

Regular Meeting

Mission: "Engaging All Learners to Achieve Success"

The Regular Meeting started at 5:30 PM on Monday, June 13, 2022. The meeting was held at Columbus Public Schools Administration Building
2508 27th St.
Columbus, NE 68601

Candace Becher: Present

Mark Brown: Present

Michael Jeffryes: Absent

Doug Molczyk: Present

Theresa Seipel: Present

Douglas Willoughby: Present

I. Board Meeting

I.A. Call to Order

I.B. Roll Call of Board

Mike Jeffryes was excused from the meeting.

I.C. Pledge of Allegiance

I.D. Notice of Open Meeting Posted

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

I.E. Mission Statement

I.F. Opportunity for Public to be Heard

I.G. Executive Session

I.H. Board Special Functions

I.H.1. Approval of the salary and benefits for 2022-2023 Superintendent Contract as outlined on Schedule D and extends the contract to the 2024-2025 school year.

I.H.2. CMS Student Handbook 2022-23

Jordon Anderson, Assistant Principal at CMS shared the changes that are being made to the student handbook for 2022-23. Updates always include the new school calendar, table of contents and Title IX changes. Discussion regarding students receiving the signature sheets for receipt of the Student Handbook from the registrar when registering after the beginning of the school year. The signature sheets are required in case they are needed at a later date. Language updated on smartwatches and cell phones being turned off and kept in a locker or backpack. Mr. Anderson said there was some clarification added in the section that gives information on sexual harassment, this information came from the training session provided to administrators. There is a change being made with our Google applications and technology that includes a single sign on with Classlink, this information has been added to the handbook. State statute and district policy regarding the addition of knives and lookalike weapons in the firearms' section of the handbook. There was some confusing language about absences and make-up work. Mr. Anderson said that was simplified and also added that the teachers work with families to allow students time to get make-up work done. Discussion on allowable practices for wearing or displaying student identification. The I.D. needs to be visible, this is mandatory, language in the handbook will clarify this for students. The illness protocol was included with "sickness" instead of "COVID" in the language. School device insurance is included in the handbook, Mr. Anderson said there was some confusion on completing the form, and so they changed it for easier understanding. The current pricing is not available yet and will be added once they have the information or possibly a link to get this information.

I.H.3. First Reading of Policy 504.14 Tobacco/Alcohol/Drugs

Dr. Troy Loeffelholz talked about this policy, most information stayed the same, suspensions and disciplinary actions were changed. Language was added to make the discipline flexible depending on the offense. "Up to" 19 days was added and Boys and Girls Home and CPS Alternative School were removed as reassignment options.

I.H.4. First Reading of Policy 503.09 Homeless Students

Dr. Loeffelholz spoke on this updated policy from KSB Law. More information to identify homeless liaison. That person will identify a family in coordination with NDE, community

groups and school personnel. Once the status is declared the liaison will ensure the family is receiving services.

I.H.5. Swimming CO-OP Request from Lakeview Community Schools

Dr. Loeffelholz received a request from Lakeview signed by Dr. Plas, the board and the Activities Director to look at a COOP for swimming. He said we had this happen 6 years ago, they only had one swimmer, we did not approve it. We have typically created a COOP with schools in our district boundaries. Dr. Loeffelholz said the swimming program numbers are down, we used to have 60-70 swimmers, now we have about half that. He is not sure why numbers are down, possibly a fear of not having a pool to use in the future. He said there is no pressure from them, this is a request on behalf of one student. Mark Brown, Board Member said we must think about what benefits our students and program. Also, discussion to hear opinions from Dave Hiebner, CHS Principal and Alyssa Dillon, CHS Head Swim Coach. There is a charge to those students who come from another school to participate.

I.H.6. Approval of the 2022-23 Elementary Handbook

West Park Principal Paula Lawrence gave an update on the Elementary Handbook changes. She said only a few changes were made from last year. Liability waiver/Hold Harmless, date was changed. LMHP added to the list with Counselors, School Psychologists and School Social Workers. Some language was changed regarding parent volunteers for field trips. Mrs. Lawrence said the illness protocol was changed to say "sickness" instead of "COVID". The change to proficiency reporting at the elementary level changed the label of report cards to progress reports in the handbook. Discussion on the drinks not permitted at school and what is allowed. Mrs. Lawrence said they added information on discipline for pulling fire alarms, falsely reporting bomb threats and inappropriate use of iPads was added. Along with the financial responsibility of lost/damaged iPad or accessories. Appropriate email use was addressed along with the disciplinary action for inappropriate use.

I.H.7. MOU Between Columbus Public Schools and Columbus Public Schools Foundation

Chip Kay, Director of Finance and Human Relations talked about the MOU with the CPS Foundation regarding the child development side of the Kramer Education Center. He said in establishing best practices for the lease. The MOU says the lease price is \$3600.00 per year, paid every 6 months. It includes capping electricity costs. CPS is responsible for the shell of the facility, they will be responsible for their space, this works to the advantage of both parties. Creating the MOU gives them the opportunity to look for grants and funding. The Foundation attorney looked at the agreement.

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

I.J. Consent Agenda

I.J.1. Approval of Minutes

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

Mr. Kay gave a brief summary of Financial Reports M2, M3, M4a. Most account balances are where expected. He said most concerned with the General Fund, as it is still behind. Not much movement in the Special Building Fund, he will start drawing funds out in July for the December lease purchase payment. Revenue detail is at 75%, typically we are behind at this time of year. He said we are behind in property tax and ahead in property tax credit.

I.J.3. Financial Report M5

The M5 report shows payments for contracted services such as the City of Columbus Finance Department for permits/fees and an SRO payment. Curriculum costs from TCI.

I.J.4. Certified Personnel

Mr. Kay said we are seeing more hiring and less resignations. Administrators have worked really hard at getting teachers hired. Today we had a second teacher that accepted and signed the contract and has decided not to teach next year. Mr. Kay said a complaint will be filed because the contract was not fulfilled. CPS will follow state statute on this issue.

Mr. Kay also explained the language for long term sub-6-8 weeks and a contracted sub who will perform all duties of a teacher, and be given all the same rights as our teachers. Will contract semester by semester. They are at a step 1 on the pay scale, this is a fair way to pay them. This practice may attract some other retired teachers. Mr. Kay also said kudos to Amy Haynes, CMS Principal and her staff for stepping up to take care of the math teacher need at CMS.

I.J.5. Classified Personnel

Mr. Kay said we typically lose some of our classified staff at this time. Hiring for classified staff will open up in July to hire for next school year.

I.J.6. Professional Travel

Dr. Loeffelholz summarized the report, attendance at state baseball, state track, state golf, mental health conference and an EHA Wellness photoshoot.

I.K. Acceptance of Gifts/Donations

The Foundation report is showing total contributions for the month as \$27,536.38; for the year \$161,978.35. The end of year activity with sports boosters and post-prom, a lot of money moving at this time of the year.

I.L. Business Operations and Human Relations

I.L.1. Administrative Functions

I.L.1.1. Meal prices for 2022-23

Mr. Kay shared the meal prices for next year, the prices are based on a paid lunch equity tool, which will allow our prices to increase by 10 cents.

I.L.1.2. Declaration of Surplus Property

The surplus list includes, paint, easels, microscopes, goggles, magazine holders. All will be discarded, very old items.

I.L.2. Updates

I.L.2.1. Non-Personnel Expenditures and Updated Budget Summary for 2022-23

Updates from Mr. Kay included information on the budget shortfall, he shared cuts made outside of personnel. No cuts will be made in special education. All Rule 10 procedures must be met without cuts.

Mr. Kay said 80-87% of the budget is for salaries. He is hearing positive information about property valuation. It will help this year, but we lose it for next year.

I.M. Buildings & Sites/Technology

I.M.1. Administrative Functions

I.M.2. Updates

Dr. Loeffelholz shared that Leonard Kwapnioski, Director of Buildings/Sites and Technology, is on vacation, back on Wednesday. He said maintenance has started on summer work projects. Sidewalks in front of the administration building is being redone.

I.N. Curriculum and Instruction

I.N.1. Administrative Functions

I.N.2. Updates

Amy Romshek said she has been working with Eric Edzards on proficiency reporting so it is correct on reports. Dr. Loeffelholz said Dr. Romshek doesn't have many work days left and this is her last board meeting.

I.O. Student Services

I.O.1. Administrative Functions

I.O.2. Updates

Jason Harris, Director of Student Services and Special Education is out on sick leave. He has suffered an extensive injury. Dr. Loeffelholz said Mr. Harris is working at home, now is the time to work on federal reimbursements. He attended a section 504 conference today.

I.P. Superintendent's Report

Dr. Loeffelholz thanked the board for their confidence in him with renewal of his contract. He talked about attending the Nebraska High School Theater Awards. CMS was recognized with three awards for their musical Moana Jr. He also talked about NASB dropping their membership from NSBA.

The next board meeting will be on July 11 at the Ramada Inn, we will have a New Teacher Meet and Greet. Dinner will be at 5:00.

There are a lot of vacations coming up at district office.

I.Q. Board Sharing

The Board is hoping everyone is having a good summer and enjoying their time away.

Doug Willoughby, Board Vice President, shared information regarding the new Central City event center/tornado shelter funded by FEMA.

Doug Molczyk, Board President, said sitting on the board of education is very rewarding especially graduation, he will really miss shaking the graduates hands next year.

II. Adjourn

Adjourned at 7:51.

I, the undersigned, being the duly qualified Secretary for the School District No. 1 of Columbus, Nebraska, certify that the preceding is a true and correct copy of the minutes of the Regular School Board meeting of Monday, June 13, 2022.

President

Secretary

Superintendent Pay Transparency Notice—Proposed Contract - Dr. Troy Loeffelholz

Notice is hereby given that **Columbus Public Schools** has approval of a proposed superintendent employment contract/contract amendment on its agenda for the board meeting to be held on **June 13, 2022** at **5:30 pm** at the **CPS Administration Building, 2508 27th Street**, Large Conference Room in Columbus, Nebraska.

After the 2022/23 school year, how many years remain on the contract: (Column F must be completed if additional years remain on contract.)

2

The estimated costs to the district for the 2022/23 year and future years are listed below:

	2022/23 Base Pay, Additional Compensation & Benefits	Future Base Pay, Additional Compensation & Benefits per Contract	TOTAL CONTRACT COST
Base Pay for the Total FTE	\$ 243,109.00	\$ 486,218.00	\$ 729,327.00
Compensation for activities outside of the regular salary:			
• <i>Extended contracts/Activities outside of regular salary</i>			\$ -
• <i>Bonus/Incentive/Performance Pay</i>			\$ -
• <i>Stipends</i>			\$ -
• <i>All other costs not mentioned above</i>			\$ -
Benefits and Payroll Costs Paid by district:			
• <i>Insurances (Health, Dental, Life, Long Term Disability)</i>	\$ 2,297.00	\$ 4,594.00	\$ 6,891.00
• <i>Cafeteria Plan Stipend</i>			\$ -
• <i>Cash in lieu of insurance</i>	\$ 26,321.00	\$ 52,642.00	\$ 78,963.00
• <i>Employee's share of retirement, deferred compensation, FICA and Medicare <u>if paid by the district</u></i>			\$ -
• <i>District's share of retirement, FICA and Medicare</i>	\$ 47,420.00	\$ 94,840.00	\$ 142,260.00
• <i>IRS value of housing allowance</i>			\$ -
• <i>IRS value of vehicle allowance</i>			\$ -
• <i>Additional leave days</i>			\$ -
• <i>Annuities</i>			\$ -
• <i>Service credit purchase</i>			\$ -
• <i>Association /Membership dues</i>	\$ 1,500.00	\$ 3,000.00	\$ 4,500.00
• <i>Cell Phone/Internet reimbursement</i>	\$ 1,800.00	\$ 3,600.00	\$ 5,400.00
• <i>Relocation reimbursement</i>			\$ -
• <i>Travel allowance/reimbursement</i>			\$ -
• <i>Mileage Allowance</i>	\$ 6,000.00	\$ 12,000.00	\$ 18,000.00
• <i>Educational tuition assistance</i>			\$ -
• <i>All other benefit costs not mentioned above</i>			\$ -
Totals:	\$ 328,447.00	\$ 656,894.00	\$ 985,341.00

CMS Student Handbook

2022-23 Changes

First pages changes:

- Updated 2022-23 School Calendar
- Updated the Table of Contents (pages 4-7)
- Updated Title IX policy

Page 8 - Signature Sheets

Updated:

State law establishes the Student Rights and Responsibilities identified below. State rights and responsibilities are automatically school district policy as well as building-level policy. Therefore, we must be sure that students and parents have been given the opportunity to read them. SIGNATURE SHEETS, which will be sent home prior to the first full week of school, should be signed by parents and students and returned according to the deadline printed on the sheet. **Students that register after the start of the school year will receive a handbook and signature sheet at the administration building. Parents and students should sign and return the signature sheet at the time of registration or on their first day.** In order to assure students understand what the Student Rights, Rules, and Responsibilities information means, school personnel will also be reviewing it with students during the first week of the school year.

Page 9 - I-F Freedom from Sexual Discrimination

Add - Updated Title IX policy

Updated:

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

Page 17 - IV-J Smartwatches, Cell Phones

Add - "or backpack" - Students must comply with placing their cell phone turned off and in their locker or backpack during the school day.

Updated:

Students may not use cell phones while at school, except as permitted in this handbook. Students may use their personal device in the morning waiting area, so long as they do not create a distraction or a disruption. Students may not use cell phones or other electronic devices in locker rooms or restrooms. Students are personally and solely responsible for the security of their cell phones and other electronic devices. Students must comply with placing their cell phone turned off and in their locker **or backpack** during the school day. ~~Each teacher's classroom rules regarding cell phone use in class.~~ The school

district is not responsible for theft, loss, or damage of a cell phone or any calls, communications, or transactions made on a cell phone.

Page 24 - IV-AH Sexual Harassment

Updated:

IV-AH Sexual Harassment

Sexually harassing student(s), school personnel, volunteers or visitors is prohibited at school, on school grounds, at school-sponsored events or on their way to and from school. Online harassment falls under the jurisdiction of the school when it interferes with the academic performance of the student, uses school technology, or is posted/created during school hours.

Sexual Harassment The Columbus Public Schools is committed to maintaining an educational setting that is free of sexual harassment. Sexual harassment is an illegal action relevant to Title IX, Title VII, and Nebraska State Statute, Columbus Board Policy 404.06 and Columbus Board Policy 103.00. Sexual harassment will not be tolerated and the Columbus Middle School administration will take immediate and appropriate action upon notification of offense.

At Columbus Middle School, sexual harassment will be defined as any unwelcome advances, a request for sexual favors, verbal or physical conduct of a sexual nature by a student toward another student when the conduct has an effect of interfering with academic performance of the student or creating an intimidating, hostile, offensive or unsafe learning environment. Harassment can be verbal, written, physical, or electronic. This procedure and definition of sexual harassment will also include unwanted advances by a student toward an employee. As used in this policy the word "student" shall mean any resident student of the district, any student being served by contract with another educational agency or any other person of school age attending the district for educational reasons. The word "employee" shall mean any person who is employed by the district.

Employee Title IX Coordinator

Chip Kay

Director of Finance & Human Resources

2508 27th St, Columbus, NE 68601

402-563-7000 x 13595

kayc@discoverers.org

Student Title IX Coordinator

Tim Kwapnioski

CHS Activities Director

3434 Discoverer Dr, Columbus, NE 68601

402-563-7050 x 13452

kwapnioskit@discoverers.org

It is the policy of Columbus Public Schools that no person shall, on the basis of sex, be excluded from participation in, be denied the benefits of, or be subject to discrimination under any of the school district's programs or activities. The school district is required by Title IX (20 U.S.C. § 1681) and 34

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The full Title IX Policy of Columbus Public Schools may be found by following this link to Policy 103.00 Title IX.

<https://meeting.sparqdata.com/public/Book/71?docTypeId=308&file=ae1069c0-0096-4d8e-abb4-ba0d567d0059>

TITLE IX FLOW CHART

FORMAL COMPLAINT FORM

Training of all Title IX coordinators, investigators, decision makers and any person who facilitates an informal resolution process was completed on October 21, 2021 by KSB Law. Training materials may be found at <https://www.ksbschoollaw.com/new-events/2021/10/21/columbus-title-ix-admin-training>.

The Columbus Public Schools Board of Education completed training on February 14, 2022 with KSB Law. <https://5il.co/16254>

Page 26 - IV-AM Google Docs/Technology

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

Page 28 - IV-AO Firearms, Weapons, Knives, Explosives, Dangerous Objects, and Look-a-Likes.

Updated:

IV-AO Firearms, Weapons, Knives, Explosives, Dangerous Objects, and Look-a-Likes.

The before-mentioned material items are prohibited on school district property, or at school district-sponsored events unless authorized by proper school authorities.

A student shall not knowingly possess, handle, or transmit any object or material that is ordinarily or generally considered a weapon. Students who violate this may be expelled up to one calendar year. (Neb. Rev. Stat. § 79-263 & § 79-267) or that has the appearance of a weapon (including a starter gun, paintball gun, airsoft gun, or pellet gun) or bringing or possessing any explosive device (including fireworks or any item that can be used as an ignitor, such as matches and lighters).

A student in possession of a firearm will be expelled from school for a period of one calendar year, as stated in Neb. Rev. Stat. § 79-263

Weapons and other dangerous objects and look-a-likes in school district facilities cause material and substantial disruption to the school environment or present a threat to the health and safety of students,

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

Page 34 - V-E Make-Up Time for Absences

Deleted: "two days for every day they were absent"

Updated:

Students are responsible for making up all work missed because of absences. **Students will be allowed the number of days absent plus one (1) additional day two days for every day they were absent to make up for missed work.** Special arrangements can be made with individual teachers for unusual circumstances. It is the student's responsibility to see instructors for work missed during absences, or assignments may be obtained online on the team pages, Google Classroom, or via email. Students on suspension are expected to have work completed upon their return to class. Students on suspension who do not have their work complete will be assigned to in-school suspension until it is completed. If students are absent for more than one day due to illness, parents may request prior to 10 a.m. to pick up assignments after 4:00 p.m., the office is open until 4:30 p.m.

Page 44 - VII-M Lanyards, ID Cards & Activity Stamps

Add - "encouraged" - Students are encouraged to wear a lanyard with a picture identification card.

Updated:

Students are encouraged to wear a lanyard with a picture identification card. Picture identification cards, made at Columbus Middle School, are **mandatory** for every student. The picture identification cards will have the individual student's picture and barcode. There will be a \$5.00 replacement fee for lost or significantly damaged picture identification cards. Students who have lost or damaged their picture ID cards should get them replaced in the CMS office as soon as possible. Students can only use their current year's ID card, and their photo must remain visible. This ID card can also be turned into an activity pass if a student purchases a **\$35.00** C-stamp. C-stamps are sold at the middle school front office. The C-stamp permits admission to most Columbus High School and Columbus Middle school events. A record of who has purchased C-stamps is kept in the middle school office, and they can be replaced free of charge **with a new ID card.**

Update:

The following rules and expectations will be effective during the 2022-2023 school year. These rules and expectations are intended to ensure the health and safety of all students, staff members, and the overall community. Because of the fluid nature of viruses and other forms of illness, these rules and expectations are subject to change at any time. The District will send parents and students written notification of any such changes. It is each family's responsibility to monitor for, understand, and adhere to any such changes, including those changes implemented on short notice. If a parent or student ever has any questions about the interpretation or implementation of these rules and expectations, the parent or student should promptly contact their building administrator.

1. **Symptoms of Illness.** A student who experiences, or has experienced symptoms of a form of illness needs to be cautious of their health for their safety and others around them. For the benefit of all students, any student who experiences more than minor symptoms should stay home until they feel better. If a student displays more than minor symptoms while at school, the student may be sent home and it is the parent's responsibility to promptly retrieve the student from school. Students who miss school due to illness will generally not be counted as an unexcused absence, though the administration reserves the right to deem an absence as unexcused if the administration determines that a student has not been honest.
2. **Preventing Exposure.** In addition to a student staying home when they feel sick, each student is responsible for taking reasonable efforts to prevent the spread of illness. These efforts include, but are not limited to, washing hands, avoiding the sharing of food or drinks, avoiding others who are sick, practicing good hygiene, and the like. Although the District is not responsible in any way for a student becoming ill, and each parent and student assume the risk of illness every day by attending school, the District strongly encourages students and parents to proactively prevent exposure and the spread of any illness in school.
3. **Make Up Work.** A student who does not attend school due to illness must coordinate with their teacher(s) on any makeup work or missed assignments. Ordinarily, students will not be penalized academically if they miss school because they are legitimately sick. However, the student is ultimately responsible for communicating and following-up with their teacher(s) to make up any missed work and/or prevent receiving any penalties for missed work. Finally, the District does not offer remote learning when a student is unable to attend school in-person.
4. **Activities.** A student will not be permitted to participate in activities if the student has been sick on the day of the activity or if the administration determines that the student has symptoms of being sick.
5. **Failure to be Honest.** These rules and expectations are designed and will be implemented to ensure, to the extent practicable, the health and safety of all students and staff. The District will endeavor to balance the need to ensure the health and safety of school premises, while not intruding on a family's confidential medical information. With that in mind, students and families are expected to be honest with the District regarding a student's illness or symptoms. In any circumstance, if the

District determines that a parent or student has not been honest or forthright with information or facts provided (or not provided) to the District about a student's potential illness or symptoms, the District may exclude a student for a longer period of time (for health and safety reasons) or may impose disciplinary consequences.

6. Other Health and Safety Rules. At any time, a staff member may impose or require a student to undertake other health and safety requirements (such as frequent hand washing, maintaining social distancing, and the like). A student must follow such health and safety requirements or face discipline, like any other rule issued by a staff member.

Page 55 - Device Protection

Updated:

Each student is responsible for the protection of their device. If students choose to buy their own personal bag for the device, they may choose to do so at their own expense/risk. Any damage to the device falls on the responsibility of the student.

Delete -

- Each student will be issued a bag to store his/her Chromebook. It should be used whenever the Chromebook is being transported or not in use.
- 8th grade students will turn in their CPS issued bag at the end of the year.
- Although the bags are reinforced to help protect the Chromebook, they are not guaranteed to prevent damage. It remains the student's responsibility to care for and to protect his/her device.

Page 60 - CPS ChromeBook Acceptable Use Agreement

Update: Estimated Cost and Repair/Replacement once prices are determined.

Page 65 - CPS ChromeBook Acceptable Use Agreement

Add - "Purchase" "Reject" and "Student ID Number" on the form.

Updated:

Acceptance of Liability

** Please INITIAL the plan you are choosing*

_____ PLAN #1 - Purchase Damage Protection Plan:

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

_____ PLAN #2 - Reject Damage Protection Plan:

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

Print Full Student Name Here

Student ID Number (REQUIRED)

Grade

Student Signature

Date

Parent/Guardian Signature (REQUIRED)

Date

Print Full Parent/Guardian Name Here (REQUIRED)

Columbus Middle School



Engaging All Learners to Achieve Success!

Student Handbook 2022-2023

COLUMBUS MIDDLE SCHOOL

Main Switchboard 402-563-7060 ~ School Fax 402-563-7068

Administration

Mrs. Amy Haynes, Principal
 Mr. Jordon Anderson, Assistant Principal/Activities Director
 Mrs. Adriana Carnes, Assistant Principal
 Mrs. Erika Hiemstra, Assistant Principal

2022-2023 Calendar for Columbus Middle School

<p>August 2022</p> <p>8/16 First Day 6th,7th,8th 8/17 First Day 5th 8/18 First Full Day All Grades 8/24 2:35 Early Dismissal 8/31 2:35 Early Dismissal</p> <p>September 2022</p> <p>9/5 Labor Day - No School 9/7 2:35 Early Dismissal 9/14 2:35 Early Dismissal 9/21 2:35 Early Dismissal 9/23 Noon Dismissal 9/28 P/T Conferences 9/29 P/T Conferences - No School 9/30 No School</p> <p>October 2022</p> <p>10/5 2:35 Dismissal 10/12 2:35 Dismissal 10/20 Noon Dismissal/1st Quarter Ends 10/21 No School 10/24 2nd Quarter Begins 10/26 2:35 Dismissal</p> <p>November 2022</p> <p>11/2 2:35 Dismissal 11/11 No School 11/16 2:35 Dismissal 11/23-25 No School - Thanksgiving Break 11/30 2:35 Dismissal</p> <p>December 2022</p> <p>12/9 No School 12/14 2:35 Dismissal 12/22 Noon Dismissal/2nd Quarter Ends 12/26-12/30 No School - Christmas Break</p>	<p>January 2023</p> <p>1/2-1/4 No School/Christmas Break 1/5 3rd Quarter Begins 1/11 2:35 Early Dismissal 1/20 No School 1/25 2:35 Early Dismissal</p> <p>February 2023</p> <p>2/1 2:35 Early Dismissal 2/8 2:35 Early Dismissal 2/10 Noon Dismissal 2/16 P/T Conferences 2/17 P/T Conferences - No School 2/22 2:35 Dismissal</p> <p>March 2023</p> <p>3/1 2:35 Dismissal 3/9 Noon Dismissal 3/10 No School 3/13-3/17 No School - Spring Break 3/20 4th Quarter Begins 3/22 2:35 Dismissal 3/29 2:35 Dismissal</p> <p>April 2023</p> <p>4/5 2:35 Dismissal 4/7-4/10 No School - Easter Break 4/12 2:35 Dismissal 4/21 No School</p> <p>May 2023</p> <p>5/3 5th Gr No School/4th Gr Move Up Day 5/5 No School 5/10 2:35 Dismissal 5/17 2:35 Dismissal 5/19 Noon Dismissal - 4th Quarter Ends</p>
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STUDENT HANDBOOK 2022-2023

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

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

Disclaimer Notice

This handbook does not form a contract and the school reserves the right to interpret and modify the rules listed within this book.

Mission Statement of Columbus Public Schools

Engaging all learners to achieve success

Vision of the Columbus Middle School

The Discoverer Way: Creating a culture of learning for ALL

To the Parent/Guardian

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

Notification of Nondiscrimination

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

Notification of Sexual Discrimination

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

Notification of American Disabilities Act

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

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SECTION I STUDENT RIGHTS AND RESPONSIBILITIES – UNDER NE STATUTES

State law establishes the **Student Rights and Responsibilities** identified below. State rights and responsibilities are automatically school district policy as well as building level policy. Therefore, we must be sure that students and parents have been given the opportunity to read them. **SIGNATURE SHEETS**, which will be sent home prior to the first full week of school, should be signed by parents and students and returned according to the deadline printed on the sheet. Students that register after the start of the school year will receive a handbook and signature sheet at the administration building. Parents and students should sign and return the signature sheet at the time of registration or on their first day. In order to assure students understand what the **Student Rights, Rules and Responsibilities** information means, school personnel will also be reviewing it with students during the first week of the school year.

I-A Responsibilities and Right to an Education

A student's right to an education in Nebraska is granted because of provisions in the state's constitution. There are two very important things a student must faithfully do to protect this constitutional right. These two things are: attend school regularly and participate in the learning process. **There are many other things responsible students do while they are students, but nothing is more important than doing the school work assigned by their teachers and being in school regularly.**

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

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

I-B Attendance Responsibility

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

According to Columbus Board Policy 503 and Nebraska Statute §79-209, the school has the right to compel student attendance. Furthermore, the school is required to notify the parent when their child has missed 5 days. Excused and unexcused absences to school will accumulate towards these 5 days. If any student has accumulated a total of 5 unapproved absences, or a percentage equivalency of 5 absences, the school shall render all services in its power to compel the student's attendance. If a student is absent more than 20 days per year, or the percentage equivalency, the attendance officer shall file a report with the County Attorney of the county in which the person resides. **See Section V in Student Attendance Expectations.**

I-C Academic Responsibility

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

I-D Health Examination and Immunizations

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

Three doses of DPT vaccine, three doses of polio vaccine, and two doses of the MMR or MMRV vaccine. Students also need two doses of Varicella (chickenpox) or MMRV given on or after 12 months of age and separated by at least one month. Written documentation (including year) of varicella disease from parent, guardian, or health care provider will be accepted. If the child has had varicella disease, they do not need any varicella shots. Three doses of Hepatitis B vaccine are required (for students entering for the first time or grades K/1st). Two doses of Tdap (contains Pertussis booster) is required for entry into 7th grade.

I-E Student Records

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

Schools may make public certain non-confidential directory information in association with recognition for such things as academic excellence, extra-curricular honors and awards, or participation in officially recognized school-sponsored activities. Directory information may include such things as name, address, telephone number, date and place of birth, dates of school attendance, and specific information relating to recognition (such as weight, height of athletic team members). Any parent, legal guardian, or student of legal age who does not wish the school to release such directory information must notify the principal of the school the student presently attends by September 15. Student records other than directory information will only be released upon receipt of a written parental permission for students younger than eighteen years of age. Records of students eighteen years and older will be released only with the student’s own written permission. Release forms are available in the Counseling Office. Throughout the year students may be photographed for various reasons. Parents who wish their child not participate in said photographs may request such in writing. If parents/guardians request that their child be placed on the “no photograph” list, the child will not appear in the yearbook, newspaper, or other media outlets. Students and parent(s)/guardian(s) who have any additional concerns regarding their rights under Policy 507 and various federal and state laws are encouraged to contact the building principal of their school. A copy of Policy 507 and its accompanying rules may be obtained for the cost of reproduction from the Office of the Superintendent of Schools. Students and parent(s)/guardian(s) may file with the Department of Health, Education and Welfare complaints concerning alleged failures of the school district to comply with federal legislation dealing with student records.

I-F Freedom from Sexual Discrimination

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

I-G Responsibility and Right to Freedom of Assembly

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

I-H Search and Seizure

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

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

- 1) General searches of school property (including personal items such as book bags, purses, coats, etc., found on school property) will be conducted at any time when there is reasonable cause for school employees to believe that something that violates a law or school rule is on school property. This search of school property may be made without the student being present.
- 2) Illegal items (e.g., firearms, knives, weapons, drugs) or other possessions reasonably determined to be a threat to the safety, security of others, or which might possibly interfere with school purposes will be seized by school employees.
- 3) Items which are used to disrupt or interfere with the educational process may be removed from a student's person.
- 4) A student's person may be searched by school employees when there is reasonable cause to believe that the student has on his/her person illegal items or other items that may interfere with school purposes.
- 5) Lockers and desks are the property of the school district and are made available to students for their convenience. Lockers are randomly searched. Each student is responsible for the content or security of his/her locker. Each student is assigned a locker with an individualized lock combination. Students are advised not to disclose the combination to other students. Some students will be assigned to share a locker with another student. The student(s) solely assigned to the locker are responsible for the locker and will be held accountable for all items in the assigned locker. The school assumes no responsibility for items placed in a shared locker or shared combination. Students are not permitted to share lockers with anyone other than their assigned partner. Violation of this policy may result in a revocation of locker privileges and a school consequence. Columbus Middle School has a responsibility for providing a secure educational environment for students and staff. In cooperation with local law enforcement agencies, we work together to maintain a safe and drug-free environment, which includes using appropriate and necessary means to search lockers and the grounds for illegal substances. Canine drug units can be used to search the building and grounds at Columbus Middle School (Policy 504.15). The canine drug units are trained and handled by law enforcement officers. Such searches will be unannounced during the school day. Established security drill procedures are implemented to facilitate the search and to ensure students and staff are out of the hallways and into their classrooms.

I-I Recording of Students

The Columbus Public School Board has approved the use of security equipment to monitor students and staff at Columbus Middle School. For the security of our students, staff and school grounds, Columbus Middle School is equipped with numerous security cameras. Select areas of the Columbus Middle School and surrounding property are monitored by security cameras. Students may be recorded while in any area of the building, including in the classroom, or on school grounds with the exception of the locker rooms and bathrooms. The information gathered through recording may be used as part of disciplinary proceedings against a student and/or may be added to a student's disciplinary file if deemed appropriate by the Columbus Middle School Administration.

I-J Responsibility and Right of Freedom of Expression

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

1) Oral Expression:

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

2) Symbolic Expression and Related Activities:

Symbolic expression is defined as that type of expression, exclusive of verbal and written expression, which conveys the personal ideas, feelings, attitudes, and opinions of an individual. Length of hair, choice of clothing, buttons, badges, and armbands are some examples of symbolic expression. Each student has the right to express himself/herself by way of symbols subject only to the restrictions that such expression does not result in overt exhibitionism, disruption of the educational process, be obscene, disrespectful, or obviously annoying to others.

I-K Rights of Individuals with Handicaps

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

I-L Homeless Student Policy

It is the policy of Columbus Public Schools to make reasonable efforts to identify homeless children and youth of school age within the district, encourage their enrollment and eliminate existing barriers to their receiving an education, which may exist in district policies or practices.

I-M Special Education Services

Anyone interested in obtaining a copy of the District's special education policy, the Parental Rights in Special Education brochure, or a copy of the Nebraska Department of Education Rule 51 (special education regulations and complaint procedures) or Rule 55 (special education appeal procedures) may contact the Director of Student Services. A notice of parental rights, Rules 51 and 55 and more information about special education are also available at the Nebraska Department of Education's website:

[https:// www.education.ne.gov/sped/regulations.html](https://www.education.ne.gov/sped/regulations.html).

I-N Pregnant or Parenting Students

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

SECTION II DISCIPLINE – UNDER NE STATUTES

II-A Disciplinary Actions by Staff

Intervention: A conversation between the student and school personnel. The purpose of this form of counseling is not to lecture the student, but to inform him/her that his/her behavior needs to change so that he/she does not violate the rights of others or to help the student improve his/her learning capabilities.

Parent Contact: written communication, phone call, or face-to-face meeting of a student's parent(s)/guardian(s) and school personnel to discuss the student's behavior or learning process. The school intends to seek the assistance of the student's parent(s)/guardian(s) in helping the student to become a better student.

Detention: requiring that a student remain after or before school for a period of time. It is intended that students serving detention will be doing school-related work. Teacher Detention assigned by and monitored by classroom teachers for class related issues. Office Detentions are assigned by administration for Office Referral. Skipping detention may result in additional time served in Thursday Night School.

II-B Disciplinary Actions by Administrators

1) Rearrangement of Schedule: assigning a student to a new schedule of classes and/or in-school suspension when the behavior of the student is such that the student cannot conduct himself/herself in an acceptable manner.

2) Restriction of Extracurricular Activities: Informing a student that he/she cannot participate in certain activities because of his/her past or present behavior. Such actions as this are intended to improve student behavior at home and school.

3) Private Dining/Lunchroom Suspension: Placing a student in a designated room rather than the cafeteria. The purpose is to remove the student from their peers during their social lunch for behavior or academic problems. Students may be expected to work as well as eat during this time.

4) Behavior Plans: action taken by the principal and/or assistant principal(s) to assist a student in resolving his/her behavioral problems. Such action is in the form of certain stipulated conditions agreed to by the school, the student and the parent(s)/guardian(s).

5) Counseling:

- a. Requirement that a student receive counseling/educational evaluation: an action that may require a student to visit a guidance counselor, medical counselor, or psychological counselor, to assist the student in resolving his/her problem.
- b. Recommendation that a student receive counseling/educational evaluation: an action that may require a student to visit a guidance counselor, medical counselor, or psychological counselor, to assist the student in resolving his/her problem *at parental expense*.

6) In-School-Suspension (ISS): Students are placed in the ISS room rather than their regularly scheduled class(es). Students are supervised and expected to carry on their studies as well as abide by ISS rules. Assigning students to ISS is at the discretion of the administration. Students who experience a high frequency of In-School-Suspensions will be suspended out of school at the discretion of the administration up to and including a period of 5-days.

- a. In-School Suspension hours will be from 8:00 to 3:40. Students who have been placed in ISS must report to the office immediately upon arrival to school. (ISS students are not allowed to sit in the a.m. waiting area.) At 8:00 a.m., a supervisor will escort these students to the ISS room. If requested, students will be served breakfast at this time. Since part of the ISS consequences is elimination within a regular school day, students will be provided a lunch from the cafeteria during an assigned time. Students will remain in ISS until dismissal, at 3:40.

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

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

- a. **Short term:** exclusion of a student from attendance in all schools within the system for a period not to exceed five school days.
- b. **Long term:** exclusion of a student from attendance in all schools within the system for a period exceeding five school days but less than twenty school days.

Any student who is suspended from school will not be allowed to attend or participate in school activities within the system until he/she is reinstated to school. This includes athletic events, plays, concerts, dances, and other special events held at school. In addition, students are not allowed on school property.

9) Expulsion: §79-250 states that expulsion is exclusion from attendance in all schools within the system in accordance with §79-283.

10) Emergency Exclusion: immediate withdrawal of a student from school for:

- a) Presenting a clear threat to the physical safety of himself/herself or others, or is so extremely disruptive as to make temporary removal necessary to preserve the rights of other students to pursue an education.
- b) A dangerous communicable disease as cited in §79-4,177.

11) Mandatory Reassignment: Students may be reassigned to an alternative educational setting or an in-building alternative setting. Students may also be required to complete alternative instruction activities including instructional packets.

12) Legal Action in Court of Law: Any disciplinary action taken against a student will comply with existing state and school board policies and shall afford the student due process.

13) Student Conduct: Student conduct shall constitute grounds for long-term suspension, expulsion, or mandatory reassignment, subject to the procedural provisions of the Student Discipline Act, when such activity occurs on school grounds, in a vehicle owned, leased, or contracted by a school being used for a school purpose or in a vehicle being driven for a school purpose by a school employee or by his or her designee, or at a school-sponsored activity or athletic event. §79-267

14) Suspension based on excessive disciplinary referrals Students who amass 10 or more disciplinary office referrals during a school calendar year may be suspended from school by the administration.

II-C Right to Due Process and Student Suspension

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

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

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

- 1) Notice of the charge against the student
- 2) An explanation of the charge against him/her
- 3) An opportunity for the student’s explanation of the incident(s), issue(s), and/or event(s)
- 4) Written notification within 24 hours, or such additional time as is reasonably necessary, to the parents or guardians of the student stating: a) the reason(s) for the short-term suspension; b) dates of the short-term suspension
- 5) the decision of the administrator shall be final

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

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

Nothing in the above procedure precludes the student, student’s parent(s)/guardian(s), or representative from discussing and settling the matter with the appropriate school personnel prior to the hearing. In the event the school does not receive a request for a hearing within five school days following the receipt of the written notice, the punishment shall go into effect. A hearing can still be requested prior to thirty calendar days after the actual receipt of written notice; however, the punishment imposed may continue in effect pending final determination. The appeal procedure shall be as set forth in School Policy 505.02.

SECTION III CLASSROOM DISCIPLINE

The classroom discipline policy is primarily aimed at maintaining an orderly environment for the students and staff of Columbus Middle School. Classroom teachers are responsible for classroom discipline with the assistance of administrators, school counselors, school psychologists and outside agencies when necessary. To maintain a quality learning environment students are expected to abide by the Discoverer Way - Be Responsible, Be Respectful, Be Safe, and Be Kind.

BIST (Behavior Intervention Support Team): Columbus Public Schools utilizes the BIST model to support students and the

learning environment.

BIST Goals for Life are goals we help students obtain so they may have the life they want and deserve.

- I can make good choices even if I am mad.
- I can be okay even if others are not okay.
- I can do something even if I don't want to (or even if it's hard).

Safe Seat: The Safe Seat is a place within the classroom for students to help them regroup, process with the adult, and actively participate in the class. The Safe Seat is away from the other students while still being within the learning environment. If students are unwilling to sit in the Safe Seat or participate appropriately in the Safe Seat, they move to the Buddy Room.

Buddy Room: A seat in another teacher's classroom to help a student regroup, complete a Think Sheet, and process with the adult so they may return to the classroom Safe Seat. The Buddy Room is another classroom, preferably the same grade level content. If students are unwilling to go to the Buddy Room or participate appropriately in the Buddy Room, they move to the Recovery Room. A teacher will notify parents in the event their child has been moved to the Buddy Room.

Recovery Room: A place in the school where students can go to practice their missing skills, stop acting out, calm down, prepare an apology, and create a plan to make better choices for themselves. Students remain in the Recovery Room for a length of time determined by the teacher or an administrator. A teacher will notify parents in the event that their child has been moved to the Recovery Room.

Triage: Daily check-in with an adult to practice skills, assess emotions, establish focus about what it means to have a successful day, and formulate solutions if problems occur.

Processing: A conversation between the adult and the student so the student may take ownership, practice skills, and create a plan to make better choices.

Behavior Card: A daily visual of goals the student is working on to help him/her problem solve and self-monitor behavior.

SECTION IV SCHOOL RULES AND EXPECTATIONS

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

All students are expected to acquire the knowledge and skills necessary to perform civic, academic, and behavioral expectations with proficiency. The following sections outline performance expectations and correction measures.

Administrative Discipline – Civic Expectations

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

Civic Expectation #1 - Contribute constructively to community

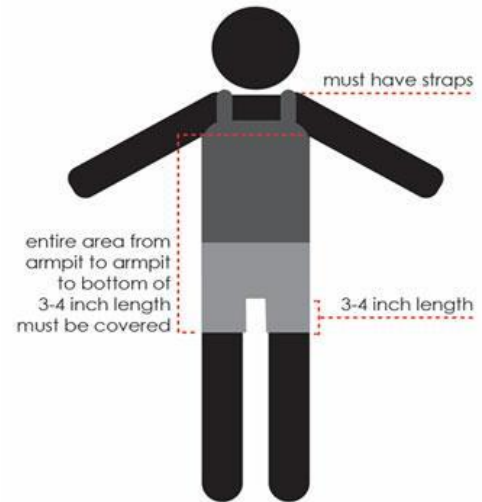
- Wear clothing that does not offend or disrupt others in the school community at school or school sponsored events.
- Act in a manner that does not offend or disrupt others in the school community.
- Refrain from possessing or using objects that may be disruptive or offensive to the school community.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

IV-A Dress Code for Students

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

Minimum Requirements:

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



Additional Requirements:

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

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

*To be helpful, examples of improper clothing have been given. However, these examples are not to be considered an all-inclusive list. If parents or guardians are unsure if clothing is appropriate, please call and talk to an administrator. Please, keep this list in mind when buying school clothing. The Columbus Middle School administration is empowered by the CPS Board of Education to use their discretion in dress code cases. Columbus Middle School administration will make the final determination on whether an article of clothing is appropriate.

IV-B Non-Instructional Areas

Students are only to be in non-instructional areas (such as hallways, bathrooms, cafeteria, commons, school grounds) when authorized. Students are to conduct themselves as a Discoverer, and should always follow the Discoverer Way.

IV-C Responsible Outdoor Behavior

1. Students need to respect the CMS property and be a good neighbor to the owners of the properties surrounding CMS.

This includes:

- Walking on sidewalks and avoid walking on the grass
 - Not climbing or hanging on/from trees and landscaping
 - Not otherwise interfering with landscaping (e.g., throwing landscaping rocks, picking flowers)
2. Students should not throw snowballs while on school grounds, on their way to and from school, or while attending school events.
 3. Students may not climb on, jump from, or otherwise be unsafe on snow piles

IV-D Loitering

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

IV-E Student Transportation

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

IV-F Behavior Off School Grounds

Students are not to interfere with the ability of other students to travel to and from school safely and without verbal, physical, or sexual harassment. Students are not to participate in activities that are potentially dangerous to themselves, other students, or the public while on their way to and from school. Off campus incidents will be reported to the police.

Behaviors that occur off of school grounds that directly affect members of the Columbus Middle School student body, staff or the instructional program at Columbus Middle School may be reported to the appropriate outside agencies such as law enforcement and Health and Human Services.

IV-G Before and After School Waiting Area Procedures

- Students should enter the building as soon as they arrive on school grounds.
- Between 7:00 am and 7:30 am, students must report to the cafeteria for breakfast or study hall. After 7:30 am, students must report to breakfast or their assigned AM Waiting Area.
- Students should go to the waiting area assigned to their grade and find a seat. Students are to stay in that seat.
- Students should respect the personal safety, space, property, well-being and rights of all people in the waiting areas.
- Students need to immediately follow all school rules, waiting area procedures, and instructions (requests) from staff members exactly as they are given. If clarification is needed, students should ask a staff member appropriately.
- If students need to leave the morning waiting area, they need to ask a monitor's permission.
- If students are waiting for a ride after school, they should sit or stand quietly with friends until their ride arrives. No horseplay (e.g., yelling, chasing each other, kicking, fighting, wrestling, swearing, throwing of items) is permitted. Behavior should follow the school rules.
- Students are expected to use the crosswalks at all times when arriving or leaving school property. This includes if they are walking, riding bicycles, etc. Violations of traffic laws, such as jaywalking and obstruction of traffic, could result in police citations.

- Students must leave school property by 3:45 p.m. Teacher supervision ends at 3:45 p.m. Students are allowed to wait for their rides on any side of the building until 3:45 p.m. At 3:45 p.m., students must wait in the front vestibule or in the activity entrance vestibule or off of school grounds. Any student waiting for a ride should continue to follow all school rules.
- On early dismissal days, students are to be off school grounds within 15 minutes of dismissal. All regular dismissal rules apply to early outs with adjusted times.
- On early out Wednesdays, students who are participating in after school activities (e.g., drama, sports) should leave school grounds by 2:50 p.m. and may return for practice no earlier than 4:00 p.m. Students who remain in the building between 2:50 p.m. and 4:00 p.m. must attend after school clubs or Wednesday study hall.

IV-H School-Sponsored Activities - Suspensions & Expulsions

Students who are suspended or expelled out of school or suspended from school events will not be allowed to participate in or attend school- sponsored activities at any school within the system until they are reinstated.

IV-I Contraband, Electronic Devices

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

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

If an item is not on the school supply list or directly requested by a teacher or staff member, do not bring it to school.

Items confiscated from students may be required to have a parent/guardian pick up the item from the main office. Contraband repeatedly confiscated from a student may be held until the conclusion of the school year and a parent/guardian will be required to request to pick up the item, in writing, to an administrator. Contraband held until the end of the current school year will be disposed of after June 1st. Items deemed necessary to be turned over to law enforcement will become property of law enforcement and they determine if they are returned to their owner or not.

IV-J Smartwatches, Cell Phones

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

Students may not use cell phones while at school, except as permitted in this handbook. Students may use their personal device in the morning waiting area, so long as they do not create a distraction or a disruption. Students may not use cell phones or other electronic devices while they are in locker rooms or restrooms. Students are personally and solely responsible for the security of their cell phones and other electronic devices. Students must comply with placing their cell phone turned off and in their locker or backpack during the school day. The school district is not responsible for theft, loss, or damage of a cell phone or any calls, communications, or transactions made on a cell phone.

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

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

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

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

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

Students will be issued more severe consequences for cell phone usage in the building (including talking, text messaging, picture taking, audio/video recording, etc.).

Cell phones or electronic devices must never be used to photograph or record others without their knowledge on school grounds. If a student is found to have violated this rule, particularly if the resulting image or recording was of a verbal or physical altercation or utilized to harass, intimidate or demean another student, would be subject to an investigation procedure that may result in discipline, up to and including, suspension and expulsion.

IV-K Social Media

Social media sites are public platforms. Your school administrators, parents, and law enforcement may see the information contained on these pages or posts. This material is also accessible to people who you do not know now, but may later want to impress—such as college admissions, scholarship officials and prospective employers. In fact, many large companies now search the internet as a means of conducting background checks on job applicants. What you say now in any social networking format may affect you years after the fact. What you do and say now on social media (e.g. Facebook, Twitter, Snapchat, Instagram, TikTok) may also affect you later. Students whose social media activity demonstrates that the student violated the code of conduct may be subject to discipline, up to and including suspension or expulsion. Further, criminal charges may be filed based on information posted on such sites.

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

IV-L Identify Self

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

IV-M Lockers

Teachers will assign each student to a hall locker, which can be used to safely store personal possessions, books, and materials. Some students will have locker partners while others will not. Some lockers have built-in combination locks while others will be secured with combination padlocks. All locks on hall lockers must be school issued. No locks from home will be permitted. Combinations on built-in locks are rotated each summer and padlocks are assigned to a new teacher each fall for added security. Both kinds of locks provide excellent security provided that (1) students do not tell their combination to anyone else, and (2) students lock the locker after each use. Students should report all lost or stolen padlocks and all broken or malfunctioning built-in locks to the teacher assigning the locker. Students who report lost or stolen padlocks will be assessed a replacement fine of \$6.00 and issued a new lock immediately. Students who report broken or malfunctioning built-in locks will have them repaired or replaced immediately. All padlocks must be turned in at the end of the school year. If the student(s) should damage or fail to return a padlock, a \$6.00 fine will be assessed.

Every effort will be made to assure locker security for all students. Students who are experiencing locker or lock problems should report the problem to the teacher assigning the locker. To help assure security, students should only use the locker assigned to them by their teacher and keep the locker locked when it is not in use. Having a locker is a privilege, not a right. Violations of the locker policy could result in the loss of this privilege. Students who are caught storing items in a locker not assigned to them are breaking School Rule #1 (respect the rights, space, safety, well-being, and property of others) and will receive appropriate consequences..

1) Decorating Hall Lockers

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

- a) they have permission to do so and have obtained a pass from the school office (no more than two people may decorate a locker at one time);
- b) they provide their own materials (i.e. tape (masking tape only), scissors, paper, etc.);
- c) the size of the decoration does not exceed the size of the locker;
- d) the decorations do not disrupt the learning environment, violate school rules, litter the area around the locker; or offend staff or other students;
- e) they remove the decorations and clean up the locker within 48 hours of putting them up. Students must clearly date the decorations as to when they were put up;
- f) decorations may NOT include an autograph sheet, glitter, balloons or other distracting items;
- g) students may not decorate the outside of their own locker.

IV-N Telephone Usage

Telephones in the Columbus Middle School office and classrooms are business phones and are restricted to such use. Students may only use the school business phones when the call is urgent or an emergency. Quite often, students need to communicate to parents/guardians regarding a teacher request to stay later than the 3:30 dismissal time. If possible, classroom teachers or paraprofessionals will witness the student calling the parent or personally make the call to the parent/guardian to explain the request to stay after school. Students may use either the office telephone or a classroom telephone (as directed by the teacher issuing the pass) to inform parents that they must stay after school for additional help or a teacher or office detention. If a parent/guardian cannot be reached, a voicemail will be left when possible. Students will not be allowed to make personal or non-essential phone calls from school telephones.

IV-O Deliveries to the Office

When dropping off items for your child at the front office, we ask that you label these items clearly with first and last name (and grade level) to ensure prompt and proper delivery. Because we will not have office aides available each period, we will deliver items and messages to students only as it is feasible for us to do so. If the delivery is urgent, we may have to call a student out of the classroom to pick it up in the office. Gift deliveries which are sent to the student at school (i.e. flowers, balloon bouquets, etc.) will be kept in the main office until the end of the school day. The office will send a message to the student to pick up the item before leaving school.

IV-P Candy/Gum/Snacks

There will be NO candy, pop, or snack food items allowed anywhere in the middle school unless they are permitted by a staff member who is directly supervising their use (i.e. as a classroom reward or designated snack-time). Snacks must be in individual-sized, wrapped packages. Students may not share snacks or distribute snacks to other students. If violating the procedure becomes a chronic problem, the teacher will refer the student to the office. The chewing of gum is at the discretion of the classroom teacher. If the student is allowed to chew gum in school, it needs to be disposed of properly and not disrupt the learning environment.

IV-Q Open Containers of Liquids

Students are allowed to carry bottles filled with plain water. These bottles must have a sealable cap (no straws). Students who abuse the water bottle privilege will not be allowed to carry a water bottle. Students are not to have open containers of any other beverages in the hallways or in their lockers. Plastic bottles with screw top lids are considered open when the seal has been broken. Staff may confiscate or ask students to throw away open containers. Students should have their name clearly marked on their water bottles and water bottles may not be shared with other students. Unopened cans/bottles/boxes of juice may be brought from home for lunch but must be kept in students' lockers until the lunch period and only be consumed in the cafeteria.

IV-R Book Bags

Students are allowed to use book bags to transfer school related items to and from school. Book bags may be used to transfer school items to each class. A student may use a bag to transport fitness clothes to and from fitness class.

IV-S Marking on School Property

Students are not to damage or to write, draw, carve or mark on school property in any way. Neb. Rev. Stat. § 79-267

IV-T Fees, Charges and Fines

Students may be assessed fines or expected to pay damages when they are responsible for a loss or damage to school property or other

people's property. This would include book fines, textbooks, broken windows, damage to laboratory equipment above and beyond expected wear and tear, damage to another student's or staff member's personal property, etc. The school supplies many items for student use and it is expected that students will not abuse such items. Students are responsible for materials they check out from the library/media center and may be assessed fines for lost or damaged items.

IV-U Display of Affection

Students are not to exhibit displays of affection which would be considered embarrassing or distracting to others on school grounds or at school-sponsored activities. This includes hugging and hand-holding.

IV-V Responsibilities of Students When Expressing Themselves

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

- 1) The expression shall not contain words or pictures that are considered indecent, lewd, obscene, profane, vulgar, off-color, fighting words, swear words, phrases which contain threats, or physical gestures which are offensive or threatening to anyone seeing or hearing the expression; and expressions which undermine or are disrespectful to school personnel.
- 2) The expression of the student shall not contain words, phrases, or gestures that ridicule or belittle.
- 3) The expression of the student shall not encourage other persons to violate school rules.
- 4) The expression of the student shall not be unusually loud, or interfere with, or obstruct any lawful mission, process, function, or purpose of the school.
- 5) The expression of the student shall not be slanderous (spoken lies).
- 6) The expression of the student shall not be libelous (written lies).
- 7) The expression of the student about, or directed to any teacher, administrator, or other school employee at any time in a public place or on social media with the six previously stated rules governing student expression. (Example: Any student who shall refer to a teacher in a public place at any time by a lewd or obscene manner that the teacher and/or others hear/see the insult may be disciplined by school authorities.)

Any student who fails to meet these requirements when expressing himself/herself may be disciplined. [CPS Board Policy 504.07]

IV-W Academic Responsibilities Guidelines

In an effort to deter students from attending class unprepared or becoming behind in their academic work, the CMS staff uses a variety of teacher interventions to assist students. These interventions include: WIN, student agendas, before and after-school study halls, student progress reports, academic behavior cards, academic improvement plans, 504 plans, parent meetings, and student incentives. Additional administrative interventions approved by the Board of Education will also be used to ensure students are working up to their potential.

- *Requirement of an end-of-the-year grade average of 60% or better in core classes to attain promotion to high school (8th grade only)
- *Thursday Night School attendance
- *Summer school for 8th grade students to avoid retaking 8th grade core classes in 9th grade
- *Summer school offerings for 5th, 6th and 7th grade students who end of the school year of 59% or below
- *Before and after school study halls
- *Grade Level Retention

IV-X Academic Dishonesty

Students should always do their own academic work. Students may not cheat, plagiarize, or otherwise participate in any academic dishonesty in any form. Prohibited behavior includes:

- Obtaining, attempting to obtain, or aiding another person to obtain credit for work by any dishonest or deceptive means.
- Lying.
- Copying another person's work or answers.
- Discussing the answers or questions on a test or assignment unless specifically authorized by the teacher.
- Taking or receiving copies of a test without the permission of the teacher.
- Using or displaying notes, "cheat sheets," or other sources of unauthorized information.
- Using the ideas or work of another person as if they were your own without giving proper credit to the source.
- Submitting work or any portion of work completed by another person.

- Failing to give credit for ideas, statements, facts, or conclusions which rightfully belong to another person.
- Failing to use quotation marks or other appropriate means of attribution when quoting directly from another person or source.

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

IV-Y Copyright and Fair Use Policy

It is the school's policy to follow the federal copyright law. Students are reminded that, when using school equipment and when completing course work, they also must follow the federal copyright laws. The federal copyright law governs the reproduction of works of authorship (17 U.S. Code § 107). Copyrighted works are protected regardless of the medium in which they are created or reproduced; thus, copyright extends to digital works and works transformed into a digital format. Copyrighted works are not limited to those that bear a copyright notice.

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

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

Although all of these factors will be considered, the last factor is the most important in determining whether a particular use is fair.

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

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

IV-Z Altering School Records, Reports, Grades, Etc.

Students are forbidden from changing and/or falsifying school records, reports, grades, etc. Any tampering with such documents shall result in disciplinary actions.

Civic Expectation #2 – Interact effectively with others

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

IV-AA Insubordination

Students are to comply with reasonable directions or requests from teachers, student teachers, substitute teachers, paraprofessionals, secretaries, custodians, administration, and any other school personnel during any period of time the student is properly under the authority of school personnel. Any student who fails to comply with directions or requests of school personnel will be considered insubordinate. Other acts of insubordination include, but are not limited to, inappropriate responses or use of inappropriate language and/or disrespectful behavior toward a staff member.

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

IV-AB Theft/Stealing/Damage of Property

Students are prohibited from borrowing without permission or stealing personal or public (school) property.

Students are not to participate in any activity not properly supervised by school personnel that could possibly damage school or private property. If school or private property is damaged by a student, he/she is financially responsible for all damages and may receive consequences. Students are prohibited from borrowing without permission or stealing private or school property. Students who do either of these things may receive consequences. Police may be notified if this occurs. Neb. Rev. Stat. § 79-267

IV-AC Unauthorized Entry

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

IV-AD Fighting / Assaults

Students may not engage in verbal altercations or physical fights in school buildings, on school grounds or at school-sponsored events, or when traveling in school vehicles/buses. Students hitting, striking, kicking or in any other way harming another student, or school personnel, will be suspended and may be recommended for expulsion. Physical fights will be reported to the police. Students may be liable for suspension or expulsion if they bring into the schools any object or substance, which when reasonable standards are applied and circumstances warrant, it is determined that the primary purpose is to cause bodily harm or property damage as set forth in CPS Board Policy 505.02 and 505.03. Columbus Middle School will comply with Nebraska State Statute relative to assaults by reporting incidents to law enforcement officials. Neb. Rev. Stat. § 79-267.

IV-AE Harassment/Violence/Bullying

At CMS, we believe that students have the right to and learn better in a safe and orderly environment. Therefore, the Columbus Middle School staff is committed to preventing, intervening in, and stopping any violence in our school. We will insist that every staff member and student act in a way which contributes to a school environment where he or she feels safe, respected, and protected. Neb. Rev. Stat. § 79-267

- No one is entitled to be violent in any form.
- No form of violence will be tolerated in school, at school activities, on school property, or by anyone at this school.
- Violence is defined as any mean word, look, sign, or act that hurts a person's body, dignity, or things. Different kinds of violence exist. Within each category below there are items ranging from minor to severe. If these acts are ignored, they will become more severe over time. Therefore, all of the following acts will be considered violent and the student will receive a consequence. Examples of repetitive and targeted behaviors deemed as bullying include (but not limited to)

*name calling	*cyber bullying	*ridiculing
*excluding/shunning	*inappropriate technology use	*voyeurism
*teasing	*hitting/kicking gesturing	*spoiling homework
*ignoring requests	*facial sneering	*exposing pictures/notes
*taunting	*spitting/pushing	*expressing sexual come-ons
*exposing personal secrets	*shoving/punching	*gang-leading/ganging-up
*laughing (at)	*pulling hair	*degrading/mockng
*starting rumors	*body postures	*touching (unwelcomed)
*threatening/ordering	*writing/drawing graffiti	*spreading rumors/gossiping
*stealing	*beating slapping	*hazing
*defacing locker	*invading someone's space	*playing "keep-away" with someone's property
*deriding	*jabbing/bumping	
*violating rights	*reading personal information	
*intimidating	*tearing clothes	
*exposing personal items	*damaging property	

Any student fighting on school grounds or to and from school will be suspended. Any student who is promoting, inciting (meaning - to stir, encourage, or urge on), or instigating a fight will be suspended.

IV-AF Procedures for Reporting Violence/Bullying

Columbus Middle School is a place where all students can enjoy a safe and comfortable environment in which to learn. If students are worried about physical, verbal or sexual harassment from other students or from staff members, their learning will be impacted. In addition, such acts violate the violence policy for our school. Students should report violence/harassment as quickly as possible so that problems can be resolved.

You can report concerns to the following people:

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

Staff members will try to help you resolve your problems as quickly as possible, but often harassers are very determined people. The violence/harassment may continue, even after the first report. If you have reported a problem to one of the persons in the above list but still believe it exists, report it again to a different person on the list. Every incident should be reported.

Students who are found to have violated the bullying policy can receive a consequence depending on the severity and frequency of harassment. Students who show physically aggressive behavior may be suspended from school at the discretion of the administration. Students who show a public display of disrespect and/or humiliation toward a staff member can be suspended.

IV-AG Illegal Behavior

Forbidden and illegal behavior at school includes

- 1) Public Indecency, with regard to middle school age students, is defined in Neb. Rev. Stat.79-267(7)(10).
- 2) Engaging in sexual conduct, even if consensual, on school grounds or at a school function or event.
- 3) Sexual Assault or attempting to sexually assault any person, on school grounds or at a school function or event.
- 4) Engaging in any other activities which constitutes a danger to other students or interferes with school purposes.

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

IV-AH Sexual Harassment

Sexually harassing student(s), school personnel, volunteers or visitors is prohibited at school, on school grounds, at school-sponsored events or on their way to and from school. Online harassment falls under the jurisdiction of the school when it interferes with the academic performance of the student, uses school technology, or is posted/created during school hours.

Sexual Harassment The Columbus Public Schools is committed to maintaining an educational setting that is free of sexual harassment. Sexual harassment is an illegal action relevant to Title IX, Title VII, and Nebraska State Statute, Columbus Board Policy 404.06 and Columbus Board Policy 103.00 and 504.17. Sexual harassment will not be tolerated and the Columbus Middle School administration will take immediate and appropriate action upon notification of offense.

At Columbus Middle School, sexual harassment will be defined as any unwelcome advances, a request for sexual favors, verbal or physical conduct of a sexual nature by a student toward another student when the conduct has an effect of interfering with academic performance of the student or creating an intimidating, hostile, offensive or unsafe learning environment. Harassment can be verbal, written, physical, or electronic. This procedure and definition of sexual harassment will also include unwanted advances by a student toward an employee. As used in this policy the word “student” shall mean any resident student of the district, any student being served by contract with another educational agency or any other person of school age attending the district for educational reasons. The word “employee” shall mean any person who is employed by the district.

Employee Title IX Coordinator
Chip Kay
Director of Finance & Human Resources
2508 27th St, Columbus, NE 68601

402-563-7000 x 13595
kayc@discoverers.org

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

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

The full Title IX Policy of Columbus Public Schools may be found by following this link to Policy 103.00 Title IX.
<https://meeting.sparqdata.com/public/Book/71?docTypeId=308&file=ae1069c0-0096-4dbe-abb4-ba0d567d0059>

[TITLE IX FLOW CHART](#)

[FORMAL COMPLAINT FORM](#)

Training of all Title IX coordinators, investigators, decision makers and any person who facilitates an informal resolution process was completed on October 21, 2021 by KSB Law. Training materials may be found at
<https://www.ksbschoollaw.com/new-events/2021/10/21/columbus-title-ix-admin-training>.

The Columbus Public Schools Board of Education completed training on February 14, 2022 with KSB Law. <https://5il.co/16254>

IV-AI Sex Offender Law

The student discipline statute allows for a student to be expelled from school when the student is criminally charged with certain sexual assaults even though the sexual assault occurs off school grounds. Sexual assault means sexual assault in the first or second degree or a sexual assault of a child in the first, second or third degree; as such crimes are defined in the statutes referenced in Neb. Rev. Stat. §78-267(8)

IV-AJ Dating Violence

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

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

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

Incidents of dating violence involving students at school will be addressed as the administration determines appropriate, within the scope and subject to the limits of the District's authority. Neb. Rev. Stat. § 79-2,139 to 79-2,142

IV-AK Suspect Wounds

Students with suspect wounds will be referred to the nurse for medical evaluation. If there is a potential health hazard, parents will be contacted. Students may be referred to an administrator.

Civic Expectation #3 – Fulfill legal requirements

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

- Act responsibly to maintain the physical safety of self and others.
- Respect the right of individuals or school officials to protect personal or public property from unwanted use or handling.
- Respect the right of the school to govern the use of technology or equipment.
- Respect the responsibility of the school to deny the possession/use of tobacco products, alcohol, or drugs.
- Respect the right of individuals to learn in a safe environment free of harassment/bullying.
- Act and speak responsibly to protect the school community from irreversible harm.
- Protect the school community from real or perceived weapons and/or explosives.
- Compliance with the following standards of conduct is mandatory.

IV-AL Technology Acceptable Use Policy

See [MS Acceptable Use Agreement](#) section at the end of this handbook.

Students have access to student issued devices along with computers throughout the building for educational use. Student access to computer labs will be subject to change at the discretion of the administration or staff responsible for the supervision of these areas. Use of the internet at school is available to research areas directly related to specific classroom assignments.

IV-AM Google Apps/Technology

The Columbus Public Schools district utilizes Google Apps for Education for students, teachers, and staff. Additional information and guidance is located in the [MS Acceptable Use Agreement](#) located at the end of this handbook.

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

1) Children’s Online Privacy Protection Act (COPPA)

COPPA applies to commercial companies and limits their ability to collect personal information from children under 13. By default, advertising is turned off for Columbus Public School’s presence in Google Apps for Education. No personal student information is collected for commercial purposes. The school’s use of student information is solely for educational purposes.

For more information about COPPA visit: <http://www.ftc.gov/privacy/coppafaqs.shtm>

To see the list of CPS approved websites visit: <https://columbuspublicschools.org/coppa/>

School law permits Columbus Middle School to consent to the collection of directory information on behalf of all of its students strictly for educational purposes, thereby eliminating the need for individual parental consent given directly to the website operator. Columbus Public Schools use integrated technology as part of your child’s education, the need for such information and permission is necessary to utilize software, and web-based services as part of the classroom instruction. The acceptable use permission form allows the school to act as an agent for parents in the collection of information within the school context. A signature on the handbook receipt indicates you are choosing to opt-in their child’s directory information. If a parent(s) chooses to not have their child enroll in this program they can sign an opt-out form in the Counselor office.

Other platforms and resources and tools used by classroom teachers will be processed to make sure they are COPPA compliant.

2) Family Educational Rights and Privacy Act (FERPA)

FERPA protects the privacy of student education records and gives parents the rights to review student records. Under FERPA, schools may disclose directory information, but parents may request the school not disclose this information. (CPS Board Policy 507.02). Parents are provided the opportunity annually to opt-out of disclosing their student’s directory information on the District’s Enrollment Form.

For more information about FERPA visit: <http://www.ed.gov/policy/gen/guid/fpco/ferpa>

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

- 1) **Official Email Address:** All students will be assigned a username@discoverers.org email account. This account will be considered the student's official CPS email address until such time as the student is no longer enrolled with Columbus Public Schools.
- 2) **Prohibited Conduct:** Please refer to the Acceptable Use Policy.
- 3) **Access Restrictions:** Access to and use of student email is considered a privilege accorded at the discretion of the Columbus Public Schools District. The District maintains the right to immediately withdraw the access and use of these services including email when there is reason to believe that violation of law or District policies have occurred. In such cases, the alleged violation will be referred to a building Administrator for further investigation and adjudication.
- 4) **Security:** Columbus Public Schools cannot and does not guarantee the security of electronic files located on Google systems. Although Google does have a powerful content filter in place for email, the District cannot assure that users will not be exposed to unsolicited information.

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

- 1) Under FERPA and corresponding Nebraska law, a student's education records are protected from disclosure to third parties. They understand that the student's education records stored in Google Apps for Education may be accessible to someone other than the student and the Columbus Public School District by virtue of this online environment. By signing off on the student handbook, the parent(s) and student confirm their consent to allow the student's education records to be stored by Google.
- 2) Parent(s)/Guardian(s) understand that by participating in Google Apps for Education, information about the student will be collected and stored electronically. The parent(s) have read the privacy policies associated with the use of Google Apps for Education (<http://www.google.com/a/help/intl/en/edu/privacy.html>).
- 3) ClassLink is a single sign-on platform that will allow students and staff to use one username and password to access many but not all of the online resources already being used in the classroom at Columbus Public Schools. ClassLink is compliant with the regulations put forth by the Children's Online Privacy Protection Act (COPPA). ClassLink maintains and protects only that information which enables users to operate ClassLink services. ClassLink also adheres to the data protection protocols set forth in FERPA. Parent(s)/Guardian(s) understand and have read the privacy policies associated with the use of ClassLink (<https://www.classlink.com/company/privacy#usa>).
- 4) Parent(s)/Guardian(s) understand school law permits Columbus Middle School to consent to the collection of directory information on behalf of all of its students strictly for educational purposes, thereby eliminating the need for individual parental consent given directly to the website operator. Columbus Public Schools use integrated technology as part of your child's education, the need for such information and permission is necessary to utilize software, and web-based services as part of the classroom instruction.
- 5) A signature on the handbook receipt you are choosing to opt-in their child's directory information. If a parent(s) chooses to not have their child enroll in this program they can sign an opt-out form in the Counselor office.
- 6) Parent(s)/Guardian(s) understand that they may ask for their child's account to be removed at any time.

IV-AN Damage of School or Private Property

Students are not to participate in any activity not properly supervised by school personnel that could possibly damage or deface school or private property. If a student damages or defaces school or private property, he/she is financially responsible for all damages and will be subject to disciplinary actions including a referral to law enforcement. Neb. Rev. Stat. § 79-267

IV-AO Firearms, Weapons, Knives, Explosives, Dangerous Objects, and Look-a-Likes

The before-mentioned material items are prohibited on school district property, or at school district-sponsored events unless authorized by proper school authorities.

A student shall not knowingly possess, handle, or transmit any object or material that is ordinarily or generally considered a weapon. Students who violate this may be expelled up to one calendar year. (Neb. Rev. Stat. § 79-263 & § 79-267) or that has the appearance of a weapon (including a starter gun, paintball gun, airsoft gun, or pellet gun) or bringing or possessing any explosive device (including fireworks or any item that can be used as an ignitor, such as matches and lighters).

A student in possession of a firearm will be expelled from school for a period of one calendar year, as stated in Neb. Rev. Stat. § 79-263

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

IV-AP Bomb Threats and or False Alarms

Students should only touch fire alarms/security equipment in the case of an emergency. Students are not to falsely set off fire alarms, falsely report bomb threats, or make a bomb threat. This may include oral statements involving possible physical danger. The false reporting of bomb threats or pulling of fire alarms will be prosecuted to the full extent of the law. School time lost due to school closure in case of the need to search the building will be made up by all students, as directed by the Superintendent and/or the Board of Education. School consequences may also be issued.

IV-AQ Rumors, Threats, and Prohibited Items

Columbus Middle School takes the possibility of a real crisis very seriously as does the Columbus Police Department. Working closely together these two entities work very hard to ensure, as much as is humanly possible, the safety of all students. School time lost due to school closure will be made up by all students, as directed by the Superintendent and/or the Board of Education.

IV- AR Spreading Rumors and False Information

Spreading rumors and text messaging or using social media to spread false information which results in fear and/or disruption of the school day will be subjected to legal prosecution and school consequences.

IV-AS Threatening Statements Concerning Student/Building Safety

When students make threats, the following steps will be taken:

- 1) An administrator is informed of the threat (by whomever reports the threat) and investigates the threat. Emergency exclusion may be used during the time of the investigation (see II-B (p. 10-11) in this handbook).
- 2) SRO (School Resource Officer) or Police are called to assist with conducting the investigation. SRO/Police may bring other agencies in to investigate (HHS, etc).
- 3) Student(s) making the threat, victims, and witness(es) are interviewed.
- 4) The administration will evaluate the severity of the threat by utilizing an established "Threat Assessment Protocol." The threat will then be categorized using the protocol. Based on the level of threat appropriate consequences will be determined.
- 5) Students making the threat will receive a consequence and the parent will be contacted.
- 6) A psychological evaluation may be ordered at the discretion of the administrative team for the student making the threat. Depending on the outcome of the evaluation - a readmission plan may be written by the administrative team from the school to determine if safety is still a concern. Ultimately it is the school's decision based on the information and investigation whether the student is readmitted or reassigned to an alternative educational placement.
- 7) Central office administration will be informed of the situation throughout the process. (Neb. Rev. Stat. § 79-267)

IV-AT Concealed Handgun Law

It is unlawful for an individual to carry a concealed handgun at school. Section 15 of the law stipulates that handguns may not be

carried into school buildings, on school grounds, in school-owned vehicles, and/or at school-sponsored activities or athletic events. The intent of the law (1) assures employees, students and parents that no one will be permitted to carry a handgun at their school notwithstanding the law and (2) provides permit holders with the understanding that they are not to carry their handguns to school, as stated in Neb. Rev. Statute §69-2427 (Concealed Handgun Permit Act).

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

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

IV-AV School Board Policy

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

IV-AVa Questioning of Students Policy 504.16

Generally, students may not be interviewed during the school day by persons other than parents and school district officials and employees. Requests from law enforcement officers and from persons other than parents, school district officials, and employees to interview students shall be made through the principal's office. Upon receiving a request, it shall be the responsibility of the principal to determine whether the request will be granted. Generally, prior to granting a request, the principal shall attempt to contact the parents to inform them of the request and to ask them to be present. CPS Board Policy 504.16

If a child abuse investigator wishes to interview a student, the principal will defer to the investigator's judgement as to whether the student should be interviewed independently from the student's parents, whether the school is the most appropriate setting for the interview, and who will be present during the interview.

Students will not be taken from school without the consent of the principal and without proper warrant when applicable. Neb. Rev. Stat. §79-294

IV-AVb Student Fees Policy 504.18

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

The District's general policy is to provide for the free instruction in school in accordance with the Nebraska Constitution and state and federal law. This generally means that the District's policy is to provide free instruction for courses which are required by state law or regulation and to provide the staff, facility, equipment, and materials necessary for such instruction, without charge or fee to the students. The District does provide activities, programs, and services to children that extend beyond the minimum level of constitutionally required free instruction. Students and their parents have historically contributed to the District's efforts to provide such activities, programs, and services. The District's general policy is to continue to encourage and, to the extent permitted by law, to require such student and parent contributions to enhance the educational program provided by the District.

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

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

specifically including appropriate industrial-quality eye protective devices for courses of instruction in vocational, technical, industrial arts, chemical or chemical-physical classes which involve exposure to hot molten metals or other molten materials, milling, sawing, turning, shaping, cutting, grinding, or stamping of any solid materials, heat treatment, tempering, or kiln firing of any metal or other materials, gas or electric arc welding or other forms of welding processes, repair or servicing of any vehicle, or caustic or explosive materials, or for laboratory classes involving caustic or explosive materials, hot liquids or solids, injurious radiations, or other similar hazards. Building administrators are directed to assure that such equipment is available in the appropriate classes and areas of the school buildings, teachers are directed to instruct students in the usage of such devices and to assure that students use the devices as required, and students have the responsibility to follow such instructions and use the devices as instructed.

2) Personal or consumable items & miscellaneous

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

b) **Courses:** This includes beginning-of-the-year Student Fees.

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

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

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

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

g) **Parking:** Students may be required to pay for parking on school grounds or at school-sponsored activities, and may be subject to payment of fines or damages for damages caused with or to vehicles or for failure to comply with school parking rules.

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

attire, or for paying a reasonable usage cost for such equipment or attire.

4) Extracurricular Activities—Fees for participation. Any fees for participation in extracurricular activities for the school year are further specified in Appendix 1 of CPS Board Policy 504.18R1. Admission fees are charged for extracurricular activities and events.

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

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

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

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

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

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

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

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

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

IV-AW Student Possession of, Sale of, Use of, or Distribution of Drugs

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

Students violating the CPS District's drug policy will be assigned disciplinary consequences and, if appropriate, activity consequences (as explained in the Student Handbook.) Consequences will begin when the administration has determined that a violation has occurred and due process has taken place. Disciplinary consequences will vary according to the severity of the violation and the number of times a student has committed violations. When appropriate, students who violate the district drug policy will be referred to law enforcement officials as required by the Nebraska Student Discipline Code. (Juvenile Probation: Sections 29-2270 to 29-2273; Compulsory Attendance: Section 79-211; Student Discipline Act: 79-4, 169 to 79-205.02, Neb. Rev. Stat. § 79-267).

1) Controlled Substances/Alcohol Defined (Neb. Rev. Stat. § 79-267)

Controlled Substance: A drug, substance or immediate precursor in Schedules I to V of section 28-405 of the Nebraska statutes. Controlled substances shall not include distilled spirits, wine, malt beverages, tobacco, or any non-narcotic substance if such substance may, under the Federal Food, Drug, and Cosmetic Act and the law of this state, be lawfully sold over the counter without prescription. Alcoholic Liquor: Alcoholic liquor includes alcohol, spirits, wine, beer, and every liquid or solid, patented or not, containing alcohol, spirits, wine, or beer and capable of being consumed by a human being.

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

The CPS Board prohibits the distribution, dispensing, manufacture, possession, use, or being under the influence of alcohol, tobacco, and/or "look alike" substances that appear to be tobacco, any form of inhalant, alcohol or controlled substances by students while on school district property or on property within the jurisdiction of the school district; while on school owned and/or operated transportation; while attending or engaged in school activities; and while away from school grounds if the misconduct will directly affect the good order, efficient management and welfare of the school district. Look alike substances also include prescription drugs (except for diabetes and asthma), non-prescription medications or vitamins.

The term "under the influence" for school purposes has a less strict meaning than it does under criminal law. For school purposes, the term means any level of impairment and includes even the odor of alcohol or drugs on the breath or person of a student. Also, it includes being impaired by reason of the abuse of any material used as a stimulant. In addition, "possession" of alcohol or drugs will be considered to have occurred for purposes of school rules if the student is in such close proximity to alcohol or drugs (for example, a student being in a car where alcohol is present and no adults are present in the car) or to others who are consuming alcohol or drugs (for example, being at student party at which other students are drinking) that school officials may reasonably determine that the student was in "possession" of the items as well).

The Board believes such illegal, unauthorized or contraband materials generally cause material and substantial disruption to the school environment or present a threat to the health and safety of students, employees, or visitors.

Violation of this policy by students will result in disciplinary action including suspension or expulsion. Use, purchase or being in possession of cigarettes, e cigarettes, tobacco or tobacco products for those under the age of eighteen, may be reported to the local law enforcement authorities. Possession, use or being under the influence of beer, wine, alcohol and/or of a controlled substance may also be reported to the local law enforcement authorities.

Students who violate the terms of this policy may be required to satisfactorily complete a substance abuse assistance or rehabilitation program approved by the school board at the parent's expense. If such a student fails to satisfactorily complete such a program, the student may be subject to discipline including suspension or expulsion.

The Board believes the substance abuse prevention program shall include:

- Age-appropriate, developmentally-based drug and alcohol curriculum for students in grades kindergarten through twelve, which

address the legal, social, and health consequences of tobacco, drug and alcohol use and which provide information about effective techniques for resisting peer pressure to use tobacco, drugs or alcohol;

- A statement to students that the use of illicit drugs and the unlawful possession and use of alcohol is wrong and harmful;
- Standards of conduct for students that clearly prohibit, at a minimum, the unlawful possession, use, being under the influence of or distribution of illicit drugs and alcohol by students on school premises or as part of any of its activities;
- A clear statement that disciplinary sanctions, up to and including suspension or expulsion and referral for prosecution, will be imposed on students who violate the policy and a description of those sanctions;
- A statement that students may be required to successfully complete an appropriate rehabilitation program;
- Information about drug and alcohol counseling and rehabilitation and re-entry programs available to students;
- A requirement that parents and students be given a copy of the standards of conduct and the statement of disciplinary sanctions required; and
- Notification to parents and students that compliance with the standards of conduct is mandatory.

It shall be the responsibility of the superintendent, in conjunction with the principal, to develop administrative regulations regarding this policy.

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

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

1) Use of Tobacco/Inhalant Products (Neb. Rev. Stat. § 79-267)

Columbus Middle School students are not to possess, use, distribute or sell tobacco on school grounds (under the jurisdiction of Columbus Middle School), so students will also be disciplined for violating district policies on these grounds, in school, or at school-sponsored events.

Definition: Tobacco products include cigarettes, cigars, chewing tobacco, snuff, or any form of tobacco intended to be smoked, chewed, sniffed, dissolved or inhaled or products intended to replicate tobacco products either by appearance or effect.

Possessing or use of e-cigarettes, vape devices, materials related to vaping (e.g., chargers, empty cartridges) and/or vapor liquids in any form at school is in direct violation of this policy. Tobacco or inhalant products confiscated from the student will be turned over to law enforcement.

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

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

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

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

3) Prescription Drugs (Neb. Rev. Stat. § 79-267)

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

Columbus Middle School reserves the right to exercise control of the misuse, misrepresentation, distribution or selling of prescription drugs. Students are not to misuse, misrepresent, distribute or sell prescription drugs. No prescription drugs can be administered by anyone other than the nurse or other designated persons. All prescription medicines are to be kept in the nurse's office. Students using

prescription drugs shall bring them to school in properly labeled prescription containers and said prescriptions shall be accompanied by written parental verification.

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

Consequence: Students found guilty of misusing, misrepresenting, distributing, or selling prescription drugs or edible items will be suspended from school and/or school-sponsored activities, and/or recommended for expulsion based upon frequency and severity. Students found guilty of failure to provide the required written parental verification/permission for their own prescriptions will result in a warning to the student. Subsequent failures will result in disciplinary action.

4) Over the Counter Drugs / Vitamins (Neb. Rev. Stat. § 79-267)

Definition: Any drug or chemical that can be purchased without a prescription and that does not fall under state or federal limitations (i.e. caffeine pills, aspirin, cough syrup, diet pills, substances that can be inhaled, etc.) Columbus Middle School reserves the right to exercise control over the misuse, misrepresentation, distributing or selling over-the-counter drugs. Students are not to misuse, misrepresent, distribute, or sell over-the-counter drugs.

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

5) Records of Violations and Consequences (Neb. Rev. Stat. § 79-267)

Anecdotal notes or violations of the district drug policy will be shared between administrators from one year to another and from one attendance center to another and disciplinary action may carry over from one year to another and from one attendance center to another if the consequence was not completed. However, violations of the drug/alcohol policy are not cumulative from one year to another or from one attendance level to another.

SECTION V STUDENT ATTENDANCE EXPECTATIONS

Student Attendance Expectations

1. Attend school on a regular basis.
2. Pre-arranged absences with school officials.
3. Be on time and present in assigned classes.

To assure that students acquire the knowledge and skills necessary to fulfill the school mission, all students are expected to attend school on a consistent basis. This means all students enrolled in any of the Columbus Schools, regardless of how old they are, must attend school regularly and be in all the classes to which they are assigned, unless properly excused by an official of the school. Arrangements should be made to obtain missed assignments from the homework pages on the school website, emailing teachers, or by contacting the school in the case of a major illness.

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

V-A Attendance – Excused/Unexcused

Any student who misses more than ten (10) days or the percentage equivalent to ten (10) days in a semester is in violation of Nebraska statute and the Columbus Public Schools Attendance Policy. Parents, or legal guardians, are expected to telephone, (402) 563-7060, or notify the school by 9:00 am the day or days of student's absence or tardiness unless the absence has been prearranged. Parents or guardians who do not call regarding a student's absence will be called at home or work. If the school is unable to reach parents or legal guardians or parent provided emergency numbers, we cannot be certain of the safety of the child; therefore, one of the building attendance officers (administrators) will be asked to investigate the absence of the child.

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

Student absences approved by the principal shall be considered allowable absences. Approved absences shall count as days in

attendance for purposes of addressing excessive absenteeism, except for notification of the county attorney. These absences include, but are not limited to, medically documented illnesses or appointments, pandemic occurrences identified by local clinics, recognized religious observances and school-sponsored or approved activities.

It shall be the responsibility of the parent to notify the middle school attendance office as soon as the parent knows the student will not be attending school on that day. The principal may request evidence or written verification of the students' reason for absence. (CPS Board Policy 503.03 and Neb. Rev. Stat. § 79-209)

V-B Attendance – Activity Participation

Students who are participating in the activity program are not allowed to practice, perform, or compete on the same day they are absent from school for more than six periods. In addition, should the student participation be scheduled for Saturday, and the student has an unexcused absence on Friday, he/she may not participate. Extenuating circumstances must be approved by the administration, unless due to a prearranged absence.

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

Student Attendance Expectation #2 – Pre-arranged absences

V-C Pre-arranged Absence Procedures

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

The student will be given a Pre-arranged Absence Form (white slip) from the attendance secretary. Classroom teachers will initial these slips and provide make-up work when available. All make-up work is due upon return from the pre-arranged absence.

V-D Sign-Out Procedure

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

In the case of illness, the student will be checked by the school nurse or other school official before being excused. Before being released from school, the student's parent or other designated person will be contacted and advised of the student's need to be dismissed from school. Students who leave school due to illness during the school day are responsible for getting and completing all missed work. Students who have left school during the school day due to illness may not return for any school activities after school hours.

V-E Make-Up Time for Absences

Students are responsible for making up all work missed because of absences. Students will be allowed the number of days absent plus one (1) additional day to make up for missed work. Special arrangements can be made with individual teachers for unusual circumstances. It is the student's responsibility to see instructors for work missed during absences, or assignments may be obtained online on the team pages, Google Classroom, or via email. Students on suspension are expected to have work completed upon their return to class. Students on suspension who do not have their work complete will be assigned to in-school suspension until it is completed. If students are absent for more than one day due to illness, parents may request prior to 10 a.m. to pick up assignments after 4:00 p.m., the office is open until 4:30 p.m.

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

Punctuality to and attendance at school and classes closely correlate with punctuality to and attendance at work later in life. Therefore, we expect students to be on time for school and classes.

V-F Tardies - Late To School or Class

School starts promptly at 8:00 a.m. Students arriving after 8:00 a.m. will be marked tardy. Students must sign in at the main office

when reporting to school and/or if they are not in their assigned classes after 8:05 am each day. Students arriving to school between 8:00 - 8:05 a.m. may have a consequence from their teacher. Students who arrive at school after 8:06 a.m. MUST report to the Office. First period teachers will not admit the student after 8:06 to their classrooms without a pass from the office. Tardies after 8:25 will be considered an unexcused absence or a skipped class and students will be required to make any time missed. Students will be allowed three (3) tardies per year before being assigned time as a consequence for tardiness. Students with more than three tardies per year will serve a 30 minute office detention for each additional tardy.

* If a student is tardy or late to school a total of 15 times, the parents will again be personally contacted by an administrator to discuss the problem, clarify guidelines for how future tardy arrivals will be handled, and assign appropriate disciplinary action.

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

V-G Administrative Response to Student Absences

All students are expected to attend school/class on a consistent basis. Students with unexcused absences will make up the time missed from school.

Whenever a student leaves school without permission, skips class, or is absent from school without parental permission and/or for a reason not excused by the school the student is truant. All cases of truancy will be dealt with by an administrator on an individual basis. Possible consequences include: parent conferences, work detentions, in-school suspensions, Thursday Night School, involvement of the School Resource Officer for violation of the state's compulsory education law, and expulsion. Students will be held accountable for the time and class work they miss as a result of their truancy. Students will make up time for absence and parents will be contacted. After repeated offenses, consequences may include double time for absence, referral to attendance monitor, written warning by the police, suspension, and/or summons issued by the police.

Investigative home visits by a school administrator, SRO, school counselor, and/or social worker could be conducted for any of the following reasons:

1. When the parent or guardian has not communicated to school officials with why a student is not in attendance, and all attempts to reach parents over a period of time have failed.
2. When the student in question has had significant, ongoing attendance problems, and all attempts to reach parents regarding an unreported absence have failed.
3. Said home visit may result in referrals to other agencies such as, but not limited to, Platte County Assessment Center including the Attendance Monitor program, Professional Partners organization, and the County Attorney's Office.

SECTION VI ACTIVITY STANDARDS AND REGULATIONS

VI-A School Activities

"School Activities", for the purposes of these standards and regulations, are to be defined as all Columbus Public Schools district athletics, events, sponsored activities, etc.

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

1) School-Sponsored Activities

Columbus Middle School sponsors student activity gatherings, several assemblies, a number of music concerts, and interscholastic sports competitions. All of our students are invited to attend the concerts and sporting events and support their classmates and friends as they participate in these public performances. The activities will be publicized in the school announcements, the school website, and on social media.

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

2) Extracurricular Activities

Students are encouraged to explore the many opportunities for participation in extracurricular activities. We believe students must be good students first and good in their activity second.

Fifth and sixth grade students are eligible for a certain number of extracurricular activities.

In regards to intramural activities, sixth graders do not need to complete a sports physical in order to participate. Coaches and teachers will meet and confer regarding the academic performance of individual intramural athletes, and when necessary, a student will be required to have all passing grades before being allowed additional competition in intramural games. However, intramural athletes will not have to provide coaches with eligibility cards to verify academic standing.

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

3) Academic Eligibility

Eligibility will be tracked by quarters, all students will be eligible at the beginning of each activity season and the checks will be conducted every Monday at 8:00 a.m. beginning the second week of the start of the activity. The ineligible period will begin Thursday. If a student is failing any subject on the reporting date, he/she will be suspended from competition and travel beginning on Thursday of the same week. Students will remain ineligible until he/she has brought the failing grades to a passing percentage by completing acceptable work to determine eligibility. The teacher shall have 24 hours to grade/evaluate assignments.

It shall be the coaches and/or activity advisors responsibility to counsel all students that do not meet the academic eligibility guidelines. Once the student regains his/her eligibility, the coaches and/or activity advisors shall inform the activities director in writing.

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

4) Activity Guidelines

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

4a) Interscholastic Sports Rules/Guidelines (7th & 8th Grade)

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

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

Students who participate in school sponsored competitive extracurricular activities, as defined in the student handbook at the middle school and high school (Grades 7-12) levels are eligible for random testing. Students who do not consent to participate in the testing program shall not be eligible to participate in school sponsored competitive extracurricular activities. (CPS Board Policy 504.50)

5) Clearance to Participate & (Head) Injury Procedure

Based on current or new legislation at the state and federal levels, Columbus Middle School will observe the Nebraska Concussion Awareness Act - Return to Learn protocol on allowing students to participate in activities. (Neb. Rev. Stat. §71-9105; CPS Board Policy 508.15)

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

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

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

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

6) Locker Room Policy

- The activity locker rooms are locked. Students needing to enter the locker room (when there is teacher supervision) must have a teacher, coach, or administrator present.
- The locker rooms will be opened by coaches who are sponsoring that activity. Students who are out for a sport may use the locker room at this time.
- Locker rooms will be locked during practices and games. If students who are participating in intramural activities or interscholastic sports need to re-enter the locker rooms they must obtain permission from one of their coaches.

7) “Team Selection” and “Playing Time”

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

School Representative: Student participants must demonstrate that they can and will represent themselves and their school in a manner which reflects the development of high ideals and appropriate values, which shall include good citizenship in the school and in the community.

Success: Student participants must demonstrate that they can make the activity program more successful, both from a standpoint of competitive success and success in promoting a positive school spirit. Characteristics for purposes of these criteria include the student's: (1)talent or skill, (2)desire to improve the student's own skills or talents as well as those of others in the activity, and (3)attitude of respect towards teammates, the coach, the school, and the community.

8) Transportation To and From Events

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

A student involved in school activities may be allowed to ride to or from an event with written permission from his or her parents. Preferably, written permission should be received by the activities director or coach/sponsor no later than 24 hours before the beginning of the trip. Under no circumstances should a student involved in school activities be allowed to ride to or from an out-of-town event with anyone but their own parents.

9) Activity Regulations

Participation in school sponsored activities is a privilege and not a right. Students participating in Columbus Middle School Activities must be “in good standing” with School Regulations and will be held responsible for knowing and abiding by all activity regulations which are listed in the Columbus Middle School Student Handbook.

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

It is the belief of the Columbus Public Schools that it is important to support the total student. Expectations for our youngsters participating in co-curricular activities include not only behavior at school or at school functions or events, but go beyond the school day and into the community. We believe that part of learning is accepting responsibility for one's actions. Thus, the school district is extending its authority to hours and places beyond the regularly perceived boundaries in an effort to show strongly to students and the community our intent to work with and help all youngsters in their decision-making. We believe this stance will further help to develop responsible adult citizens while serving as a deterrent to certain unlawful behaviors.

The following actions shall constitute prohibited conduct for students participating in CMS sponsored activities. The conduct can be on or off school grounds and need not be at an educational function or event.

A student accused of a violation shall have due process consisting of the right to know the nature of the alleged violation, the right to tell his or her version of events, and the right to have others comment on his or her behalf. The decision of the administration shall be final. The following regulations will begin the first day of organized practice by a Columbus Middle School sponsored activity, and the regulations will end on the last day of student attendance with the exception of school sponsored events taking place while school is not in session.

Each violation of the activity regulations (academic, violations, tobacco and drug/alcohol) will be handled separately and penalties will be accumulated by each individual regulation.

Start of Suspension - Suspension from activities/sports will begin the day the student admits to a violation or the day the administration declares the student suspended.

The following actions shall constitute prohibited conduct for students participating in CMS sponsored activities:

- Intentionally causing or attempting to cause physical injury to any person.
- Fraud/theft/robbery
- Vandalism to public or private property on or off school grounds.
- Harassment, Stalking, Threatening, Public Indecency
- Knowingly possessing, handling or transmitting any object or material that is ordinarily or generally considered a weapon by school board policy.

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

10) Drug/Alcohol Regulation for Activity Eligibility

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

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

10a) Consequences

First Violation of Drugs/Alcohol:

Students determined to have committed a first violation *shall be suspended for one third of the scheduled Columbus Middle School competitions/performances of that given student's current activities season(s)*. If a student *self-reports* to a sponsor/coach or administrator within 24 hours of the incident, they *shall be suspended for one-fourth of the scheduled Columbus Middle School competitions/performances of that given student's current activities season(s)*. The student is also prohibited from participating in all activities with the team including but not limited to pep rallies, traveling with the team, and community service performances that occur within this time frame. Student athletes will be expected to participate in practices and/or classes within the school day.

Second Violation of Drugs/Alcohol

Students determined to have committed a second violation at any time during their middle school career *shall be expelled from participation in all activities for one calendar year*. If the student self-reports, the suspension is for nine months.

Reinstatement after Second Violation of Drug/Alcohol Policy: Should it be determined that a student has committed a second violation during their middle school career; he or she may apply for re- instatement in activity participation under the following conditions:

- A. The student will undergo a formal drug/alcohol evaluation at his or her own expense. The results of this evaluation will be shared with the school administration and the recommendation(s) made by the evaluation must be followed for reinstatement to stand.
- B. The student will complete a community service project, including approximately 40 hours of service work, as to be agreed upon by the school administration and the student. All expenses incurred for the completion of the community service project are to be the responsibility of the student. The student must complete the community service project prior to being reinstated.

Third Violation of Drugs/Alcohol

Students determined to have committed a third drug/alcohol violation at any time during their middle school careers ***shall be expelled from participation in all activities for the remainder of the middle school careers.***

10b) Due Process: A student accused of a violation shall have due process consisting of the right to know the nature of the alleged violation, the right to tell his/her version of events, and the right to have others comment on his/her behalf. You have the right to appeal the Activities Coordinator’s decision provided the appeal is made to the **Middle School Administration** within 5 days. This decision may be appealed to the superintendent provided the appeal is made within 5 days. The superintendent’s decision is final.

Note: If a violation occurs toward the end of the activity season, this consequence will carry over to the next season in which the student participates. The student must ***complete the entire season*** of the activity in which the activity suspension is served.

Drug/Alcohol Suspension Table		
First Offense	Second Offense	Third Offense
<ul style="list-style-type: none"> * Students is suspended for 1/3 of scheduled competitions and/or performances *Suspension is reduced to 1/4 of scheduled competitions and/or performances if students self reports 	<ul style="list-style-type: none"> * Student is suspended for activity participation for one calendar year. * Suspension is reduced to nine months if student self-reports * Students may apply for reinstatement, providing evaluation & community service project 	<ul style="list-style-type: none"> * Student is suspended from participation in all activities for the remainder of their middle school and high school career

11) Tobacco/Inhalants Regulation for Activity Eligibility

Students determined to have possessed, used, distributed or sold tobacco shall receive the following consequences:

11a) Consequences

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

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

Third Violation: A student determined to have committed a third violation at any time during his/her middle school careers shall be suspended from participation in all activities for one full year. Student athletes are also suspended from practices, but must still attend

classes within the school day.

11b) Due Process: A student accused of a violation shall have due process consisting of the right to know the nature of the alleged violation, the right to tell his/her version of events, and the right to have others comment on his/her behalf. You have the right to appeal the Activities Coordinator's decision provided the appeal is made to the **Middle School Administration** within 5 days. This decision may be appealed to the superintendent provided the appeal is made within 5 days. The superintendent's decision is final.

SECTION VII GENERAL INFORMATION

VII-A Medical Excuses From Fitness/Participation for Health Reasons

A student may be excused from fitness for reasons of health for one class period with permission of a parent and/or nurse. The student may be excused for additional days by the school nurse if the situation is well-defined, if there is parental input, and/or if the situation is self-limiting. A doctor's statement may be required when deemed necessary. A student may be permanently excused from fitness by a doctor's statement only.

VII-B Asthma Protocol

State Law (Rule 59) requires that our school be prepared to implement an emergency treatment plan, called a protocol, anytime a student or staff member experiences a life threatening asthma attack or systemic allergic reaction (anaphylaxis). The protocol requires that 911 be called first. After that call is made, an EpiPen injection will be given and then albuterol is provided through a nebulizer. The protocol steps are designed to provide quick, effective care in order to prevent death from occurring due to severe asthma attack or anaphylaxis. Staff members have been trained to recognize the signs and symptoms of a life-threatening breathing emergency and to properly administer the medications. The protocol is a standing medical order that has been signed by Dr. David Rohwer.

If you know that your student has asthma or a known allergy, it is critically important that you communicate this information to our school staff. You may contact the Middle School Nurse. For each student with a known allergic condition or asthma, you must provide the school with (1) written medical documentation, (2) instructions, and (3) medications as directed by a physician. In the event that your student experiences a life threatening asthma attack or systemic allergic reaction, we will defer to the specific documents and medication that you have provided. If you do not have medical documentation and instructions on file with the school for your student, we will defer to the regulatory protocol described above. If, for whatever reason, you do not want your student to receive the life-saving emergency treatment under the protocol, you must file your written objection with the school. If you have any questions or concerns about the protocol or your student's health issues, please contact the Columbus Middle School Nurse.

VII-C Screenings

Students enrolled in Columbus Public Schools are provided health screening in accordance with Nebraska State Statute (Neb. Rev. Stat. §79-248 - 79-253). The screening is conducted to help identify health concerns in as early a stage as possible, in an effort to enhance learning. Screening is not intended to be diagnostic, but to identify students with potential problems. Each student will be screened for vision, hearing, dental, height and weight. The state statute requiring health inspections in Nebraska does not allow a waiver option. Parents who request that their child not be screened at school must provide current screening results from a medical provider.

VII-D Automated Phone Calls

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

In order to conform with the rules within the Federal Consumer Protection Act, the school will need to obtain the "prior express consent" of the parent to call the cell phone number. The Federal Communications Commission has stated, "people who knowingly release their phone numbers have given permission to be called at the number which they have given, absent instructions to the contrary." By signing receipt of this handbook you are giving Columbus Public Schools permission to call all cell phones registered in our student information system (SIS) for school and student purposes.

VII-E Care of Building

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

Posters and locker decorations must be approved by administration before being placed in the building.

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

VII-F Elevator Use

Students who have been injured or have a condition to the extent that stair travel must be curtailed will be granted the use of the elevator. A keycard may be checked out from the school nurse and students will be charged a \$5 fee to replace any lost keycards. Elevator keycards should be returned as soon as they are no longer needed.

VII-G Grades - Honor Roll

Honor Roll is computed at the end of each grading term (this is not cumulative).

4.0 Honor Roll: 4.0 with no grade below "A"

3.5 Honor Roll: 3.5 or better with no grade below "B"

VII-H Grading and Grade Reporting Services

At Columbus Middle School we want students and parents to be informed about student progress and grades so we can provide a basis for students, parents, and teachers to work together in maintaining successful learning or bringing about an improved learning for the student.

Students and parents can check grades online or request updates on grades and academic performance any time by contacting individual teachers at 563-7060.

At the end of each grading period, each teacher reports a grade for each subject or subjects which (s)he teaches. All grades are printed on report cards, which are mailed to parents/guardians. If a student receives an incomplete, they will have 2 weeks after report cards are mailed to finish the work, so the incomplete will change to a grade.

VII-I School Counselors, School Psychologists, School Social Workers & Licensed Mental Health Practitioner

Parents can contact school counselors, school psychologists, school social workers and licensed mental health practitioners by calling the building. School counselors and school psychologists are student-focused and address concerns that affect the student's academic, behavioral, physical, social and emotional health. School counselors will teach lessons in the classroom setting, and lessons will follow the district's curriculum. School social workers are parent/family-focused and address concerns that impact a parent's or family's quality of life requiring community support services.

VII-J Head Injuries & Concussions

Columbus Middle School will follow the Return to Learn protocol for students that have been diagnosed with a head injury and/or a concussion.

VII-K Health Services - School Nurse

The Middle School has a full time nurse assigned to the building. The school nurse is available during regular school hours from 8:00 a.m. to 4:00 p.m. Students who become ill at school should request a pass from a teacher to see the nurse. If a student is genuinely ill, the nurse may suggest over-the-counter medication which could alleviate symptoms, the nurse may suggest a brief rest in the nurse's office prior to returning to class, and may suggest and facilitate the student going home for the remainder of the day.

In addition, the school nurse is responsible for monitoring the administration of all over-the-counter and prescription medications at school. Parents of students who have a health condition or take medications daily must discuss medication procedures with the school nurse and sign a medication release form in order to have medications administered at school. Middle school is a time of increased responsibility for personal health and wellness, to this end, CMS encourages students to take medications at home when possible. If parents would like to discuss the student's readiness for home-administration, parents are encouraged to contact the school nurse.

Finally, the school nurse monitors immunizations required by state law, physicals required by the school and school sports programs, and health screenings required by the school district (Neb. Rev. Stat. §79-217 - 79-253). Any questions related to these topics should first be addressed to the school nurse by phone at 563-7060.

VII-L School Website

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

VII-M Social Media

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

VII-N Lanyards, ID Cards & Activity Stamps

Students are encouraged to wear a lanyard with a picture identification card. Picture identification cards, which will be made at Columbus Middle School, are for every student. The picture identification cards will have the individual student’s picture and barcode. There will be a \$5.00 replacement fee for lost or significantly damaged picture identification cards. Students who have lost or damaged their picture ID cards should get them replaced in the CMS office as soon as possible. Students can only use their current year’s ID card and their photo must remain visible. This ID card can also be turned into an activity pass if a student purchases a C-stamp. C-stamps are sold at the middle school front office. The C-stamp permits admission to most Columbus High School and Columbus Middle school events. A record of who has purchased C-stamps is kept in the middle school office, and they can be replaced free of charge with a new ID card.

VII-O Media Center (MC)

Students must have their student ID card and agenda with them in order to check out materials and are responsible for all materials checked out to their bar code and not returned. Resources may be checked out for varying amounts of time. Books are checked out for 3 weeks and may be renewed once. MP3 Audiobooks with an accompanying print book may be checked out for 1 week and may be renewed once. Any student who fails to return their audiobook before it is marked lost will be blocked from checking out any more audiobooks. Back issues of magazines are checked out for one week. Reference books, encyclopedias, dictionaries, etc. are due back on the next school day. Some items may be allowed for check out only by CPS staff members. Students may have up to 3 items checked out at the same time if they do not have outstanding book fines. Exceptions will be considered on a case-by-case basis. Students must pay the full price for replacement of all lost materials (materials not returned after 30 days). At the end of each quarter, parents or guardians will be notified of any unpaid fines. Students who chronically have overdue books or large library fines will have their checkout privileges blocked.

VII-P WIN Time

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

VII-Q Lost and Found

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

VII-R Lunch Procedures

Free/Reduced lunch forms will be given to every student at the beginning of the school year; students who are applying for free/reduced status need to return forms promptly. Students are responsible for any charges accrued before the application is approved. Forms can be picked up in the office at any point in the year; these forms should be returned to the office upon completion.

Students may bring sack lunches if they do not wish to eat the school lunch. The Columbus Public Schools requests that, no student bring in commercially prepared food (i.e. McDonalds, Burger King, Subway, Pizza Hut, Taco Johns etc.) Each student is expected to bring only individual-sized portions which (s)he expects to eat. Large containers of chips or boxes containing multiple servings of a food item are not permitted. Students who bring sack lunches may purchase milk or a la carte if they wish to do so. Students may not

bring any candy or pop with them to eat at lunch. Sack lunches should not contain any glass items. All lunches must be eaten in the cafeteria unless special permission or instructions have been given by a school official. Students must use their intact student ID with barcode as they go through the lunch line. Students who do not have their student ID card must have an ID sticker and wait at the back of the line. Students may deposit money into their account before school or during lunch periods.

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

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

Nondiscrimination Statement

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

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

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

- (1) Mail: U.S. Department of Agriculture
Office of the Assistant Secretary for Civil Rights
1400 Independence Avenue, SW
Washington, D.C. 20250-9410
- (2) Fax: (202) 690-2474; or
- (3) Email: program.intake@usda.gov

This institution is an equal opportunity provider.

VII-S Parent/Guardian Involvement and Participation

1. The Parent/Guardian and Student Handbook shall include CPS Board Policy 1005.03 and provide parents/guardians with the information as to when and how they can access instructional materials.
2. The Parent/Guardian and Student Handbook is available online. Upon request, a paper copy of the handbook can be sent home with students. If sent home with students, parents/guardians shall return to the school a signed form indicating that they have received the Parent/Guardian and Student Handbook.
3. Parent/guardian permission is required for out of town field trips. Parent/guardian notification is required for out of town field trips. See also CPS Board Policy 607.05.
4. The Parent/Guardian and Student Handbook shall include an invitation to parents/guardians to attend and monitor instructional activities.
5. Administrators shall notify parents/guardians in advance of special activities, such as assemblies, unless time does not permit.
6. If a principal denies a parent's/guardian's request to attend and monitor instructional and/or special activities, the principal shall notify the parent/guardian of his/her rights of appeal as described in this regulation. Also, a full report

- including, but not limited to, the circumstances and rationale for the denial shall be sent to the Superintendent.
7. Administrators shall notify parents/guardians if a substitute teacher will teach their child for four or more weeks.
 8. Administrators shall make the curriculums, instructional materials, and school climate surveys used in their schools available for parent/guardian access. Administrators shall provide additional opportunities for parents/guardians to review the materials. Parents/guardians shall be notified in advance of such opportunities.
 9. Administrators shall take advantage of opportunities to inform parents/guardians of how they can be more involved in the schools by contacting school staff and/or the Volunteer Coordinator at the Administration Building.
 10. Parents/guardians may obtain copies of curriculum for review by checking them out from the Professional Library located at the Administration Building. Parents/Guardians may obtain a personal copy of materials at their own expense.
 11. Parents/guardians shall be notified in the parent/student handbook, that lessons may be taught by a school counselor in the classroom setting. Lessons shall follow the district's curriculum.
 12. Parent/guardian permission is required for student participation in counseling groups or individual counseling sessions conducted by school counselors unless the student's safety is in question.
 13. Parents/guardians are encouraged to attend conferences in the fall and spring.
 14. Parents/guardians are encouraged to notify teachers if there are topics of concern to them. Teachers shall notify the parents/guardians in advance if these topics are to be used in planned lessons. The administrator shall be responsible for annually advising staff in August that there are subjects which may be sensitive or of concern to parents/guardians as part of classroom discussion. Such subjects which may arise that are not in the District curriculum may include, but are not limited to: death and dying; religious events and holidays; magic, witches, and sorcery. Teachers are also to be reminded by principals that any classroom discussion of a controversial topic should be in accordance with current Board Policy.
 15. Parents/guardians shall be notified in advance of Family Life instruction involving human sexuality (grades 5-12). Permission slips will be included with the notification. If the notification is mailed to the home, the school shall require a parental/guardian response only if the parent/guardian does not give permission for the student to participate. If notification is sent home with the students, the school shall require a parent/guardian response indicating whether the student will or will not participate.
 16. If a parent/guardian has an objection to any instructional material or school experience, the school shall provide the parent/guardian with an appropriate form which may be used to express his or her objection. Forms and appeal procedures may be obtained from building secretaries.
 17. It shall be the responsibility of the administrator to notify parents/guardians in advance when their children will be taking standardized tests.
 18. It shall be the responsibility of the administrator to notify parents/guardians in advance of school-sponsored surveys beyond the school climate surveys. If the notification is mailed to the home, the school shall require a parent/guardian response only if the parent/guardian does not give permission for the student to participate. If notification is sent home with the students, the school shall require a parent/ guardian response indicating whether the student will or will not participate.
 19. The Board of Education shall hold an annual public hearing on Parent/Guardian Involvement and Participation in accordance with the statute. Neb. Rev. Stat. §79-533

VII-T Parent-Teacher Conferences

Parent-teacher conferences will be held at mid-1st quarter and mid-3rd quarter. There will also be an Open House with a Grade Level Orientation for parents to meet their child's teachers. Refer to the school calendar for the schedule. Conferences with teachers, at any other time, are possible by contacting the school office and making arrangements with the teachers.

VII-U Passes

Students in the hall during the instructional period must have a signed pass from a staff member. Students who fail to comply with this rule will have their pass privileges suspended with the exact time based on frequency and severity of the offense.

VII-V Physical Examinations

Nebraska State Law requires that each student entering the 7th grade must be examined by a qualified physician prior to entrance in the school. Physical forms may be obtained from the Middle School Office. Parent(s)/guardian(s) must comply with this law or object to the physical in writing. Students will be excluded from school if they fail to meet this requirement. Refusal forms are available from the school nurse. Transfer students, all grades, from out-of-state are also required to complete the physical examination. Parent(s)/guardian(s) having a question regarding this requirement should contact the school nurse.

VII-W School Resource Officer

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

VII-X Severe Weather and School Cancellations

The Superintendent may alter district schedules as appropriate to the particular condition. The Superintendent will notify local news media when inclement weather warrants such action. Local radio and television stations will broadcast the information along with the district website and social media site. Parents who are signed up for Remind or other notifications will receive a message.

VII-Y Smoke-Free Environment

All of our school buildings and grounds are smoke and tobacco-free.

VII-Z Drug-Free School

Columbus Middle School implements regulations and practices which will ensure compliance with the federal Safe and Drug-Free Schools and Communities Act and all regulations and rules promulgated pursuant thereto.

VII-AA Student Agenda Books

CMS has designed and printed student agenda books with the intent of improving the organizational habits of students. Students will be expected to carry their agenda books at all times as several uses have been built into the structure of this book. Students will be responsible for replacing lost or damaged agenda books at a cost of \$1.00.

VII-AB Student Schedule Changes

Students needing schedule changes should notify their School Counselor. Final approval of all schedule changes will be made by the Administration.

VII-AC Health/Accident Insurance

Students shall have the opportunity to participate in the health and accident insurance plan selected by the school district. The cost of the health and accident insurance program shall be borne by the student. Participation in the insurance health and accident plan is not a contract with the school district, but rather, a contract between the insurance company and the student.

VII-AD Transportation Services

The school provides transportation for students on field trips and when participating in school activities. Students are expected to follow the behavioral expectations for riding school buses. While riding school buses or other school vehicles you are expected to follow the same student conduct rules, which apply when you are on school property or attending school activities, functions or events.

VII-AE Tobacco, Alcohol, and Drug - Education and Prevention

Columbus Middle School promotes comprehensive, age appropriate, developmentally based drug and alcohol education and prevention programs.

VII-AF Teacher Assistance – Before and After School

Teachers are on duty beginning at 7:45 a.m. each morning, but many of them are actually at school earlier than that. Teachers are willing to help students in the morning as long as they know that the students are coming in for help. Students will need a pass to see a teacher in the morning before school and should request that pass before they leave school on the day before.

All students will be dismissed at 3:30 p.m. unless they are asked to stay later by a teacher and/or administrator because they have not completed work of acceptable quality or turned in work on time or because they have not behaved appropriately in the classroom. Students can also make arrangements to complete work or receive assistance after school between the times of 3:30 and 4:00 p.m.

VII-AG Visitors Policy

During school hours, all visitors, people who are not employees of the Columbus Public Schools or Columbus Middle School students, are to report immediately to the Middle School Office upon entering the building. Visitors are required to sign-in and wear a

visitor's badge. Any violation of this rule may be considered trespassing and appropriate action may be taken. Student visitors from other schools are not allowed because they tend to disrupt the teaching and learning environment.

Columbus Public Schools - ILLNESS SUPPLEMENT

The following rules and expectations will be effective during the 2022-2023 school year. These rules and expectations are intended to ensure the health and safety of all students, staff members, and the overall community. Because of the fluid nature of viruses and other forms of illness, these rules and expectations are subject to change at any time. The District will send parents and students written notification of any such changes. It is each family's responsibility to monitor for, understand, and adhere to any such changes, including those changes implemented on short notice. If a parent or student ever has any questions about the interpretation or implementation of these rules and expectations, the parent or student should promptly contact their building administrator.

1. **Symptoms of Illness.** A student who experiences, or has experienced symptoms of a form of illness needs to be cautious of their health for their safety and others around them. For the benefit of all students, any student who experiences more than minor symptoms should stay home until they feel better. If a student displays more than minor symptoms while at school, the student may be sent home and it is the parent's responsibility to promptly retrieve the student from school. Students who miss school due to illness will generally not be counted as an unexcused absence, though the administration reserves the right to deem an absence as unexcused if the administration determines that a student has not been honest.
2. **Preventing Exposure.** In addition to a student staying home when they feel sick, each student is responsible for taking reasonable efforts to prevent the spread of illness. These efforts include, but are not limited to, washing hands, avoiding the sharing of food or drinks, avoiding others who are sick, practicing good hygiene, and the like. Although the District is not responsible in any way for a student becoming ill, and each parent and student assume the risk of illness every day by attending school, the District strongly encourages students and parents to proactively prevent exposure and the spread of any illness in school.
3. **Make Up Work.** A student who does not attend school due to illness must coordinate with their teacher(s) on any makeup work or missed assignments. Ordinarily, students will not be penalized academically if they miss school because they are legitimately sick. However, the student is ultimately responsible for communicating and following-up with their teacher(s) to make up any missed work and/or prevent receiving any penalties for missed work. Finally, the District does not offer remote learning when a student is unable to attend school in-person.
4. **Activities.** A student will not be permitted to participate in activities if the student has been sick on the day of the activity or if the administration determines that the student has symptoms of being sick.
5. **Failure to be Honest.** These rules and expectations are designed and will be implemented to ensure, to the extent practicable, the health and safety of all students and staff. The District will endeavor to balance the need to ensure the health and safety of school premises, while not intruding on a family's confidential medical information. With that in mind, students and families are expected to be honest with the District regarding a student's illness or symptoms. In any circumstance, if the District determines that a parent or student has not been honest or forthright with information or facts provided (or not provided) to the District about a student's potential illness or symptoms, the District may exclude a student for a longer period of time (for health and safety reasons) or may impose disciplinary consequences.
6. **Other Health and Safety Rules.** At any time, a staff member may impose or require a student to undertake other health and safety requirements (such as frequent hand washing, maintaining social distancing, and the like). A student must follow such health and safety requirements or face discipline, like any other rule issued by a staff member.

Columbus Middle School



Acceptable Use Agreement 2022-2023

COLUMBUS PUBLIC SCHOOLS MS STUDENT ACCEPTABLE USE AGREEMENT

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COLUMBUS PUBLIC SCHOOLS STUDENT ACCEPTABLE USE AGREEMENT

LOST - MISSING - STOLEN CHROMEBOOK -

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

Option #1: Call or report to the Middle School Office (402-563-7060) if Troy Medinger (CMS Technology Associate) is in the building, the call will be transferred to the Technology Office who will then notify CMS Administration and Jeff Uchtman (CPS Network Administrator).

Option #2: If Mr. Medinger (CMS Technology Associate) is not in the building, the information will then be shared directly to the CMS Administration, Mr. Jeff Uchtman (CPS Network Administrator), and Mr. Corey Underdahl (CPS Technology Associate).

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

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

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

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

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

Receiving and Returning Your Chromebook

1. Receiving Your Chromebook

- **Parent/Guardian Orientation (Required for all students)**
 - All parents/guardians and their student(s) are required to sign the Columbus Public Schools Chromebook Acceptable Use Agreement (AUA) before a Chromebook can be issued to their student. All parents/guardians and their student(s) will also be required to attend the grade-level orientation at the beginning of the school year on acceptable use as well.
- **Device Distribution**
 - Students will receive their Chromebook during the first week of school upon receipt of their signed AUA.
- **Device Distribution / Transfer and New Students to CMS**

- Devices will be distributed to students by grade levels during the first week of the school year. Students and parents must sign the Acceptance Use Agreement (AUA) in advance of receiving their Chromebook.
- All students new to CMS, will be able to pick up their Chromebook from the Columbus Middle School Technology Office located across from the main office. Both students and their parents/guardians must complete the digital literacy/citizenship requirements and sign the AUA prior to picking up a Chromebook.

2. Returning Your Chromebook

- **End of Year**
 - At the end of each school year, students will turn in their Chromebook. More information regarding the check in will be available during the 2022-23 school year. Students shall retain all issued peripherals.
 - Failure to turn in a Chromebook will result in the student being charged the full replacement costs.
 - At the discretion of the Superintendent, the district may also file a report of stolen property with the Columbus Police Department for any Chromebook and/or issued peripherals which are not returned.
- **Transferring/Withdrawing Students**
 - Students who transfer out of or withdraw from the Columbus Public Schools must turn in their Chromebook and all peripheral items to the Middle School Technology Office on their last day of attendance as part of the middle school check-out procedure (pink sheet).
 - Failure to turn in the Chromebook will result in the parent/guardian being charged the full replacement costs for the computer and peripherals. Unpaid fines and fees of students leaving the Columbus Public Schools may be turned over to a collection agency.
 - At the discretion of the Superintendent, the district may also file a report of stolen property with the Columbus Police Department within **48 hours** of the student's verified final day of attendance.

3. Equipment Repair and Replacement protection plan

- Columbus Public Schools *highly recommends* that families purchase the **damage protection plan** prior to the deployment of the Chromebook to students. The cost is \$25.00 annually for each Chromebook. Each claim covered by the protection plan will be assessed a deductible of 85/15 with the district covering 85% on a per incident basis during the 2022-23 school year.
- If a student withdraws from Columbus Middle School and then re-enrolls later in the current school year, the coverage purchased at the student's initial registration will be reinstated.
- **Disclaimer:** Recurring incidents of a similar nature that result in damage to the device will be reviewed and may not be covered by the **damage protection plan**.

4. Training

- Students will receive regular training during the school year to address care and usage of the Chromebook as well as usage of Google Apps (Discoverer Accounts).
- Regular digital citizenship training will also be provided to address respectful, responsible, and ethical use of the internet and digital tools.

Taking Care of Your Chromebook

1. Responsibility *[See Section IV-AN Damage of School or Private Property of CMS Student Handbook p. 26]*

- Students are responsible for the general care of the Chromebook they have been issued by the school. Chromebooks that are broken or fail to work properly must be taken to the CMS

Technology Office. If a loaner Chromebook is needed, one will be issued to the student if available.

- **Use the CPS Technology Hotline to report a lost/stolen computer: 402-563-7069.**
- It is recommended that you keep your Chromebook clean. Approved cleaning supplies and appropriate procedures are available in the Middle School Media Center.
- Keep food and drink away from your Chromebook.
- Cords, cables, and removable storage devices must be inserted carefully into the Chromebook.
- Never carry your Chromebook while the screen is open.
- Keep pets away from your Chromebook and peripherals.
- Chromebook must remain free of any writing, drawing, and inappropriate stickers, or labels. See guidelines on “Personalizing the Chromebook” on the next page.
- Chromebook will be examined for cleanliness and wear at the time of check in.
- It is recommended that your Chromebook be shut down when not in use to conserve battery life.
- Shoving your Chromebook into a locker or wedging it into a book bag may damage the screen.
- Heavy objects should never be placed on top of Chromebook.
- Exposing your Chromebook to extreme hot or cold temperatures or direct sunlight for extended periods of time may cause damage to your Chromebook.
- Leaving your Chromebook unattended or unsecured could result in damage or theft for which you will be liable.
- We recommend that you bring your Chromebook to room temperature prior to turning it on.

2. Device Protection

- Each student is responsible for the protection of their device. If students choose to buy their own personal bag for the device, they may choose to do so at their own expense/risk. Any damage to the device falls on the responsibility of the student.

3. Carrying Chromebook

- Always transport Chromebook with care and in a manner that protects the device from damage.
- Never lift or carry Chromebook by the screen.
- Never carry Chromebook with the screen open.

4. Screen Care

- The Chromebook screen can be damaged if subjected to heavy objects, rough treatment, some cleaning solvents, and other liquids. The screens are particularly sensitive to damage from excessive pressure.
- Do not put pressure on the top of a Chromebook when it is closed.
- Do not slam devices shut.
- Do not store a Chromebook with the screen open.
- Make sure there is nothing on the keyboard before closing the lid (e.g. pens, pencils, or disks, papers).
- Only clean the screen with a soft, **dry** microfiber cloth or anti-static cloth.

Using Your Chromebook

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

1. Chromebook being repaired

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

2. Charging Chromebook

- Chromebook should be brought to school each day (if taken home) with a full charge.

3. Personalizing the Chromebook

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

4. Sound

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

5. Logging into a Chromebook

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

6. Using Your Chromebook Outside of School

- Students who are given permission to bring their computers home are authorized to use their Chromebook at home and other locations outside of school.
- A WiFi Internet connection will be necessary for some Chromebook use; however, some applications can be used while not connected to the Internet.
- Students are bound by the Columbus Public Schools Use of Technology Policy, the Columbus Middle School Student Handbook and this Acceptable Use Agreement (AUA). See CMS Student handbook page 25 Section IV-AL Technology and Acceptable Use Policy for additional information on acceptable use.

Operating System and Security

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

1. No Expectation of Privacy

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

2. Monitoring Software

- Teachers, school administrators, and the technology department staff may use monitoring software that allows them to view the screens and activity on student Chromebook.

3. Updates

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

4. Virus Protection

- There is no need for additional virus protection on Chromebooks.

5. Content Filter

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

6. Inspection

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

Software on Chromebook

1. Originally Installed Software

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

2. Google Apps for Education (Discoverer Accounts)

- Chromebook integrates with the Google Apps for Education suite of productivity and collaboration tools. This suite includes Google Docs (word processing), Sheets (spreadsheets), Slides (presentations), Drawings, Forms, Sites, Gmail, Groups and Blogger. All work is stored within Google Drive.

Repairing or Replacing Your Chromebook

Tech Support

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

1. Vendor Warranty

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

2. Accidental Damage Protection

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

3. Chromebook Technical Support

- The CMS Technology Office will be the first point of contact for repair/troubleshooting of the Chromebook.
- Services provided include:
 - Password recovery
 - User account support
 - Coordination of warranty repair
 - Distribution of replacement Chromebook
 - Hardware maintenance and repair
 - Restoring Chromebook to factory default
 - Chrome OS updates

Safe and Acceptable Use of Your Chromebook

1. Appropriate Uses and Digital Citizenship

- School-issued devices should be used for educational purposes and students are to adhere to this Acceptable Use Agreement (AUA) and all of its corresponding administrative procedures at all times.
- Violations of the Acceptable Use Agreement (AUA) may result in Internet Use privileges being revoked or restricted until the student recertifies through the Digital Literacy. Digital literacy will be taught in the following required classes: 5th grade keyboarding class, 6th grade computer skills class, and 7/8 computer applications class.
- While working in a digital and collaborative environment, students should always conduct themselves as good digital citizens by adhering to the following guidelines:
 1. **Respect Yourself.** I will show respect for myself through my actions. I will select online names that are appropriate. I will use caution with the information, images, and other media that I post online. I will carefully consider what personal information about my life, experiences, or relationships I post. I will not be obscene. I will act with integrity.
 2. **Protect Yourself.** I will ensure that the information, images, and materials I post online will not put me at risk. I will not publish my personal details, contact details, or a schedule of my activities. I will report any attacks or inappropriate behavior directed at me while online. I will protect passwords, accounts, and resources.
 3. **Respect Others.** I will show respect to others. I will not use electronic mediums to antagonize, bully, harass, or stalk people. I will show respect for other people in my choice of websites: I will not visit sites that are degrading to others, pornographic, racist, or inappropriate.
 4. **Protect Others.** I will protect others by reporting abuse and not forwarding inappropriate materials or communications. I will avoid unacceptable materials and conversations.
 5. **Respect Intellectual Property.** I will request permission to use copyrighted or otherwise protected materials. I will suitably cite all uses of websites, books, media, etc. I will acknowledge all primary sources. I will validate information. I will use and abide by the fair use rules.
 6. **Protect Intellectual Property.** I will request to use the software and media others produce. I will purchase, license, and register all software or use available free and open source alternatives rather than pirating software. I will purchase my music and media and refrain from distributing these in a manner that violates their licenses.

2. Columbus Public Schools Internet Use, Safety, and Computer Use Policy

- Columbus Public Schools Internet Access is to be used only for classroom related activities. This policy applies when using either school equipment or personal equipment on the district network.
- The administration reserves the right to refuse access to the Internet by Columbus Public Schools to anyone when it deems it necessary in the public interest.
- The School district's internet access and all school-issued technology are considered "school grounds" under the Nebraska Student Discipline Act and all other provisions of state and federal law.

3. Compliance with the Law and Use of Computers / Internet *[See Section IV-X Academic Dishonesty and Section IV-Y Copyright and Fair Use Policy of CMS Student Handbook p. 20-21]*

- Students using the Internet will follow all laws, policies, and rules governing computers. This includes (but is not limited to) copyright laws, software publisher's rights, license agreements, acts of terrorism, assault, threats, and expectations for student and parent privacy.

- Students at Columbus Public Schools shall receive instruction in Internet Safety. This curriculum will include material related to appropriate “Access to Internet by Minors”, appropriate use of social networking sites, cyber-bullying, and other topics that are relevant in encouraging digital citizenship.
- A copy of the scope and sequence or other outline of the Internet Safety Curriculum may be found in the district Curriculum Office.

4. Access to the Internet by Minors (individuals under the age of 18) or Adults (or individuals over the age of 18)

- Minors or adults shall:
 1. Not access or transmit materials that is considered obscene, pornography, harmful to minors, or otherwise inappropriate for education and/or may be considered illegal activity.
 2. Not use Columbus Public Schools technology or Internet resources to engage in hacking or attempts to otherwise compromise any computer or network system’s security.
 3. Not engage in any illegal activities on the Internet.
 4. Only use electronic mail, chat rooms, social networking sites, and other forms of direct electronic communications for the purposes related to education within the context of a Columbus Public Schools-related assignment or activity.
 5. Not attempt to override or bypass any protection measure that has been put in place by Columbus Public Schools to block and/or filter access to Internet Sites that are not in accordance with policies of Columbus Public Schools.
 6. Minors shall not disclose personal identification information on the Internet.

5. Policy Violations

- Any violation of this policy may result in the loss of access to the Internet by the student/adult involved. Additional disciplinary action may be determined in accordance with existing policies of the Columbus Public Schools, including applicable State and Federal laws.
- Details and definitions of the full Columbus Public Schools Acceptable Use Policy 504.09 & 606.06 can be reviewed at any media center in the Columbus Public Schools or online at <http://columbuspublicschools.org>.
- Students shall be granted permission to access the Internet under the direction of a teacher.

6. Acceptable Use

- We believe that access to the Internet is an important educational resource for our students.
- We understand that although there are many valuable educational resources available, there are also unacceptable and offensive materials available on the Internet.
- We require efficient, ethical, courteous and legal utilization of the equipment, computers, and network resources.
 - o As a safety precaution, full names or addresses are not to be revealed online.
 - o Computer and network resources have been provided for educational purposes - game-playing and commercial uses are prohibited.
 - o Sharing of individual accounts is prohibited.
 - o Electronic mail (e-mail) and other computer use or storage is not guaranteed to be private or confidential. Network or other computer use or storage areas are and will be treated as school property. Computers, files and communications may be accessed and reviewed by district personnel and may be accessed by other computer users.
 - o Chain letters and inter-relay chat are misuses of the system.
 - o Vandalism or "hacking" of any kind is prohibited.
 - o The security of the system and the rights of other users are to be respected at all times.
- Students or staff knowingly violating the terms of the agreement will be dealt with according to the discipline policies of the individual school building and Columbus Public Schools and/or civil authorities.
 - o Such activities may result in termination of their account/access and/or expulsion from school and/or legal prosecution.

- Any problems which arise from the use of an account are the liability or responsibility of the user. By using the computers or network system, participants agree to indemnify and hold Columbus Public Schools harmless from any claims or damages arising from such use. Columbus Public School District makes no warranties for the information or the services provided.

7. Privacy and Safety

- Do not go into any chat rooms other than those set up by your teacher or mandated in other distance education courses.
- Do not open, use, or change computer files that do not belong to you.
- Do not reveal your full name, phone number, home address, social security number, credit card numbers, passwords, or passwords of other people.
- Remember that network storage is not guaranteed to be private or confidential. District Administration reserves the right to inspect your files at any time and will take the necessary steps if files are in violation of the district's Acceptable Use Policy.
- If you inadvertently access a website that contains obscene, pornographic, or otherwise offensive material, notify a teacher, administrator and/or tech support staff immediately so that such sites can be blocked from further access.

8. Legal Propriety *[See Section IV-X Academic Dishonesty and Section IV-Y Copyright and Fair Use Policy of CMS Student Handbook p. 20-21]*

- All students and staff must comply with trademark and copyright laws and all license agreements. Ignorance of the law is not immunity. If you are unsure, ask the Media Specialist or the Executive Director of Technology & Operations if you are in compliance with the law.
- Plagiarism is a violation of the Columbus Middle School code of conduct. Give credit to all sources used, whether quoted or summarized. This includes all forms of media on the Internet, such as graphics, movies, music, and text.

9. Email

- Students' email access will be through a Google Gmail system managed by the Columbus Public Schools. This email system is monitored by the Columbus Public Schools Technology Department and all messages sent or received through this system are archived and subject to filtering of inappropriate content.
- Always use appropriate language.
- Do not transmit language/material that is profane, obscene, abusive, or offensive to others.
- Do not send mass emails, chain letters, or spam.
- No private chatting during class is allowed without permission.
- Email is subject to inspection at any time by school administration, parent/guardian or designee.

10. Discipline Consequences

- The student whose name, system account and/or computer hardware is issued will be responsible at all times for its appropriate use. Non-compliance with the policies of the Chromebook Policy Handbook or the Columbus Public School's Acceptable Use Policy will result in disciplinary action as outlined by the student code of conduct and/or other school policies for the user unless there is proof that another is responsible.
- Electronic mail, network usage, and all stored files shall not be considered confidential and may be monitored at any time by the Columbus Public Schools Technology Department to ensure appropriate use. The Columbus Public Schools cooperates fully with local, state, and federal officials in any investigation concerning or relating to violations of computer crime laws.

Estimated Cost of Repair/Replacement

A repair list will be posted and updated each month to reflect current costs.

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

L19367-001	SPS-CORD C5 1.0M STK Conv NA	\$12.19
L20220-001	SPS-RUBBERS	\$5.85

CPS ChromeBook

ACCEPTABLE USE AGREEMENT

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

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

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

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

Acceptance of Liability

** Please INITIAL the plan you are choosing*

_____ **PLAN #1 - Purchase Damage Protection Plan:**

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

_____ **PLAN #2 - Reject Damage Protection Plan:**

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

Print Full Student Name Here

Student ID Number (REQUIRED) Grade

Student Signature Date

Parent/Guardian Signature (REQUIRED) Date

Print Full Parent/Guardian Name Here (REQUIRED)

TOBACCO/ALCOHOL/DRUGS

The Board prohibits the distribution, dispensing, manufacture, possession, use, or being under the influence of alcohol, tobacco, and/ or "look alike" substances that appear to be tobacco, alcohol or controlled substances by students while on school district property or on property within the jurisdiction of the school district; while on school owned and/or operated transportation; while attending or engaged in school activities; and while away from school grounds if the misconduct will directly affect the good order, efficient management and welfare of the school district. Look alike substances also include prescription drugs (except for diabetes and asthma), non-prescription medications or vitamins.

The term "under the influence" for school purposes has a less strict meaning than it does under criminal law. For school purposes, the term means any level of impairment and includes even the odor of alcohol or drugs on the breath or person of a student. Also, it includes being impaired by reason of the abuse of any material used as a stimulant. In addition, "possession" of alcohol or drugs will be considered to have occurred for purposes of school rules if the student is in such close proximity to alcohol or drugs (for example, a student being in a car where alcohol is present and no adults are present in the car) or to others who are consuming alcohol or drugs (for example, being at student party at which other students are drinking) that school officials may reasonably determine that the student was in "possession" of the items as well).

The Board believes such illegal, unauthorized or contraband materials generally cause material and substantial disruption to the school environment or present a threat to the health and safety of students, employees, or visitors.

Violation of this policy by students will result in disciplinary action including suspension or expulsion. Use, purchase or being in possession of cigarettes, tobacco or tobacco products for those under the age of eighteen, will be reported to the local law enforcement authorities. Possession, use or being under the influence of beer, wine, alcohol and/or of a controlled substance will also be reported to the local law enforcement authorities.

Students who violate the terms of this policy may be required to satisfactorily complete a substance abuse assistance or rehabilitation program approved by the building administration at the parent's expense. If such student fails to satisfactorily complete such a program, the student may be subject to discipline including suspension or expulsion.

The Board believes the substance abuse prevention program shall include:

- Age-appropriate, developmentally-based drug and alcohol curriculum for students in grades kindergarten through twelve, which address the legal, social, and health

consequences of tobacco, drug and alcohol use and which provide information about effective techniques for resisting peer pressure to use tobacco, drugs or alcohol;

- A statement to students that the use of illicit drugs and the unlawful possession and use of alcohol is wrong and harmful;
- Standards of conduct for students that clearly prohibit, at a minimum, the unlawful possession, use, being under the influence of or distribution of illicit drugs and alcohol by students on school premises or as part of any of its activities;
- A clear statement that disciplinary sanctions, up to and including suspension or expulsion and referral for prosecution, will be imposed on students who violate the policy and a description of those sanctions;
- A statement that students may be required to successfully complete an appropriate rehabilitation program;
- Information about drug and alcohol counseling and rehabilitation and re-entry programs available to students;
- A requirement that parents and students be given a copy of the standards of conduct and the statement of disciplinary sanctions required; and
- Notification to parents and students that compliance with the standards of conduct is mandatory.

It shall be the responsibility of the superintendent, in conjunction with the principal, to develop administrative regulations regarding this policy.

Consequences:

The administration may impose lesser or greater consequences dependent on the circumstances in accordance with administrative regulations. The following are the consequences that will ordinarily result.

Under the Influence of Drugs/Alcohol:

1st Offense: **Up to** 19 days of out-of-school suspension, this could be reduced to **10** 3 days of out-of-school suspension and **3** **a number of days** of in-school suspension **as determined by administration** upon the successful completion of a substance abuse evaluation at the parent's expense.

2nd Offense: Expulsion and mandatory reassignment **to** ~~at Boys & Girls Home or the Columbus Public Schools Alternative School~~ or an educational placement deemed appropriate by the administration.

Possession/Distribution:

1st Offense: **Up to** 19 days of out-of-school suspension, this could be reduced to **10** 3 days of out-of-school suspension and **3 a number of days** of in-school suspension **as determined by administration** upon the successful completion of a substance abuse evaluation at the parent's expense.

2nd Offense: Expulsion and mandatory reassignment **to at Boys & Girls Home or the Columbus Public Schools Alternative School** or an educational placement deemed appropriate by the administration.

Tobacco Use/Possession/Distribution:

Consequences as spelled out in building student handbooks.

Activity Policy:

Beginning in 9th 7th grade, ALL violations carry over from year to year and are enforced 9 7-12. Activity consequences for alcohol, drug, and tobacco violations are determined in accordance with the activity discipline policy and regulations established by the administration. The consequences include activity suspensions.

Legal Reference: 34 C.F.R. Pt. 86 (1996).

Cross Reference: 504 Student Rights and Responsibilities
505 Student Discipline
508 Student Health and Well-Being

Policy
Adopted: 8/14/06
Revised: 2/11/08
Revised:

COLUMBUS PUBLIC SCHOOLS
Columbus, Nebraska

Homeless Students

1. **General Policy.** The District will provide tuition free education for homeless children and youth who are in the district and accord them the educational rights and legal protections provided by state and federal law. Homeless children and youth shall not be stigmatized or segregated on the basis of their status as homeless and shall have access to the same services offered to other students. It is the intent of this policy to remove barriers to the enrollment and retention of homeless children and youth in the District.

2. **Homeless Liaison.** The district's homeless liaison is The Director of Student Services. Students in homeless situations who require assistance should contact the liaison at 402-563-7000 or in person at 2508 27th Street, Columbus, NE 68601. The liaison's responsibilities include:
 - a. Ensuring homeless children and youth are identified through coordination with the Nebraska Department of Education, community groups, and other school personnel;
 - b. Receiving training regarding state and federal law governing homeless children and youth;
 - c. Ensuring homeless children and youth and their families are referred to appropriate health care, housing, and other relevant service providers and programs available in the community;
 - d. Assisting other District personnel to work with homeless children and youth and their families on regular attendance, participation in programs and activities of the District, and completing academic work to meet academic standards of the District;
 - e. Assisting homeless children and youth and working with other District employees to prepare for and improve college readiness, including assistance with applications, selection, financial aid, and status verification for purposes of the Free Application for Federal Student Aid; and
 - f. Carrying out other aspects of this policy.

3. **Definitions**

- a. "Homeless children and youth" means individuals who lack a fixed, regular, and adequate nighttime residence and includes:
 - i. Children and youths who are sharing the housing of other persons due to loss of housing, economic hardship, or a similar reason; are living in motels, hotels, trailer parks, or camping grounds due to the lack of alternative accommodations; are living in emergency or transitional shelters; or are abandoned in hospitals;
 - ii. Children and youths who have a primary nighttime residence that is a public or private place not designed for or ordinarily used as a regular sleeping accommodation for human beings;
 - iii. Children and youths who are living in cars, parks, public spaces, abandoned buildings, substandard housing, bus or train stations, or similar settings; and
 - iv. Migratory children who qualify as homeless for the purposes of this subtitle because the children are living in circumstances described in clauses (i) through (iii).
- b. The term "homeless" or "homeless individual" does not include any individual imprisoned or otherwise detained by an act of Congress or by state law.
- c. "Child" and "youth" refers to persons who, if they were children of residents of the District, would be entitled to a free education.
- d. The term "unaccompanied youth" shall mean a homeless child or youth not in the physical custody of a parent or guardian.
- e. "School of origin" means the school that the child or youth attended when permanently housed, or the school in which the child or youth was last enrolled.

4. School Stability and Enrollment. Generally, the District presumes that keeping a homeless child or youth in their school of origin is in the child's best interest unless it is contrary to a request of the child's parent, guardian, or in the case of an unaccompanied youth, the youth. The District will also consider factors including, but not limited to: the impact of mobility on achievement, education, health, and safety of the child.

- 5. Strategies to Address Enrollment Delays.** In order to address enrollment delays resulting from homelessness, the school district shall immediately enroll homeless students even if they are unable to produce records normally required for enrollment such as immunization and medical records, residency documents, birth certificates, school records, or other documentation, or guardianship documents. The school district shall immediately contact the school last attended by the student to obtain academic and other records. The school district's homeless liaison shall assist in obtaining necessary immunizations, or immunization or medical records.
- 6. Transportation.** Transportation shall be provided to homeless students to the extent required by law and comparable to that provided to students who are not homeless. At the request of the parent or guardian (or in the case of an unaccompanied youth, the liaison), transportation shall be provided to and from the school of origin as follows:
- a. If the homeless child or youth continues to live in the area served by the school district, the child's or youth's transportation to and from the school of origin shall be provided or arranged by the school district.
 - b. If the homeless child's or youth's living arrangements in the area served by the school district terminate and the child or youth, though continuing his or her education in the school district, begins living in an area served by another school district, the school district and the new school district in which the homeless child or youth is living shall negotiate to agree upon a method to apportion the responsibility and costs for providing the child with transportation to and from the school district. If the districts are unable to agree, the responsibility and cost for transportation shall be shared equally.
- 7. Records.** The District will maintain and respond to requests for enrollment records for homeless children or youth consistent with its record policies and state and federal record laws. Any information about a homeless child's or youth's living situation shall be treated as a confidential education record and shall not be deemed directory

information.

8. Dispute Process. If a dispute arises over school selection or enrollment in a school:

- a. The child or youth shall be admitted immediately to the school in which enrollment is sought, pending resolution of the dispute;
- b. The child, youth, parent, or guardian shall be referred to the district's homeless liaison who shall carry out the dispute resolution process within (30) thirty calendar days after receiving notice of the dispute;
- c. The parent or guardian of the child or youth or, in the case of an unaccompanied youth, the youth, shall be provided with a written explanation of the school's decision regarding school selection or enrollment, including the rights of the parent, guardian, or unaccompanied youth to appeal the decision within (30) thirty calendar days of the time such complaint or dispute is brought.
- d. In the case of an unaccompanied youth, the homeless liaison shall ensure that the youth is immediately enrolled in the school in which enrollment is sought pending resolution of the dispute.

9. Appeal Process

- a. **Nebraska Department of Education.** If the Complainant is not satisfied with the written decision of the District after the dispute resolution process, the Complainant may appeal the decision of the District to the Commissioner of the Nebraska Department of Education within (30) thirty calendar days of receipt of the decision from the District, pursuant to Nebraska Department of Education Rule 19.
- b. **State Board of Education.** If the Complainant is not satisfied with the decision of the Commissioner, the Complainant may file a Petition with the State Board of Education within (30) thirty calendar days of the receipt of the decision of the Commissioner pursuant to Nebraska Department of Education Rule 19.

Legal Reference: Neb. Statute 79-215
NDE Rule 19 and Rule 61

42 U.S.C. §11431 and §11432 (McKinney-Vento
Homeless Assistance Act) with amendments
20 U.S.C. §1232g Federal Education Rights and Privacy
Act

Policy

Adopted: 9/11/06

Reviewed: 10/17/16

Reviewed: 09/18/17

Revised: _____

DRAFT

COLUMBUS PUBLIC SCHOOLS
Columbus, NE

Columbus Public Schools
Elementary Student Handbook



2022-2023

Student Handbook Signature Page

Parents and Students,

Please tear out this signature page and return your signed form to your child's homeroom teacher.

Thank you!

We have received a copy of the Columbus Public Schools Elementary Handbook.

Yes _____ No _____

We have read the Columbus Public School Elementary Handbook and are aware of the district policies and procedures.

Yes _____ No _____

We agree to have our child's photo taken for school activities and for educational purposes.

Yes _____ No _____

Parent/Guardian Signature

Date

Student Signature

Date

2021-2022 2022-23 Academic School Year

LIABILITY WAIVER AND HOLD HARMLESS AGREEMENT

Columbus Public Schools highly recommends, but will not require, that students wear a facemask while on District property during the ~~2021-2022~~ 2022-23 school year.

As part of the receipt of this handbook, I acknowledge and am fully aware of the risks and dangers of not wearing a facemask, including the possible contraction of COVID-19 or variant, and the associated serious side effects. In consideration of my child/children not wearing a facemask on School District property or facility during the ~~2021-2022~~ 2022-23 school year, and for other good and valuable consideration, on behalf of myself, my child/children and all other family members, do hereby agree to indemnify and hold harmless and do hereby release, acquit, and forever discharge the School District and all of its officers, employees, agents and assigns, from any and all claims, actions, or causes of action which I or my child/children now have, or which may hereafter accrue, whether for personal injury, whether known or unknown, arising out of or in any way resulting from my and/or my child's/children's usage of any School District property or facility during the ~~2021-2022~~ 2022-23 school year.



Columbus Public Schools Compact for Learning

“Engaging All Learners to Achieve Success”

CPS Elementary staff, students and families have high expectations. Our mission is to ensure we are engaging all learners to achieve success. In order to provide the highest quality instruction and to support our goal of developing successful life-long learners, we pledge to work together through this compact.

It is our belief that student performance will improve as a result of our cooperative efforts to support this compact. For this three-way partnership to succeed, it is imperative that we all assume these responsibilities.

Parent/Caring Adult:

I understand that my participation in my child’s education will help his/her achievement and attitude. I agree to carry out the following responsibilities:

- Make sure my child attends school every day
- See to it that my child arrives to school on time, eats breakfast and is well rested
- Attend all parent-teacher conferences
- Participate in school events
- Monitor my child’s progress
- Communicate with the teacher and my child about any concerns I notice
- Provide a quiet work area, supervise and check my child’s homework
- Check my child’s planner daily
- Read to and listen to my child read

Student:

I know my education is important to me. An excellent education will help me be successful. I agree to carry out the following responsibilities:

- Be a Discoverer by being safe, respectful and responsible
- Attend school regularly and be prepared to learn
- Exhibit a positive attitude towards learning
- Fill in my planner, complete my homework and read every day
- Accept responsibility for my own behavior
- Ask for help when needed

School/Teacher:

I understand the importance of the school experience to every student and my role as a teacher. I agree to carry out the following responsibilities:

- Keep families and students informed of academic progress
- Make sure students understand homework assignments and fill out their planners
- Provide engaging lessons to help students achieve success
- Foster a positive learning environment
- Implement the curriculum developed by the district
- Invite parents into the classroom to observe lessons, volunteer and help with special events
- Implement the school’s responsibility to provide high-quality curriculum and instruction to enable children to meet state academic achievement standards

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Be Discoverers



ATTENDANCE POLICY

In order for students to gain the maximum benefit of the educational program provided by Columbus Public Schools, it is necessary for students to be regular and punctual in their attendance at school. It is the belief of Columbus Public Schools that students missing more than 20 days of school per year will not be able to achieve in the school setting. Exceptions may be made to this 20-day maximum only in the event of major illness or accident, which would prevent the student from attending classes. All such major illness or accident-related absences should be verified in writing by the family physician and updated regularly. Arrangements should be made to obtain missing assignments by contacting the student's teachers. **Columbus Elementary Schools will be consistent with State Law and policies established by the Columbus Board of Education.**

5 Day - Any time a student accumulates a total of five (5) or more absences the parent will be contacted and notified of the total number of absences, the dates of these absences, and the time period of accumulation.

10 Days - Any time a student misses a total of ten (10) days of school, the parent will be contacted and notified of the total number of absences and the current policy relating to attendance at school.

When a student has missed twelve (12) school days, the parent will be contacted and a telephone conference will be held with the principal or their designee to discuss and problem-solve the barriers to attendance.

15 Days - When a student has missed a total of fifteen (15) school days, the parent will be contacted and notified of the total number of absences and a telephone or personal conference shall be held with the parent, principal or their designee, and student (if appropriate) in attendance to discuss and problem-solve the barriers to attendance. At 15 days, parents may be told that all future absences will have to be verified by either the school nurse or a written excuse from a physician. The county attorney, attendance monitor and school social worker may be notified of school concerns regarding the student's attendance.

20 Days - When a student misses a total of twenty (20) school days, the parent will be contacted and notified of the total number of absences and a conference may be held. The county attorney, attendance monitor, and school social worker will be notified of school concerns regarding the student's attendance. At 20 days, parents may be told that all future absences will have to be verified by the school health office or by a written excuse from a physician.

Absence - Parents or legal guardians are REQUIRED to notify the school by 8:30 a.m. the day of the student's absence or tardiness unless the absence has been prearranged. Parents or guardians who do not call regarding a student's absence will be called at home or work to ensure the safety of the child. Students are marked as absent even when a doctor's note has been obtained. Students are counted absent anytime they are not at school, regardless of the reason.

Students who are absent during the school day are not permitted to participate in after school or evening activities.

Tardiness – Students are expected to be on time to school. Students will be counted tardy if they are not in their classrooms by 8:00 a.m. ~~When students arrive late, an adult must check the student in at the school office.~~ When students arrive late, students must check into the office. Excessive tardies may result in a parent contact, parent conference, and notification to the attendance monitor, school social worker, and county attorney.

Makeup Work – Work missed during an absence MUST be made up. Students are responsible for obtaining make-up work from each of their teachers and completing the work in a reasonable amount of time. Parents or siblings may make arrangements to pick up textbooks or other materials by contacting the school office, which is open until 4:00 p.m. Students may be required to stay after school in order to make up for the missed instructional time and assignments.

Vacations – We request that parents or guardians notify the school of vacations at least one week prior to the start of the vacation. Students are responsible for getting and completing all work missed during the vacation. Families are strongly encouraged to use scheduled school breaks for vacations whenever possible in order to avoid having their child(ren) miss school. (See Makeup Work)

Leaving During the School Day – Students leaving the building for any reason during the time school is in session must check out through the School Office. **Students will not be called out of class until the parent arrives to check them out.** In case of illness, the school nurse or other school official will check the student before being excused. Before being released from school, the student’s parent or other responsible adult will be contacted and advised of the student’s need to be dismissed from school.

Students who leave school due to illness during the school day are responsible for getting and completing all missed work. **Students who have left school during the school day due to illness may not return for any after school or evening activities.**

BICYCLES

Bicycles should be parked in the racks as soon as students arrive at school. The school is not responsible for damage to or theft of bicycles. It is recommended that sturdy locks be used with bicycles to discourage theft. Bicycles should not be ridden on the sidewalks around the school. For safety purposes, students need to walk their bike on the sidewalk when approaching the school.

BIST (BEHAVIOR INTERVENTION SUPPORT TEAM)

Columbus Public Schools utilizes the BIST model to support students and the learning environment. When students struggle to make positive behavior choices, the following continuum of support is provided. Based on student need, individual intervention plans may be developed to support the academic and behavioral needs of students.

Safe Seat: The Safe Seat is a place within the classroom for students to think about their behavior. The Safe Seat is away from the other students (as in the back of the classroom) while still being within the learning environment. When students are asked to move to the Safe Seat, they continue to do their work and listen to the instruction. They do not, however, actively participate in the learning activity. Students remain in the Safe Seat until the teacher has the opportunity to process with them. Processing involves helping the student understand their misbehavior and the appropriate expectations for the learning activity and classroom.

Buddy Room: If students are unwilling to sit in the Safe Seat or sit quietly in the Safe Seat, they move to the Buddy Room. The Buddy Room is another classroom, preferably at the same grade level. Students may be asked to complete a Think Sheet while in the Buddy Room. The Think Sheet is a tool to help students identify their misbehavior(s) and feelings and think about what they need to do when they return to their classroom. A student remains in the Buddy Room until the teacher has time to process with them.

Recovery Room: If students are unwilling to go to the Buddy Room or sit quietly in the Buddy Room, they move to the Recovery Room. While in the Recovery Room, students must demonstrate that they are calm, ready to learn, and ready to follow directions.

The goal of BIST is to help students learn the following life skills so that they will become responsible students and citizens:

- I can make good choices even when I am mad.
- I can be okay even if others are not okay.
- I can do something even when I don’t want to (or it is hard).

CELL PHONE / PERSONAL ELECTRONIC DEVICES

At the elementary level, the use of devices is not permitted throughout the day. Students may keep devices in their backpacks or in the office area to be used only after dismissal at the end of the day. Cell phones/watches need to be kept on “silent” and will be taken if this procedure is not followed. The parent may collect the device from the office area. The school is not responsible if the device is lost, broken, misplaced, or stolen.

CHILD ABUSE AND NEGLECT

All adults are required by law to report any suspected case of child abuse or neglect to the authorities. Abuse and/or neglect are defined by Nebraska State Law LB 28-710 as follows: *“Abuse or neglect shall mean knowing, intentionally, or negligently causing or permitting a minor child or an incompetent or disabled person to be: (a) placed in a situation that endangers his or her life or physical or mental health; (b) cruelly confined, or cruelly punished; (c) deprived of necessary food, clothing, shelter, or care; (d) left unattended in a motor vehicle, if such minor child is six years of age or younger; or (e) sexually abused.”*

CLASSROOM SUPPLIES

The school will provide a list of classroom supplies needed by students. Parents will be notified if any additional supplies are needed throughout the year.

CLASSROOM VISITATIONS

Parents/guardians are welcome to visit their child’s classroom during school hours. Please check with your child’s teacher regarding the best time to visit. All visitors are asked to report to the school office for a visitor badge when they arrive. Children who do not attend our school may not visit during the school day. Parents who have court ordered supervised visitation with their child(ren) are required to prearrange any school visits through Health and Human Services so that the caseworker can be present.

CONTACT INFORMATION

Parents are required to supply the school with current information regarding work, home and cell phone numbers so that the school can contact parents in an emergency. Parents should also provide phone numbers of relatives or friends who may be called in the event that a parent cannot be reached. **If these phone numbers and/or your address should change during the school year, please notify the school office.**

COUNSELORS, SCHOOL PSYCHOLOGISTS, **LICENSED MENTAL HEALTH PRACTITIONERS (LMHP) & SCHOOL SOCIAL WORKERS**

Parents can contact counselors, school psychologists, **LMHP** and school social workers by calling the building secretary. Counselors and school psychologists are student focused and address concerns that affect the student’s academic, behavioral, physical, social and emotional health. School social workers and **LMHP** are parent/family focused and address concerns that impact a parent’s or family’s quality of life requiring community support services.

DATING VIOLENCE

Columbus Public Schools strives to provide physically safe and emotionally secure environments for all students and staff. Positive behaviors are encouraged in the educational program and are required of all students and staff. Dating violence will not be tolerated. For purposes of this policy, dating violence means a pattern of behavior where one person uses threats of, or actually uses physical, sexual, verbal or emotional abuse to control his or her dating partner. Dating partner means any person, regardless of gender, involved in an intimate relationship with another person primarily characterized by the expectation of affectionate involvement whether casual, serious or long term. Consequences may include restriction of privileges, schedule change, activities suspension/expulsion (where appropriate), ISS, OSS, alternative placement and/or expulsion. Incidents of dating violence involving students at school will be addressed as the administration determines appropriate, within the scope and subject to the limits of the district's authority.

Legal Reference: Neb. Rev. Stat. §§ 79-2,139 to 79-2,142 / Date of Adoption: May 17, 2010

DISCIPLINARY ACTIONS

THE DISCIPLINARY ACTIONS THAT A TEACHER AND/OR ADMINISTRATOR CAN ADMINISTER INCLUDE:

1. Guidance: A conversation between the student and school personnel. The purpose of this conversation is not to scold the student, but to inform him/her that his/her behavior needs to change so that he/she does not violate the rights of others, or to help the student improve his/her learning capabilities.
2. Conference: A meeting of a student's parent(s) or legal guardian(s) and school personnel to discuss the student's behavior or learning progress. The school intends to seek the assistance of the student's parent(s) or legal guardian(s) in helping the student to become a better student.
3. Detention: Requiring that a student serve time in the office for a period of time. It is intended that students serving an office detention will be completing classroom work, reflecting on their behavior and creating a plan to change their behavior in order to successfully return to the classroom.
4. School Clean Up: Requiring a student to clean up certain items of the school that the student failed to care for properly. The student may be required to clean more than just the item(s) damaged by himself/herself in order to encourage the student to take better care of school property in the future.
5. The Use of Force: Teachers, administrators, and other school district employees may use force to restore order to the educational environment or to protect students and staff from physical harm.

THOSE DISCIPLINARY ACTIONS THAT ONLY ADMINISTRATORS MAY ADMINISTER INCLUDE:

1. Rearrangement of School Schedule: Assigning a student a new schedule of classes, which may be shortened from a regular schedule due to academic and/or behavioral needs and/or in-school suspension when the behavior of the student is such that the student cannot conduct himself/herself in an acceptable manner. A student assigned to a shortened schedule will be required to check into the office before his/her school day begins and out of the office after his/her school day ends. A student assigned to in-school suspension for the reasons of usage of alcohol, tobacco, controlled substances, extortion, possession of firearms, setting off false alarms or bomb threats, or at administrative discretion, shall not be allowed to participate in school-sponsored activities until he/she is reinstated to school. The intent of this action is to improve the student's behavior.
2. Restriction of Extracurricular Activities: Informing a student that he/she cannot participate in certain activities because of his/her past or present behavior. Such actions as this are intended to improve student behavior at home and at school.
3. Loss of Privileges: Action taken by the principal and/or assistant principal(s) to assist a student in resolving his/her behavioral problems. The action is in the form of certain stipulated conditions agreed to by the school, the student, and parent(s) or legal guardian(s).
4. Requirement That a Student Receive Counseling/Educational Evaluation: An action that may require a student to visit a guidance counselor, medical counselor, or psychological counselor to assist the student in resolving his/her problem.

5. In-School Suspension: Students are placed in a supervised designated area, rather than their regularly scheduled class(es). Students are supervised and expected to carry on their studies, as well as abide by the rules set down for in-school suspension. Assigning students to in-school suspension is at the discretion of the principal.
6. Suspension and Emergency Exclusion:
 - (6) Short term: A forced withdrawal of a pupil from school. Such action will comply with state statutes.
A short-term suspension will not exceed five school days in length.
 - (b) Long term: A forced withdrawal of a pupil from school. Such action will comply with state statutes.
A long-term suspension will not exceed twenty school days in length.

Any student who is suspended from school will not be allowed to participate in any after school or evening activities or be allowed on any school property until he/she is reinstated to school.

Expulsion: The permanent withdrawal of a student from school. Such action will comply with existing state statutes.

1. Exclusion: Immediate withdrawal of a student from school for:
 - a. (a) presenting a clear threat to the
 - b. physical safety of himself/herself or others, or for being so extremely disruptive as to make temporary removal necessary to preserve the rights of other students to pursue an education.
 - c. (b) a dangerous communicable disease 79-4177
2. Legal Action in Court of Law: Any disciplinary action taken against a student will comply with existing state and school board policies and shall afford the student due process.

PROTOCOL FOLLOWED FOR STUDENT THREATS

1. Principal is informed of the threat.
2. Threat assessment is conducted.
3. If the threat is deemed viable, parents of the student making the threat are called. The School Resource Officer (SRO) or Police and HHS may be called to assist with the initial investigation.
4. Student may be suspended under emergency exclusion if deemed appropriate.
5. If the student is suspended under emergency exclusion, the student may return to school after a psychologist has evaluated the student to determine the child is no longer considered a threat to themselves or others. This evaluation is at the cost of the parent.

SHORT-TERM SUSPENSION PROCEDURE (1-5 DAYS)

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

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

The decision of the administrator shall be final.

LONG-TERM SUSPENSION PROCEDURE (6-20 DAYS)

Due process afforded the student in Long-Term Suspension, Expulsion or Exclusion, and covered in detail in School Policy 505.02. Written notification to parent(s) or legal guardian(s) indicating the following:

1. The rule(s) or standard(s) of conduct allegedly violated.
2. The penalty recommended by the school official in charge.
3. A statement indicating the student has a right to a hearing on the specified charges upon request.

4. A description of the hearing process and appeal procedure.
5. A form for parents to fill out in order for parents to request a hearing (to be signed and returned to the Superintendent of Schools).

Nothing in the above procedure precludes the student, student's parent(s), legal guardian(s), or representative from discussing and settling the matter with the appropriate school personnel prior to the hearing. In the event the school does not receive a request for a hearing within five (5) school days following the receipt of the written notice, the punishment shall go into effect. A hearing can still be requested prior to thirty (30) calendar days after the actual receipt of written notice; however, the punishment imposed may continue in effect pending the final determination. The appeal procedure shall be as set forth in School Policy 1005.02.

DRESS CODE

Students may wear any clothing that does not interfere with the purpose of school or break one of our school rules. Clothing which creates a distraction to staff or students or disrupts the learning process in any manner will not be allowed. Any piece of clothing or any item brought to school should not contain any reference to violence, gang affiliation, profanity, sexual innuendos, or promote the use of tobacco, alcohol, or drugs. **Students who wear inappropriate clothing to school will be asked to change into appropriate clothing provided by the school, parent, or guardian.**

The dress code specifically prohibits the following kinds of clothing:

- Any piece of clothing or any item brought to school containing any reference to violence, gang affiliation, profanity, sexual innuendos, or promotes the use of tobacco, alcohol or drugs.
- Clothing identified by police or other law enforcement agencies as gang-related apparel. Some of these items would be sagging pants, long baggy coats, specific colors that promote gang activity with slang symbolism.
- Clothing which is disruptive to the learning environment because it is too tight, too short, has holes in inappropriate places, or exposes bare midriffs.
- Students may be asked to wear a sweater or shirt over tops with spaghetti straps, halter-tops, tank tops, or low cut armholes if it is determined to be inappropriate by an administrator.

If parents or guardians are unsure as to whether clothing is appropriate, they are welcome to call the school and visit with the counselor or principal.

FIELD TRIPS

Classes may take educationally based field trips during the school year under the direction of the classroom teacher. **Permission slips need to be signed by parents/guardians prior to field trips that are outside of Platte County.** Parents will be notified of any field trips within Platte County.

Elementary students not participating in a field trip due to a parent request should remain at home during the field trip time. Students remaining at home will be regarded as absent from school. Children who arrive after the bus departs will be the responsibility of the parent. The same expectations regarding student behavior that are enforced at school shall also be enforced during the field trip.

On occasion, parents are asked to help supervise groups of students on field trips. If selected, parents are expected to ride the bus to help with supervision as students travel to/from the field trip. We want parents to keep in mind that their first priority when taking on this responsibility is for the safety of the children they have been designated to supervise. For this reason, parents may not bring younger siblings or extended family members on school field trips. It is our belief that the parent would not be able to adequately supervise our students if they also have to care for younger siblings or extended family members.

Parent volunteers shall conduct themselves **in a manner fitting to their age level and maturity and** with mutual respect and consideration for the rights of others while attending school events. Parents failing to conduct themselves accordingly will not be selected to supervise field trips or school activities.

HEALTH SERVICES

EMERGENCY HEALTH SITUATIONS

In the event of a student experiencing an emergency breathing problem or systemic allergic reaction (anaphylaxis), our CPS health offices follow the state-wide emergency protocol.

EMERGENCY RESPONSE TO LIFE-THREATENING ASTHMA OR SYSTEMIC ALLERGIC REACTIONS

The protocol requires that 911 is called first. After that call is made, an EpiPen injection will be given and then albuterol is provided through a nebulizer.

The protocol steps are designed to provide quick, effective care in order to prevent death from occurring due to severe asthma attack or anaphylaxis. Staff members have been trained to recognize signs and symptoms of a life-threatening “breathing” emergency and to properly administer the medications.

If you know that your child has asthma or a known allergy, it is ***critically important*** that you communicate this information to our school staff. You may also contact health personnel at your child’s school. For each student with a known allergic condition or asthma, you must provide the school with (1) written medical documentation, (2) instructions, and (3) medications as directed by a physician. In the event that your student experiences a life-threatening asthma attack or systemic allergic reaction, we will defer to the specific documents and medication that you have provided. If you do not have medical documentation and instructions on file with the school for your students, we will defer to the regulatory protocol described above. If, for whatever reason, you do not want your student to receive the life-saving emergency treatment under the protocol, you must file your written objection with the schools.

HEAD LICE

When it is reported or suspected that a student may have head lice, the student will be discreetly sent to the health office. The Health Aide or School Nurse will examine the student’s head for evidence of live lice. If a student is found to have live lice, the family will be contacted by the Health Aide or School Nurse and will be assisted in developing a treatment plan.

IMMUNIZATION

Nebraska law requires that students shall be protected against Poliomyelitis, Diphtheria, Pertussis, Tetanus (DPT), Measles, Mumps, Rubella (MMR), Hepatitis B, and Varicella (chicken pox). Any student who does not comply with immunization requirements shall not be permitted to continue in school until he or she shall so comply. Exceptions to this requirement are as follows:

- Medical exemptions for health reasons substantiated by a signed statement from a physician
- Religious conflict substantiated by a signed affidavit that is notarized by the student’s legal guardian

MEDICATIONS

Medication may be administered at school when such treatment is necessary for school attendance and cannot otherwise be accomplished. Parents need to complete the proper form **prior** to school personnel administering medication to a child in school. This form is available in the school health office or the CPS district website.

All medication products must be sent to the school in the original container with the label intact. This includes “over the counter” medications such as Acetaminophen, Ibuprofen, etc.

SCREENINGS

Students enrolled in Columbus Public Schools are provided health screening in accordance with Nebraska State Statute. The screening is conducted to help identify health concerns in as early a stage as possible, in an effort to enhance learning. Screening is not intended to be diagnostic but to identify students with potential problems.

Each student will be screened for vision, hearing, dental, height and weight. The state statute requiring health inspections in Nebraska does not allow a waiver option. Parents who request that their child not be screened at school must provide current screening results from a medical provider.

STUDENT ILLNESS

Students should not be sent to school with a **fever of 100 or greater, vomiting, diarrhea, or have signs of a contagious illness or skin condition**. Students should not return to school until they are **symptom free for 24 hours** without the use of Acetaminophen or Ibuprofen (Tylenol, Motrin, Advil, etc.).

The following rules and expectations will be effective during the **2022-2023 school year**. These rules and expectations are intended to ensure the health and safety of all students, staff members, and the overall community. Because of the fluid nature of **viruses and other forms of illness**, these rules and expectations are subject to change at any time. The District will send parents and students written notification of any such changes. It is each family's responsibility to monitor for, understand, and adhere to any such changes, including those changes implemented on short notice. If a parent or student ever has any questions about the interpretation or implementation of these rules and expectations, the parent or student should promptly contact their building administrator.

- Symptoms of Illness.** A student who experiences, or has experienced symptoms of a form of illness needs to be cautious of their health for their safety and others around them. For the benefit of all students, any student who experiences more than minor symptoms should stay home until they feel better. If a student displays more than minor symptoms while at school, the student may be sent home and it is the parent's responsibility to promptly retrieve the student from school. Students who miss school due to illness will generally not be counted as an unexcused absence, though the administration reserves the right to deem an absence as unexcused if the administration determines that a student has not been honest.
- Preventing Exposure.** In addition to a student staying home when they feel sick, each student is responsible for taking reasonable efforts to prevent the spread of illness. These efforts include, but are not limited to, washing hands, avoiding the sharing of food or drinks, avoiding others who are sick, practicing good hygiene, and the like. Although the District is not responsible in any way for a student becoming ill, and each parent and student assume the risk of illness every day by attending school, the District strongly encourages students and parents to proactively prevent exposure and the spread of any illness in school.
- Make Up Work.** A student who does not attend school due to illness must coordinate with their teacher(s) on any makeup work or missed assignments. Ordinarily, students will not be penalized academically if they miss school because they are legitimately sick. However, the student is ultimately responsible for communicating and following-up with their teacher(s) to make up any missed work and/or prevent receiving any penalties for missed work. Finally, the District does not offer remote learning when a student is unable to attend school in-person.
- Activities.** A student will not be permitted to participate in activities if the student has been sick on the day of the activity or if the administration determines that the student has symptoms of being sick.
- Failure to be Honest.** These rules and expectations are designed and will be implemented to ensure, to the extent practicable, the health and safety of all students and staff. The District will endeavor to balance the need to ensure the health and safety of school premises, while not intruding on a family's confidential medical information. With that in mind, students and families are expected to be honest with the District regarding a student's illness or symptoms. In any circumstance, if the District determines that a parent or student has not been honest or forthright with information or facts provided (or not provided) to the District about a student's potential

illness or symptoms, the District may exclude a student for a longer period of time (for health and safety reasons) or may impose disciplinary consequences.

6. Other Health and Safety Rules. At any time, a staff member may impose or require a student to undertake other health and safety requirements (such as frequent hand washing, maintaining social distancing, and the like). A student must follow such health and safety requirements or face discipline, like any other rule issued by a staff member.

HOMEWORK

Homework refers to tasks that a student is assigned to do on his/her own time after school hours. It may be work for which the student needs additional practice due to absence or lack of attention or effort at school. Homework assignments serve as a means of providing a bond of common effort between parent, child, and teacher. In order for homework to be effective, each participant – teacher, student, and parent – must understand and be committed to carrying out his/her responsibility. If any of the three (teacher, student, parent) do not fulfill their responsibilities, then the positive effects of homework will be reduced.

Homework Responsibilities of Teacher

1. Communicate to students and parents, homework goals and expectations.
2. Set clear and concise expectations concerning assigning, returning, and evaluating homework.
3. Coordinate homework assignments with other teachers with whom students work, and who may assign homework.
4. Assign appropriate homework.

Homework Responsibilities of Students

1. Know and understand what is required for completion of the assignment.
2. Assume responsibility for completing and returning assignments.
3. Complete assignments neatly and do quality work.

Homework Responsibilities of Parents

1. Maintain a positive attitude towards learning and the value of homework.
2. Be aware of the homework policy and individual teacher requirements.
3. Help your child find a study area that is quiet and relatively free of distractions.
4. Be patient with your child and praise him/her for any effort made.
5. If your child has difficulty understanding the directions, help them with explanations. **Do not do the homework for your child!**
6. Look over the assignment when your child reports the work is complete to affirm completion and quality.

LIBRARY MEDIA CENTER

Students may check out material for a period of two weeks and may renew the materials once. No fines are charged for overdue materials; however, students are expected to pay for damaged or lost materials. If the item is not returned, a letter will be sent to parents requesting that the material be returned. In the event that materials are not returned or paid for, or if a student repeatedly returns items in a damaged condition, the student may have library media center privileges restricted. Money will be refunded for materials that were lost and paid for, then later found and returned to the library media center.

NONCUSTODIAL PARENTS

The School District assumes that non-custodial parents have all the rights and privileges of custodial parents unless presented with a certified copy of a court order or decree limiting those rights.

NONDISCRIMINATION STATEMENT

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

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

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

- (1) Mail: U.S. Department of Agriculture
Office of the Assistant Secretary for Civil Rights
1400 Independence Avenue, SW
Washington, D.C. 20250-9410
- (2) Fax: (202) 690-7442; or
- (3) Email: program.intake@usda.gov

This institution is an equal opportunity provider.

PARENT APPEAL PROCEDURES

In the event a parent is denied access to any topic listed in Board Policy 1005.02 or who is unsatisfied with the solution presented by the administration in accordance with the Parental Objection Provisions of 1005.02, said parent has the right of appeal as listed below:

1. Upon receipt of the administrator's decision, the parent has five (5) school days to appeal that decision by contacting the Office of the Superintendent of Schools.
2. The Superintendent of Schools shall inform the Board no later than the next regularly scheduled Board meeting that an appeal has been made. The privacy of the individual filing the appeal shall be maintained.
3. The Superintendent of Schools shall meet with the parent and administrator in an attempt to resolve the matter within ten (10) school days of receipt of such an appeal.
4. The parent shall receive from the Superintendent his/her decision within five (5) school days of the meeting stated in #3.
5. Upon receipt of the Superintendent's decision, the parent shall have five (5) school days to appeal this decision to the Board of Education to be considered at its next regularly scheduled meeting. Such requests are made by contacting the Office of the Superintendent of Schools. Appeals to the Board will include the parent's/guardian's name and the nature of the objection.
6. Final decision will rest with the Board of Education.

PARENT/GUARDIAN INVOLVEMENT AND PARTICIPATION

School Board Policy 1005.02 provides parents/guardians with the information as to when and how they can access instructional materials. This policy includes the following:

- The Elementary Student Handbook will be sent home with students at the beginning of each school year. Parents/guardians are required to return the signature form indicating that they have received the handbook.
- Parents/guardians are invited to review instructional materials. Parents/guardians can gain access to instructional materials by contacting the school office.
- Parents/guardians are welcome to visit their child's classroom during school hours. Parents/guardians are asked to contact their child's teacher to schedule the best time to visit.
- The building administrator will notify parents/guardians if a substitute teacher will teach their child for four or more weeks.

PARENT VOLUNTEERS

We welcome parent volunteers at each of our elementary schools. Volunteers help students and teachers with various tasks in the classrooms. Parents can volunteer any amount of time that they have available. All volunteers are requested to check in/out at the school office when entering and leaving the building. Parents who volunteer on a regular basis will be subject to a background check. CPS has the right to deny parent participation on field trips and/or with classroom or school activities.

PETS IN SCHOOL

Due to allergies and safety issues, family pets are not allowed in the school building. Due to student safety, family pets are not allowed on school grounds during school hours, including drop off and pick up times.

PROGRESS REPORTS TO PARENTS

The school year is divided into four grade report periods. ~~Report cards~~ **Progress Reports** are distributed at the end of each grading period. Parent-Teacher Conferences are scheduled twice during the school year. Dates and times of these conferences will be sent to parents prior to conferences being held. Parents or teachers may arrange additional conferences when they are necessary.

RIGHT TO DUE PROCESS

The policy of the Board of Education states: *"The Board of Education of the Columbus Public Schools views the establishment of rules and responsibilities governing student behavior as a necessary element of the educational process."*

The rules and responsibilities governing student behavior established pursuant to this policy and other School Board policies affecting student personnel shall be approved by the district's established procedure prior to their use. All rules and responsibilities established by the school district and any rules established by individual buildings governing student behavior at the school shall be publicized.

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

SCHOOL HOURS

- School Day: 8:00 a.m. – 3:25 p.m. (2:15 p.m. on early dismissal Wednesdays)
- Office Hours: 7:30 a.m. – 4:00 p.m.
- Breakfast: 7:25 a.m. – 7:45 a.m.

- After School Program 3:25 p.m. – 6:00 p.m. (2:15 p.m. on early dismissal Wednesdays)

Supervision is provided before and after school from 7:45 a.m. – 3:35 p.m. ***Students need to be picked up by 3:35. On early dismissal Wednesdays students need to be picked up by 2:25.***

SCHOOL INITIATED PHONE CALLS AND TEXT MESSAGES

Columbus Public Schools does send a lot of information to parents regarding upcoming events and activities in order to keep parents informed. The *Federal Telephone Consumer Protection Act* states: **“All phone calls—whether live, automated, or prerecorded voice calls or text messages—made to cell phones using an auto-dialer or other automated dialing technology; are prohibited unless the calls are made for emergency purposes or made with the prior express consent of the cell phone subscriber.”**

In order to conform with the new regulations within the *Federal Consumer Protection Act*, schools need to obtain the “prior express consent” of the parent prior to making calls to the parent’s cell phone number.

The Federal Communications Commission has stated, “People who knowingly release their phone numbers have given permission to be called at the number which they have given, absent instructions to the contrary.”

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

SCHOOL MEALS

The schools provide daily breakfast and hot lunch through Lunchtime Solutions. Children who bring cold lunches may purchase milk.

Families are encouraged to keep account balances positive at all times. Deposits are accepted at each school building and at the Administration Building. Deposits may be made by cash or check. Account balances may be obtained through the parent access portal in Wordware. If online access is not available, the District Food Service office may be contacted at (402) 563-7055. Each day that a student eligible for reduced price or paid meals brings the actual amount of the cost of the meal, that student will be provided a breakfast and/or lunch and the amount received will be applied to the cost of that meal rather than to reduce a prior negative balance.

The District will provide the necessary forms for the student's parent or guardian to apply for free or reduced-price meals. Such benefits may be applied for at any time during the school year.

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

Parents should contact the school if their child has any food allergies or requires a special diet as specified by a doctor. Any student going home for lunch needs written permission from a parent/guardian. Students that require a special medical diet, as specified by a doctor, may request that it be prepared in the cafeteria.

No student or parent may bring in commercially prepared food such as Pizza Hut, Subway, Burger King, McDonald’s, etc, during CPS breakfast or lunch periods. Students and parents may bring in sack lunches that are made at home. Students or parents who bring a cold lunch to school are asked to drink juice or water or purchase a carton of milk. **Pop is discouraged. Pop is not permitted.**

SOCIAL MEDIA

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

STUDENT BIRTHDAYS

School Board Policy 508.13 includes the following, "All foods offered on the school campus will meet or exceed the USDA Smart Snacks in School nutrition standards and/or state nutrition standards." The Smart Snacks in Schools applies to celebrations such as student birthdays. **Due to this federal law and district policy, students are no longer allowed to bring food items to school when celebrating their birthday.** In lieu of food items, students may bring party favors, pencils, erasers, etc. to share with classmates.

Birthday party invitations should not be distributed at school unless they are given to all the boys and/or girls in the classroom. The school is not allowed to share student contact information, which includes home address and phone numbers. Gifts sent to students at school on birthdays or other occasions will be kept in the office and given to students at the end of the school day in order to minimize disruptions during instructional hours.

STUDENT CONDUCT

The expectations for all students who attend Columbus Public Schools are to BE SAFE, BE RESPECTFUL and BE RESPONSIBLE. Students are taught what it looks like to be safe, respectful and responsible in all areas within the school as these expectations encompass all of the daily routines and procedures within the classroom and within the school.

The following policies and procedures have been established and approved by the Board of Education of the Columbus Public Schools for use in all schools within the school district and at all school-sponsored events. **Compliance with the following standards of conduct is mandatory.**

ACTIVITIES FORBIDDEN BY LAWS OF NEBRASKA OR THE UNITED STATES

Students, as citizens of the United States and the State of Nebraska, are to obey all laws established by these respective governmental agencies. The school, in addition to any action taken by law enforcement agencies, may discipline students who violate these laws during the school hours or at school-sponsored events.

ALCOHOL, DRUGS, AND TOBACCO

Students are not to consume, possess, sell, or distribute any drug (including tobacco), narcotic, alcohol, or substance purported to be a drug, narcotic, or alcohol, at school, on school grounds, or at school-sponsored events. This rule does not prohibit possession or consumption by a student of a substance that has been prescribed to him/her by a person licensed to prescribe.

Students are prohibited from consuming any drug, narcotic, controlled substance, alcohol, or substance purported to be a drug, narcotic, alcohol, controlled substance or any facsimile of any substance in any quantity immediately prior to coming on school grounds or to a school-sponsored event. Disciplinary action will be in accordance with District Policy 504.14.

BEHAVIOR TO AND FROM SCHOOL

Students are not to interfere with the ability of other students to travel to and from school safely and without verbal, physical, or sexual harassment. Students are not to participate in activities, which are potentially dangerous to themselves, other students, or the public while on their way to and from school.

BULLYING, EXTORTION & INTIMIDATION

Threatening, bullying or intimidating another student(s) or school personnel is prohibited at school, on school grounds, at school-sponsored events, or going to and from them.

CHEATING

Students who cheat, plagiarize, or forge in connection with academic endeavor and/or school procedures are subject to disciplinary action.

CLASSROOM RULES

Teachers establish reasonable rules in their classrooms to assist them in providing a positive environment for learning. Students are expected to follow these rules and may be disciplined for noncompliance.

DAMAGE OR THEFT OF SCHOOL OR PRIVATE PROPERTY

Students are not to participate in any activity not properly supervised by school personnel that could possibly damage or deface school or private property. If a student damages school or private property, he/she is financially responsible for all damages and may be disciplined. Students are prohibited from borrowing without permission or stealing private or school property. Students who do either of these things may be disciplined.

FALSE FIRE ALARMS AND/OR BOMB THREATS

Students are not to falsely set off fire alarms or falsely report bomb threats. **Students who do either of these things may be disciplined.**

FIGHTING

Students may not engage in verbal or physical fights in school buildings, on school grounds, at school-sponsored activities, or on their way to and from school. Students are prohibited from hitting, striking, kicking, or in any other way harming another student or school personnel. Disciplinary actions are based on the frequency and severity of the student's behavior and age.

INSUBORDINATION / CLASSROOM DISRUPTIONS

Students are to comply with reasonable directions or requests from teachers, student teachers, substitute teachers, teacher aides, secretaries, principals and other school personnel during any period of time the student is properly under the authority of school personnel. Any student who fails to comply with directions or requests of school personnel will be considered insubordinate. Disciplinary actions are based on the frequency and severity of the student's behavior and age.

SEARCH AND SEIZURE

Students possess the right of privacy of person as well as freedom from unreasonable search and seizure of property guaranteed by the Fourth Amendment of the Constitution. This individual right, however, is balanced by the school's responsibility to protect the health, safety, and welfare of all students.

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

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

SEXUAL DISCRIMINATION

It is the policy of the Columbus Public School District to comply in spirit as well as in fact with the regulations implementing Title IX of the Education Amendments of 1972. Title IX of the Education Amendments of 1972 prohibits sex discrimination in federally assisted education programs. Specifically, Title IX states: *“No person in the United States shall, on the basis of sex, be excluded from participation in, be denied the benefits of, or be subjected to discrimination under any education program or activity receiving federal financial assistance.”*

Any student who has a grievance should complete a grievance form and forward it to the Superintendent.

SEXUAL HARASSMENT

Sexual harassment in any form will not be tolerated. If violations occur, disciplinary action will be taken. Any discrimination on the basis of race, creed, national origin, sex, age or handicap will not be tolerated.

WEAPONS, EXPLOSIVES, AND MATERIAL THAT CAN BE IGNITED

The before-mentioned material items are prohibited on school property or at school-sponsored events unless authorized by proper school authorities. A student shall not knowingly possess, handle, or transmit any object or material that is ordinarily or generally considered a weapon or any look-alike or facsimile of a weapon.

STUDENT PLANNER

Every student in grades 1–4 is issued a planner. One planner is issued FREE to each student. Lost or misplaced planners MUST be replaced and purchased by the student for \$3.00.

STUDENT RECORDS

School Board Policy 507 and its accompanying rules govern the maintenance of student records. These records are maintained to assist the instructional, guidance, and educational progress of the student and for legitimate research to better the educational programs of the school district. Parents and/or legal guardians may request in writing that information contained in student records be released for their purposes. In the event of a student transfer out of the district, student records, including academic, attendance, and discipline information will be sent to the requesting school district.

Schools may make public certain non-confidential “directory information” in association with recognition for such things as academic excellence, extracurricular honors and awards, or participation in officially recognized school sponsored activities. “Directory information” may include such things as name, address, date and place of birth and dates of school attendance. Any parent or legal guardian who does not wish the school district to release such “directory information” must notify the principal of the school that the student presently attends.

STUDENT RETENTION

Parents are included in the retention process. The school will notify parents as early as possible if retention is being considered. Parents, teachers, support staff, and the principal discuss any retention that is considered. The building principal makes the final decision regarding student placement.

STUDENT RIGHTS, RULES, AND RESPONSIBILITIES

State rules, rights, and responsibilities are automatically school district policy as well as building level policy. Therefore, we must be sure that students and parents have been given the opportunity to read them. **Parents and students are required to sign the SIGNATURE SHEET found at the beginning of this handbook.** This information is reviewed with students at the beginning of each school year.

RESPONSIBILITIES AND RIGHT TO AN EDUCATION

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

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

The policy of the Columbus Public Schools regarding the right to an education states: "*The State of Nebraska, as provided for in Article VII, Section I of the Nebraska Constitution, established public schools to provide free education for students between the ages of five and twenty-one. All residents of the Columbus Public Schools from ages five through twenty-one are entitled to attend public schools without tuition. All students are entitled to equal educational opportunities.*"

Along with one's right to equality of educational opportunity, each student has a commensurate responsibility to act in such a way as to not interfere with the rights of others to the same opportunity.

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

RESPONSIBILITY AND RIGHT OF FREEDOM OF EXPRESSION

The right to freely express oneself is justifiably tempered with responsibilities to ensure that the expression made does not interfere with the rights of others. The official school policy and the responsibilities students have when expressing themselves are contained in this handbook to promote reasonable communication to reflect one of the purposes of Columbus Public Schools. **That purpose is to encourage the use of good language skills while providing educational experiences for students.**

The official school policy in regard to Freedom of Expression states: "*The Board of Education of the Columbus Public Schools recognizes the First Amendment to the Constitution of the United States of America as being an essential part of the learning process. The Board of Education further recognizes that students need guidance in exercising the right of Freedom of Speech so that they do not interfere with the rights of others. The following statements are made to guide students in exercising their constitutional right of Freedom of Speech.*"

RESPONSIBILITY AND RIGHT TO FREEDOM OF ASSEMBLY

Official school policy states: "The Board of Education of the Columbus Public Schools recognizes that Freedom of Assembly is a right protected by the First Amendment of the constitution of the United States. The exercise of this right must be conducted in a responsible manner so as not to interfere with the educational activities of the school district."

The right to assemble in a school building, on school grounds or at school activities can be protected by following the responsibilities listed below.

RESPONSIBILITIES OF STUDENTS WHEN EXPRESSING THEMSELVES

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

1. The expression shall not contain words that are considered indecent, lewd, obscene, profane, vulgar, off-color, fighting or gutter words (four-letter words); phrases which contain threats, or physical gestures which are offensive or threatening to anyone seeing or hearing the expression; and expressions which undermine or are disrespectful to school personnel.
2. The expression of the student shall not contain words, phrases, or gestures that ridicule or belittle others.
3. The expression of the student shall not encourage other persons to violate school rules.
4. The expression of the student shall not be unusually loud, or interfere with or obstruct any lawful mission, process, function, or purpose of the school.
5. The expression of the student shall not be slanderous.
6. The expression of the student shall not be libelous.
7. The expression of the student about, or directed to, any teacher, administrator, or other school employee at any time in a public place shall comply with the six previously stated rules governing student expression. (Example: Any student who shall refer to a teacher in a public place at any time by a lewd or obscene name in such a loud voice that the teacher and/or others hear the insult may be disciplined by the school authorities.)

Any student who fails to meet these requirements when expressing himself/herself may be disciplined.

SYMBOLIC EXPRESSION AND RELATED ACTIVITIES

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

Each student has the right to express himself/herself by way of symbols subject only to the restrictions that such expression does not result in over exhibitionism, disruption of the educational process, obscenities, disrespect, or obvious annoyance to others.

SUPPORT SERVICES

A variety of support services are offered by Columbus Public Schools. In order to be eligible for these services, students must meet criteria established by the district or state.

TECHNOLOGY INTEGRATION & INTERNET USAGE

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

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

With access to computers and people from around the world also comes the availability of material that may not be considered to be of educational value in the context of the school setting. Families should be warned that some material obtained via the Internet might contain items that are illegal, defamatory, inaccurate, or potentially offensive. We have taken precautions to restrict access to controversial materials through the installation of an Internet filtering device. However, on a global network, it is impossible to control all materials and an industrious

user may discover controversial information, either by accident or deliberately. We firmly believe, however, that the benefits to students from online access far outweigh the possibility that users may procure material that is not consistent with our educational goals. We strive to ensure that use of Internet/Network resources is consistent with our stated mission, goals, and objectives.

Students using the Internet will follow all laws, policies, and rules governing computers and iPads. This includes (but is not limited to) copyright laws, software publisher's rights, license agreements, acts of terrorism, assault, threats, and expectations for student and parent privacy. Students at Columbus Public Schools shall receive instruction in Internet Safety. This curriculum will include the appropriate use of social networking sites, cyber-bullying, and other topics as are relevant in encouraging digital citizenship. A copy of the Internet Safety Curriculum may be found in the district Curriculum Office and each school media center.

APPROPRIATE USES AND DIGITAL CITIZENSHIP

While working in a digital and collaborative environment, students should always conduct themselves as good digital citizens by adhering to the following guidelines:

1. **Respect Yourself:** I will show respect for myself through my actions. I will select online names that are appropriate. I will use caution with the information, images, and other media that I post online. I will carefully consider what personal information about my life experiences, or relationships I post. I will not be obscene. I will act with integrity.
2. **Protect Yourself:** I will ensure that the information, images, and materials I post online will not put me at risk. I will not publish my personal details, contact details, or a schedule of my activities. I will report any attacks or inappropriate behavior directed at me while online. I will protect passwords, accounts and resources.
3. **Respect Others:** I will show respect to others. I will not use electronic mediums to antagonize, bully, harass, or stalk people. I will show respect for other people in my choice of websites. I will not visit sites that are degrading to others, pornographic, racist or inappropriate.
4. **Protect Others:** I will protect others by reporting abuse and not forwarding inappropriate materials or communications. I will avoid unacceptable materials and conversations.
5. **Respect Intellectual Property:** I will request permission to use copyrighted or otherwise protected materials. I will suitably cite all use of websites, books, media, etc. I will acknowledge all primary sources. I will validate information. I will use and abide by the fair use rules.
6. **Protect Intellectual Property:** I will request to use the software and media others produce. I will purchase, license, and register all software or use available free and open source alternatives rather than pirating software. I will purchase my music and media and refrain from distributing these in a manner that violates their licenses.

iPAD USE

Students will use their iPad in various learning settings throughout the day. Student iPads may be sent home for additional learning opportunities. Students will receive regular training during the school year to address appropriate care and usage of the iPad, as well as digital citizenship training. **Students who use their iPad in an inappropriate manner may be subject to disciplinary actions.**

The student iPad is in a case which acts as the insurance policy for the iPad. Student iPads are to remain in the case at all times. If an iPad is removed from the case the student is financially responsible for all damages. **If an iPad charging cord and/or block are lost or damaged, students are financially responsible.**

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

EMAIL

Students' email access will be through a Google Gmail system managed by the Columbus Public Schools. This email system is monitored by the Columbus Public Schools Technology Department and all messages sent or received through this system are archived and subject to filtering of inappropriate content. Students are expected to use appropriate language when sending emails and are not to transmit language/material that is profane, obscene, abusive, or offensive to others. Student email accounts are subject to inspection at any time by school administration, parent/guardian or designee. **In the event of noncompliance with appropriate email use, the Columbus Public School Technology department reserves the right to terminate a student's email account and student may be subject to disciplinary action.**

GOOGLE APPS FOR EDUCATION

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

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

<https://columbuspublicschools.org/coppa>

The following services are available to each student and hosted by Google as part of Columbus Public Schools on-line presence in Google Apps for Educations:

- **Mail** – an individual email account for school use managed by Columbus Public Schools
- **Calendar** – an individual calendar providing the ability to organize schedules, daily activities and assignments
- **Docs** – a word-processing, spreadsheet, drawing, and presentation toolset that is similar to Microsoft Office
- **Sites** – an individual and collaborative website creation tool

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

In order for our students to use these educational programs and services, certain Board Policy approved directory information may be provided to the website operator strictly for educational purposes. This directory information may consist of the student's name, username, district e-mail address, grade level, age and/or date of birth. The need for such information is necessary to utilize software and web-based services as part of the classroom instruction. **A signature on the Student Handbook Signature Page constitutes consent for our school district to provide this directory information.**

TECHNOLOGY USE IN THE COLUMBUS PUBLIC SCHOOL DISTRICT IS GOVERNED BY FEDERAL LAWS INCLUDING:

Children's Online Privacy Protection Act (COPPA)

COPPA applies to commercial companies and limits their ability to collect personal information from children under age 13. By default, advertising is turned off for Columbus Public School's presence in Google Apps for Education. No personal student information is collected for commercial purposes. This permission form

allows the school to act as an agent for parents in the collection of information within the school context. The school's use of student information is solely for educational purposes. For more information on COPPA, please visit <http://www.ftc.gov/privacy/coppafaqs.shtm>

Family Educational Rights and Privacy Act (FERPA)

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

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

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

TELEPHONE USAGE

The telephone at the school is a business telephone. Therefore, student use is limited. If the reason to use the telephone is legitimate, the teacher will give the student permission to use the telephone. These calls should be kept to a minimum and be kept brief. Calling to make arrangements to go to or play at another student's house is not a legitimate reason.

UNNECESSARY STUDENT ITEMS

Students should not bring items to school that may interfere with learning or endanger the health and safety of others. This includes but is not limited to fidgets, trading cards, toys, stuffed animals, etc. The school is not responsible for the loss, theft or damage of any items brought to school. The teacher or principal may confiscate such items. The school will work with the parent to return confiscated items. **If an item is not on the school supply list or directly requested by a teacher or staff member, please do not bring it to school.**

The Columbus Public Schools does not discriminate on the basis of race, color, religion, national or ethnic origin, sex, marital status, age or handicap in administration or access to, or treatment or employment in, its programs and activities. If you have any special needs request that will assist you in participating in services, programs and activities of the Columbus Public School District, please contact your building principal or the superintendent of schools.

Elementary Handbook Updates 2022-23

- Pg 3—Liability Waiver/Hold Harmless changed dates
- Pg 9—Added Licensed Mental Health Practitioners to Counselors, School Psychologists & School Social Workers
- Pg 12-13—Under field trips for parent volunteers, took out (in a manner fitting to their age level and maturity) so would not sound condescending. Left as “Parent volunteers shall conduct themselves with mutual respect and consideration for the rights of others...” Still has the same meaning.
- Pg 14—Under student illness add information from Dr. Loffelholz regarding rules and expectations to ensure the health and safety of all students, staff, and the community. This information has been updated for the 2022-23 school year.
- Pg 17—Under Progress Reports to Parents changed Report Cards to Progress Reports. The elementary is moving to Proficiency Based Grading beginning the 2022-23 school year.
- Pg 18—Under School Meals changed Pop is discouraged to Pop is not permitted.
- Pg 20—Under False Fire Alarms added, Students who set off fire alarms or falsely report bomb threats may be disciplined.
- Pg 24—Under iPad Use added, Students who use their iPad in an inappropriate manner may be subject to disciplinary actions. Also added, If an iPad charging cord and/or block are lost or damaged, students are financially responsible.
- Pg 25—Under Email added, Students may be subject to disciplinary actions. This would be in the event a student does not use their school email account appropriately.

**MEMORANDUM OF UNDERSTANDING
BETWEEN
COLUMBUS PUBLIC SCHOOLS
AND
COLUMBUS PUBLIC SCHOOLS FOUNDATION**

This Memorandum of Understanding (“MOU”) is made and entered into this _____ day of _____, 2022, by and between Columbus Public Schools (either “CPS” or the “Landlord”) and Columbus Public Schools Foundation (either “CPSF” or the “Tenant”).

At the outset, it is both Parties intent for CPS and CPSF to work cooperatively to establish and operate an early childhood development program within CPS’s new early childhood center. This MOU is intended to memorialize the general agreement between the Parties, with both Parties understanding, acknowledging, and agreeing that future negotiations, planning, and details will inevitably be required. To that end, the Parties agree to work together to resolve such details in an amicable and supportive manner.

ARTICLE I

PREMISES AND TERMS

Section 1. Landlord hereby leases to Tenant and Tenant hereby leases from Landlord, subject to all the terms, conditions and provisions herein set forth, 8,775 square feet of classroom space within the CPS Kramer Early Childhood Center and other areas to include the gymnasium, kitchen, eating/multipurpose area, playground, and any other areas that the Parties may mutually agree (collectively, the “Leased Premises”).

Section 2. The term of this lease shall be twelve (12) months to commence on August 1, 2022, and end on July 31, 2023, unless otherwise terminated as herein provided.

ARTICLE II

ACCEPTANCE

Section 1. Tenant acknowledges that no representation as to the condition or repair of the Leased Premises has been made by or on behalf of the Landlord, except as herein expressed, and likewise acknowledges that no agreement or promise to decorate, alter, repair, or improve the Leased Premises, including all equipment and appurtenances, either before or after the execution hereof, has been made by or on behalf of the Landlord, except as stated herein.

ARTICLE III

RENT

Section 1. Tenant shall pay to Landlord as Total Base Rent for the term of this MOU the sum of three thousand six hundred dollars (\$3,600.00), payable as follows:

The sum of one thousand eight hundred dollars (\$1,800.00) shall be due and payable by February 1, 2023 or an amount pro-rated per occupancy from August 1 through January 31.

The sum of one thousand eight hundred dollars (\$1,800.00) shall be due and payable by July 31, 2023 or an amount pro-rated per occupancy from January 1 through July 30.

Section 2. Rental payments shall be paid in full by the due date and shall be delivered to the Landlord at 2508 27th Street, Columbus, NE 68601, or at such other place or by such other means as the Landlord shall direct in writing. If the term of this MOU shall commence or terminate prior to the expiration date listed in Article I of this MOU, then the Tenant shall pay rent in proportion to and for the fractional part thereof and rent shall be prorated and shall be due and payable relative to the Tenant's actual use of and possession of the Leased Premises in relation to the term of this MOU.

ARTICLE IV

CARE AND USE OF THE PREMISES

Section 1. The Leased Premises shall be used and occupied as an early childhood education facility, and for no other purpose without written consent of the Landlord.

Tenant agrees promptly to comply with all laws, ordinances and regulations affecting the Leased Premises and promulgated by duly constituted governmental authority affecting the cleanliness, safety, use and occupation of the Leased Premises and shall pay all costs involved in such compliance.

Section 2. Tenant covenants and agrees with Landlord that:

- (a) No sign, trademark, insignia, identifying marks, advertisement, notice or other lettering shall be exhibited, inscribed, painted, or affixed on any part of the outside of the Leased Premises, or inside if visible from the outside of the Leased Premises of which they form a part, in connection with the conduct of Tenant's business in the Leased Premises without, in each instance, the prior written consent of Landlord.
- (b) All loading and unloading of goods shall be done only at such times and in such areas and through such entrances as shall be designated for that purpose by Landlord.

- (c) All garbage, trash, or other refuse shall be promptly removed by the Tenant and placed into receptacles located in Common Areas. Tenant shall not utilize more than a proportionate share of Common Area receptacle capacity. Tenant's garbage, trash, or other refuse shall not be permitted to accumulate, causing unsightly litter or potential health hazards within or without the Leased Premises.
- (d) No loud speakers, televisions, phonographs, radios, or other devices shall be used in a manner so as to be heard or seen outside the Leased Premises without the prior written consent of the Landlord.
- (e) Tenant shall keep the premises at a temperature sufficiently high enough to prevent freezing of water in the pipes and fixtures.
- (f) Tenant shall not use the Leased Premises for any purpose which increases the rate of premium cost or invalidates any policy of insurance covering or carried on the building in which the Leased Premises are located.
- (g) Tenant shall not make or permit any noise or odor, objectionable to the public, or to other occupants of the Leased Premises or to the Landlord, to emit from the Leased Premises; nor create, maintain, or permit a nuisance.
- (h) Tenant shall not permit smoking on the Leased Premises.
- (i) Tenant shall comply with all such reasonable rules and regulations as do not conflict with the provisions of this MOU and as the Landlord may uniformly establish, from time to time, provided that Tenant is notified in writing thereof.

Section 3. Tenant agrees not to perform any act or carry on any practices which may injure the Leased Premises or be a nuisance to other individuals using or nearby the Leased Premises and shall keep the Leased Premises clean and free from dirt and rubbish at all times.

ARTICLE V

OPERATION AND MAINTENANCE OF COMMON AREAS

Section 1. Landlord agrees to provide at the Early Childhood Center, of which the Leased Premises are a part, a parking area or Common Areas, which parking area shall be for the nonexclusive use of the Landlord, all parents, employees, and visitors of the Tenant.

For the purpose of this Article and wherever else used in the MOU, the Common Areas shall include, but shall not be limited to, parking areas, sidewalks or other pedestrian walkways, decorations, landscaped areas, pick-up and delivery areas, streets, and other public areas, designated for the common use and benefit exclusive of space in any building designed for rental to tenants for commercial purposes, as the same may exist from time to time.

Section 2. Landlord hereby grants to Tenant, its employees, agents, customers, and invitees, the nonexclusive right for and during the term of this MOU, and any renewal thereof, to use the Common Areas from time to time, such use to be in common with Landlord and all tenants of the Landlord.

Section 3. Landlord shall have the right, power, and authority to compile and promulgate and thereafter change or modify all rules and regulations which it may, in its sole discretion deem necessary for the use of the Common Areas. All such Common Areas shall, at all times, be subject to the exclusive control and management of Landlord so that the Landlord will be in a position to make available efficient and convenient use thereof. Tenant agrees to abide by and conform with all rules and regulations pertaining to such Common Areas. Landlord shall have the right to construct, maintain and operate lighting facilities; to police and from time to time change the area, location and arrangement of the Common Areas and facilities and accommodations thereof; to restrict employee parking to employee parking areas, to adopt a “proportionate share” restriction on the amount of parking available for use by Tenant or its customers, employees, or other invitees, to temporarily close all or any portion of the Common Areas or facilities to discourage non-invitees’ parking; and to do and perform such other acts in and to said Common Areas and facilities; as in the exercise of good business judgment the Landlord shall determine to be advisable with a view to the improvement of the convenience and use thereof.

Section 4. Tenant agrees to pay to the Landlord, upon demand, but not more often than once a month, as additional rent, or in an amount that may be set by Landlord to be adjusted annually, Tenant's share of Landlord's cost of operating, administering, supervising, maintaining, repairing, replacing, or improving all installations (including gardens and landscaping) and facilities within the Common Areas or constituting a part thereof. Without limiting the generality of the foregoing, Landlord's costs may include lighting, cleaning, trash removal, snow and ice removal, painting, policing, fire protection, management fees and all repairs made by Landlord to Common Areas. **For the contract year these charged costs to the tenant will be for items related to fixed improvements not included in the final design of the leased area and are requested by the tenant. Monthly operating costs for other related services in Section 4 are included in the cost listed in Article III, Section 1.**

ARTICLE VI

REPAIRS, ALTERATIONS AND INSTALLATIONS

Section 1. Landlord shall keep the foundations, interior and exterior walls, glass, other breakable materials used in structural portions, doors, windows, corridor vestibules, corridor interiors and restrooms in good repair and, if necessary or required by the proper governmental authority, make modifications or replacements thereof in consultation with the Landlord.

Section 2. Except as provided in Section 1 of this Article, Tenant agrees, at Tenant's expense, at all times to keep the Leased Premises and appurtenances thereto in good order, condition and repair, clean, sanitary and safe, including the repair of Tenant's leased space, fixtures, and all broken glass (with glass of the same size, grade and cost) and shall, in a manner

satisfactory to the Landlord, decorate and paint the Leased Premises when necessary to maintain at all times a clean and sightly appearance. Landlord agrees to use its best efforts to obtain for Tenant, during the term of this MOU only, the benefit of all warranties on equipment located on the Leased Premises. If Tenant refuses or neglects to commence any required repairs or replacements within ten days after written demand, then and thereafter Landlord may, but shall not be obligated to do so, make such repairs and replacements without liability to Tenant for any loss or damage that may occur to Tenant's stock or business by reason thereof, and, if Landlord makes such repairs, Tenant shall pay to Landlord, on demand, as additional rent, the cost thereof together with interest at the maximum legally allowable rate per annum from the date of payment by Landlord, and all such costs and interest shall become due and payable on the rental payment date immediately following such completion. Tenant, at its expense, shall replace all glass, including plate glass, other breakable materials used in structural portions, and any interior and exterior windows and doors used in the Leased Premises which may become damaged or broken.

Section 3. Tenant shall not attach any fixtures or other articles to any portion of the Leased Premises, nor shall Tenant make any major alterations, additions improvements or changes whatsoever therein, without in each instance first obtaining the written consent therefor from Landlord. Tenant shall furnish such indemnification against liens, costs, damages, and expenses as may be required by Landlord. Before written consent is given by the Landlord, Tenant shall be required to submit to Landlord complete information regarding the financial arrangements Tenant has made for payment of such attachments, alterations, additions, improvements, or changes. Landlord may require, as a condition of granting its consent, that any contractors, vendors, suppliers, or other persons dealing with Tenant with regard to such attachments, alterations, additions, improvements, or changes, execute a waiver of their right to file a mechanic's lien, materialmen's lien, or other statutory or common law lien against the Leased Premises. For purposes of this Section, a major attachment, alteration, addition, improvement or change shall involve a cost exceeding \$1,000.00. All alterations, additional improvements, and fixtures (other than trade fixtures) which may be made or installed upon the Leased Premises shall remain upon and be surrendered with the premises as a part thereof, at the termination of this MOU; provided, however, that Landlord may request the removal of any thereof, at the cost and expense of Tenant.

ARTICLE VII

UTILITIES

Tenant agrees to pay Landlord upon demand, but no more often than once a month, as additional rent, the Tenant's share of Landlord's cost of providing electricity, heating, air conditioning, water, sewer services and the like to the Leased Premises. Tenant's share of the cost of such services shall be a sum equal to that portion of said cost of services which results from multiplying the total cost of such services by the percentage of the gross square foot area of the Leased Premises in proportion to the gross square foot area of all the Early Childhood Center (8,775 sq ft). Tenant agrees that Landlord shall have the right to adjust the amount of

said costs or proportion to Tenant if it is determined by Landlord, in its sole discretion, that Tenant's usage of any service is significantly greater than the proportionate share of Tenant's square footage use. **For this contract year, the amount will be set at no more than \$250 per month or the actual cost, whichever is less.**

ARTICLE VIII

INSURANCE

Tenant shall procure and maintain continuously during the entire term of this MOU, a \$5,000,000.00 combined single limit policy or equivalent insuring the Tenant and the Landlord as an additional insured against all premises (both the Leased Premises and Common Areas) liability on an occurrence basis. The policy shall be with a company acceptable to the Landlord. The Tenant shall provide the Landlord with a certificate of insurance evidencing that such insurance is in full force and effect and stating the term thereof. The certificate of insurance shall state that the Landlord shall be given a minimum of thirty (30) days' notice by the insurance company prior to cancellation, termination or change of insurance.

ARTICLE IX

ASSIGNMENT OR SUBLETTING

Tenant agrees not to sell, assign, mortgage, pledge, franchise or in any manner transfer this MOU or any estate or interest thereunder and agrees not to sublet the Leased Premises or any part or parts thereof, and agrees not to permit any licensee or concessionaire therein without the previous written consent of Landlord. Consent by Landlord to one assignment of this MOU or to one subletting, sale, mortgage, pledge, or other transfer, including licensing or the grant of a concession, shall not be a waiver of Landlord's rights under this Article as to any subsequent similar action. No assignment shall release Tenant of any of its obligations under this MOU or be construed or taken as a waiver of any of Landlord's rights or remedies hereunder.

ARTICLE X

ACCESS TO PREMISES

Tenant agrees that Landlord, its agents, employees or servants, or any person authorized by Landlord, may enter the Leased Premises at any reasonable hour for the purpose of inspecting the condition of the same and to make such repairs, additions, improvements, changes or alterations thereto, or to the building of which they are a part, as Landlord may elect to make, and to exhibit the same to prospective purchasers of the building, in which the premises are contained. Landlord shall coordinate with Tenant to make any inspections or repairs in a manner that will not unduly interfere with Tenant's use of the Premises. Except in cases of emergency, the Landlord shall not enter the premises without first giving the Tenant

at least two (2) hours advance notice. Tenant agrees that Landlord, its agents, employees, invitees or any persons authorized by Landlord, may exhibit the Leased Premises, and may place in and upon said Leased Premises at such places as may be determined by Landlord "For Rent" signs, or notices, at any time within 90 days of termination of this MOU and Tenant undertakes and agrees that neither Tenant nor any person within Tenant's control will interfere with such signs or notices.

At any time during the term of this MOU, Landlord, its agents, employees, servants, or any person authorized by Landlord, may enter the Leased Premises to make such emergency repairs as may be deemed necessary by the Landlord in its sole discretion.

ARTICLE XI

HOLDING OVER

In the event Tenant remains in possession of the Leased Premises after the expiration of the tenancy created hereunder and without the execution of a new MOU, it shall be deemed to be occupying the Leased Premises as a tenant on a month-to-month basis, and shall pay as monthly rent, the monthly rent specified for this tenancy; and such holding over shall be subject to, under, and pursuant to all other terms, conditions, provisions, and obligations of this MOU insofar as the same are applicable to a month-to-month tenancy. If the Leased Premises are not surrendered at the end of the term, Tenant shall indemnify Landlord against loss or liability resulting from delay by Tenant in so surrendering the Leased Premises, including, without limitation, any claims made by any succeeding tenant founded on such delay.

ARTICLE XII

NOTICES

All notices and demands required or permitted to be given under this MOU to Tenant shall be given in writing, by depositing such notices and demands in the United States Mail, certified and postage prepaid, and addressed to Columbus Public Schools Foundation, PO Box 947, Columbus NE 68601. All notices and demands required or permitted to be given under this MOU to Landlord shall be given in writing, by depositing such notices and demands in United States Mail, certified and postage prepaid and addressed to Columbus Public Schools, ATTN: Superintendent, 2508 27th Street, Columbus, NE 68601, or at such other address as Landlord may give to Tenant in writing from time to time.

ARTICLE XIII

WAIVER OF CLAIMS AND INDEMNIFICATION

The Landlord shall not be liable for any damage, either to person or property, sustained by the Tenant or by any person because of the occurrence of any accident in, on, or about the Leased Premises, or because of any neglect or act by any person, unless any such damage shall be caused by the default or negligence of Landlord or his agents or employees. Tenant agrees to indemnify and save harmless the Landlord against any such claim or judgment thereon, including the cost of defending against any suit filed against Landlord or any such claim.

ARTICLE XIV

DEFAULT AND REMEDIES

All covenants and agreements herein made and obligations assumed are to be construed also as conditions and these presents are agreed to upon the express condition that if Tenant should vacate or abandon the Leased Premises, fail to pay when due any of the aforesaid installments of rent, or should fail to perform or observe any of the covenants, agreements or obligations herein made or assumed by Tenant, or if Tenant shall become insolvent or bankrupt, reduce or modify Tenant's debts or obligations or delay payment thereof or if any assignment be made of Tenant's property for benefit of creditors then and thenceforth, in any said events, this MOU may be forfeited and thereby becomes null and void at the option of the Landlord, and the Landlord may immediately, or at any time thereafter re-enter said Leased Premises, or any part thereof in the name of the whole, or repossess and have the same as of Landlord's former estate and remove therefrom all goods and chattels not thereto properly belonging, and expel said Tenant and all other persons who may be in possession of said Leased Premises and that, too, without demand or notice. It is agreed, however, that the monthly installment of rent provided for above shall not be deemed in default until five (5) days after written notice of default has been given to Tenant, and that no default shall be declared for the failure to perform or observe any of the other covenants, agreements, or obligations made or assumed by the Tenant until said Tenant is given notice in writing of such breach, and shall fail to perform the agreement called for, or remove the default, within five (5) days after the mailing of such notice by Landlord, subject only to construction delays due to strikes and unforeseen weather conditions.

In the event Landlord shall exercise the aforesaid option to terminate, Landlord shall be entitled to immediately receive from the Tenant, all damages incurred by Landlord by reason of Tenant's default including, but not limited to, the cost of recovering possession of the Leased Premises; expenses of reletting, including necessary renovation and alteration of the Leased

Premises, reasonable attorney's fees, and any real estate commission actually paid. Notwithstanding the foregoing, the liability of Tenant for the minimum rent provided for hereinbefore shall not be extinguished for the balance of the term after such termination and the Tenant shall be liable for any deficiency in the rent received by Landlord for the balance of the term as compared to the rent provided for by this MOU.

ARTICLE XV

GENERAL

Section 1. Nothing herein contained shall be deemed or construed by the parties hereto nor by any third party, as creating the relationship of principal and agent or of partnership or of joint venture between the parties hereto, it being understood and agreed that neither the payment of additional rent nor other provision contained herein, nor any acts of the parties hereto, shall be deemed to create any relationship between the parties hereto other than the relationship of Landlord and Tenant.

Section 2. The failure of Landlord to insist upon strict performance by Tenant of any of the covenants, conditions and agreements of this MOU shall not be deemed a waiver of any of Landlord's rights or remedies and shall not be deemed a waiver of any subsequent breach or default by Tenant of any of the covenants, conditions, and agreements of this MOU. No surrender of the Leased Premises shall be accomplished by Landlord's acceptance or rental or by any other means whatsoever unless the same be evidenced by Landlord's written acceptance of such surrender.

Section 3. Whenever a period of time is herein provided for Landlord to do so or perform any act or thing, Landlord shall not be liable or responsible for any delays due to strike, riots, Acts of God, shortages of labor or materials, national emergencies, acts of a public enemy, governmental restrictions, laws or regulations, or any other cause or causes, whether similar or dissimilar to those enumerated, beyond Landlord's reasonable control.

Section 4. The covenants, agreements, and obligations herein contained shall extend to, bind and inure to the benefit not only of the parties hereto, but to their respective personal representatives, heirs, successors, and assigns.

Section 5. Landlord hereby reserves the right, at any time, to make alterations or additions to, and to build additional stories on, the building in which the Leased Premises are contained and to buildings adjoining the same.

Section 6. Each party hereby waives all claims for recovery from the other party for any loss or damage to any of its property insured under valid and collectible insurance policies to the extent of any recovery collectible under such insurance, subject to the limitations that this

waiver shall apply only when permitted by the applicable policy of insurance.

ARTICLE XVI

TERMINATION

Notwithstanding the provisions of Article I, either Party may terminate this MOU by giving written notice to the other Party upon 30 days' written request.

Dated this ___ day of _____, 2022	Dated this ___ day of _____, 2022
COLUMBUS PUBLIC SCHOOLS	COLUMBUS PUBLIC SCHOOLS FOUNDATION
BY: _____ AUTHORIZED OFFICIAL	BY: _____ AUTHORIZED OFFICIAL

Regular Meeting
Monday, May 16, 2022, 5:30 PM Central

Columbus Middle School
2200 26th Street
Columbus, NE 68601

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

I. Board Meeting

I.A. Call to Order

I.B. Roll Call of Board

Motion to excuse Mr. Brown and Ms. Becher. Passed with a motion by Theresa Seipel and a second by Michael Jeffryes.

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

Mark Brown and Candy Becher were excused from the meeting.

I.C. Pledge of Allegiance

I.D. Notice of Open Meeting Posted

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

I.E. Mission Statement

Doug Molczyk, Board President, read the mission statement.

I.F. Opportunity for Public to be Heard

I.G. Recognitions

I.G.1. Columbus Middle School Recognitions

Danita Wickens recognized students involved in Destination Imagination.

Columbus Middle School Principal, Amy Haynes recognized the middle school students.

I.G.2. Columbus High School

High School Principal, Dave Hiebner recognized Columbus High School Students.

I.H. Board Special Functions

I.H.1. Athletic Hall Fame Inductee Betsy Raul Approval

The Superintendent recommends that the Board approve the induction of Betsy Raul into the Discoverer Athletic Hall of Fame. Passed with a motion by Theresa Seipel and a second by Douglas Willoughby.

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

Dr. Loeffelholz, Superintendent of Columbus Public Schools, said that Betsy Raul is a late addition to the list already approved.

I.H.2. Field Trip/Excursion Approval/CMS 8th Grade Band

The Superintendent recommends that the Board approve the CMS 8th Grade Band Trip, as submitted. Passed with a motion by Doug Molczyk and a second by Michael Jeffryes.

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

Amy Haynes said this field trip is an out-of-state trip to Vermillion, SD to the music museum. This was a trip that was planned once and then had to be canceled due to COVID restrictions.

I.H.3. School Supply List Approval

The Superintendent recommends that the Board approve the pre-sale supply lists, as submitted. Passed with a motion by Douglas Willoughby and a second by Theresa Seipel.

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

Dr. Loeffelholz said this is the same that was offer last year, nothing new. An outside group is used to purchase supplies for each grade level. It is cost-effective and very efficient for families to get school supplies.

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

No items were removed for the Consent Agenda.

I.J. Consent Agenda

Motion to approve the Consent Agenda Passed with a motion by Michael Jeffryes and a second by Doug Molczyk.

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

I.J.1. Approval of Minutes

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

Chip Kay, Director of Finance and Human Relations gave a review of the financial reports. He said the General Fund balance is low, the state was late sending the reimbursement and

TEEOSA payment. The Special Building Fund reflects the first lease payment on the lease payment for the Kramer building, that payment will show twice a year.

Financial Report M3 shows that we are behind in revenue. Federal grant funds have not been reimbursed to the district yet. A big change in state aid in the next month.

The M4 Financial Report shows a large sum going out for the Kramer Project expenses.

I.J.3. Financial Report M5

Mr. Kay said that this report shows payments for legal, utilities, and special education payments. The General Fund has been frozen to finish out the school year. We will still be making curriculum purchases.

I.J.4. Certified Personnel

Mr. Kay said we do have 8 openings. Pool of candidates in math and science are very small.

I.J.5. Classified Personnel

There is a short list of classified positions open. As of today, we will not hire any classified staff until late July. Bus drivers will be hired whenever we get a good applicant.

I.J.6. Tentative Graduate List/Class of 2022

Dave Hiebner said there are 290-300 on the tentative graduate list.

I.J.7. Professional Travel

Dr. Loeffelholz shared a few of the trips listed on the travel report. NASBO, State Soccer, Central Nebraska Non-Profit Conference.

I.K. Acceptance of Gifts/Donations

The Superintendent recommends that the Board accept the attached gifts/donations

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

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

Yea, Theresa Seipel: Yea, Douglas Willoughby: Yea

Yea: 4, Nay: 0, Absent: 2

Contribution total for the month of April was \$43,416.68; \$134,441.97 for the year.

I.L. Business Operations and Human Relations

I.L.1. Policies

I.L.1.1. Second and Final Reading of Policy 402.20 Employee Travel Compensation-Travel Outside the School District

The Superintendent recommends that the Board approve the Second and Final Reading of Policy 402.20 Employee Travel Compensation-Travel Outside the

School District, as submitted. Passed with a motion by Douglas Willoughby and a second by Doug Molczyk.

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

There were no changes made from the first reading.

I.L.1.2. Second and Final Reading of Policy 406.08 Certificated Employee Transfers

The Superintendent recommends that the Board approve the Second and Final Reading of Policy 406.08 Certificated Employee Transfers Correction, as submitted. To include the grammatical changes. Passed with a motion by Theresa Seipel and a second by Douglas Willoughby.

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

There was some discussion on the third paragraph needing a grammatical edit.

I.L.1.3. Second and Final Reading of Policy 408.02 Certificated Employee Contract Release

The Superintendent recommends that the Board approve the Second and Final Reading of Policy 408.02 Certificated Employee Contract Release, as submitted. Passed with a motion by Theresa Seipel and a second by Michael Jeffryes.

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

Mr. Kay shared that this policy changes the date on teacher contracts from May 1 to April 15.

I.L.1.4. Second and Final Reading of Policy 706.05 Reimbursable Expenses for Employees, Board Members, and Volunteers

The Superintendent recommends that the Board approve Second and Final Reading of Policy 706.05 Reimbursable Expenses for Employees, Board Members, and Volunteers, as submitted. Passed with a motion by Douglas Willoughby and a second by Michael Jeffryes.

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

I.L.1.5. Second and Final Reading of Policy 206.04 Board Member Compensation and Expenses

The Superintendent recommends that the Board approve the Second and Final Reading of Policy 206.04 Board Member Compensation and Expenses, as submitted. Passed with a motion by Doug Molczyk and a second by Douglas Willoughby.

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

I.L.2. Administrative Functions

I.L.2.1. 22-23 Budget Planning

Mr. Kay shared information regarding budget planning for next school year. He shared some of the cuts that will need to be made in response to the shortfall in state aid.

I.L.2.2. Declaration of Surplus

The Superintendent recommends that the Board declare the items listed as surplus property. Passed with a motion by Theresa Seipel and a second by Michael Jeffryes. Candace Becher: Absent, Mark Brown: Absent, Michael Jeffryes: Yea, Doug Molczyk: Yea, Theresa Seipel: Yea, Douglas Willoughby: Yea
Yea: 4, Nay: 0, Absent: 2

I.L.2.3. Food Service Management Company Selection

The Superintendent recommends that the Board approve the selection of a Food Service Management Company. Passed with a motion by Doug Molczyk and a second by Douglas Willoughby.

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

Mr. Kay shared the recommendation to continue with LunchTime Solutions as our food management company. He said there were four companies that offered bids.

I.L.2.4. NexGen Leadership Academy

Mr. Kay spoke about NexGen through UNK for future leaders in our district. Twelve were chosen, they will meet once a month. The goal is to build future leaders for CPS.

I.L.2.5. Fundraising Application

The Superintendent recommends that the Board approves the fundraising applications, as submitted. Passed with a motion by Theresa Seipel and a second by Douglas Willoughby.

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

The application submitted from CHS Cheerleaders is to sell cases of coke products.

I.L.3. Updates

I.M. Buildings & Sites/Technology

I.M.1. Administrative Functions

I.M.1.1. Change Order Approval for Rutt's Heating & A/C

The Superintendent recommends that the Board approve the Change Order with Rutt's Heating & A/C for an air handler at North Park Elementary, as submitted. Passed with a motion by Douglas Willoughby and a second by Doug Molczyk.

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

Yea: 4, Nay: 0, Absent: 2

I.M.1.2. Declaration of all old obsolete technology surplus property

The Superintendent recommends that the Board remove the declaration of all old obsolete technology surplus property until the next month. Passed with a motion by Doug Molczyk and a second by Douglas Willoughby.

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

Leonard Kwapnioski, Director of Building/Sites & Technology, said a list of all items will be available soon.

I.M.2. Updates

Mr. Kwapnioki gave a brief update on the progress on the Kramer Project.

I.N. Curriculum and Instruction

I.N.1. Administrative Functions

I.N.1.1. Request to purchase new English Language Development materials to be used in EL classes at Middle and High School

The Superintendent recommends that the Board approve the request purchase new English Language Development materials to be used in EL classes at Middle and High School, as submitted. Passed with a motion by Michael Jeffryes and a second by Doug Molczyk.

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

Dr. Amy Romshek, Director of Curriculum and Instruction requested to purchase new EL development materials; what is being used presently is nine years old. The new materials support speaking, reading, and writing.

I.N.1.2. Request to extend the digital license subscription for the K - 6 Reading Series to give teachers an additional year for curriculum revision and selection of materials

The Superintendent recommends that the Board approve the Request to extend the digital license subscription for the K - 6 Reading Series to give teachers an additional year for curriculum revision and selection of materials, as submitted.

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

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

Dr. Romshek is requesting to extend digital license subscription for the K - 6 Reading Series.

I.N.2. Updates

I.O. Student Services

I.O.1. Administrative Functions

I.O.1.1. Global Teletherapy Consultant Services Agreement

The Superintendent recommends that the Board approve the Global Teletherapy Consultant Services Agreement, as submitted. Passed with a motion by Michael Jeffryes and a second by Theresa Seipel.

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

Jason Harris, Director of Student Services and Special Education, talked about the Global Therapy Contract. He said he cannot find an SLP for the district. We have used this company; he will change elementary buildings as needed for teletherapy. Mr. Harris said we cannot serve all our students without utilizing teletherapy, the caseload is too large.

I.O.1.2. Omaha Music Therapy Contract Agreement

The Superintendent Recommends that the Board approve the Omaha Music Therapy Contract Agreement, as submitted. Passed with a motion by Douglas Willoughby and a second by Theresa Seipel.

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

Music therapy has been offered to our high needs students. This year was the first year to contract with Omaha Music Therapy. Mr. Harris said this is a great program for our students.

I.O.1.3. B.I.S.T. Services Agreement

The Superintendent recommends that the Board approve the B.I.S.T. Services Agreement, as submitted. Passed with a motion by Theresa Seipel and a second by Douglas Willoughby.

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

Mr. Harris talked about B.I.S.T., He said Sara Colford is looking at staff feedback and how it will be used. B.I.S.T. is an asset to teachers and administrators in helping to identify student needs.

I.O.2. Updates

Mr. Harris shared the status on the grants and reimbursements he has been working on and the ESSA visit. He said there were a lot of our students who participated in the Cops and Bobbers Program, it was a well-attended event.

I.P. Superintendent's Report

Dr. Loeffelholz updated the Board on the End of School Year Celebration to honor years of service anniversaries and retirees. The speaker will be Billy Ivey, "Napkinisms": Positive aspects of sending messages. We are hoping to have a lot of staff write messages for the summer lunch program. He said a finance committee meeting needs to be scheduled regarding Kramer before the next board meeting. Need to know the priorities and come up with a good plan. Tentatively for a bond this September. Deadline for voting?

I.Q. Board Sharing

Dr. Loeffelholz reminded the board to be at CHS for graduation on Sunday at 2:45. The board thanked the administrators. The board expressed excitement for graduation and the culmination of the school year.

II. Executive Session

Motion to go into Executive Session Passed with a motion by Theresa Seipel and a second by Michael Jeffryes.

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

Motion to come out of executive session Passed with a motion by Theresa Seipel and a second by Michael Jeffryes.

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

III. Adjourn

Motion to adjourn. Passed with a motion by Douglas Willoughby and a second by Theresa Seipel.

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

Columbus Public Schools
 Summary of Cash Balances
 May 31, 2022

DESCRIPTION	BEGINNING BALANCE	MONTH TO DATE RECEIPTS	MONTH TO DATE EXPENDITURES	END OF MONTH BALANCE	YTD BALANCE PRIOR YEAR
Attachment M4a			\$ 3,739,261.67		
Attachment M5 (prior Bd Mtg)			\$ 367,887.66		
GEN FUND - GREAT PLAINS STATE BANK	\$ 1,959,215.08	\$ 9,279,415.42	\$ 4,107,149.33	\$ 7,131,481.17	\$ 7,717,600.57
Dividends		\$ 1,681.50	\$ -		
Management Fees			\$ 236.11		
Investment Gain		\$ 792.71	\$ -		
GENERAL FUND - FNB TRUST	\$ 928,424.62	\$ 2,474.21	\$ 236.11	\$ 930,662.72	\$ 956,281.94
PAYROLL - PINNACLE BANK	\$ 317,283.28	\$ 3,478,018.61	\$ 3,456,348.86	\$ 338,953.03	\$ 351,603.19
PAYFLEX - PINNACLE BANK	\$ 51,337.43	\$ 11,774.04	\$ 11,269.28	\$ 51,842.19	\$ 58,576.88
Dividends		\$ 1,774.98			
Management Fees			\$ 572.95		
Investment Gain		\$ 3,448.87	\$ -	\$ 3,448.87	
DEPRECIATION - FNB	\$ 2,252,902.95	\$ 5,223.85	\$ 572.95	\$ 2,257,553.85	\$ 1,676,721.72
Administration	\$ 889,364.75	\$ 36,317.17	\$ 26,696.89	\$ 898,985.03	\$ 798,698.66
Middle School	\$ 125,863.24	\$ 8,400.04	\$ 3,080.42	\$ 131,182.86	\$ 104,633.29
High School	\$ 541,446.83	\$ 32,594.07	\$ 49,348.79	\$ 524,692.11	\$ 447,819.58
ACTIVITY FUNDS - COLUMBUS BANK	\$ 1,556,674.82	\$ 77,311.28	\$ 79,126.10	\$ 1,554,860.00	\$ 1,351,151.53
Credit card fees received		\$ 399.00			
Interest Income		\$ 634.28			
State Reimbursement		\$ 288,950.55			
Rct to Expenditures		\$ 5,591.46			
Student/Staff Meals		\$ 6,152.94			
NUTRITION FUND - CORNERSTONE BANK	\$ 647,744.54	\$ 301,728.23	\$ 268,113.94	\$ 681,358.83	\$ 664,676.41
B.O.K. Financial		\$ -	\$ 478,285.53		
Platte County Treasurer		\$ 865,113.36			
Butler County Treasurer		\$ 4,041.44			
Polk County Treasurer		\$ 124.48			
Dividends		\$ 339.75			
Management Fees			\$ 260.27		
Investment Gain		\$ 293.52	\$ -		
BOND FUND - FNB	\$ 1,023,405.25	\$ 869,912.55	\$ 478,545.80	\$ 1,414,772.00	\$ 1,182,255.28
Dividends		\$ 1,413.07			
Management Fees			\$ 101.20		
Investment Loss		\$ 389.27	\$ -		
SPECIAL BLDG FUND - FNB TRUST	\$ 397,925.05	\$ 1,802.34	\$ 101.20	\$ 399,626.19	\$ 408,339.40
BCDM Architects			\$ 8,406.13		
City of Columbus - Finance Dept			\$ 13,426.88		
SPECIAL BLDG FUND - BANK OF THE VALLEY	\$ 875,911.76	\$ 274,336.19	\$ 21,833.01	\$ 1,128,414.94	\$ 5,742,982.06

Columbus Public Schools
General Fund Revenue Detail
May 31, 2022

Account Number	Description	Budget	Month to Date	Year to Date	Balance	Percent
01.1.01100.000.000	Property Taxes	(\$22,715,280.00)	(\$4,300,655.02)	(\$15,510,765.06)	(\$7,204,514.94)	68.28%
01.1.01115.000.000	Carline Taxes	(\$19,500.00)	(\$14,032.16)	(\$20,134.73)	\$634.73	103.26%
01.1.01120.000.000	Public Power District Sales Ta	(\$840,000.00)	\$0.00	\$0.00	(\$840,000.00)	0.00%
01.1.01125.000.000	Motor Vehicle Taxes	(\$2,130,000.00)	(\$178,004.32)	(\$1,666,526.27)	(\$463,473.73)	78.24%
01.1.01312.000.000	Tuition, Summer School	\$0.00	\$0.00	\$0.00	\$0.00	#DIV/0!
01.1.01323.000.000	Tuition, SpEd School Age	(\$35,000.00)	(\$1,125.00)	(\$35,700.00)	\$700.00	102.00%
01.1.01510.000.000	Interest	\$0.00	(\$6,935.00)	(\$30,726.55)	\$30,726.55	#DIV/0!
01.1.01540.000.000	Income from Real Property	(\$6,000.00)	(\$500.00)	(\$28,327.50)	\$22,327.50	472.13%
01.1.01801.000.000	CASP /Parent Fees	(\$29,000.00)	(\$7,213.00)	(\$64,403.00)	\$35,403.00	222.08%
01.1.01910.000.000	Rental Fees	\$0.00	(\$1,150.00)	(\$5,515.00)	\$5,515.00	#DIV/0!
01.1.01911.000.000	Local License Fees	(\$25,000.00)	\$0.00	(\$4,165.00)	(\$20,835.00)	16.66%
01.1.01990.000.000	Miscellaneous Local Receipts	\$0.00	\$0.00	(\$538.55)	\$538.55	#DIV/0!
01.1.02110.000.000	County Fines&License Fees	(\$155,000.00)	(\$20,360.32)	(\$156,538.01)	\$1,538.01	100.99%
01.1.03110.000.000	State Aid	(\$18,184,815.00)	(\$3,636,964.00)	(\$16,366,338.00)	(\$1,818,477.00)	90.00%
01.1.03120.000.000	SpEd Receipts from the State	(\$2,242,899.00)	(\$402,046.00)	(\$2,028,245.00)	(\$214,654.00)	90.43%
01.1.03125.000.000	SpEd Transportation Receipts f	(\$135,000.00)	\$0.00	\$0.00	(\$135,000.00)	0.00%
01.1.03130.000.000	Homestead Exemption	\$0.00	(\$240.57)	(\$8,531.56)	\$8,531.56	#DIV/0!
01.1.03131.000.000	Property Tax Credit	\$0.00	(\$606,895.43)	(\$1,214,218.39)	\$1,214,218.39	#DIV/0!
01.1.03155.000.000	Textbook Loan Receipts	(\$11,537.00)	\$0.00	(\$54,302.12)	\$42,765.12	470.68%
01.1.03180.000.000	Pro-Rate Motor Vehicle	(\$50,000.00)	(\$26,001.82)	(\$47,610.05)	(\$2,389.95)	95.22%
01.1.03400.000.000	State Apportionment	(\$583,000.00)	\$0.00	(\$562,771.31)	(\$20,228.69)	96.53%
01.1.03500.110.000	Elementary Attendance Monitor	\$0.00	\$0.00	(\$8,845.00)	\$8,845.00	#DIV/0!
01.1.03535.000.000	High Ability Learner Allocatio	(\$25,000.00)	\$0.00	(\$26,180.00)	\$1,180.00	104.72%
01.1.03540.000.000	State Early Childhood Grant	(\$145,000.00)	\$0.00	\$0.00	(\$145,000.00)	0.00%
01.1.03541.000.000	Early Childhood Endowment Gran	(\$367,412.00)	\$0.00	(\$140,812.00)	(\$226,600.00)	38.33%
01.1.03590.000.000	Opportunity Grant	\$0.00	\$0.00	(\$4,146.68)	\$4,146.68	#DIV/0!
01.1.03599.000.000	Education Quest College Access	\$0.00	\$0.00	(\$10,850.00)	\$10,850.00	#DIV/0!
01.1.03599.000.001	Education Quest College Access	(\$20,000.00)	\$0.00	\$0.00	(\$20,000.00)	0.00%
01.1.03995.000.000	Nebraska VR	\$0.00	(\$21,013.38)	(\$25,000.00)	\$25,000.00	#DIV/0!
01.1.04505.000.000	ESSA Title I Receipts	(\$573,373.00)	\$0.00	(\$223,022.00)	(\$350,351.00)	38.90%
01.1.04509.000.000	ESSA Title II Receipts	(\$131,980.00)	\$0.00	(\$86,602.00)	(\$45,378.00)	65.62%
01.1.04516.000.000	IDEA Preschool Enrollment/Pove	(\$23,422.00)	\$0.00	(\$4,757.00)	(\$18,665.00)	20.31%
01.1.04518.000.000	IDEA Enrollment/Poverty Grant	(\$855,765.00)	\$0.00	(\$887,431.00)	\$31,666.00	103.70%
01.1.04521.000.000	IDEA Proportionate Share	(\$114,093.00)	\$0.00	(\$42,579.00)	(\$71,514.00)	37.32%
01.1.04525.000.000	Carl Perkins Grants	(\$48,723.00)	\$0.00	\$0.00	(\$48,723.00)	0.00%
01.1.04526.000.000	Perkins Revision Grant	(\$100,000.00)	\$0.00	(\$98,915.00)	(\$1,085.00)	98.92%
01.1.04527.000.000	ESSA Title III LEP Grant	(\$78,318.00)	\$0.00	(\$46,368.00)	(\$31,950.00)	59.20%
01.1.04528.000.000	Title III Immigrant	\$0.00	\$0.00	(\$22,389.00)	\$22,389.00	#DIV/0!
01.1.04530.000.000	Federal Grant NC/FF/ECF	\$0.00	\$0.00	(\$2,789.80)	\$2,789.80	#DIV/0!
01.1.04531.000.000	ESSA Title IV Part B 21st Cent	(\$149,631.00)	\$0.00	(\$149,163.00)	(\$468.00)	99.69%
01.1.04708.000.000	Medicaid in Public Schools	(\$25,000.00)	(\$43,330.16)	(\$110,799.78)	\$85,799.78	443.20%
01.1.04969.000.000	ESSA Title IV SSAE Grant	(\$36,173.00)	\$0.00	(\$44,444.00)	\$8,271.00	122.87%
01.1.04995.000.000	FEMA/Federal Disaster Funds	\$0.00	\$0.00	(\$107,353.36)	\$107,353.36	#DIV/0!
01.1.04996.000.000	Covid 19 Revenue	\$0.00	\$0.00	(\$28,978.00)	\$28,978.00	#DIV/0!
01.1.04997.000.000	Cares Act II	(\$1,838,000.00)	\$0.00	\$0.00	(\$1,838,000.00)	0.00%
01.1.04998.000.000	Cares Act III	(\$2,101,753.00)	\$0.00	\$0.00	(\$2,101,753.00)	0.00%
01.1.05200.000.000	Transfers from Other Funds	\$0.00	\$0.00	\$0.00	\$0.00	#DIV/0!
01.1.05690.000.000	Other Non-Revenue Receipts (Rt	\$0.00	\$0.00	(\$14,914.98)	\$14,914.98	#DIV/0!
		(\$53,795,674.00)	(\$9,266,466.18)	(\$39,891,695.70)	(\$13,903,978.30)	74.15%
	Transfers		(\$163.20)			
	Reimbursements/ Refunds		(\$14,859.09)			
	Interest - Other Accounts		\$2,073.05			
	Total Revenue		(\$ 9,279,415.42)			

Check Number	Vendor	Amount
11973	SCHOOL DISTRICT #1-PAYROLL	\$3,349,037.63
11974	IVEY, BILLY	\$2,750.00
11975	AGIREPAIR, INC	\$131,364.00
11976	ASSOCIATED STAFFING, INC	\$6,941.36
11977	AWARDS & ENGRAVING	\$540.00
11978	CITY OF COLUMBUS-GARBAGE FEE	\$83.49
11979	CPS FOUNDATION	\$72.67
11980	EDGEWATER INSURANCE + REAL ESTATE	\$975.00
11981	ESU #7	\$11,349.27
11982	FIRST NATIONAL BANK OMAHA	\$139.98
11983	GODFATHERS -COLUMBUS	\$259.00
11984	JACKSON SERVICES INC.	\$141.93
11985	LANGUAGE LINE SERVICES INC	\$5.31
11986	PAYFLEX SYSTEMS USA, INC.	\$353.40
11987	PINNACLE BANK OMAHA	\$165.00
11988	PLATTE VALLEY PRINTING	\$623.38
11989	PLUNKETTS PEST CONTROL	\$50.00
11990	PRINTCO GRAPHICS, INC	\$955.00
11991	RASMUSSEN AIR & GAS ENERGY	\$1,526.18
11992	STEALTH BROADBAND	\$2,530.88
11993	SYMMETRY ENERGENCY SOLUTIONS, LLC	\$3,162.56
11994	TUCKER MASONRY COMPANY	\$13,778.00
11995	BAHEL BELE, SOPHIE	\$69.62
11996	BARTLING, LINDSAY	\$231.66
11997	CHAVEZ, ANN	\$355.11
11998	COLE, CATHY	\$119.34
11999	DAU, PAYTON	\$342.82
12000	DEEPE, JUDY	\$63.18
12001	DELP, EMILY	\$398.97
12002	EDZARDS, ERIC	\$302.45
12003	EICKHOFF, JACQUELYN	\$194.22
12004	FATTIG, EDWIN	\$182.52
12005	GILLESPIE, MARCUS	\$329.94
12006	HACKETT, KRISTI	\$89.51
12007	HAUSMANN, TERESA	\$61.43
12008	HILL, JESSY	\$123.44
12009	HIRSCHMAN, ZAIDYA	\$30.42
12010	JOHNSON, CHRIS	\$31.59
12011	KOPECKY, ALEXIS	\$194.22
12012	KORTH, JACKIE	\$234.59
12013	LARSEN, CHANNA	\$155.05
12014	LESHER, AMBER	\$319.41
12015	LOPEZ, MARIA	\$182.52
12016	LORENZ, JILL	\$347.51
12017	LUEBBE, HEIDI	\$21.06

Check Number	Vendor	Amount
12018	MILLER, SINSIERRA	\$235.17
12019	MUNTZ, JANELLE	\$11.70
12020	MUSTARD, CHRIS	\$5.85
12021	MUSTARD, JANELL M.	\$352.76
12022	MYERS, ROBYN	\$118.76
12023	NOVAK, MEGAN	\$365.04
12024	OLMER, SUSAN	\$62.01
12025	ROBERTSON, KATIE	\$481.46
12026	SKIPTON, CHRISTINE	\$220.55
12027	STRONG, KAYLEE	\$326.43
12028	URUGUTIA, CLAIRE	\$25.74
12029	VASQUEZ, SANTIAGO	\$31.59
12030	WOLFE, KATHRYN	\$225.24
12031	ZOUCHA, JOANNE	\$156.20
12032	BRIGHT SOLUTIONS FOR DYSLEXIA	\$5,059.80
12033	CENTRAL NEBRASKA REHAB. SERV	\$45,474.63
12034	COLUMBUS PUBLIC SCHOOLS ACTIVITY	\$2,600.00
12035	CULLIGAN	\$35.96
12036	ESU #7 SPECIAL EDUCATION	\$30,794.95
12037	FATHER FLANAGAN'S BOYS' HOME	\$32,960.00
12038	FIRST NATIONAL BANK OMAHA	\$1,971.60
12039	FIRST NATIONAL BANK OMAHA	\$997.67
12040	FIRST NATIONAL BANK OMAHA	\$607.50
12041	FIRST NATIONAL BANK OMAHA	\$446.78
12042	GAVER-1099, ALLY	\$53.76
12043	HENRY DOORLY ZOO	\$520.00
12044	LINCOLN CHILDREN'S MUSEUM	\$448.50
12045	LOUP POWER DISTRICT	\$50,662.31
12046	NCSA	\$1,750.00
12047	NEBRASKA LINK	\$1,197.84
12048	PLUNKETTS PEST CONTROL	\$620.00
12049	QUADIENT FINANCE USA, INC	\$2,966.08
12050	SONOVA USA, INC.	\$1,867.50
12051	T-BONE TRUCK STOP	\$3,971.39
12052	U AND I SANITATION LLC	\$1,860.00
12053	AMAZON CAPITAL SERVICES	\$1,285.05
12054	CAPITAL ONE/WALMART	\$234.94
12055	HOBBY LOBBY	\$20.66
12056	HY-VEE FOOD STORES	\$204.64
12057	SUPER SAVER	\$440.83
12058	ACE HARDWARE-COLUMBUS	\$30.41
12059	ALLEN, ETHAN	\$100.04
12060	AWARDS & ENGRAVING	\$19.25
12061	BATES, LINDSEY	\$186.74
12062	BLASER, AMY	\$186.74

Check Number	Vendor	Amount
12063	BLICK ART MATERIALS	\$35.29
12064	BLUUM USA, INC.	\$150.58
12065	BOMGAARS	\$87.60
12066	BURNETT, ROBIN	\$78.97
12067	CAPITAL SANITARY SUPPLY	\$68.82
12068	COLE, CRYSTAL	\$163.39
12069	COLUMBUS ARNOLD MOTOR SUPPLY	\$39.28
12070	CYZA, NICOLE	\$413.49
12071	DOLES, BRAD	\$163.39
12072	DONOGHUE, TRACY	\$280.11
12073	EAKES OFFICE SOLUTIONS	\$2,773.65
12074	ESU #7	\$8.10
12075	FIALA, ROBYN	\$23.98
12076	FLAGHOUSE INC	\$712.24
12077	FLORES, BEATRICE	\$163.39
12078	FOLLETT CONTENT SOLUTIONS, LLC	\$265.91
12079	FREEMAN, TYLER	\$163.40
12080	GALLEY, SHANNON	\$163.39
12081	GOMEZ, JOSEPH	\$96.36
12082	GOPHER	\$302.41
12083	GRAFE, TARA	\$186.74
12084	HOLLIS, EMILY	\$186.73
12085	JARECKI, KAY	\$186.74
12086	JARESKE, CHRISTINA	\$163.40
12087	JARESKE, KELSEY	\$163.40
12088	KIM, ERIKA	\$9.39
12089	KOHL, CHELSEY	\$163.40
12090	KUGLER, TAMARA	\$85.64
12091	KUHLMAN, CARRIE	\$16.38
12092	LAKESHORE LEARNING MATERIALS	\$608.32
12093	LAPOINTE, KENDRA	\$373.48
12094	LOVELESS, STACY	\$640.24
12095	LUNCHTIME SOLUTIONS, INC	\$282.29
12096	MERRILL, KIM	\$330.13
12097	MICEK, ERICA	\$358.47
12098	MIDWEST GLASS SERVICE INC.	\$15.00
12099	MUELLER, PAM	\$116.71
12100	NAPA AUTO PARTS	\$10.14
12101	O'REILLY AUTO PARTS-COL	\$36.96
12102	PACZOSA, MEGAN	\$361.79
12103	PACZOSA, TODD	\$146.72
12104	PAITZ, TONYA	\$82.37
12105	PYRAMID SCHOOL PRODUCTS	\$314.90
12106	QUILL CORPORATION	\$93.56
12107	RUTT'S HEATING & AIR CONDITIONING, INC -	\$357.50

Check Number	Vendor	Amount
12108	SCHOLASTIC INC.	\$1,027.50
12109	SCHOOL HEALTH CORPORATION	\$538.12
12110	SCHOOL SPECIALTY, LLC	\$448.03
12111	STEMPEK, STACI	\$180.07
12112	TAYLOR, BROOKE	\$233.43
12113	TEPLY, TAMMY	\$256.76
12114	TIRE OUTLET INC	\$99.00
12115	TRUCK CENTER COMPANIES	\$958.94
12116	TWOREK, DANIEL	\$186.74
12117	TWOREK, KRYSTAL	\$86.00
12118	VAN KLEY, KATEY	\$50.77
12119	VIERGUTZ, NATISHIA	\$373.47
	Total Fund Expenditures	<u><u>\$3,739,261.67</u></u>

Check Number	Vendor	Amount
12120	APPLE INC.	\$2,397.00
12121	ASSOCIATED STAFFING, INC	\$2,461.10
12122	CITY OF COLUMBUS WATER & SANITATION DEPA	\$4,619.39
12123	COLUMBUS AREA CHAMBER COMMERCE	\$2,000.00
12124	COLUMBUS SCHOOL LUNCH FUND-CHS	\$674.99
12125	FIRST NATIONAL BANK OMAHA	\$276.52
12126	FIRST NATIONAL BANK OMAHA	\$2,160.12
12127	FIRST STUDENT	\$610.18
12128	HENRY DOORLY ZOO	\$440.00
12129	KREIKEMEIER, JULIE	\$42.41
12130	KWAPNIOSKI, LEONARD R	\$26.90
12131	LINCOLN JOURNAL STAR	\$216.75
12132	LOEFFELHOLZ, TROY	\$182.09
12133	NEBRASKA LINK	\$299.46
12134	NSPRA	\$50.00
12135	NSTA NEBRASKA SCHOOL TRANSPORTATION ASSO	\$150.00
12136	ONE SOURCE	\$16.00
12137	PERRY, GUTHERY, HAASE, & GESSFORD, P.C.	\$720.00
12138	RIVERSIDE PORTABLES, LLC	\$255.00
12139	SERVICEMASTER BY SHEVLIN	\$13,004.00
12140	SYMMETRY ENGERGY SOLUTIONS, LLC	\$15,611.05
12141	WELLS, CAROL	\$46.99
12142	FIRST NATIONAL BANK OMAHA	\$234.33
12143	CITY OF COLUMBUS - FINANCE DEPT	\$48,761.79
12144	CITY OF COLUMBUS WATER & SANITATION DEPA	\$48.02
12145	CITY OF COLUMBUS-GARBAGE FEE	\$301.53
12146	EDUPOINT EDUCATIONAL SYSTEMS	\$1,500.00
12147	EMBASSY SUITES BY HILTON	\$129.70
12148	GLOBAL TELETHERAPY	\$22,361.54
12149	INTERNATIONAL ACADEMY OF SCIENCE	\$50,000.00
12150	LANGUAGE LINE SERVICES INC	\$8.85
12151	LOUP POWER DISTRICT	\$222.39
12152	MATHESON TRI-GAS INC	\$32.58
12153	MOSER, ELIJAH	\$52.50
12154	MURPHY-1099, DAWN	\$862.00
12155	NASB (NE. ASSOCIATION OF SCHOOL BOARDS)	\$340.00
12156	OMAHA MUSIC THERAPY LLC	\$2,227.40
12157	PINNACLE BANK OMAHA	\$165.00
12158	PRESTO-X-COMPANY	\$16.83
12159	QUALITY SOUND & COMMUNICATIONS INC	\$16.17
12160	SAPP BROS PETROLEUM	\$1,028.02
12161	SYMMETRY ENGERGY SOLUTIONS, LLC	\$180.40
12162	TCI	\$154,184.45
12163	VERIZON WIRELESS	\$349.56
12164	VIVIAL	\$68.50

Check Number	Vendor	Amount
12165	WEBSTER, ASHLYNN	\$35.69
12166	AMAZON CAPITAL SERVICES	\$8,918.53
12167	HY-VEE FOOD STORES	\$213.32
12168	SUPER SAVER	\$106.92
12169	ACE HARDWARE-COLUMBUS	\$9.99
12170	ADVANCE AUTO PARTS	\$41.59
12171	ASSOCIATED STAFFING, INC	\$1,050.98
12172	AWARDS & ENGRAVING	\$83.00
12173	BARCEL LANDSCAPE PRODUCTS, INC.	\$164.00
12174	BAUER, TRAVIS	\$186.74
12175	BOMBERGER, KYLA	\$60.61
12176	BOMGAARS	\$52.06
12177	BOS, JENNY	\$280.10
12178	BURNETT, ROBIN	\$30.71
12179	CAPITAL SANITARY SUPPLY	\$344.10
12180	COLUMBUS MUSIC	\$433.09
12181	EAKES OFFICE SOLUTIONS	\$2,229.71
12182	GEHRING CONST. & READY MIX CO.	\$547.50
12183	HOESING, KRISTIN	\$213.42
12184	HOLIDAY INN -KEARNEY	\$439.80
12185	HUMANWARE	\$5,854.00
12186	INNESS, SARAH	\$163.40
12187	INNOVATIVE OFFICE SOLUTIONS	\$58.76
12188	KAPLAN EARLY LEARNING CO.	\$620.94
12189	KELLY SUPPLY CO.	\$22.42
12190	LOUP POWER DISTRICT	\$55.18
12191	LUNCHTIME SOLUTIONS, INC	\$2,188.35
12192	MENARDS-COL	\$1,211.07
12193	MERRILL, KIM	\$256.77
12194	MID-AMERICAN RESEARCH CHEMICAL	\$167.50
12195	MIDWEST TECHNOLOGY PRODUCTS	\$281.79
12196	MUCHMORE, KELLY	\$186.74
12197	MUHSMAN, ERICA	\$49.14
12198	O'REILLY AUTO PARTS-COL	\$30.88
12199	OCCUPATIONAL HEALTH SERVICES	\$417.00
12200	PLAY WITH A PURPOSE	\$861.28
12201	PRIME COMMUNICATIONS	\$255.00
12202	PYRAMID SCHOOL PRODUCTS	\$658.90
12203	QUADIENT FINANCE USA, INC	\$968.73
12204	QUILL CORPORATION	\$207.75
12205	REALLY GOOD STUFF, INC.	\$67.89
12206	S & S WORLDWIDE	\$197.19
12207	SAVVAS LEARNING COMPANY LLC	\$9,477.00
12208	SCHOOL HEALTH CORPORATION	\$85.07
12209	SCHOOL SPECIALTY, LLC	\$107.79

Check Number	Vendor	Amount
12210	SHERWIN-WILLIAMS	\$1,074.90
12211	SOCIAL STUDIES SCHOOL SERVICE	\$225.79
12212	STAPLES	\$173.60
12213	TCI	\$312.90
12214	TEACHING STRATEGIES, LLC ("TS")	\$2,460.00
12215	TELLEZ, GAMALIEL	\$466.86
12216	THE HOME DEPOT PRO	\$1,343.52
12217	THYSSENKRUPP ELEVATOR CORPORATION	\$641.25
12218	TIRE OUTLET INC	\$65.00
12219	TRUCK CENTER COMPANIES	\$614.78
12220	UHL, SUSAN	\$1,146.15
12221	UNDERDAHL, COREY	\$98.28
12222	VOICHAHOSKE, KARI	\$105.30
12223	VOSS LIGHTING	\$264.92
12224	WEMHOFF, ASHLEY	\$186.74
12225	WEST MUSIC	\$11,936.66
12226	WRIGHT, ABBEY	\$186.74
	Total Fund Expenditures	<u><u>\$390,547.30</u></u>



COLUMBUS PUBLIC SCHOOLS

Certified Employee Hiring Recommendation

To: Board of Education, Dr. Loeffelholz, and Mr. Kay

From: _____

Date: _____

I am recommending _____ as a new certified employee hire for the _____ school year.

The anticipated position is _____.

We received _____ applicants and interviewed _____ for the open position.

Bio:

Highest Degree _____ Credits Beyond _____

College/University: _____ Degree Earned _____

_____ Degree Earned _____

_____ Degree Earned _____

Educational Work Experience:

Total Years of Prior Educational Work Experience: _____

School: _____ Position: _____ Years: _____

School: _____ Position: _____ Years: _____

School: _____ Position: _____ Years: _____

School: _____ Position: _____ Years: _____

Related/Other Background/Hiring Information:

“Engaging All Learners to Achieve Success”

2508 27th Street | Columbus, Nebraska, 68601 | Ph: 402.563.7000 | Fx: 402.563.7005

ColumbusPublicSchools.org



Columbus Public Schools

2508 27th Street, Columbus NE 68601 402.563.7000

The Administration has hired the following Classified employees:

NAME	TITLE	LOCATION	HIRE DATE

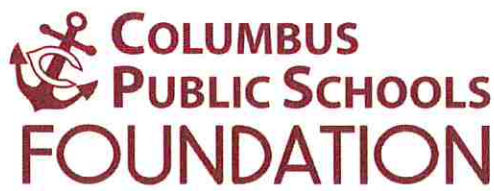
The Administration has accepted the following Classified resignations/retirements:

NAME	TITLE	LOCATION	TERM DATE
Elizabeth Pedro	Preschool Para & ASP Lead	Centennial	5/20/2022
Jesse Belsan	ASP Lead Staff	North Park	5/20/2022 (drop to sub only)
Macy Bakenhus	ASP Site Coord	Lost Creek	5/20/2022 (will remain on as a Substitute Teacher)
Alondra Magdaleno Alvarez	ASP Door Monitor	Emerson	5/20/2022
Yannelly Rojas Pineda	ASP Door Monitor	West Park	5/20/2022
Alejandra Gutierrez	EL Fluent Para	West Park	7/22/2022 (per summer school work)
Abigail Tworek	Food Service Head Cook	High School	5/24/2022
Jon Misfeldt (RETIRED)	Activities Coord	High School	5/24/2022
Jan Wieberdink	Title 1 Para	West Park	5/23/2022

Last Update:6/8/2022

Travel Report
June 2022

DATE	# DAYS	NAME	EVENT NAME	EST COST\$
5/16/2022	1.00	JOHN RIEDMILLER	CHS STATE BASEBALL - OMAHA	\$165.00
5/16/2022	1.00	TRAVIS MCCLOUD	CHS STATE BASEBALL - OMAHA	\$165.00
5/16/2022	1.00	JAMES JOHNSON	CHS STATE BASEBALL - OMAHA	\$175.00
5/18/2022	3.00	TIM KWAPNOSKI	CHS STATE TRACK - OMAHA	\$0.00
5/20/2022	0.50	JASON HARRIS	NASES REGION III MEETING - NORFOLK	\$0.00
5/25/2022	0.50	TIM KWAPNOSKI	STATE GOLF - NORFOLK	\$0.00
5/26/2022	1.00	TIM KWAPNOSKI	HAC MEETING - LINCOLN	\$0.00
6/1/2022	2.00	JESSY HILL	NEBRASKA SCHOOL MENTAL HEALTH CONFERENCE - OMAHA	\$0.00
6/8/2022	1.00	MEGAN NOVAK	EHA WELLNESS PHOTOSHOOT - OMAHA	\$0.00
				\$0.00
				\$505.00 Total



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

June 7, 2022

Doug Molczyk
Board of Education
Columbus Public Schools

Dear President Molczyk and Members of the Board:

The Foundation contributed the following items to Columbus Public Schools during the month of May. On behalf of the Board of Directors for the CPS Foundation and the officers of the thirteen umbrella organizations, we respectfully submit these items to the Board of Education for acceptance.

Foundation

\$366.00 - STS Dual Credit Scholarships
\$1,500.00 - Judy Temme Memorial Scholarship
\$2,382.00 - Dual Credit Scholarships
\$1,457.74 - Stem on the Go

\$1,330.00 - Boys Basketball Concessions
\$2,038.43 - Columbus After School Program
\$50.00 - Educators Rising

Band Boosters

\$63.72 - Award Night Supplies

Post Prom

\$1,000.00 - Hypnotist
\$171.51 - Store Items
\$231.81 - Food & Supplies
\$35.52 - Decorating

Centennial PAC

\$1,620.12 - Staff Appreciation
\$576.73 - Inside Recess Supplies
\$269.77 - Boy Scout Centennial Project
\$174.68 - Family Fun Night Supplies
\$1,237.20 - End of Year Family Picnic
\$389.07 - Preschool Books
\$1,015.50 - 1st & 2nd Grade Field Trips
\$71.04 - 4th Grade Recognition Supplies
\$227.48 - Track & Field Day Supplies

CMS PAC

\$1,683.00 - CMS PAC Scholarships

Emerson PTO

\$584.21 - Staff Appreciation
\$59.90 - 4th Grade Recognition
\$128.82 - Track & Field Day Supplies
\$712.01 - End of Year Celebration Supplies

Lost Creek PTO

\$117.96 - Staff Appreciation

North Park PTO

\$7.48 - Printing
\$46.79 - Field Trip Fuel
\$143.75 - End of Year Celebration Supplies

West Park PTO

\$503.12 - Staff Appreciation
\$447.30 - Reading Night Incentives
\$460.00 - Field Trips
\$5.56 - Printing
\$52.53 - Track & Field Supplies
\$570.00 - Student Bowling
\$124.51 - End of Year Celebration Supplies
\$50.07 - Retirement Gift

Vocal Music Boosters

\$1,000.00 - Neptune Angels Supporting Director
\$201.23 - Senior Key Chain

Sports Boosters

\$3,432.00 - Spring Sport Support
\$290.00 - State Meals
\$707.82 - Program Printing & Design

The total contributions for the month of May was **\$27,536.38**

The total contributions for the FY 2022 total is **\$161,978.35**

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

The total contributions for the FY 2021 (Sept-Dec) total is **\$154,934.25**

Thank you for your consideration.

Sincerely,

Nicole Anderson
Director of Marketing & Foundation



June 13, 2022

To: Board of Education
From: Chip Kay, Director of Finance/Human Resources
Subject: Breakfast/Lunch Price Recommendations 2021-2022 School Year

Based on the Paid Lunch Equity (PLE) calculation tool provided by the NDE's Nutrition Services we are permitted to increase prices by the full allowable amount of \$.10 per meal. Currently, the Nutrition Fund Balance has a sufficient amount of cash on hand to start the 2022-2023 school year.

I am requesting board approval for the following prices for the 2022-2023 school year which include **increases** to regular paid breakfast and lunch prices. The increase is meant as an adjustment to the District's paid costs and PLE calculation.

The reduced amount is set by the Federal Food Program.

2022-2023	Reduced Breakfast	Paid Breakfast	Reduced Lunch	Paid Lunch
Elementary	\$0.30	\$2.10 (+.10)	\$0.40	\$2.90 (+.10)
Middle/High School	\$0.30	\$2.10 (+.10)	\$0.40	\$3.15 (+.10)
Adult	N/A	\$2.65 (+.10)	N/A	\$4.00 (+.15)

LSI sets the price for ala-carte and snack items to cover their cost of the items.

LSI accepts the milk bid and prices for milk are set based on that bid process.

NDE sets the reimbursement meal allowance for free and reduced meals.

USDA allocations are applied to our LSI invoice as a reduction.

No cost to students for our Fresh Fruit and Vegetable Program or After School Snack Program.



ken-a-vision®
Manufacturing Co., Inc.
5615 Raytown Road
Kansas City, Missouri 64133 USA
SERIAL NO: 5-17407

COLUMBUS PUBLIC SCHOOLS
305674



ANSI Z.87.1-1989 SPEC

RESTING

ANSI Z.87.1-1989 SPEC

ANSI Z.87.1-1989 SPEC

ANSI Z.87.1-1989 SPEC







2022-2023 Non-Personnel General Fund Budget		Codes: 300-400-500-600-700-800	
Building Budgets	1100-1115-1125-1150-1160-2410	\$760,665	
Special Education	1200	\$775,000	Rule 10
SPED Contracted	2100s	\$674,000	Rule 10
Early Childhood	1190	\$26,000	
Summer School	1300	\$25,000	
Social Workers/LMHP	2110	\$5,000	
School Counselors	2120	\$25,000	Rule 10
School Health Services	2130	\$12,000	
Curriculum/Instruction	2211-School Improvement	\$15,000	Cognia Visit & Fee's (Rule 10)
	2212-Instruction & Curriculum	\$425,000	(Cut \$41K)
	2213-Staff Training	\$150,000	(Cut \$29.5K)
	2240-Student Assessment	\$40,000	Rule 10
	2290-Building Specific PD	\$25,000	(Stipends)
School Media Services	2220	\$50,000	Rule 10
Technology Services	2230	\$375,000	
Board of Education	2310	\$110,000	
Superintendent	2320	\$80,000	(Cut \$50K)
Legal Services	2330	\$55,000	
Communications/Marketing	2560	\$100,000	(Cut \$20K)
Business Operations	2510	\$495,000	(Cut \$500K - Personnel Additions + District Travel)
Human Resources	2570	\$200,000	(Cut \$52K)
Computer Leases	2580	\$75,000	(Cut \$375K - Leonard Grant)
Building Operations	2610	\$1,975,000	(Cut \$300K - Strategic Plan)
Security (SRO)	2660	\$75,000	
Transportation	2650-2710-2712-2713-2730s	\$582,500	(Cut \$115K - Acquisition)
Grant Writer	2900	\$14,500	
Textbook Loan	3300	\$0	Grant Funded, Revenue Matches Expense
After School Program	3301	\$0	Requiring all expenditures be grant funded or ESSER III
Property Acqu/Exp/Improve	4000s	\$0	(Cut \$1,935,000)

---- Grant Funded - Revenue to Cover is a Grant and Listed in our Total Revenue				
HAL	3535		\$50,000	
Early Childhood	3540		\$161,000	
Sixpence	35756		\$36,000	
Title I	6200		\$25,000	
Title IIA	6310		\$60,000	
IDEA	6408		\$5,000	
IDEA - NonPublic	6412		\$2,400	
MIPS	6450		\$70,500	
Carl Perkins	6700		\$44,500	
Revision	6701		\$100,000	
ESSA Title III	6925-6926		\$15,000	
ESSA Title IV	6968-6969		\$20,000	
EduQuest	6992		\$25,000	
----- ESSER II and III				
ESSER II	6997		\$40,935	(Reimbursed)
ESSER III	6998		\$1,900,000	(Reimbursed)
			\$9,700,000	\$3,596,978
		<i>Can not exceed</i>	\$9,700,000	<i>Amount of Budget Cuts for 22-23</i>

Columbus Public Schools - Budget Draft Analysis for 22-23

5/18/22

PERSONNEL	20-21	21-22	22-23	% Increase	22-23 Days Adjusted/Attrition/Update
Certified	\$24,487,996	\$24,866,599	\$26,155,499	5.18%	\$25,823,496 Replacement
Classified	\$8,653,476	\$8,788,000	\$10,071,754	14.61%	\$10,016,626 9Mo 176 Days
Food Service	\$1,054,104	\$1,184,215	\$1,262,928	6.65%	\$1,188,916 175 Days
ASP	\$466,375	\$455,000	\$477,750	5.00%	\$477,750
Admin	\$3,021,187	\$3,058,287	\$3,175,059	3.82%	\$3,120,386 Replacement
Extra Duty	\$1,177,996	\$1,215,000	\$1,227,150	1.00%	\$1,227,150
Supt.	\$300,192	\$306,596	\$318,395	3.85%	\$318,395
Total	\$39,161,326	\$39,873,697	\$42,688,535		\$42,172,719
		1.82%	7.06%		5.77%
			\$2,814,838		\$2,299,022
OTHER GENERAL FUND EXPENSES					
Non-Personnel		\$13,296,978	\$9,701,018		\$9,700,000
Substitutes		\$400,000	\$350,000		\$382,000
TERIP		\$168,000	\$180,000		\$179,390
Estimated Expenditures		\$53,738,675	\$52,919,553		\$52,434,109
					-2.77%
Estimated Revenue (2% Val.)		\$53,701,453	\$50,469,015		\$50,828,839 4.734% Valuation
					-5.35%
		-\$37,222	-\$2,450,538	Shortfall/Overage	-\$1,605,270

REVENUE	Options:		
	ESSER II/III +	\$55,854	(June 2022)
	5% Budget CO	\$1,760,000	(Cash: \$7M)
	FNB GF Trust	\$750,000	
			\$2,565,854

Retirement Calculation - Exemption	
31697400	
3131703.12	
2329758.9	
Retire.Exempt.	\$801,944
TERIP Exemption	\$179,390
Total Exemption	\$981,334 (Allowed to levy above \$1.05 for this amount)