD - Leonard Kwapnioski, Cherie Van Dyke

Board Members - TBA

WEAPONS

The board believes weapons and other dangerous objects and look-a-likes in school district facilities including concealed weapons cause material and substantial disruption to the school environment or present a threat to the health and safety of students, employees and visitors on the school district premises or property within the jurisdiction of the school district.

This shall not apply to the issuance of firearms to or possession by members of the armed forces of the United States, active or reserve, National Guard of this state, or Reserve Officers' Officers Training Corps, peace officers, authorized law enforcement officers, or authorized retired law enforcement officers when on duty or training.

Weapons and other dangerous objects and look-a-likes shall be taken from students and others who bring them onto the school district property or onto property within the jurisdiction of the school district or from students who are within the control of the school district.

The term "dangerous object" shall include, but not limited to noxious or flammable material, fireworks, devices intended to administer an electric shock (tasers, electric batons, prods, or stun guns) chemical weapons (i.e. mace, pepper spray), martial arts weapons or other instruments including those which eject a projectile or substance of any kind, or any replica or facsimile of any of the above, whether functional or nonfunctional, whether designed for use as a weapon or for some other use. Edged weapons are considered dangerous objects if they can be described as a hand-held tool that by design has a bladed or sharpened point and are used for **stabbing**, cutting, hacking, or slashing objects **and is designed to injure/harm individuals or its misuse results in the injury/harm to individuals.**

Parents of students found to possess weapons or dangerous objects or look-a-likes on school property shall be notified of the incident. Confiscation of weapons or dangerous objects including concealed weapons shall be reported to the law enforcement officials, and students will be subject to disciplinary action including suspension or expulsion.

Students bringing firearms as defined in 18 U.S.C. 921 to school or knowingly possessing firearms including concealed firearms at school may be expelled for a period of not less than one year. Students bringing to school or possessing dangerous weapons, including firearms, will be referred to law enforcement authorities. The superintendent shall have the authority to recommend this expulsion requirement be modified for students on a case-by-case basis. For purposes of this portion of this policy, the term "firearm" includes, but is not limited to, any weapon which is designed to expel a projectile by the action of an explosive, the frame or receiver of any such weapon, a muffler or silencer for such a weapon, or any explosive, incendiary or poison gas.

Weapons or dangerous objects under the control of law enforcement officials shall be exempt from this policy. This policy does not prohibit firearms contained in a private vehicle operated by a nonstudent adult or prohibited person that are locked inside the

glove box, trunk, or other compartment of the vehicle, a storage box securely attached to the vehicle, or, if the vehicle is a motorcycle, other than an autocycle, a hardened compartment securely attached to the motorcycle while the vehicle is in or on such parking area. Firearms also may be possessed by a person for the purpose of using them, with the approval of the school, in a historical reenactment, in a hunter education program, or as part of an honor guard. The principal may allow authorized persons to display weapons or other dangerous objects or look-a-likes for educational purposes and must be kept in a designated location during the school day. Such a display shall also be exempt from this policy. It shall be the responsibility of the superintendent, in conjunction with the principal, to implement this policy.

Legal Reference: Neb. Statute 79-263
 Neb. Statute 28-1204.04
 Improving America's Schools Act of 1994, P.L. 103-382.
 18 U.S.C. § 921 (1994).
 McClain v. Lafayette County Bd. of Education, 673 F.2d
 106 (5th Cir. 1982).

Cross Reference: 505 Student Discipline
 508 Student Health and Well-Being

Policy
Adopted: 9/11/06

COLUMBUS PUBLIC SCHOOLS
Columbus, Nebraska

Revised: 8/12/24