

Regular Meeting

Mission: "Engaging All Learners to Achieve Success"

The Regular Meeting started at 5:30 PM on Monday, June 16, 2025. The meeting was held at Kramer Education Center
2410 16th Street, Suite A
Columbus, NE 68601

Candace Becher: Present

Michael Jeffries: Present

Doug Molczyk: Absent

Theresa Seipel: Present

Douglas Willoughby: Present

Marv Zoucha: Present

- I. CALL TO ORDER
- II. ROLL CALL OF THE BOARD
- III. EXCUSE BOARD MEMBERS
- IV. PLEDGE OF ALLEGIANCE
- V. NOTICE OF OPEN MEETINGS ACT

V.A. President ensures all can hear proceedings

VI. MISSION STATEMENT

VII. PUBLIC COMMENT

VIII. GUEST PRESENTATIONS

IX. RECOGNITIONS BY BOARD

Chip's recent nominations

Dr. Kay has recently been nominated to serve as the Vice Chair of Nebraska Council of School Administrators (NCSA). NCSA is an organization with more than 1,300 school administrators who serve in Nebraska schools. NCSA provides services in the areas of professional development, publications, partners with EHA in establishing rates, and influencing legislation. Dr. Kay was nominated by the executive board to serve as a vice chair and will help lead the governing body and carry out the mission of NCSA.

Dr. Kay served as the president of Nebraska Association of School Business Officials for the 2024-24 school year and was the business official of the year in 2023-2024.

Schoolmasters Organization

Nebraska Schoolmasters Club was founded in 1898 and is the longest running school administrator organization in the state. Schoolmasters is composed of administrators to become a mentor network to other administrators, recognized as a leader in education, and has made an impact for education and students in the state. To become a member, a person must be an administrator for at least 3 years and be nominated by other members/colleagues. A person must then get two character references/vogue for the person as a person of high-standing around the state. The organization has members from both rural and metro-sized schools.

X. BUILDING OR DISTRICT PRESENTATION

XI. CONSENT AGENDA

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

XI.B.Meeting Minutes

XI.C.Finance Reports

Jason Schapmann, Director of Human Resources and Fiscal Support, gave a brief overview of all financial funds. This included all the information shown in the reports.

XI.D. Staffing Reports

XI.E.Professional Travel

XII. FOUNDATION REPORT

Chip Kay, Superintendent, said the Foundation Report shares information on the cleaning up at the end of the school year transactions.

Dr. Kay spoke about the safeguards that exist when umbrella organizations supporting schools (i.e. Booster Clubs or PTOs have accounts run through the Foundation.

Totals for the end of the month \$42,995.93: year to date \$164,478.07.

XIII. DIRECTOR & SUPERINTENDENTS REPORTS OR UPDATES

XIII.A. Director of Teaching and Learning

Teresa Hausmann, Director of Teaching and Learning, gave an update which included the mid-cycle review from Cognia. She also shared that 11 science courses have been updated.

XIII.B. Director of Special Education

XIII.C. Assistant Director for Student Services

XIII.D. Director of Human Resources

Mr. Schapmann talked about the quarterly report, the balances of each account. He said we needed to get through the month of August. He gave some explanations of the meanings of the column titles in the report.

XIII.E. Director of Operations

Leonard Kwapnioski, Director of Operations, updated the Board on elementary schools' projects, and they are to be finished by August. The installation of the new fire alarms at Emerson and North Park has started.

He said there is work being done on the sound system at Nantkes Auditorium. The landscaping work at CHS is being completed, and then they will begin at CMS.

As part of the safety and security projects, Mr. Kwapnioski said the new phone system is being put in each building along with cameras where needed. A new door phone system is set up at the new Kramer offices.

Mr. Kwapnioski said the old administration building is empty. The demo company will begin on Thursday. They will be installing a fence for safety.

XIII.F. Superintendent

Chip Kay, Superintendent, presented a plan to initiate a Bond referendum for an Intermediate Building. He shared next steps, key people that would be needed, and the objective of this proposed project. Dr. Kay said a trip to Brooking, SD, to look at an intermediate building would give some insight as to what a project could look like. Dr. Kay talked about the traffic study and the information that would be gained from that report. The board question would be called in August, which gives the time needed to campaign. A special election vote with a mail-in ballot would take place in November.

Dr. Kay shared some images of the footprint of the building on different sites on the CMS campus.

XIII.F.1. Authorize the Superintendent to pursue the necessary steps for a bond referendum to construct a new Intermediate School Building for Grades 4 & 5.

Dr. Kay asked the board to take action to authorize the superintendent or designee to pursue the necessary steps for a bond referendum to construct a new Intermediate School Building for Grades 4 and 5.

XIV. MONTHLY REVIEW OF POLICIES

XV. DISCUSSION ITEMS

XV.A. Discussion of Policy 606.01 Instructional Materials Selection and Adoption

Mrs. Hausmann spoke about Policy 606.01 Instructional Materials Selection and Adoption. The piloting of resources had been free. She said the upcoming math pilot will cost about \$30,000.00. Company representatives are becoming very demanding. She is asking the board to consider amending the policy. Mrs. Hausmann is proposing going back to the old way by contacting other districts, gather information from districts using the resources. All of our materials have to meet the criteria required by NDE.

XVI. ACTION ITEMS FOR THIS MEETING

XVI.A. Prek Frogstreet Proposal

XVI.B. Approval of Electronic Engineering of Columbus Bid

Mr. Kwapnioski discussed the radio additions for district-wide use. These radios are still being manufactured and will be supported for at least 7 years. These radios are currently used on our buses as well as CHS and CMS have been using them in their buildings.

XVI.C. Breakfast/Lunch Price Recommendation for 2025-2026

Mr. Schapmann shared the meal prices and gave an explanation of the equation (PLE) that is used to get the proposed costs.

XVI.D. Approval of the Superintendent Contract for the 2025-2026 School Year Extends the contract to June 30, 2028.

XVI.E. First Reading of Policy 504.11 Cell Phones and Other Electronic Communication Devices

Dr. Kay gave information on the legislative bill that was passed requiring the policy. The discussion included parents knowing that there could be a ban on cell phones. There will be challenges with this policy. CHS and CMS are already facilitating what the policy says. A hearing on the proposed policy will take place on July 14th.

XVI.F. First Reading of Policy 506.01 Student Activity Eligibility

This is a new policy. It deals with students that are eligible to participate in activities.

XVI.G. First Reading of Policy 506.10 Student Physicals for Athletics

This is the policy that CPS has been following.

XVI.H. First Reading of 508.19 Administration of Naloxone (Narcan)

CPS already has policy. There will be a few changes for us to make.

XVI.I. First Reading of Policy 507.05 COPPA Student Privacy Notice

Dr. Kay shared Policy 507.05 Student Online Policy, along with a regulation that will also be adopted. This includes approving a list that is COPPA verified. This policy also restricts some online resources by law. CPS uses Google 99% of the time; parents are aware that we are using Google. Every August the board will approve the list.

XVI.J. First Reading of Policy 1005.13 Parental Access to Library Materials

Dr. Kay said this a new policy. It requires a catalog of all the books and verification of who is checking out a book. The policy states a parent will need to opt in to be notified.

XVI.K. First Reading of Policy 1005.03 Parental and Family Involvement

Dr. Kay led the discussion on Policy 1005.03. He shares that it is very different from before. The policy was tabled at this time. This will need to be approved with an adopted regulation that details guidelines.

XVI.L. First Reading of Policy 605.05 Religious Based Exclusion

XVI.M. First Reading of Policy 504.06 Student Dress Code and Grooming

Dr. Kay said this policy covers a lot of information. It will need to be pared down. He said there isn't anything that will change what we do. This policy is for concerns about respecting individuality, along with religious and tribal attire and practices.

XVI.N. First Reading of Policy 502.01 Resident Students

XVI.O. First Reading of Policy 502.02 Nonresident Students/Option Enrollment

XVI.P. Administrative Wage and Benefit Package to be Approved

XVI.Q. Policy 604.16 Behavioral Intervention and Classroom Management, including
Policy 604.16R1 NDE Standards for System of Supports

Dr. Kay said we are doing all the things listed in the policy.

XVI.R. Out of State Travel Requests

Dr. Kay asked Dave Hiebner if there was any special information needed besides what was on the forms. These are the usual requests for out-of-state travel for the CHS Marching Band.

XVI.S. Surplus Requests

XVI.T. Approval of the HVAC Service Agreement from Rutt's Heating and Air

Mr. Kwapnioski said the contract covers a long-term plan with them. Typically, we do not use the entire contract. Those unused funds can be used to upgrade some of the current equipment. All very well documented.

XVI.U. Approval of the CHS Student Handbook

Mr. Hiebner gave the overview of changes in the CHS Student Handbook for 2025-2026.

XVI.V. 2025-2026 CPS Elementary Student Handbook

Paula Lawrence, West Park Elementary Principal, gave an overview of the changes made in the Elementary Student Handbook.

XVI.W. Approval of the Certified Staff Handbook for 2025-2026

XVI.X. Approval of the Classified Staff Handbook for 2025-2026

XVI.Y. Approval of the Substitute Staff Handbook for 2025-2026

Mr. Schapmann gave an overview of the items changed or updated in the staff handbooks, including the Substitute Handbook.

XVI.Z. Architect and Engineering Consulting Services

Dr. Kay talked about the Engineering and Architecture Consulting Service Agreement with Clark and Enerson for pre-bond services.

XVII. BOARD REQUESTS FOR INFORMATION

Dr. Kay reminded the board about the Columbus Leasing Corporation annual meeting. It will be held on July 21, 15 minutes prior to the Board Retreat. He said officers will need to be addressed.

XVIII. BOARD SHARING

Collaboratively, the board said they love the job that Dr. Kay is doing.

XIX. EXECUTIVE SESSION

The board did not go into Executive Session.

XX. ADJOURN

The meeting adjourned at 8:48 pm.

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 16, 2025.

President

Secretary

Committee As A Whole
Monday, May 12, 2025 5:30 PM Central

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

Candace Becher: Present
Michael Jeffries: Present
Doug Molczyk: Present
Theresa Seipel: Present
Douglas Willoughby: Present
Marv Zoucha: Present
Present: 6.

I. CALL TO ORDER

II. ROLL CALL OF THE BOARD

III. EXCUSE BOARD MEMBERS

IV. PLEDGE OF ALLEGIANCE

V. NOTICE OF OPEN MEETINGS ACT

V.A. President ensures all can hear proceedings

VI. MISSION STATEMENT

Doug Molczyk read the Mission Statement

VII. PUBLIC COMMENT

VIII. GUEST PRESENTATIONS

IX. RECOGNITIONS BY BOARD

X. BUILDING OR DISTRICT PRESENTATION

XI. CONSENT AGENDA

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

XI.B. Meeting Minutes

XI.C. Finance Reports

XI.D. Staffing Reports

Waiting to hire classified staff until July, when it is closer to school starting. Certified memo has no resignations, just hires for open positions.

XI.E. Professional Travel

XII. FOUNDATION REPORT

Nicole Anderson, Director of Communications and Foundation Director reported on the information for the month of April. Total for the month \$38,910.86; for the year \$121,482.14.

XIII. DIRECTOR & SUPERINTENDENTS REPORTS OR UPDATES

XIII.A. Director of Teaching and Learning

Teresa Hausmann, Director of Teaching and Learning spoke on Synergy reporting features. She said all the curriculum for advanced construction classes has been completed. The K-5 math will be piloted next year. This will be done by two teachers from each grade level in each building.

XIII.B. Director of Special Education

Jason Harris, Director of Special Education, updated that contracts for all building staffing is covered. There is a vacancy at North Park he is working on now. He is starting work on state reporting for June. Writing grants and preparing for new teachers in July. MANDT training is yearly for recertification.

XIII.C. Assistant Director for Student Services

Sara Colford, Assistant Director of Student Services, talked about new online learning platform. CPS has been using Acellus, it has gotten very pricey. Imagine Learning is the new platform. There is a day included for training scheduled on July 29, 2025. Dave Hiebner, CHS Principal, said this overall is very positive and opens some new avenues. Mrs. Colford talked about the after-school program, parent fees and decrease in enrollment.

XIII.D. Director of Human Resources

XIII.E. Director of Operations

XIII.F. Superintendent

Chip Kay, Superintendent, wished Bob Hausmann, North Park Elementary Principal, the best along with Ashlie Stone, Kramer Preschool Principal, the best of luck as they leave the district. He said he was glad all others would be returning next school year. He offered to all that great work has been done this year, made this year spectacular. He wants the students to walk out next Wednesday and feel like we have done the best job for them.

XIV. MONTHLY REVIEW OF POLICIES

XIV.A. Superintendent Permission to Provide Counseling-Related or Mentoring Services at a School Site Exhibit Review

Sara Colford, Assistant Director of Student Services talked about the exhibit to this policy to obtain the permission of the superintendent to provide outside services to students. The form is being updated.

XV. DISCUSSION ITEMS

XV.A. Growth Solutions

Chip Kay, Superintendent, shared information on growth solutions for the district. He talked about the three solutions based on meetings and feedback recommendations from the community. He reminded the board that they had not selected a project. Dr. Kay shared what would need to be done once a project is selected. CPS will ask Clark & Enerson to design a draft of the project and cost analysis. Dr. Kay would also like to discard any ideas that will not solve the K-8 growth problem.

Dr. Kay shared a timeline for the process.

XV.B. Hello Hero Contract for 2025-2026

Jason Harris, Director of Special Education, shared information about this contract. This is a service CPS has been using for online caseworkers. Consultation is included. The price has not increased.

XV.C. Solient Health-Blazerworks Contract for 2025-2026

Mr. Harris said this contract is for the staffing of special education consultants. This company uses multiple recruiters.

XV.D. Surplus Requests

Surplus property has an activity chair listed. Mr. Harris said that this was purchased for a specific student. The student's family wants to purchase it for a fair selling price.

XV.E. CSD Contract-Music Therapy

This contract is for music therapy. Special education uses this specifically for autistic students with music therapy listed in their IEP as an educational support.

XV.F. B. Madden SLP Substitute Contract for 2025-2026

This contract is to cover a planned staff maternity leave.

XV.G. ServiceMaster Contract for 2025-2026

The ServiceMaster contract shows an increased amount of square footage. They provide all their own materials. Monthly payment.

XV.H. Fundraising Applications

XV.I. Prek Frogstreet Proposal

Teresa Hausmann, Director of Teaching and Learning, talked about the PreK Frogstreet curriculum. She said they visited David City and Bellwood to watch teachers use the curriculum. They really loved the STEAM activities; students could be very creative. It offers hands-on kits. This curriculum covers all the standards. Mrs. Hausmann said this program is allowed with the grant funding we receive.

XV.J. 2025-2026 Projected Classified, Professional Hybrid, and Food Service Staffing Costs

XVI. ACTION ITEMS FOR THIS MEETING

XVI.A. Approval of the amended budget.

Motion to approve the amended budget, as submitted. Passed with a motion by Candace Becher and a second by Douglas Willoughby.

Candace Becher: Yea, Michael Jeffries: Yea, Doug Molczyk: Yea, Theresa Seipel: Yea, Douglas Willoughby: Yea, Marv Zoucha: Yea

Yea: 6, Nay: 0

XVI.B. CPS Option Resolution

The superintendent recommends that the board approve the Option Resolution, as submitted. Passed with a motion by Theresa Seipel and a second by Marv Zoucha.

Candace Becher: Yea, Michael Jeffries: Yea, Doug Molczyk: Yea, Theresa Seipel: Yea,

Douglas Willoughby: Yea, Marv Zoucha: Yea

Yea: 6, Nay: 0

Dr. Kay shared the information on closing new option enrollment based on capacity in each grade, building, and program. This does not impact resident students or students already enrolled in CPS by option-enrollment.

XVI.C. OpenSciEd Proposal

Motion to approve the adoption of OpenSci Ed Curriculum Passed with a motion by Michael Jeffryes and a second by Theresa Seipel.

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

Douglas Willoughby: Yea, Marv Zoucha: Yea

Yea: 6, Nay: 0

XVI.D. Review and Accept Bid for Non-Traditional Learning and Support Center Project

To approve the bid by BD Construction of Columbus with a change order to remove all RFP sections 26, 27, and 28 related to electrical, data, and security. Passed with a motion by Douglas Willoughby and a second by Candace Becher.

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

Douglas Willoughby: Yea, Marv Zoucha: Yea

Yea: 6, Nay: 0

Bids were accepted a couple of weeks ago. There was a substantially lower bid. The RFP was written very specifically for the electrical. Because of cost and detail, it was requested to pull that part out and bid for the electrical separately. B-D is listed as the lowest bid.

XVII. BOARD REQUESTS FOR INFORMATION

XVIII. BOARD SHARING

The board collectively thanked all for their hard work. Enjoy the summer.

XIX. EXECUTIVE SESSION

Motion to go into Executive Session to discuss the Superintendent Evaluation Passed with a motion by Candace Becher and a second by Michael Jeffryes.

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

Douglas Willoughby: Yea, Marv Zoucha: Yea

Yea: 6, Nay: 0

Exited Executive Session ended at 7:29.

XX. ADJOURN

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

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

Douglas Willoughby: Yea, Marv Zoucha: Yea

Yea: 6, Nay: 0

The meeting was adjourned at 7:58pm.

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 Committee As A Whole Meeting of Monday, May 12, 2025.

President

Secretary

Special Hearing
Monday, May 12, 2025 5:20 PM Central

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

Candace Becher: Present
Michael Jeffries: Present
Doug Molczyk: Present
Theresa Seipel: Present
Douglas Willoughby: Present
Marv Zoucha: Present
Present: 6.

I. CALL TO ORDER

II. ROLL CALL OF THE BOARD

III. EXCUSE BOARD MEMBERS

IV. NOTICE OF OPEN MEETINGS ACT

IV.A. President ensures all can hear proceedings

V. PUBLIC COMMENT

VI. Receive public comment, discuss and consider the amended 2025-2026 budget.

VII. ADJOURN

Motion to adjourn Passed with a motion by Michael Jeffries and a second by Theresa Seipel.
Candace Becher: Yea, Michael Jeffries: Yea, Doug Molczyk: Yea, Theresa Seipel: Yea,
Douglas Willoughby: Yea, Marv Zoucha: Yea
Yea: 6, Nay: 0

I, the undersigned, being the duly qualified Secretary for the School District No. 1 of Columbus, Nebraska, certify that the preceding is a true and correct copy of the minutes of the Special Hearing of Monday, May 12, 2025.

President

Secretary

Regular Meeting
Monday, May 19, 2025 5:30 PM Central

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

Candace Becher: Present
Michael Jeffries: Present
Doug Molczyk: Present
Theresa Seipel: Absent
Douglas Willoughby: Present
Marv Zoucha: Present
Present: 5, Absent: 1.

I. CALL TO ORDER

II. ROLL CALL OF THE BOARD

III. EXCUSE BOARD MEMBERS

Motion to excuse Theresa Seipel Passed with a motion by Douglas Willoughby and a second by Candace Becher.

Theresa Seipel: Absent, Candace Becher: Yea, Michael Jeffries: Yea, Doug Molczyk: Yea,
Douglas Willoughby: Yea, Marv Zoucha: Yea
Yea: 5, Nay: 0, Absent: 1

IV. PLEDGE OF ALLEGIANCE

V. NOTICE OF OPEN MEETINGS ACT

V.A. President ensures all can hear proceedings

VI. MISSION STATEMENT

Doug Willoughby read the Mission Statement.

VII. PUBLIC COMMENT

VIII. GUEST PRESENTATIONS

IX. RECOGNITIONS BY BOARD

IX.A. Nebraska Theater Academy Award Winners for the CMS Production of SpongeBob: The Musical

IX.B. Statewide Foreign Language Competition Award Winners

IX.C. Destination Imagination-First Place Winners

IX.D. National Qualifiers:

SkillsUSA

FCCLA

FBLA

IX.E. CHS State Track Qualifiers

Girls

Boys

Unified

X. BUILDING OR DISTRICT PRESENTATION

XI. CONSENT AGENDA

Motion to approve the consent agenda Passed with a motion by Marv Zoucha and a second by Douglas Willoughby.

Theresa Seipel: Absent, Candace Becher: Yea, Michael Jeffries: Yea, Doug Molczyk: Yea, Douglas Willoughby: Yea, Marv Zoucha: Yea

Yea: 5, Nay: 0, Absent: 1

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

There were no items removed from the Consent Agenda.

XI.B. Meeting Minutes

XI.C. Finance Reports

Jason Schapmann, Director of Human Resources and Fiscal Support, updated on the financial reports.

XI.D. Staffing Reports

Mr. Schapmann shared that there is one open teaching position at Centennial Elementary. The classified report is showing more hires than resignations.

XI.E. Professional Travel

XII. FOUNDATION REPORT

The Superintendent recommends that the board approve the Foundation Report, as submitted. Passed with a motion by Candace Becher and a second by Marv Zoucha.

Theresa Seipel: Absent, Candace Becher: Yea, Michael Jeffries: Yea, Doug Molczyk: Yea, Douglas Willoughby: Yea, Marv Zoucha: Yea

Yea: 5, Nay: 0, Absent: 1

XIII. DIRECTOR & SUPERINTENDENTS REPORTS OR UPDATES

XIII.A. Director of Teaching and Learning

XIII.B. Director of Special Education

XIII.C. Assistant Director for Student Services

XIII.D. Director of Human Resources

Mr. Schapmann asked the board to watch for an email to meet to discuss the Superintendent Contract.

XIII.E. Director of Operations

Leonard Kwapnioski, Director of Operations, spoke about, bids for the non-traditional building, lawn service, summer projects including a new ramp at the Pathways building.

XIII.F. Superintendent

Chip Kay, Superintendent, thanked the board for attending graduation. He said the last day of school is tomorrow and the last day for staff is Thursday.

XIV. MONTHLY REVIEW OF POLICIES

XIV.A. Superintendent Permission to Provide Counseling-Related or Mentoring Services at a School Site Exhibit Review

The superintendent recommends that the board approve the Superintendent Permission to Provide Counseling-Related or Mentoring Services at a School Site Exhibit, as submitted. Passed with a motion by Doug Molczyk and a second by Douglas Willoughby.

Theresa Seipel: Absent, Candace Becher: Yea, Michael Jeffries: Yea, Doug Molczyk: Yea, Douglas Willoughby: Yea, Marv Zoucha: Yea

Yea: 5, Nay: 0, Absent: 1

XV. DISCUSSION ITEMS

XV.A. Discuss and provide guidance on solutions for school district growth and discuss new census data

The board was presented three options to pursue based on community feedback and specific criteria for creating academic space in grades kindergarten through 8th grade. Option 1 was a new intermediate building to house grades 4 and 5. Option 2 was to add mobile trailers at all five elementary schools. Dr. Kay amended the idea of adding trailers at the Middle School due to the student traffic each period and the inability for the cafeteria to handle additional students. This option does not determine a solution for 5th grade yet. Option 3 was to build a new K-5 3-Track Elementary School and additions for classrooms in each existing elementary to bring 5th grade back and for additional space.

The board asked Dr. Kay to provide an analysis of Option #1 with proposed space, programming, staffing, and cost to construct. With #1 professional services for a traffic study would be done should if that be the final selection.

XVI. ACTION ITEMS FOR THIS MEETING

XVI.A. Approval of Zones of Regulation for Grades K-12 Social Emotional Learning Curriculum

The superintendent recommends that the board approve Zones of Regulation for Grades K-12 Social Emotional Learning Curriculum. Passed with a motion by Doug Molczyk and a second by Candace Becher.

Theresa Seipel: Absent, Candace Becher: Yea, Michael Jeffries: Yea, Doug Molczyk: Yea, Douglas Willoughby: Yea, Marv Zoucha: Yea

Yea: 5, Nay: 0, Absent: 1

XVI.B. Presence Contract

The superintendent recommends that the board approve the Presence Contract, as submitted. Passed with a motion by Doug Molczyk and a second by Douglas Willoughby.

Theresa Seipel: Absent, Candace Becher: Yea, Michael Jeffries: Yea, Doug Molczyk: Yea,

Douglas Willoughby: Yea, Marv Zoucha: Yea

Yea: 5, Nay: 0, Absent: 1

This is the online speech therapy service. It serves 80% of our schools. There has been an increase in the contract to meet student needs. ESU 7 cannot give us school psychologist time. CPS uses 10 SLPS, 2 school psychologists.

XVI.C. B.I.S.T. Service Agreement

The superintendent recommends that the board approve the B.I.S.T Services Agreement for 2025-2026, as submitted. Passed with a motion by Candace Becher and a second by Marv Zoucha.

Theresa Seipel: Absent, Candace Becher: Yea, Michael Jeffries: Yea, Doug Molczyk: Yea, Douglas Willoughby: Yea, Marv Zoucha: Yea

Yea: 5, Nay: 0, Absent: 1

Mr. Harris talked about what the Behavior Intervention Support Team offers CPS. They come out 5 times a year, this program is used in all buildings except CHS. CHS will be using a different program. You will hear about it soon.

XVI.D. Hello Hero Contract for 2025-2026

The superintendent recommends that the board approve the Hello Hero Contract for 2025-2026, as submitted. Passed with a motion by Doug Molczyk and a second by Candace Becher.

Theresa Seipel: Absent, Candace Becher: Yea, Michael Jeffries: Yea, Doug Molczyk: Yea, Douglas Willoughby: Yea, Marv Zoucha: Yea

Yea: 5, Nay: 0, Absent: 1

XVI.E. Solient Health-Blazerworks Contract for 2025-2026

The superintendent recommends that the board approve the Solient Health-Blazerworks Contract for 2025-2026, as submitted. Passed with a motion by Doug Molczyk and a second by Marv Zoucha.

Theresa Seipel: Absent, Candace Becher: Yea, Michael Jeffries: Yea, Doug Molczyk: Yea, Douglas Willoughby: Yea, Marv Zoucha: Yea

Yea: 5, Nay: 0, Absent: 1

XVI.F. Surplus Requests

The superintendent recommends that the board approve the surplus requests listed. Passed with a motion by Michael Jeffries and a second by Candace Becher.

Theresa Seipel: Absent, Candace Becher: Yea, Michael Jeffries: Yea, Doug Molczyk: Yea, Douglas Willoughby: Yea, Marv Zoucha: Yea

Yea: 5, Nay: 0, Absent: 1

XVI.G. CSD Contract-Music Therapy

The superintendent recommends that the board approve the CSD Contract or Music Therapy, as submitted. Passed with a motion by Douglas Willoughby and a second by Doug Molczyk.

Theresa Seipel: Absent, Candace Becher: Yea, Michael Jeffries: Yea, Doug Molczyk: Yea, Douglas Willoughby: Yea, Marv Zoucha: Yea

Yea: 5, Nay: 0, Absent: 1

XVI.H. B. Madden SLP Substitute Contract for 2025-2026

The superintendent recommends that the board approve the Contract with B. Madden as a SLP Sub for 2025-2026, as submitted. Passed with a motion by Doug Molczyk and a second by

Candace Becher.

Theresa Seipel: Absent, Candace Becher: Yea, Michael Jeffries: Yea, Doug Molczyk: Yea, Douglas Willoughby: Yea, Marv Zoucha: Yea

Yea: 5, Nay: 0, Absent: 1

XVI.I. ServiceMaster Contract for 2025-2026

The superintendent recommends that the board approve the ServiceMaster Contract for 2025-2026, as submitted. Passed with a motion by Douglas Willoughby and a second by Michael Jeffries.

Theresa Seipel: Absent, Candace Becher: Yea, Michael Jeffries: Yea, Doug Molczyk: Yea, Douglas Willoughby: Yea, Marv Zoucha: Yea

Yea: 5, Nay: 0, Absent: 1

XVI.J. Fundraising Applications

The superintendent recommends that the board approve the Fundraising Applications, as submitted. Passed with a motion by Candace Becher and a second by Doug Molczyk.

Theresa Seipel: Absent, Candace Becher: Yea, Michael Jeffries: Yea, Doug Molczyk: Yea, Douglas Willoughby: Yea, Marv Zoucha: Yea

Yea: 5, Nay: 0, Absent: 1

XVI.K. 2025-2026 Projected Classified, Professional Hybrid, and Food Service Staffing Costs
Motion to approve the compensation package for classified, professional hybrid, and food service employees for 25-26 Passed with a motion by Douglas Willoughby and a second by Doug Molczyk.

Theresa Seipel: Absent, Candace Becher: Yea, Michael Jeffries: Yea, Doug Molczyk: Yea, Douglas Willoughby: Yea, Marv Zoucha: Yea

Yea: 5, Nay: 0, Absent: 1

Mr. Schapmann shared information regarding Food Service increased days for training and to serve food.

XVII. BOARD REQUESTS FOR INFORMATION

XVIII. BOARD SHARING

XIX. EXECUTIVE SESSION

XX. ADJOURN

Motion to adjourn Passed with a motion by Marv Zoucha and a second by Michael Jeffries.

Theresa Seipel: Absent, Candace Becher: Yea, Michael Jeffries: Yea, Doug Molczyk: Yea, Douglas Willoughby: Yea, Marv Zoucha: Yea

Yea: 5, Nay: 0, Absent: 1

The meeting was adjourned at 7:30pm.

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 Meeting of Monday, May 19, 2025.

President

Secretary

Special Meeting
Wednesday, May 28, 2025 12:15 PM Central

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

Candace Becher: Absent
Michael Jeffries: Present
Doug Molczyk: Present
Theresa Seipel: Present
Douglas Willoughby: Present
Marv Zoucha: Present
Present: 5, Absent: 1.

I. CALL TO ORDER

II. ROLL CALL OF THE BOARD

III. EXCUSE BOARD MEMBERS

Motion to excuse Candace Becher Passed with a motion by Michael Jeffries and a second by Douglas Willoughby.

Candace Becher: Absent, Michael Jeffries: Yea, Doug Molczyk: Yea, Theresa Seipel: Yea,
Douglas Willoughby: Yea, Marv Zoucha: Yea
Yea: 5, Nay: 0, Absent: 1

IV. PLEDGE OF ALLEGIANCE

V. NOTICE OF OPEN MEETINGS ACT

V.A. President ensures all can hear proceedings

VI. PUBLIC COMMENT

VII. ACTION ITEMS FOR THIS MEETING

VII.A. Approval of the electrical bids for the Non-Traditional Education and Support Building
The superintendent recommends that the board approve the electrical bid from
Commonwealth Electric for the Non-Traditional Education and Support Building as presented
Passed with a motion by Theresa Seipel and a second by Marv Zoucha.
Candace Becher: Absent, Michael Jeffries: Yea, Doug Molczyk: Yea, Theresa Seipel: Yea,
Douglas Willoughby: Yea, Marv Zoucha: Yea
Yea: 5, Nay: 0, Absent: 1

VIII. ADJOURN

Motion to adjourn Passed with a motion by Theresa Seipel and a second by Douglas Willoughby.
Candace Becher: Absent, Michael Jeffries: Yea, Doug Molczyk: Yea, Theresa Seipel: Yea,
Douglas Willoughby: Yea, Marv Zoucha: Yea
Yea: 5, Nay: 0, Absent: 1

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 Special Meeting of Wednesday, May 28, 2025.

President

Secretary

Columbus Public Schools
Summary of Cash Balances
May 31, 2025

Attachment M2
1

M2	DESCRIPTION	BEGINNING BALANCE	MONTH TO DATE RECEIPTS	MONTH TO DATE EXPENDITURES	END OF MONTH BALANCE	YTD BALANCE PRIOR YEAR
General Fund	Attachment M4a			\$ 436,613.25		
	Attachment M5 (prior Bd Mtg)			\$ 4,380,851.57		
	Transfer to GP ICS Savings		\$ (15,000,000.00)			
	Transfer from GP ICS Savings		\$ 2,000,000.00			
	Receipts GP checking		\$ 12,565,270.66			
	GENERAL FUND - GREAT PLAINS STATE BANK	\$ 9,631,425.79	\$ (434,729.34)	\$ 4,817,464.82	\$ 4,379,231.63	\$ 6,163,539.65
	Transfer to GP Checking			\$ 2,000,000.00		
	Transfer from GP Checking		\$ 15,000,000.00			
	Interest		\$ 10,745.72			
Depr Fund	GEN FUND - GP ICS SAVINGS	\$ 1,505,563.85	\$ 15,010,745.72	\$ 2,000,000.00	\$ 14,516,309.57	\$ 3,001,561.82
	General Fund - Cash Balance				\$ 18,895,541.20	
	Kansas City Audio-Visual Inc			\$ 42,737.88		
	Rutt's Heating & Air Conditioning, Inc.			\$ 1,100.00		
	Taylor Music, Inc.			\$ 39,993.95		
	Receipts					
	Interest		\$ 3,026.37			
	DEPRECIATION - GREAT PLAINS STATE BANK	\$ 986,955.82	\$ 3,026.37	\$ 83,831.83	\$ 906,150.36	\$ 1,167,488.59
Temporary Funds -GF						
	PAYROLL - PINNACLE BANK	\$ 417,132.87	\$ 3,989,655.24	\$ 3,961,803.51	\$ 444,984.60	\$ 404,402.66
	HSA/FSa - PINNACLE BANK	\$ 69,971.43	\$ 14,690.31	\$ 12,400.60	\$ 72,261.14	\$ 60,487.16
Activities						
	Administration	\$ 708,667.96	\$ 27,330.62	\$ 28,793.86	\$ 707,204.72	\$ 439,645.59
	Middle School	\$ 147,640.84	\$ 9,618.34	\$ 8,474.38	\$ 148,784.80	\$ 130,285.96
	High School	\$ 742,104.27	\$ 59,506.70	\$ 112,065.79	\$ 689,545.18	\$ 672,632.58
	ACTIVITY FUNDS - COLUMBUS BANK	\$ 1,598,413.07	\$ 96,455.66	\$ 149,334.03	\$ 1,545,534.70	\$ 1,242,564.13
Nutrition Fund						
	Attachment M6			\$ 335,434.09		
	Interest Income		\$ 552.71			
	State Reimbursement		\$ 201,169.30			
	Rct to Expenditures		\$ 23,235.49			
	Student/ Staff meals/ alacarte sales		\$ 41,747.74			
	NUTRITION FUND - CORNERSTONE BANK	\$ 176,780.70	\$ 266,705.24	\$ 335,434.09	\$ 108,051.85	\$ 231,166.65
Bond Fund						
	Platte County Treasurer		\$ 1,262,854.85			
	Butler County Treasurer		\$ 5,920.07			
	Polk County Treasurer		\$ 881.48			
	Investment Gain		\$ 6,481.32			
Building Fund	BOND FUND - FNB	\$ 2,423,775.53	\$ 1,276,137.72	\$ -	\$ 3,699,913.25	\$ 2,613,061.48
	Receipts		\$ 417,529.08			
12- Student Fees Fund	BLDG FUND - BANK OF THE VALLEY	\$ 393,417.65	\$ 417,529.08	\$ -	\$ 810,946.73	\$ 286,592.15
	Receipts		\$ 1,975.00			
12- Student Fees Fund	STUDENT FEES FUND - ONE UNITED FEDERAL CREDIT UNION	\$ -	\$ 1,975.00		\$ 1,975.00	

Columbus Public Schools
General Fund Revenue Detail
May 31, 2025

Attachment M3

1

ACCOUNT NUMBER	DESCRIPTION	BUDGET	MONTH TO DATE	YEAR TO DATE	BALANCE	PERCENT
01.1.01100.000.000	Property Taxes	(\$26,625,735.00)	(\$5,822,520.00)	(\$19,002,565.32)	(\$7,623,169.68)	71.37%
01.1.01115.000.000	Carline Taxes	(\$8,000.00)	\$0.00	(\$1,847.33)	(\$6,152.67)	23.09%
01.1.01120.000.000	Public Power District Sales Ta	(\$850,000.00)	\$0.00	\$0.00	(\$850,000.00)	0.00%
01.1.01125.000.000	Motor Vehicle Taxes	(\$2,345,000.00)	(\$212,162.55)	(\$1,817,551.82)	(\$527,448.18)	77.51%
01.1.01323.000.000	Tuition, SpEd School Age	(\$3,250.00)	\$0.00	\$0.00	(\$3,250.00)	0.00%
01.1.01510.000.000	Interest	(\$15,000.00)	(\$20,372.52)	(\$147,518.45)	\$132,518.45	983.46%
01.1.01801.000.000	CASP/Parent Fees	(\$35,000.00)	(\$6,340.00)	(\$66,465.00)	\$31,465.00	189.90%
01.1.01911.000.000	Local License Fees	(\$25,000.00)	\$0.00	(\$3,735.00)	(\$21,265.00)	14.94%
01.1.01925.000.000	Grants from Private Sources	\$0.00	\$0.00	(\$1,750.00)	\$1,750.00	#DIV/0!
01.1.01960.000.000	Grants from Other Local Gov't	\$0.00	\$0.00	(\$625.00)	\$625.00	#DIV/0!
01.1.01990.000.000	Miscellaneous Local Receipts	(\$20,000.00)	\$0.00	\$0.00	(\$20,000.00)	0.00%
01.1.02110.000.000	County Fines & License Fees	(\$150,000.00)	(\$22,614.03)	(\$157,347.08)	\$7,347.08	104.90%
01.1.02230.000.000	Technology Services	\$0.00	\$0.00	(\$477.80)	\$477.80	#DIV/0!
01.1.03110.000.000	State Aid	(\$16,417,109.00)	(\$1,638,085.00)	(\$14,779,022.00)	(\$1,638,087.00)	90.02%
01.1.03120.000.000	SpEd Receipts from the State	(\$5,508,698.00)	(\$333,276.00)	(\$4,521,611.00)	(\$987,087.00)	82.08%
01.1.03130.000.000	Homestead Exemption	\$0.00	(\$198,426.14)	(\$595,413.13)	\$595,413.13	#DIV/0!
01.1.03131.000.000	Property Tax Credit	\$0.00	(\$4,254,470.30)	(\$8,508,940.60)	\$8,508,940.60	#DIV/0!
01.1.03180.000.000	Pro-Rate Motor Vehicle	(\$18,000.00)	(\$29,142.24)	(\$54,506.66)	\$36,506.66	302.81%
01.1.03300.000.000	In Lieu of Taxes	\$0.00	\$0.00	(\$44,904.53)	\$44,904.53	#DIV/0!
01.1.03301.000.000	After School Program	\$0.00	\$0.00	(\$3,396.73)	\$3,396.73	#DIV/0!
01.1.03400.000.000	State Apportionment	(\$500,000.00)	\$0.00	(\$1,581,893.90)	\$1,081,893.90	316.38%
01.1.03535.000.000	High Ability Learners Allocati	(\$25,599.00)	\$0.00	(\$21,682.00)	(\$3,917.00)	84.70%
01.1.03540.000.000	State Early Childhood Grant	(\$150,000.00)	\$0.00	(\$136,942.00)	(\$13,058.00)	91.29%
01.1.03541.000.000	Early Childhood Endowment Gran	(\$164,500.00)	(\$26,702.00)	(\$140,501.00)	(\$23,999.00)	85.41%
01.1.03590.000.000	Opportunity Grant	\$0.00	\$0.00	(\$4,838.80)	\$4,838.80	#DIV/0!
01.1.03599.000.000	Education Quest College Access	\$0.00	\$0.00	(\$18,057.96)	\$18,057.96	#DIV/0!
01.1.04505.000.000	ESSA Title I Receipts	(\$781,419.00)	\$0.00	(\$961,620.00)	\$180,201.00	123.06%
01.1.04509.000.000	ESSA Title II Receipts	(\$140,788.00)	\$0.00	(\$136,554.00)	(\$4,234.00)	96.99%
01.1.04510.000.000	ESSA Title IV SSAE Grant	(\$38,872.00)	\$0.00	\$0.00	(\$38,872.00)	0.00%
01.1.04516.000.000	IDEA Preschool Enrollment/Pove	(\$25,237.00)	\$0.00	(\$25,203.00)	(\$34.00)	99.87%
01.1.04518.000.000	IDEA Enrollment/Poverty Grant	(\$1,013,657.00)	\$0.00	(\$897,931.00)	(\$115,726.00)	88.58%
01.1.04521.000.000	IDEA Proportionate Share	(\$124,753.00)	\$0.00	(\$129,582.00)	\$4,829.00	103.87%
01.1.04525.000.000	Carl Perkins Grants	(\$53,095.00)	\$0.00	(\$32,326.00)	(\$20,769.00)	60.88%
01.1.04527.000.000	ESSA Title III LEP Grant	(\$96,829.00)	\$0.00	(\$145,906.00)	\$49,077.00	150.68%
01.1.04528.000.000	Title III Immigrant	(\$25,169.00)	\$0.00	(\$12,451.00)	(\$12,718.00)	49.47%
01.1.04531.000.000	ESSA Title IV Part B 21st Cent	(\$157,550.00)	\$0.00	(\$211,620.00)	\$54,070.00	134.32%
01.1.04708.000.000	Medicaid in Public Schools/DS	(\$45,988.00)	\$0.00	(\$69,914.92)	\$23,926.92	152.03%
01.1.04709.000.000	Medicaid in Public Schools/MAC	\$0.00	\$0.00	(\$34,732.40)	\$34,732.40	#DIV/0!
01.1.04969.000.000	ESSA Title IV SSAE Grant	\$0.00	\$0.00	(\$71,792.00)	\$71,792.00	#DIV/0!
01.1.04988.000.000	ESSER - ELO/ASP	\$0.00	\$0.00	(\$274,017.00)	\$274,017.00	#DIV/0!
01.1.04994.000.000	HYC Grant (6994)	(\$14,230.00)	\$0.00	(\$14,053.00)	(\$177.00)	98.76%
01.1.05301.000.000	Insurance Claims	\$0.00	\$0.00	(\$50,866.00)	\$50,866.00	#DIV/0!
		(\$55,378,478.00)	(\$12,564,110.78)	(\$54,680,161.43)	(\$698,316.57)	98.74%
	Transfers		\$0.00			
	Reimbursements/Refunds		\$13,881.42			
	Interest - Other accounts		(\$12,721.54)			
	Total Revenue			(\$12,565,270.66)		

Check Number	Vendor	Amount
20036	WEMHOFF, ASHLEY	\$233.42
20035	VAN BUSKIRK, MORGAN	\$181.55
20034	UHL, SUSAN	\$2,989.56
20033	TWOREK, DANIEL	\$207.48
20032	TELLEZ, GAMALIEL	\$363.10
20031	STEMPEK, SHELLEY	\$233.42
20030	STAROSCIK, KRISTINE	\$367.08
20029	SETTLES, ERIN	\$181.55
20028	SCHOOL HEALTH CORPORATION	\$2,630.12
20027	ROBERTSON, KATIE	\$432.92
20026	RIVERSIDE PORTABLES, LLC	\$110.00
20025	PYRAMID SCHOOL PRODUCTS	\$272.30
20024	PACZOSA, MEGAN	\$167.58
20023	PACIFIC WINDOW TINT, LLC	\$1,260.00
20022	NMC EXCHANGE LLC	\$66.53
20021	MUELLER, PAM	\$129.68
20020	MID-AMERICAN RESEARCH CHEMICAL	\$233.00
20019	MENARDS-COL	\$1,104.94
20018	MARKING, LORI	\$86.80
20017	LUNCHTIME SOLUTIONS, INC	\$1,050.65
20016	KUSH, DENISE	\$233.41
20015	KOHL, CHELSEY	\$181.55
20014	JENSEN, VALERIE	\$598.92
20013	JARESKE, KELSEY	\$181.55
20012	JARECKI, KAY	\$494.76
20011	IMAGE TECH & PRINTING	\$189.90
20010	HOESING, KRISTIN	\$103.74
20009	HD SUPPLY	\$962.02
20008	HAYS, ALISHA	\$33.60
20007	H2 EQUIPMENT LLC	\$201.30
20006	GEHRING CONST. & READY MIX CO.	\$844.35
20005	FIRST IMPRESSIONS	\$840.00
20004	FILTER SHOP	\$20,309.40
20003	DUSH, REGINA	\$155.61
20002	DONOGHUE, TRACY	\$311.22
20001	DOHMEN GARAGE DOOR, INC	\$2,557.83
20000	DELP, EMILY	\$210.56
19999	COLUMBUS ARNOLD MOTOR SUPPLY	\$80.04
19998	COFFEY, ALANNAH	\$129.68
19997	CLAY HILLS AG, LLC	\$7,000.00
19996	CAPITAL SANITARY SUPPLY	\$1,191.93
19995	BOS, JENNY	\$574.57
19994	BOMGAARS	\$291.29
19993	BATES, LINDSEY	\$207.48

Check Number	Vendor	Amount
19992	AWARDS & ENGRAVING	\$1,352.50
19991	HY-VEE FOOD STORES	\$347.38
19990	HY-VEE FOOD STORES	\$1,166.53
19989	AMAZON CAPITAL SERVICES	\$6,081.37
19988	WOODSIDE, STEVE	\$4,410.00
19987	WELLS, CAROL	\$86.99
19986	VALENTINOS OF COLUMBUS	\$540.00
19985	UNK ACADEMIC AND CAREER SERVICES	\$175.00
19984	U AND I SANITATION LLC	\$2,235.00
19983	TYLER TECHNOLOGIES	\$91.67
19982	SHIRTS ARE US, LLC	\$11,639.00
19981	SERVICEMASTER BY SHEVLIN	\$1,429.74
19980	PITNEY BOWES - RESERVE ACCOUNT	\$1,000.00
19979	JOHNSON, CHRIS	\$46.20
19978	IMAGINE LEARNING, LLC	\$33,044.00
19977	HENRY DOORLY ZOO	\$570.00
19976	HEARTLAND PAYMENT SYSTEMS	\$23,491.00
19975	GODFATHERS -COLUMBUS	\$436.50
19974	FIRST NATIONAL BANK OMAHA	\$834.08
19972	FIRST NATIONAL BANK OMAHA	\$1,261.85
19971	FIRST NATIONAL BANK OMAHA	\$1,904.47
19970	ESU #7	\$68.85
19969	ESU #7 SPECIAL EDUCATION	\$64,739.61
19968	DAS STATE ACCTG-CENTRAL FINANCE OCIO	\$330.00
19967	CPS FOUNDATION	\$1,100.00
19966	COLUMN SOFTWARE PBC	\$349.22
19965	COLUMBUS AREA CHAMBER COMMERCE	\$2,450.00
19964	ASSOCIATED STAFFING, INC	\$4,991.41
19963	AFFINITY SOLUTIONS, INC.	\$1,795.00
19962	LEGACY 23 APARTMENTS	\$1,495.00
19961	POSTMASTER	\$126.86
19960	POSTMASTER	\$221.91
19959	POSTMASTER	\$169.05
19958	POSTMASTER	\$151.12
19957	POSTMASTER	\$185.07
19956	FIRST NATIONAL BANK OMAHA	\$447.02
19955	DeBower, Sarah I	\$68.60
19954	WHISENANT, DREW	\$281.40
19953	Villarreal, Lisa J	\$86.10
19952	URUGUTIA, CLAIRE	\$58.80
19951	UNIVERSITY OF NE STATE MUSEUM	\$385.00
19950	SETTLES, ERIN	\$61.60
19949	Rubio, Martha P	\$123.90
19948	ROBERTSON, KATIE	\$210.00

Check Number	Vendor	Amount
19947	PRESENCELEARNING INC	\$79,949.01
19946	NOVAK, MEGAN	\$203.00
19945	MYERS, ROBYN	\$61.60
19944	MUSTARD, JANELL M.	\$187.60
19943	MUNTZ, JANELLE	\$46.20
19942	MCGRAW-HILL EDUCATION HOLDINGS LLC	\$3,881.09
19941	MAHER, RACHEL	\$17.50
19940	LUEBBE, HEIDI	\$30.80
19939	LORENZ, JILL	\$326.90
19938	LINCOLN CHILDREN'S ZOO	\$120.00
19937	LINCOLN CHILDREN'S MUSEUM	\$494.00
19936	LARSEN, CHANNA	\$166.60
19935	LANGAN, MAGADALENE	\$149.80
19934	KREIKEMEIER, JULIE	\$206.50
19933	KORTH, JACKIE	\$344.40
19932	KAY, JEANNE	\$431.90
19931	JACKSON SERVICES INC.	\$192.30
19930	HILL, JESSY	\$193.90
19929	HACKETT, KRISTI	\$107.10
19928	Gutierrez, Irma	\$124.60
19927	Gutierrez, Ashley N	\$262.50
19926	GO PHYSICAL THERAPY, LLC	\$51,521.00
19925	GASSEN, LAURA	\$259.00
19924	FIRST NATIONAL BANK OMAHA	\$61.95
19923	FIRST NATIONAL BANK OMAHA	\$158.90
19922	FIRST NATIONAL BANK OMAHA	\$239.35
19921	FIRST NATIONAL BANK OMAHA	\$3,500.41
19920	FIRST NATIONAL BANK OMAHA	\$3,133.70
19918	FATHER FLANAGAN'S BOYS' HOME	\$44,200.00
19917	DEVELOPMENTAL DISABILITY CENTER OF NE	\$7,245.84
19916	DELP, EMILY	\$366.80
19915	DEEPE, JUDY	\$154.70
19913	CHAVEZ, ANN	\$333.90
19912	BONILLA, MARIA	\$53.20
19911	BLAZERWORKS, LLC	\$23,152.50
19910	SUPER SAVER	\$630.47
19909	HY-VEE FOOD STORES	\$736.28
19908	HOBBY LOBBY	\$146.80
19907	CAPITAL ONE/WALMART	\$154.70
19906	AMAZON CAPITAL SERVICES	\$3,170.82
19905	SCHOOL DISTRICT #1-PAYROLL	\$1,880.44
	Previously report voided Check # 19849	-(<u>\$14,210.00</u>)
	Total Expenditures	<u><u>\$436,613.25</u></u>

Check Number	Vendor	Amount
20037	ACCENT FLORAL AND GALLERIA	\$165.00
20038	ALLO COMMUNICATIONS	\$159.36
20039	ASSOCIATED STAFFING, INC	\$796.35
20040	BAHEL BELE, SOPHIE	\$53.20
20041	BIG APPLE BAGELS	\$49.99
20042	BLAZERWORKS, LLC	\$10,272.75
20043	COLUMBUS PUBLIC SCHOOLS ACTIVITY	\$317.80
20044	CURRICULUM ASSOCIATES	\$4,600.00
20045	EAKES OFFICE SOLUTIONS	\$55.00
20046	ESU #7	\$14,120.00
20047	FIRST NATIONAL BANK OF OMAHA	\$309.46
20048	FIRST NATIONAL BANK OMAHA	\$116.67
20049	FRANKLIN COVEY CLIENT SALES, INC	\$2,826.24
20050	GILMORE & BELL P.C.	\$2,000.00
20051	JACKSON SERVICES INC.	\$100.70
20052	LINCOLN JOURNAL STAR	\$113.10
20053	LOUP POWER DISTRICT	\$71.45
20054	LOUP POWER DISTRICT	\$56,523.38
20055	NDE EARLY CHILDHOOD TRAINING	\$20.00
20056	NEBRASKA DEPARTMENT OF EDUCATION	\$382.88
20057	OCCUPATIONAL HEALTH SERVICES	\$150.00
20058	PERRY, GUTHERY, HAASE, & GESSFORD, P.C.	\$3,405.60
20059	PITNEY BOWES - RESERVE ACCOUNT	\$1,500.00
20060	PLUNKETTS PEST CONTROL	\$719.86
20061	Ruiz, Jessica M	\$109.20
20062	TRANSITION CURRICULUM, INC	\$3,000.00
20063	CITY OF COLUMBUS WATER & SANITATION DEPA	\$6,168.49
20064	COLUMBUS SCHOOL LUNCH FUND-CHS	\$115.80
20065	COLUMBUS SCHOOL LUNCH FUND-CHS	\$646.73
20066	LOUP POWER DISTRICT	\$147.94
20067	PITNEY BOWES - RESERVE ACCOUNT	\$899.20
20068	THRYV	\$27.10
20069	VERIZON WIRELESS	\$371.08
20070	WOODRIVER ENERGY LLC	\$4,486.30
20071	AMAZON CAPITAL SERVICES	\$4,398.83
20072	CAPITAL ONE/WALMART	\$2,665.52
20073	HY-VEE FOOD STORES	\$264.83
20074	SUPER SAVER	\$53.80
20075	COLUMBUS PUBLIC SCHOOLS ACTIVITY	\$5,000.00
20076	HOMETOWN LEASING	\$20,249.94
20077	HOMETOWN LEASING	\$178.67
20078	WAYNE STATE COLLEGE	\$266.80
20079	ACE HARDWARE-COLUMBUS	\$24.00
20080	ALBOUM TRANSLATION SERVICES	\$324.52
20081	AMPLIFY EDUCATION, INC.	\$24,563.84

Check Number	Vendor	Amount
20082	AUGUSTA LAWN CARE OF COLUMBUS	\$12,080.00
20083	BLASER, TASHA	\$383.04
20084	BLAZERWORKS, LLC	\$9,028.50
20085	BLICK ART MATERIALS	\$1,936.33
20086	BOMBERGER, KYLA	\$83.72
20087	BOMGAARS	\$165.54
20088	Bonilla Alarcon, Maria J	\$116.85
20089	BSN SPORTS	\$83.42
20090	BURNETT, ROBIN	\$937.40
20091	CAPITAL SANITARY SUPPLY	\$1,514.56
20092	CENTRAL COMM COLLEGE-COL	\$75.00
20093	COLE, CRYSTAL	\$383.04
20094	COLUMBUS ARNOLD MOTOR SUPPLY	\$243.56
20095	COLUMBUS MUSIC	\$68.00
20096	CORNERSTONES OF CARE	\$27,500.00
20097	DAS STATE ACCTG-CENTRAL FINANCE OCIO	\$330.00
20098	EDUPOINT EDUCATIONAL SYSTEMS	\$11,850.00
20099	ELECTRONIX EXPRESS	\$210.70
20100	ENGEL, SHELBY	\$1,037.40
20101	ESU #3	\$60.00
20102	FARMERS PRIDE	\$199.10
20103	FATHER FLANAGAN'S BOYS' HOME	\$3,662.46
20104	FOLLETT CONTENT SOLUTIONS, LLC	\$480.74
20105	FREEMAN, TYLER	\$181.55
20106	GALLEY, SHANNON	\$181.55
20107	GEHRING CONST. & READY MIX CO.	\$277.75
20108	GOPHER SPORTS	\$6,016.20
20109	GRAFE, TARA	\$223.44
20110	HAMPTON INN-KEARNEY	\$1,699.50
20111	IMAGE TECH & PRINTING	\$74.40
20112	KOCH EXCAVATING CO.	\$1,910.72
20113	MATHESON TRI-GAS INC	\$42.50
20114	MAXIM HEALTHCARE SERVICES, INC.	\$2,990.00
20115	MENARDS-COL	\$850.16
20116	MICEK, ALENA	\$107.73
20117	MIDWEST TECHNOLOGY PRODUCTS	\$561.00
20118	MURPHY, DAWN	\$890.00
20119	NEBRASKA STATE FIRE MARSHAL	\$240.00
20120	OMAHA MUSIC THERAPY LLC	\$3,363.30
20121	OMNIFY BENEFITS	\$355.00
20122	PARCO SCIENTIFIC COMPANY	\$84.00
20123	PINNACLE BANK OMAHA	\$165.00
20124	PRESENCELEARNING INC	\$56,953.37
20125	RESENHOUSE	\$747.10
20126	S & S WORLDWIDE	\$75.60

Check Number	Vendor	Amount
20127	SCHOOL HEALTH CORPORATION	\$37.46
20128	SCHOOL SPECIALTY, LLC	\$812.35
20129	SERVICEMASTER BY SHEVLIN	\$29,108.69
20130	SHERWIN-WILLIAMS	\$3,063.42
20131	SWANSON, ZACH	\$734.16
20132	TK ELEVATOR CORPORATION	\$720.09
20133	VOSS LIGHTING	\$149.88
20134	WAYNE STATE COLLEGE	\$65.00
20135	WRIGHT, ABBEY	\$207.48
20136	ZOOM IN MICROSCOPES	\$2,160.00
	Total Fund Expenditures	<u>\$360,269.14</u>

Check Number	Vendor	Amount
3305	AMAZON CAPITAL SERVICES	\$167.02
3306	ASSOCIATED STAFFING, INC	\$684.38
3307	CASH	\$220.00
3308	HEARTLAND PAYMENT SYSTEMS	\$796.00
3309	HY-VEE FOOD STORES	\$4,295.00
3310	JACKSON SERVICES INC.	\$59.49
3311	T-BONE TRUCK STOP	\$212.14
3312	UCHTMAN, JEFF	\$21.36
3313	VERIZON WIRELESS	\$32.89
3314	MERCHANT SERVICES	\$3,846.48
3315	SCHOOL DISTRICT #1-PAYROLL	\$135,051.69
3316	AMAZON CAPITAL SERVICES	\$79.00
3317	ASSOCIATED STAFFING, INC	\$550.10
3318	LUNCHTIME SOLUTIONS, INC	\$499.31
3319	MENARDS-COL	\$79.84
3321	BIERMAN, SARAH	\$40.55
3322	SCHOOL DISTRICT #1-PAYROLL	\$1,832.15
3323	DARVEAUX, LAURA	\$13.25
3324	HAYNES, AMY	\$24.73
3325	JACKSON SERVICES INC.	\$59.48
3326	LUNCHTIME SOLUTIONS, INC	\$174,872.61
3327	MUNOZ-GARCIA, JORGE	\$13.95
3328	SCHRANT, ELZBIETA	\$49.70
3329	SUITER, SHANTELE	\$26.35
3330	WEMHOFF REFRIGERATION	\$526.57
3331	WESTFALL, STACY	\$18.55
3332	WILCOX, MIKKI	\$10.20
3333	WURDEMAN, MICHELLE	\$21.00
3334	AMAZON CAPITAL SERVICES	\$20.94
3335	ASSOCIATED STAFFING, INC	\$480.72
3336	BOCK, SHERI	\$15.90
3337	CRUISE, MICHELLE	\$33.20
3338	FIRST NATIONAL BANK OMAHA	\$687.65
3339	HY-VEE FOOD STORES	\$5,747.00
3340	LUNCHTIME SOLUTIONS, INC	\$4,313.38
3341	MOSER, KARA	\$15.90
3342	SOULLIERE, KASSIDY	\$15.61
Total Fund Expenditures		<u>\$335,434.09</u>

Columbus Public Schools
Summary of Cash Balances QCPUF
May 31, 2025

Attachment M9

1

M9	DESCRIPTION	BEGINNING BALANCE	MONTH TO DATE RECEIPTS	MONTH TO DATE EXPENDITURES	END OF MONTH BALANCE	YTD BALANCE PRIOR YEAR
	BCDM Architects			\$ 3,277.98		
	City of Columbus - Finance Dept			\$ 1,928.74		
	Clark & Enersen			\$ 75,013.92		
QCPUF	Commonwealth Electric Midwest			\$ 87,917.56		
	Erie Marking Inc - Erie Custom Signs			\$ 3,077.40		
	Floors Inc.			\$ 16,860.13		
	Heartland Testing & Consolting, LLC			\$ 3,150.00		
	Midwest Door & Hardware			\$ 7,763.00		
	Kidwell			\$ 143,708.65		
	Midlands Mechanical Inc			\$ 10,322.53		
	Midwest Automatic Fire Sprinkler Co.			\$ 6,540.00		
	O'Neill Transportation & Equipment			\$ 67,700.00		
	Rutts's Heating & Air Conditioning Inc.			\$ 16,138.80		
	T-C Ceilings Inc			\$ 9,450.00		
	Receipts		\$ 3,440,030.55			
	Interest		\$ 8,351.97			
	QCPUF OPERATING -- COLUMBUS BANK	\$ 1,177,761.91	\$ 3,448,382.52	\$ 452,848.71	\$ 4,173,295.72	
	Receipts		\$ 328,411.09			
	Interest		\$ 1,680.51			
	QCPUF BOND-- COLUMBUS BANK	\$261,840.50	\$ 330,091.60	\$0.00	\$591,932.10	

The Administration recommends the School Board approve the following Certified hirings (June 2025):

Name	Position	Building	Replaces
Eckholt, Alicia	Autism Sped	LC	New position

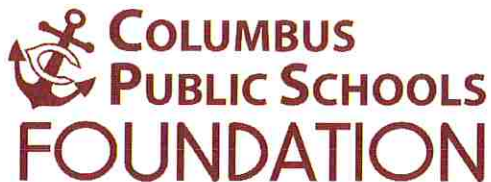
The Administration recommends the School Board approve the following Certified resignations (June 2025):

Name	Position	Building	Action
Pedersen, Dane	Science	CHS	Resignation
Terveen, Lauren	Reading	CMS	Resignation

Professional Travel Report

May-25

Employee full Name	Job Start Date	Job End Date	Job Notes to Administrator
Ryan Goetsch	2025-05-01	2025-05-02	ASD Network - ESU 3 in Omaha
Jessy Hill	2025-05-01	2025-05-02	ASD Network - ESU 3 in Omaha
Ryan Goetsch	2025-05-01	2025-05-01	ASD Network - ESU 3 in Omaha
Jessica Alswager	2025-05-01	2025-05-02	NETA Conference
Kimberly Schoenberner	2025-05-01	2025-05-02	Nebraska Educational Technology Conference
Ryan Goetsch	2025-05-02	2025-05-02	ASD Network - ESU 3 in Omaha
Christine Grutsch	2025-05-06	2025-05-06	Meeting with NPERS in Lincoln.
Michael Grutsch	2025-05-06	2025-05-06	NEPRS meeting in Lincoln
Benjamin Loeffelholz	2025-05-07	2025-05-07	SkillsUSA Board of Directors meeting in Grand Island
Jason Schapmann	2025-05-12	2025-05-14	Tyler Technologies School ERP Pro Conference in San Antonio
Jhonny Beltran	2025-05-13	2025-05-13	State Soccer
Chip Kay	2025-05-14	2025-05-14	Perry Law Firm
Jhonny Beltran	2025-05-15	2025-05-15	State soccer
Zackary Wayman	2025-05-16	2025-05-16	State Soccer
Jhonny Beltran	2025-05-20	2025-05-20	State Soccer
Chip Kay	2025-05-23	2025-05-23	NCSA Executive Meeting and ALICAP Board Meeting - Lincoln
Jill Spale	2025-05-28	2025-05-29	Nebraska School Mental Health Conference Kearney, Nebraska
Jessy Hill	2025-05-28	2025-05-29	Nebraska School Mental Health Conference-Kearney
Chip Kay	2025-05-29	2025-05-29	School Masters - Mullen
Jason Harris	2025-05-30	2025-05-30	Special Education Directors Meeting in Norfolk.



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

June 10, 2025

Mike Jeffryes
Board of Education
Columbus Public Schools

Dear President Jeffryes and Members of the Board:

The Foundation contributed the following items to Columbus Public Schools during the month of May. On behalf of the Board of Directors for the CPS Foundation and the officers of the thirteen umbrella organizations, we respectfully submit these items to the Board of Education for acceptance.

Foundation

\$19,014.14 - Columbus After School Program
\$1,286.87 - Academic Hall of Fame
\$4,454.40 - Grandfriends Day

\$2,000.00 - Staff Awards
\$444.11 - Shopping for Charities Lunches

Centennial PAC

\$810.38 - Family Fun Night
\$45.06 - Classroom Supplies
\$162.90 - Popcorn Supplies
\$343.52 - Track & Field Day Supplies
\$241.75 - Gold Coin Award Supplies
\$358.80 - Teacher Appreciation
\$121.20 - One School One Book Supplies
\$91.75 - ELPA Ice Cream Party Supplies

Post Prom

\$85.47 - Printing
\$500.00 - Decorations
\$1,000.00 - Facility Rental

CMS PAC

\$825.00 - Scholarships

Lost Creek PTO

\$1,801.57 - Teacher Appreciation

Emerson PTO

\$575.31 - Teacher Appreciation
\$3.60 - Printing
\$301.96 - End of Year Celebration
\$5,000.00 - Musical Playground

North Park PTO

\$39.90 - Classroom Support
\$803.49 - End of Year Celebration
\$100.00 - Retirement Gift - Bob Hausmann

Sports Boosters

\$894.28 - Program Printing
\$127.17 - Sponsorship Postage
\$29.25 - Senior Flowers

Vocal Music Boosters

\$43.33 - Printing
\$136.50 - Senior Gifts

West Park PTO

\$450.00 - Teacher Appreciation
\$148.21 - End of Year Celebration
\$717.50 - Bowling Day
\$38.51 - Retirement Gift - Joan Bennett

The total contributions for the month of May was \$42,995.93

The total contributions for the FY 2025 total is **\$164,478.07**

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

Thank you for your consideration.

Sincerely,

Nicole Anderson

Director of Marketing & Foundation

Columbus Public Schools District #1

Chip Summary Report

Fiscal Year: 2024-2025

☐ Subtotal by Collapse Mask

☐ Include pre encumbrance

☐ Print accounts with zero balance

☒ Filter Encumbrance Detail by Date Range

☐ Exclude Inactive Accounts with zero balance

From Date: 9/1/2024

To Date: 8/30/2025

Account Number	Description	GL Budget	Range To Date	YTD	Balance	Encumbrance	Budget Balance	% Bud
01.2.01100.000.000	Regular Education	\$7,287,286.00	\$5,548,176.31	\$5,548,176.31	\$1,739,109.69	\$147,205.82	\$1,591,903.87	21.84%
01.2.01115.000.000	Career Coordinator	\$91,611.00	\$64,942.96	\$64,942.96	\$26,668.04	\$0.00	\$26,668.04	29.11%
01.2.01125.000.000	Alternate Education	\$385,722.00	\$349,230.10	\$349,230.10	\$36,491.90	\$528.18	\$35,963.72	9.32%
01.2.01150.000.000	English Learners	\$5,173,537.00	\$4,065,262.78	\$4,065,262.78	\$1,108,274.22	\$0.00	\$1,108,274.22	21.42%
01.2.01160.000.000	Poverty Education Program	\$10,595,056.00	\$8,176,167.53	\$8,176,167.53	\$2,418,888.47	\$106.96	\$2,418,781.51	22.83%
01.2.01190.000.000	KEC Early Childhood Education	\$696,342.00	\$573,334.03	\$573,334.03	\$123,007.97	\$4,620.75	\$118,387.22	17.00%
01.2.01200.000.000	Special Education	\$7,317,618.00	\$6,234,001.14	\$6,234,001.14	\$1,083,616.86	\$12,812.20	\$1,070,804.66	14.63%
01.2.01300.000.000	Summer School	\$212,492.91	\$4,343.09	\$4,343.09	\$208,149.82	\$275.30	\$207,874.52	97.83%
01.2.02110.000.000	Social Workers	\$374,906.00	\$284,071.23	\$284,071.23	\$90,834.77	\$480.00	\$90,354.77	24.10%
01.2.02120.000.000	School Counselors	\$924,530.00	\$457,768.26	\$457,768.26	\$466,761.74	\$1,119.50	\$465,642.24	50.37%
01.2.02130.000.000	School Health Services	\$573,064.00	\$509,888.81	\$509,888.81	\$63,175.19	\$2,073.22	\$61,101.97	10.66%
01.2.02131.000.000	Health Services - SPED School	\$0.00	\$9,425.00	\$9,425.00	(\$9,425.00)	\$0.00	(\$9,425.00)	0.00%
01.2.02141.000.000	Psychological Services, SpEd S	\$508,853.00	\$364,532.51	\$364,532.51	\$144,320.49	\$0.00	\$144,320.49	28.36%
01.2.02142.000.000	Psychological Services, SpEd A	\$20,000.00	\$0.00	\$0.00	\$20,000.00	\$0.00	\$20,000.00	100.00%
01.2.02151.000.000	Speech Services, SpEd School A	\$908,601.00	\$989,645.28	\$989,645.28	(\$81,044.28)	\$4,400.85	(\$85,445.13)	-9.40%
01.2.02161.000.000	Occupational Therapy Services,	\$200,000.00	\$181,393.04	\$181,393.04	\$18,606.96	\$12,791.50	\$5,815.46	2.91%
01.2.02162.000.000	Occupational Therapy Services,	\$30,000.00	\$0.00	\$0.00	\$30,000.00	\$0.00	\$30,000.00	100.00%
01.2.02163.000.000	Occupational Therapy Services,	\$70,000.00	\$0.00	\$0.00	\$70,000.00	\$0.00	\$70,000.00	100.00%
01.2.02171.000.000	Physical Therapy Services, SpE	\$100,000.00	\$82,284.70	\$82,284.70	\$17,715.30	\$8,539.25	\$9,176.05	9.18%
01.2.02172.000.000	Physical Therapy Services, SpE	\$20,000.00	\$0.00	\$0.00	\$20,000.00	\$0.00	\$20,000.00	100.00%
01.2.02173.000.000	Physical Therapy Services, SpE	\$50,000.00	\$0.00	\$0.00	\$50,000.00	\$0.00	\$50,000.00	100.00%
01.2.02181.000.000	Visually Impaired Services, Sp	\$135,000.00	\$98,082.00	\$98,082.00	\$36,918.00	\$0.00	\$36,918.00	27.35%
01.2.02182.000.000	Visually Impaired Services, Sp	\$2,500.00	\$0.00	\$0.00	\$2,500.00	\$0.00	\$2,500.00	100.00%
01.2.02183.000.000	Visually Impaired Services, Sp	\$3,000.00	\$0.00	\$0.00	\$3,000.00	\$0.00	\$3,000.00	100.00%
01.2.02190.000.000	Extra Curricular Activities	\$1,344,816.00	\$1,007,347.54	\$1,007,347.54	\$337,468.46	\$80.02	\$337,388.44	25.09%
01.2.02195.000.000	Unified Coach Stipend	\$27,000.00	\$0.00	\$0.00	\$27,000.00	\$0.00	\$27,000.00	100.00%
01.2.02211.000.000	School Improvement	\$9,600.00	\$11,200.00	\$11,200.00	(\$1,600.00)	\$0.00	(\$1,600.00)	-16.67%
01.2.02212.000.000	Instruction & Curriculum Devel	\$1,068,964.00	\$735,163.18	\$735,163.18	\$333,800.82	\$39,236.75	\$294,564.07	27.56%
01.2.02213.000.000	Instruction Staff Training	\$213,064.00	\$50,180.59	\$50,180.59	\$162,883.41	\$0.00	\$162,883.41	76.45%
01.2.02220.000.000	School Media Services	\$1,025,989.00	\$456,971.15	\$456,971.15	\$569,017.85	\$6,785.25	\$562,232.60	54.80%
01.2.02223.000.000	Sound & Light Technicians	\$26,800.00	\$0.00	\$0.00	\$26,800.00	\$0.00	\$26,800.00	100.00%
01.2.02230.000.000	Technology Services	\$1,044,718.00	\$689,473.15	\$689,473.15	\$355,244.85	\$38,076.35	\$317,168.50	30.36%
01.2.02240.000.000	Academic Student Assessments	\$42,800.00	\$25,784.34	\$25,784.34	\$17,015.66	\$1,499.90	\$15,515.76	36.25%
01.2.02290.000.000	Building-Specific Personnel Ex	\$33,250.00	\$54,770.90	\$54,770.90	(\$21,520.90)	\$0.00	(\$21,520.90)	-64.72%
01.2.02310.000.000	Board of Education	\$167,000.00	\$69,304.57	\$69,304.57	\$97,695.43	\$4,494.72	\$93,200.71	55.81%
01.2.02320.000.000	Superintendent	\$467,240.00	\$348,994.72	\$348,994.72	\$118,245.28	\$3,396.72	\$114,848.56	24.58%
01.2.02330.000.000	Legal Services	\$55,000.00	\$25,654.74	\$25,654.74	\$29,345.26	\$7,097.10	\$22,248.16	40.45%
01.2.02410.000.000	Principals	\$2,916,329.00	\$2,325,885.96	\$2,325,885.96	\$590,443.04	\$5,081.65	\$585,361.39	20.07%
01.2.02510.000.000	Business Operations	\$1,134,166.00	\$588,797.99	\$588,797.99	\$545,368.01	\$33,818.56	\$511,549.45	45.10%
01.2.02560.000.000	Communications & Marketing	\$291,432.00	\$160,231.24	\$160,231.24	\$131,200.76	\$3,826.73	\$127,374.03	43.71%
01.2.02570.000.000	Human Resources	\$638,077.00	\$372,640.59	\$372,640.59	\$265,436.41	\$8,868.59	\$256,567.82	40.21%
01.2.02580.000.000	Computer Leases	\$142,000.00	\$141,692.38	\$141,692.38	\$307.62	\$0.00	\$307.62	0.22%
01.2.02590.000.000	Foundation	\$111,706.00	\$66,051.17	\$66,051.17	\$45,654.83	\$330.00	\$45,324.83	40.58%
01.2.02610.000.000	Building Operations	\$3,945,683.00	\$3,007,091.06	\$3,007,091.06	\$938,591.94	\$479,933.24	\$458,658.70	11.62%
01.2.02620.000.000	Maintenance Services	\$687,701.00	\$518,609.13	\$518,609.13	\$169,091.87	\$0.00	\$169,091.87	24.59%
01.2.02630.000.000	Grounds	\$288,065.00	\$170,674.97	\$170,674.97	\$117,390.03	\$10,000.00	\$107,390.03	37.28%
01.2.02650.000.000	Non-Student Transportation	\$11,000.00	\$19,811.06	\$19,811.06	(\$8,811.06)	\$44.70	(\$8,855.76)	-80.51%
01.2.02660.000.000	Security	\$160,000.00	\$92,406.69	\$92,406.69	\$67,593.31	\$0.00	\$67,593.31	42.25%
01.2.02670.000.000	School Safely	\$61,200.00	\$32,085.81	\$32,085.81	\$29,114.19	\$0.00	\$29,114.19	47.57%
01.2.02710.000.000	Fuel	\$477,021.00	\$289,913.12	\$289,913.12	\$187,107.88	\$186,317.00	\$790.88	0.17%

Columbus Public Schools District #1

Chip Summary Report

Fiscal Year: 2024-2025

☐ Subtotal by Collapse Mask

☐ Include pre encumbrance

☐ Print accounts with zero balance

☒ Filter Encumbrance Detail by Date Range

☐ Exclude Inactive Accounts with zero balance

From Date: 9/1/2024

To Date: 8/30/2025

Account Number	Description	GL Budget	Range To Date	YTD	Balance	Encumbrance	Budget Balance	% Bud
01.2.02712.000.000	Transp. Operations & Purchasin	\$417,993.00	\$287,893.45	\$287,893.45	\$130,099.55	\$0.00	\$130,099.55	31.12%
01.2.02713.000.000	Transp. Operations & Purchasin	\$151,901.00	(\$0.27)	(\$0.27)	\$151,901.27	\$0.00	\$151,901.27	100.00%
01.2.02730.000.000	Transportation Service & Maint	\$43,000.00	\$32,979.86	\$32,979.86	\$10,020.14	\$0.00	\$10,020.14	23.30%
01.2.02732.000.000	Transp. Service & Maint., SpEd	\$17,000.00	\$28,258.77	\$28,258.77	(\$11,258.77)	\$0.00	(\$11,258.77)	-66.23%
01.2.02790.000.000	School Field Trips	\$8,500.00	\$3,950.69	\$3,950.69	\$4,549.31	\$0.00	\$4,549.31	53.52%
01.2.03300.000.000	Community Services Operations	\$0.00	\$57,218.41	\$57,218.41	(\$57,218.41)	\$432.84	(\$57,651.25)	0.00%
01.2.03301.000.000	After School Program	\$270,000.00	\$297,349.71	\$297,349.71	(\$27,349.71)	\$687.18	(\$28,036.89)	-10.38%
01.2.03305.000.000	Child Development Center	\$0.00	\$15,063.53	\$15,063.53	(\$15,063.53)	\$357.34	(\$15,420.87)	0.00%
01.2.03535.000.000	High Ability Learners	\$25,599.00	\$16,860.29	\$16,860.29	\$8,738.71	\$300.00	\$8,438.71	32.96%
01.2.03540.000.000	NDE Early Childhood Grant	\$0.00	\$136,726.06	\$136,726.06	(\$136,726.06)	\$37,521.99	(\$174,248.05)	0.00%
01.2.03541.000.000	NDE Sixpence Grant	\$164,500.00	\$129,903.46	\$129,903.46	\$34,596.54	\$551.21	\$34,045.33	20.70%
01.2.03551.000.000	CTE Grant	\$19,416.00	\$17,438.34	\$17,438.34	\$1,977.66	\$0.00	\$1,977.66	10.19%
01.2.03599.000.000	Education Quest Grant	\$0.00	\$3,237.44	\$3,237.44	(\$3,237.44)	\$0.00	(\$3,237.44)	0.00%
01.2.04600.000.000	FOOTBALL	\$0.00	\$9,372.52	\$9,372.52	(\$9,372.52)	\$0.00	(\$9,372.52)	0.00%
01.2.06200.000.000	ESSA Title I	\$781,419.50	\$583,960.79	\$583,960.79	\$197,458.71	\$1,453.20	\$196,005.51	25.08%
01.2.06210.000.000	ESSA Title I Accountability	\$0.00	\$47,100.69	\$47,100.69	(\$47,100.69)	\$0.00	(\$47,100.69)	0.00%
01.2.06310.000.000	ESSA Title IIA	\$140,735.00	\$120,969.89	\$120,969.89	\$19,765.11	\$28,603.02	(\$8,837.91)	-6.28%
01.2.06406.000.000	IDEA Preschool Ages 3 & 4 Allo	\$25,237.00	\$29,880.17	\$29,880.17	(\$4,643.17)	\$0.00	(\$4,643.17)	-18.40%
01.2.06408.000.000	IDEA	\$1,013,657.00	\$1,126,293.37	\$1,126,293.37	(\$112,636.37)	\$15,892.30	(\$128,528.67)	-12.68%
01.2.06412.000.000	IDEA Proportionate Share	\$124,753.00	\$140,844.82	\$140,844.82	(\$16,091.82)	\$0.00	(\$16,091.82)	-12.90%
01.2.06700.000.000	Carl Perkins Basic & Perkins R	\$53,095.00	\$44,992.59	\$44,992.59	\$8,102.41	\$3,989.30	\$4,113.11	7.75%
01.2.06925.000.000	ESSA Title III English Languag	\$96,829.00	\$96,474.78	\$96,474.78	\$354.22	\$320.00	\$34.22	0.04%
01.2.06926.000.000	ESSA Title III Immigrant Educa	\$25,169.00	\$23,420.09	\$23,420.09	\$1,748.91	\$0.00	\$1,748.91	6.95%
01.2.06940.000.000	Head Start	\$144,266.00	\$59,079.67	\$59,079.67	\$85,186.33	\$0.00	\$85,186.33	59.05%
01.2.06968.000.000	ESSA Title IVB 21st Community	\$146,250.00	\$118,488.64	\$118,488.64	\$27,761.36	\$0.00	\$27,761.36	18.98%
01.2.06969.000.000	ESSA Title IV Student Support	\$38,872.00	\$34,204.71	\$34,204.71	\$4,667.29	\$7,838.84	(\$3,171.55)	-8.16%
01.2.06988.000.000	ESSER ELO Grant	\$0.00	\$5,569.48	\$5,569.48	(\$5,569.48)	\$0.00	(\$5,569.48)	0.00%
01.2.06994.000.000	Homeless Youth Grant	\$14,230.00	\$14,265.73	\$14,265.73	(\$35.73)	\$0.00	(\$35.73)	-0.25%
01.2.08000.000.000	Transfer From	\$61,000.00	\$53,000.00	\$53,000.00	\$8,000.00	\$0.00	\$8,000.00	13.11%
Grand Total:		\$55,854,161.41	\$42,788,082.50	\$42,788,082.50	\$13,066,078.91	\$1,121,788.03	\$11,944,290.88	21.38%

End of Report

INSTRUCTIONAL MATERIALS SELECTION AND ADOPTION

The Board has sole discretion to approve instructional materials for the school district. This authority is delegated to certificated employees to determine which instructional materials, other than textbooks, will be utilized by and purchased by the school district.

In reviewing current instructional materials for continued use and in selecting additional instructional materials, certificated employees shall consider the current and future needs of the school district as well as the changes in standards. It shall be the responsibility of the superintendent to report to the board the action taken by certificated employees.

In making its recommendations to the superintendent, the certificated employees will select materials which:

- support the educational philosophy, goals and objectives of the school district;
- consider the needs and age, of students;
- are within the school district's budget;
- foster respect and appreciation for cultural diversity and difference of opinion;
- stimulate growth in factual knowledge and literary appreciation;
- encourage students to become decision-makers, to exercise freedom of thought and to make independent judgment through the examination and evaluation of relevant information, evidence and differing viewpoints;
- portray the variety of careers, roles, and lifestyles open to persons of both sexes;
- increase an awareness of the rights, duties, and responsibilities of each member of a multicultural society; and
- recommend at least two potential resources, if available, to be piloted (if feasible) before adoption.

In the case of resources, which include books and supporting materials, the board shall make the final decision after receiving a recommendation from the Superintendent or designee. The criteria stated above for selection of other instructional materials shall apply to the selection of resources. Resources shall be reviewed as needed and at least every 10 years.

All resources and materials must be on display for 30 days prior to board adoption. Education materials given to the school district must meet the criteria established above. ~~The gift must be received in compliance with board policy.~~

Cross Reference: 203.07 Advisory Board Committees
 603 Curriculum Development
 611 Academic Achievement

Adopted: 12/11/06
Revised: 12/19/22

Columbus, Nebraska
Reviewed: 8/10/09:

Proposal for Frog Street for Grade PreK Comprehensive Curriculum

Presented to: Columbus Public School's Board of Education

Prepared by: Teresa Hausmann, Director of Teaching & Learning

Date: May 12, 2025

Proposal Summary

This proposal recommends the adoption of Frog Street as the curriculum resource for Preschool. Frog Street is a comprehensive, research-based early childhood curriculum that supports the development of the whole child through intentional, age-appropriate instruction. Aligned with the Nebraska Early Learning Guidelines/Standards and GOLD Assessment, it integrates academic, social-emotional, and language development with strong teacher supports and engaging materials. The curriculum also promotes early STEAM learning through hands-on exploration and inquiry-based activities that build foundational skills in science, technology, engineering, the arts, and math.

Rationale for Adoption

1. PreK teachers do not have the same access to the current curriculum resource. One teacher is borrowing materials from colleagues, while another has digital access to the current resource but lacks corresponding hands-on materials.
 2. Special education teachers are facing challenges in planning for differentiation due to inconsistencies in unit pacing across classrooms using the current resource.
 3. Throughout this school year, all general education and special education PreK teachers have completed the Lexia LETRS Early Childhood Course to deepen their understanding of foundational ELA standards for PreK. However, the current instructional resource does not align with or support these standards.
-

Resource Overview

Frog Street is a comprehensive PreK curriculum resource that supports all areas of the Nebraska Early Learning Guideline/Standards. The program consists of:

- Comprehensive curriculum hands on kits with teacher editions for the PreK general education teachers
 - Full digital access for PreK general education teachers and special education teachers
 - PreK Patterns Card stalk posters
 - 6-hour onsite Implementation Professional Development
-

Alignment and Pilot Implementation

- **Standards Alignment:** Frog Street is aligned to both the Nebraska Early Learning Guidelines/Standards and PreK GOLD Assessment
- **Pilot Program:** A pilot of the Frog Street resource did not take place because there was an immediate need to select and implement a resource at the start of the 2025-26 school year.

Cost

- **Annual Cost:** \$8,146.67 per year, based on a seven-year contract totaling \$57,026.71.

Implementation Plan

1. **April 16, 2025**
 - The Kramer PreK teachers observed Frog Street being used with preschool students at David City Elementary School and Bellwood Elementary School.
2. **April 23, 2025**
 - Kramer PreK teachers, special education teachers, the principal, district reading coach, and the Director of Teaching and Learning participated in a Zoom meeting with PreK teachers from David City Elementary and Bellwood Elementary to ask follow-up questions regarding the implementation, planning, and use of the Frog Street resource.
3. **July 29, 2025**
 - PreK teachers, special education teachers, PreK paraprofessionals, the Kramer principal, and the Director of Teaching and Learning will participate in on-site professional development focused on the implementation of the Frog Street resource.
4. **July 31, 2025**
 - PreK and special education teachers will collaboratively plan the first Frog Street unit with guidance and support from the Kramer principal and the Director of Teaching and Learning.

Conclusion & Recommendation

The adoption of Frog Street for PreK represents a strategic investment in delivering high-quality, comprehensive early childhood education. Implementing this resource will ensure students engage in play-based, language-rich, and inquiry-driven learning experiences that are developmentally appropriate and aligned with the Nebraska Early Learning Guidelines/Standards.

I recommend board approval to proceed with full implementation of Frog Street beginning for the 2025-26 academic year.

Respectfully Submitted,

Teresa Hausmann

Director of Teaching & Learning

Columbus Public Schools

To: Board of Education

From: Leonard Kwapnioski

CC: Dr. Kay

Date: June 11, 2025

Re: Radio System additions

It is my recommendation that the Board of Education approve the bid from Electronic Engineering of Columbus for \$121,287.00 for additional radios, additional building repeaters/antennas, licensing, and installation. This equipment will add to the District's mission of having a secure form of communication that can be used daily in each building as well as be part of the overall safety plan, allowing all buildings to communicate via a secure channel for District safety needs. This project has been submitted to other grant opportunities but was never funded. The radio model of purchase is still being produced. Once end-of-life is reached, Motorola will support this model for seven years. All buildings/departments District-wide will receive equipment.

This project will be paid out of the QCPUF funding that was approved for safe and secure environments for students and staff. I have attached the quote for you.

If you have any questions, please let me know, and I can address them on Monday.

Thanks.

Leonard



Electronic Engineering
 1106 E 19th Street
 Columbus, NE 68601
 Phone: 402-564-8497
 Toll Free: 866-208-6248

QUOTE
853005044

Prepared For: Columbus Public Schools
 2508 27th St
 PO Box 947
 Columbus, NE 68602-0947
 Linda
 402-563-7000
 402-563-7005AP
 staroscikl@discoverers.org (Linda)

Your Account Representative

Name: Kathie Hansel
 Phone: 402-564-8497
 Fax: 402-564-1421
 Cell: 402-681-0191

Quantity	Product/Service Name	Unit Price	UOM	Extended
66	SL 3500e Two-Way Radio 128-channel UHF (Capable) Package	874.00	EA	\$57,684.00
66	SL 3500e Two-Way Radio 128-channel UHF (Capable)	0.00	EA	\$0.00
66	ALT: UHF STUBBY ANT, 435-470 MHZ	0.00	EA	\$0.00
66	STANDARD BATTERY	0.00	EA	\$0.00
66	STANDARD MODEL BOX	0.00	EA	\$0.00
66	STANDARD CARRY HOLSTER	0.00	EA	\$0.00
66	ALT: DROP-IN CHARGER	0.00	EA	\$0.00
66	5YR ESSENTIAL REPAIR	0.00	EA	\$0.00
66	STANDARD 5 YEAR SMA AND SW FEATURES	0.00	EA	\$0.00
66	MOTOTRBO IP SITE CONNECT LIC. KEY LIC KEY	83.00	EA	\$5,478.00
66	Programming - Inside - Flat Rate Install license into each radio. Create new code plug to add the new frequency into radios. Program each radio.	37.50	EA	\$2,475.00
5	FCC License Modification of FCC Call Sign WRAD404. Add 1 UHF repeater TX and RX frequency per building. Add 1 UHF talkaround frequency per building. Emerson Elementary Lost Creek Elementary North Park Elementary West Park Elementary Kramer Preschool	750.00	EA	\$3,750.00
5	SLR 5700 Repeater 50W UHFR1	4,275.00	EA	\$21,375.00
5	Cable - N Male/N Male - 24 TX-CABLE/XPR8300	125.00	EA	\$625.00
5	Coaxial Cable with Connector - 24 RX-CABLE/XPR8300/8400	95.00	EA	\$475.00



Electronic Engineering
 1106 E 19th Street
 Columbus, NE 68601
 Phone: 402-564-8497
 Toll Free: 866-208-6248

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 PO Box 947
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 staroscikl@discoverers.org (Linda)

Your Account Representative

Name: Kathie Hansel
 Phone: 402-564-8497
 Fax: 402-564-1421
 Cell: 402-681-0191

Quantity	Product/Service Name	Unit Price	UOM	Extended
5	DUPLEXER/MOBILE/EMR/450-470MHZ GL Dept 900 GL Code 4100	646.00	EA	\$3,230.00
5	Wall Mount Bracket Kit	260.00	EA	\$1,300.00
5	NON-PENETRATING-ROOF-MOUNT 1.25" x 60" FLAT ROOF MOUNT WITH 60" MAST & MAT	305.00	EA	\$1,525.00
250	CABLE/COAX/LMR400/3/8IN 50 Feet estimated length per building,	2.80	FT	\$700.00
5	POLYPHASER/BULKHEAD-ARRESTOR N/F IS-B50HN-CO	137.00	EA	\$685.00
5	ANT/FG4000-SERIES/450-470MHZ	432.00	EA	\$2,160.00
5	ANTENNA CLAMPS, KIT OF 1 FOR .75 IN TO 3	97.00	EA	\$485.00
5	MOUNTING-KIT/FIBERGLASS-ANT BRACKET/ALUM/2.5-MAST	87.00	EA	\$435.00
5	RF SPD, 10-1000MHZ DC BLOCK BROADBAND BU	140.00	EA	\$700.00
5	Install Supplies Install Supplies Connectors Ground wire Non inventory parts	175.00	EA	\$875.00
1	Shipping from Manufacturer Freight and insurance estimate	425.00	EA	\$425.00
5	2 Way Radios-Inst/Rmvl-O/S-Flat Rate Supply and tune duplexers. Optimization and programming of repeater components. Test repeater before installation. Supply and install antenna components. Install repeater components. Test system after installation. Install locations: Emerson Elementary 2410 20 St.	3,381.00	EA	\$16,905.00



Electronic Engineering
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Columbus, NE 68601
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Toll Free: 866-208-6248

QUOTE

853005044

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2508 27th St
PO Box 947
Columbus, NE 68602-0947
Linda
402-563-7000
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staroscikl@discoverers.org (Linda)

Your Account Representative

Name: Kathie Hansel
Phone: 402-564-8497
Fax: 402-564-1421
Cell: 402-681-0191

Quantity	Product/Service Name	Unit Price	UOM	Extended
	Lost Creek Elementary 3772 33 Ave.			
	North Park Elementary 2200 31 St.			
	West Park Elementary 4100 Adamy St.			
	Kramer Preschool 2410 16th Street Suite C			

Remark

QUOTE DATE 5-28-2025

Total Quote Tangibles :	\$97,732.00
Total Quote Services :	\$19,380.00
Total Quote Charges :	\$4,175.00
Total Quote Discount :	\$0.00

Tax: \$0.00

Total Quote : \$121,287.00

Prices quoted are F.O.B. factory. Quotation good for 30 days.
Delivery: Receipt of goods are determined by manufacturer lead time.

Quotation Prepared By:	Accepted By:
Name: _____	Name: _____
Date: 08/16/2023	Date: _____



COLUMBUS PUBLIC SCHOOLS

TO: Columbus Public Schools Board of Education

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

DATE: June 16, 2025

SUBJECT: 2025-2026 Breakfast/Lunch Price Recommendations

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

I am requesting board approval for the following prices for the 2025-2026 school year which includes increases to regular paid breakfast and lunch prices. The increase is meant as an adjustment to the District’s paid costs and PLE calculation.

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

2025-26	Pre-K	Elementary	Middle & High School	Adult
Reduced Breakfast	\$0.30	\$0.30	\$0.30	N/A
Paid Breakfast	\$2.25	\$2.25	\$2.25	\$2.95
Reduced Lunch	\$0.40	\$0.40	\$0.40	N/A
Paid Lunch	\$3.10	\$3.20	\$3.40	\$5.00

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

“Engaging All Learners to Achieve Success”

Superintendent Pay Transparency Notice—Proposed Contract for Dr. Chip Kay

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 16, 2025 at 5:30 pm at the Kramer Education Center Conference Room at 2410 16th St Suite A in Columbus, Nebraska.

	24-25	25-26
Base Pay for the Total FTE	\$ 223,000.00	\$ 229,000.00
Compensation for activities outside of the regular salary:		
• Extended contracts / Activities outside of regular salary		
• Bonus/Incentive/Performance Pay		
• Stipends		
• All other costs not mentioned above		
Benefits and Payroll Costs Paid by district:		
• Insurances (Health, Dental)	\$ 28,235.00	\$ 29,784.00
• Insurance (Life)	\$ 1,500.00	\$ 1,500.00
• Insurance (LTD)	\$ 240.00	\$ 240.00
• Employer Paid Vision	\$ 1,005.00	\$ 1,005.00
• Employee's share of retirement, deferred compensation, FICA and Medicare <u>if paid by the district</u>		
• District's share of retirement, FICA and Medicare	\$ 24,872.27	\$ 20,909.75
• IRS value of housing allowance		
• IRS value of vehicle allowance		
• Additional leave days		
• Annuities	\$ 12,000.00	\$ 14,920.00
• Service credit purchase		
• Association / Membership dues	\$ 1,000.00	\$ 1,000.00
• Cell Phone/Internet reimbursement	\$ 1,800.00	\$ 1,800.00
• Relocation reimbursement		
• Travel allowance/reimbursement		
• Mileage Allowance	\$ 6,000.00	\$ 6,000.00
• Educational tuition assistance		
• All other benefit costs not mentioned above		
Totals:	\$ 299,652.27	\$ 306,158.75

CONTRACT OF EMPLOYMENT WITH SUPERINTENDENT

THIS CONTRACT is made by and between the Board of Education of the **Platte County School District 0001, a/k/a Columbus Public Schools**, hereinafter referred to as “the Board,” and Dr. Chip Kay, hereinafter referred to as “the Superintendent.”

WITNESSETH: That in accordance with actions taken by the Board as recorded in the minutes of the Board of Education meeting held on the 16th day of June, 2025, the Board hereby agrees to employ the Superintendent, and the Superintendent hereby agrees to accept such employment, subject to the following terms and conditions:

1. Term of Contract. This Contract is for a term of three (3) years beginning on the 1st day of July, 2025 and expiring on the 30th day of June, 2028. A “contract year” for purposes of this Contract shall be from July 1 to June 30. Extensions (“roll-overs”) may occur as follows:

- a. Superintendent’s Notice of Intent to Extend. The Superintendent shall, between December 15, 2025 and February 15, 2026, give the President of the Board a “Superintendent’s Notice of Intent to Extend,” which is a written notice that the Superintendent intends to extend the Contract for a period of one (1) year. In the event a Superintendent’s Notice of Intent to Extend is not given within the specified time, the Contract shall not be extended.
- b. Board Action on Notice of Intent to Extend. In the event the Board has received a Superintendent’s Notice of Intent to Extend, the Board shall have until on or before March 15 each year to give the Superintendent a “Notice of Intent to Not Extend,” which is a written notice that the Board does not want to extend the Contract. In the event the Board does not give a Notice of Intent to Not Extend, or of a notice of possible non-renewal or cancellation, the Contract shall be extended for an additional term of one (1) contract year.
- c. Notice of Non-Renewal. The failure to extend does not automatically affect a non-renewal of the Contract. The deadline to give a notice of non-renewal is April 15th.

2. Salary. The salary for the 2025-2026 contract year shall be \$229,000. The salary for the second year of the contract (2026-2027) and for the third year of the contract (2027-2028) shall be determined prior to the beginning of those years of employment. However, the Board may reopen this negotiation dependent upon funding for the district. The annual salary shall not be less than the salary for the prior contract year in the absence of mutual agreement between the Board and the Superintendent. Said annual salary shall be paid in equal installments in accordance with the policy of the Board governing payment of certificated employees of the District.

In the event the Superintendent is elected to any other office or offices of the Board of Education or in connection with the District, the Superintendent shall perform the duties of such other office or offices without remuneration other than that as provided in this Contract.

The District, acting by and through its Board of Education, reserves the right to adjust the annual salary during the term of this Contract, said salary adjustment, however, not to reduce the annual salary to any lesser amount than that as above stated. Any adjustment in salary made during the term of this Contract shall be in the form of an amendment and shall become a part of this Contract; provided, however, that in making any such salary adjustment, it shall not be considered that the District has entered into a new Contract, nor shall the termination date of this Contract be thereby extended unless the Board of Education, by specific action, shall expressly extend such termination date. In no event shall any such extension, together with the unexpired term of this

Contract or any prior extension, be for a period in excess of three (3) years.

This Contract shall conform to the regulations governing deductions with reference to Withholding Tax, Social Security and School Employees' Retirement Act. Other deductions may be withheld as agreed to by the parties to this contract.

3. Benefits. As further consideration for the services to be performed by the Superintendent, it is agreed as follows:

- A. Leave Benefits. Paid leave is available to the Superintendent when the following specific conditions are met: (1) the Superintendent is currently employed by the district and (2) the paid leave day is taken on a day Superintendent would otherwise be expected to be at work.
 - 1. Vacation: The Superintendent shall be allowed twenty (20) working days of vacation leave each contract year. Vacation shall not be taken at times that would interfere with the Superintendent's attendance at regularly scheduled Board meetings or at times when the Superintendent's duties require the Superintendent's attendance at school (e.g., beginning and end periods of the school year). This increase is based on longevity in the position and District and is not intended to influence other administrators' current contracts or future Superintendent's contracts.
 - 2. Carry-over and Accumulation of Vacation Days: Vacation is to be used during each contract year. Unused vacation may not be carried over from one leave year to the next succeeding leave year unless approved by the Board of Education under extenuating circumstances. The Board may grant an extension of unused Vacation Days dependent on the expectations of the position. Upon ending employment, unused vacation days will not be paid except to the extent required by law. If payable, unused vacation will be paid at the effective daily rate of pay (per diem based on salary only) at the time each unused vacation day first became available. There shall be no pay for unused vacation days in the event the Board determines that the Superintendent has engaged in misconduct which provides just cause for termination or cancellation.
 - 3. Sick and Personal Leave: The Superintendent shall receive sick leave and personal leave the same as is provided to certificated employees as provided in the negotiated agreement between the District and the Columbus Education Association
 - 4. Holidays (10): The following days shall be holiday days and not working days: Good Friday, Renew Monday, Memorial Day, July 4th, Labor Day, Thanksgiving and day after Thanksgiving, Christmas Eve, Christmas Day, and New Year's Day.
 - 5. Log: The Superintendent shall maintain a current log of used vacation and sick leave days with the Superintendent's secretary. The Superintendent will notify the Board President when vacation days are used.
- B. Health & Dental Insurance: The District will pay the Superintendent's cost of health and dental insurance for the Superintendent, the Superintendent's spouse, and children, through the district's group insurance plans. *(Equivalent to, but not exceeding, the "Family" plan)*
- C. Annual Physical: The District will pay the Superintendent's cost for an annual physical with his or her family physician.
- D. Life Insurance: The District shall provide the Superintendent with a term life insurance policy insuring the life of the Superintendent payable to the Superintendent's designated beneficiaries. The benefit amount shall be two times the Superintendent's annual salary,

rounded to the nearest hundred thousand. The life insurance company shall be the district's group provider.

- E. Vision Insurance: The district will pay the Superintendent's cost of vision insurance for the Superintendent, the Superintendent's spouse, and children, through the District's optional insurance plan.
- F. Tax-Sheltered Annuity. Beginning with the 2025-2026 school year, and each year thereafter, the District shall annually contribute to a tax sheltered annuity of the Superintendent's choice for the benefit of the Superintendent, as a non-elective contribution by the Board, the amount of \$14,920.00 per year, as permitted under and consistent with Section 403(b) of the Code and the applicable federal income tax regulations, as they currently exist and may be amended from time-to-time (See appendix A). Such annual contributions shall be made in equal monthly amounts beginning in July, 2025, and shall be in addition to the salary and other benefits specified in this Contract (and not in lieu thereof), and shall continue during the term of this Contract unless modified by mutual agreement of the parties.
- G. Meetings and Dues: The Superintendent shall attend appropriate professional meetings at the local, state and national levels, provided that such attendance does not interfere with the proper performance of the Superintendent's duties. The expenses of attendance at professional meetings, when attendance has been authorized by the Board of Education, shall be paid by the district consistent with Board policies.
The district shall pay the annual membership dues of the Superintendent in the Nebraska Council of School Administrators and the American Association of School Administrators. Payment of dues for other professional organizations may be approved by the Board upon the Superintendent's request.
- H. Transportation Expenses: The District will pay the Superintendent a vehicle allowance of Five Hundred Dollars (\$500.00) per month for in-district travel in the performance of the Superintendent's duties in lieu of reimbursement for expenses for such travel. For purposes of determining the extent to which the vehicle allowance is taxable, if any, the Superintendent shall be responsible for maintaining documentation of the actual expenses incurred related to travel in the performance of the Superintendent's duties. For out-of-district travel, to the extent a school vehicle is not provided or is not available to the Superintendent, the Superintendent shall be reimbursed for the use of the Superintendent's personal vehicle in the performance of the Superintendent's duties at the mileage reimbursement rate established by the Department of Administrative Services under State Statute Section 81-1176 in effect at the time of the travel.
- I. Cell Phone: The District shall provide the Superintendent a monthly stipend for cell phone and service, for use in performing the Superintendent's duties.
- J. Indemnification: The District shall, to the extent permitted by law, defend, hold harmless, and indemnify the Superintendent from any and all demands, claims, suits, actions, and legal proceedings brought against the Superintendent in the Superintendent's individual capacity or the Superintendent's official capacity as an agent or employee of the District, provided that the incident arose while the Superintendent was acting (or, in good faith, reasonably believed that the Superintendent was acting) within the scope of the Superintendent's employment with the District and the District is not in an adverse position in the legal proceedings. This provision shall not apply to criminal proceedings against the Superintendent and shall not obligate the district beyond any applicable insurance coverage the District has available.
- K. Other Fringe Benefits: The Superintendent may be provided other benefits provided for in the negotiated agreement between the District and the Columbus Education Association negotiated agreement to the extent the Superintendent meets the conditions and eligibility

requirements for such benefits.

4. Duties. The Superintendent is employed as the Superintendent for the District. The Superintendent shall perform the duties of such position as are regularly and customarily expected for such positions and such duties and responsibilities as are set forth in Board Policy or Regulation for such positions. The Superintendent shall be subject to such other duties as the Board may assign from time to time. The Superintendent agrees to devote full time to the assigned duties, provided that with the advance agreement of the Board of Education, the Superintendent may undertake consultative work, speaking engagements, writing, lecturing or other professional duties.

In performing the assigned duties, the Superintendent shall be governed by the policies, regulations and directions of the Board of Education. The Superintendent shall in all respects to diligently and faithfully perform the assigned duties to the best of the Superintendent's professional ability. Regular dependable attendance at meetings of the Board and committees of the Board and other assigned duties is an essential function of the Superintendent's position.

5. Board-Superintendent Relationship. The Board shall have primary responsibility for formulating and adopting Board policy. The Superintendent shall be the chief administrative officer for the District and shall have primary responsibility for implementation of Board policy. The Superintendent shall be responsible for development of policies for adoption by the Board and for development of regulations and rules consistent with Board policy. In the absence of Board policy on matters which require prompt action, the Superintendent shall have the authority to act using the Superintendent's professional judgment and consistent with legal requirements; provided that the Superintendent shall report the nature of the matter and the action taken to the Board no later than the next regularly scheduled Board meeting. The parties agree, individually and collectively, to promptly refer all criticism, complaints and suggestions called to its attention to the Superintendent for action, study or recommendation, as appropriate.

6. Evaluation of the Superintendent. The Superintendent shall be evaluated twice during the first contract year and once during each subsequent contract year unless the Board deems additional evaluations appropriate. The Superintendent shall receive a copy of the evaluation and shall have the right to submit a response to the evaluation, which response shall be placed in the Superintendent's personnel file. The Superintendent shall notify the President of the Board to remind the Board of the need to evaluate.

7. Contract Termination. In the event the Superintendent violates any of the provisions of this Contract or performs any act or does anything which is materially harmful to the District, or which substantially inhibits the Superintendent's ability to discharge the duties as set forth herein, including, but not limited to (1) becoming legally disqualified to perform as a superintendent in the State of Nebraska; (2) participation in any fraud; (3) causing any intentional damage to school property; (4) engaging in any unlawful act; (5) any representations in this Contract being determined to be false or incorrect; (6) failure to return a Renewal Agreement by the required date, provided that such date not be prior to March 15 of the final year of the Contract or any extension of the Contract term; and (7) just cause, including: (a) incompetency, which includes, but is not limited to, demonstrated deficiencies or shortcomings in knowledge of subject matter or teaching or administrative skills; (b) neglect of duty; (c) unprofessional conduct; (d) insubordination; (e) immorality; (f) physical or mental incapacity; (g) failure to give evidence of professional growth as required by law; or (h) other conduct which interferes substantially with the continued performance of duties; then the Superintendent may be discharged in accordance with applicable

law. Contract termination or amendment may occur for reason of a reduction in force. Suspension or other disciplinary action may be enforced by the Board President and in accordance with applicable law. Upon lawful termination of this Contract for any reason, the compensation to be paid hereunder shall be an amount which bears the same ratio to the annual salary specified as the number of months or fraction thereof to the date of such termination bears to the twelve months in the annual salary period in which termination occurs. Any portion of the salary paid, but not earned, prior to the date of termination of this Contract, and any sums owing to the District by the Superintendent, shall be set off from sums due to the Superintendent and, if the sums owing to the District are in excess of the sums due the Superintendent, the amount owing shall be immediately refunded by the Superintendent.

The Board of Education may require a certificate of health and physical fitness of Superintendent in accordance with applicable law at any time while this Contract is in force. Should the Superintendent be unable to perform the Superintendent's duties by reason of mental or physical capacity or any reason beyond the Superintendent's control, and said disability exists for a period exceeding the Superintendent's sick leave allowance, the Board of Education may, in its discretion, make a proportionate reduction from the salary and benefits, and if such disability continues or is permanent, or of such nature as to make the Superintendent unable to perform essential functions of the position for which the Superintendent is employed, the Board of Education may, at its option, cancel or terminate this agreement whereupon the respective duties, rights and obligations hereof shall terminate.

8. Representations and Legal Requirements. The Superintendent affirms that: (1) the Superintendent holds or will hold a valid and appropriate certificate to act as a certificated employee in the State of Nebraska to perform the assigned duties throughout the term of this Contract and any extensions of this Contract; (2) the required certificate to perform the assigned duties shall be registered as required by law; it being understood and agreed that this contract is not valid until the required certificate is registered in accordance with law and that the Superintendent shall not be compensated for any services performed prior to the date of registration of this certificate; and (3) the Superintendent is not under contract with another board of education within the State of Nebraska covering any part of or all of the same time of performance as provided for in this Contract.

The Superintendent further warrants and represents as follows: (1) all information set forth in the Superintendent's application for employment and other information provided by the Superintendent in seeking employment are true and accurate, and if said information ceases to be true, Superintendent will advise the Board of Education immediately; (2) Superintendent has never been convicted or plead no contest or otherwise been adjudicated as having committed a felony, any other offense involving moral turpitude or any other offense involving abuse, neglect, or sexual misconduct as defined in Sections 003.12 through 003.14 of 92 NAC 21; and (3) Superintendent has not suffered suspension or revocation of any educational professional license or certificate, nor voluntarily surrendered such a license or certificate where charges or potential charges were pending or imminent.

There shall be no penalty for release or resignation by the Superintendent from this Contract; provided no resignation shall become effective until expiration of the remaining term of the Contract unless the Board fixes an earlier effective date. This Contract is subject to provisions of the School Employees' Retirement Act.

CELL PHONES AND OTHER ELECTRONIC COMMUNICATION DEVICES

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

Other electronic communication device means any device which transmits by electronic means any writing, sound, visual image, or data of any nature to another electronic communication device. This includes personally owned electronic tablets, "smart" watches, earbuds, headphones, and gaming devices. The term "electronic communication device" includes a cell phone.

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

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

In addition to any prohibitions on electronic communication devices stated above, students shall not use such devices for recording or transmitting photographs, images or sounds of other persons without direct administrative approval and consent of all person(s) being recorded, other than the recording of persons participating in school activities that are open to the public. Students shall not use electronic devices at any time where there is an expectation of privacy.

This policy does not authorize monitoring, collecting, or otherwise accessing any information on an electronic communication device not owned by or provided for academic use by the school district.

Rules for confiscation of prohibited devices, returning of confiscated devices, and disciplinary measures will be published in the student handbook. However, any prohibited items or devices brought to school or school events may be confiscated by district staff. Prohibited items will be turned over to the student's parents or guardian on request unless the object seized is dangerous, contrary to law, or has been turned over to legal authorities.

The development of this policy shall include stakeholder participation from students, parents, and educators in each community. It shall be the responsibility of the

superintendent, in conjunction with the principal, to promulgate rules to enforce this policy at the building level.

Legal Reference: Rehabilitation Act of 1973, 29 U.S.C. 794
 2025 Neb. Legislative session LB140

Cross Reference: 504.03 Student Conduct
 505 Student Discipline
 504.19 Bullying Prevention
 606.06 Acceptable Use of Computers, Technology and the Internet

Approved _____ Reviewed _____ Revised _____

STUDENT ACTIVITY ELIGIBILITY

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

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

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

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

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

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

It shall be the responsibility of the superintendent to implement this policy.

Legal Reference: 20 U.S.C. Sect.1681-1683; 1685-1686 (1994).
34 C.F.R. Pt. 106.41 (1993)
Neb Statute 79-296
79-443

2025 Neb. Legislature LB89
Cross Reference: 502 Student Attendance
504 Student Rights and Responsibilities
505 Student Discipline
506.10 Student Physicals for Athletes
508 Student Health and Well-Being
1005.08 Public Conduct

Approved _____ Reviewed _____ Revised _____

STUDENT PHYSICALS FOR ATHLETICS

All boys or girls that participate in any athletics or practices must have a physical examination signed by a physician. The results of the examination and the physician's signature must appear on all local and state forms where it is required. All such examination results must be on file in the school where the student is to participate in athletics. In all cases, these forms should be signed first by parents to signify their permission and then by the physician. Only proper forms are to be used in all cases.

Legal Reference: NSAA Athletic Bylaws sect. 3.4
 2025 Neb. Legislature LB89

Approved _____ Reviewed _____ Revised _____

ADMINISTRATION OF NALOXONE (NARCAN)

In order to protect the health and safety of its students, staff and visitors, the district may provide, store, and administer doses of an opioid antagonist, specifically Naloxone, commonly known as Narcan, for emergency use to assist a student, staff member or other individual believed or suspected to be experiencing an opioid overdose at the school facilities.

Naloxone is a medication that can reverse an overdose caused by an opioid drug. Naloxone has no potential for abuse and is a non-narcotic and non-addicting prescription medication. Symptoms of an opioid drug overdose typically include:

Slow and shallow, or stopped, breathing.
Unresponsiveness or unconsciousness.
Cold or clammy skin.
Blue lips or fingertips.
Snoring or gurgling sounds.

Procurement of Naloxone

The superintendent, principal, certified school nurse, or designee will be responsible for the procurement of naloxone. A health care provider shall prepare standing orders for administration of the Naloxone.

Storage

Naloxone will be clearly marked and stored in an unlocked storage cabinet in the nurse's office (or other designated area such as with AED). The school nurse will ensure that all other trained staff are aware of the naloxone storage location. Naloxone will be stored in accordance with the manufacturer's instructions to avoid extreme cold, heat and direct sunlight.

Use of Naloxone

Follow the protocol from the health care provider for the administration of naloxone for suspected opioid overdose. A person, if acting with reasonable care, who is in a position to assist a person who is apparently experiencing or who is likely to experience an opioid-related overdose may administer Naloxone without being subject to administrative action or criminal prosecution (Neb. statute 28-470).

Follow Up

After administration of naloxone, the person administering naloxone will report the incident to the building principal that same day. The district will establish procedures for notifying parents/guardians of any minors receiving Naloxone.

Legal Reference: Neb. Statute 28-470
Cross-Reference: Policy 305.02

Approved _____ Reviewed _____ Revised _____

COPPA STUDENT PRIVACY NOTICE

The District may contract with publishers or online providers to offer online curriculum that aligns with school standards or other services that support the teaching and learning process of the students. These applications or websites are offered for the benefit of the students and our school. Online providers give our school full notice of their collection, use, and disclosure practices.

In order for our students to use these educational programs and services, certain personal identifying information, which may consist of the student's name, username, email address, grade level, age and/or date of birth, may be provided to the website operator strictly for educational purposes. Under the federal law entitled the Children's Online Privacy Protection Act (COPPA), these websites must provide parental notification and obtain parental consent before collecting personal information from children under the age of 13. For more information on COPPA, please visit:

<https://www.ftc.gov/business-guidance/privacy-security/childrens-privacy>

The law permits schools such as ours to consent to the collection of personal 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.

By acknowledging receipt of the Student/Family Handbook, you consent for our school to provide personal identifying information to operators of approved web-based educational programs and services strictly for educational purposes.

Approved _____ Reviewed _____ Revised _____

PARENTAL ACCESS TO LIBRARY MATERIALS

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

The District will:

1. Require the creation of a catalog of all books for each school's library which may be viewed at the request of the parent, guardian or educational decisionmaker; and
2. Provide the opportunity for such persons to be notified by means of electronic verification when their student checks out a book from the library. Such notification shall include:
 - a. The title of the book checked out by the student;
 - b. The name of the author of the book checked out by the student; and
 - c. The date the book checked out by the student is due to be returned to the school library.

To opt in for notification the parents, guardians and persons designated by a court to make educational decisions for a student shall notify the building Principal in writing stating the name of the student(s) and the preferred choice of electronic communication.

This shall only apply to a school library that is located on District property and shall not apply to any other public library regardless if a library contracts with the District for use by students.

Cross Reference: 606.05 Media Centers

Approved _____ Reviewed _____ Revised _____

PARENTAL AND FAMILY INVOLVEMENT IN THE SCHOOLS

It is the policy of the District to provide full access to the ~~parent~~parents, guardians and ~~family members~~educational decisionmakers of ~~any student~~students of the district to review:

1. textbooks;
2. tests, ~~curriculum and instructional materials;~~
3. their students' records ~~of a student of any such parent,~~ unless otherwise prohibited by law;
4. activities information;
5. digital materials, websites or applications used for learning;
6. training materials for teachers, administrators, and staff;
7. procedures for the review and ~~to~~approval of training materials, learning materials, and activities;
8. other curriculum materials used in the school district; and
- 4-9. any surveys of students done by the school district.

Summary information regarding the District's curriculum, testing, and surveys will be provided at the beginning of each school year. Requests for access to specific instructional materials should be addressed to the teacher or building principal.

The District will provide guidelines in the student handbook regarding how the District will provide access to parents, guardians, or educational decisionmakers other than by specific request for the information above, how it will provide access to records of students, and about the school district's testing policy.

Requests by parents and family members to attend and monitor courses, assemblies, counseling sessions and other instructional activities shall also be made to the building principal or teacher. While requests to monitor are usually granted, if the request is denied, reasons for the denial will be provided.

It is the policy of the District to provide as consistent an experience as possible in all classroom instruction, testing, surveys, and other school experiences. It is the policy of the District not to excuse students from classroom instruction, testing, and other school experiences unless an objection is submitted to the building principal or teacher outlining the specific experience, the basis for the objection and a proposed solution for dealing with the objection that would be satisfactory to the parent and family members. See Policy 605.05 Religious-Based Exclusion from a School Program.

The request for the student to be excused will be reviewed by the building principal and a decision provided to the parents and family members. While verbal objections and decisions are valid, written follow-up to verbal communications is required from the parent and family members, and the principal. If a student is excused from the requested activity no penalty will be assessed but an agreed upon alternative activity must be performed to the satisfaction of the teacher and principal.

It is the policy of the District to use only testing methods and testing instruments that are not of an experimental nature and to avoid using any testing materials or testing techniques that are not generally recognized by educational professionals to be within sound educational standards and both educationally and academically appropriate. It is the policy of the District to notify parents and family members of any standardized testing that may be scheduled within the school District.

It is the policy of the District to notify parents, guardians and family members educational decisionmakers of students electronically or by mail at least fifteen days prior to the administration of any survey which may be scheduled that includes:

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

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

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

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

The following activities will also be included in the District's plan for parental and family involvement:

1. The District will involve parents and family members in the development of the Title I plan, the process for school review of the plan and the process for improvement;

Approved _____ Reviewed _____ Revised _____

2. The District will provide the coordination, technical assistance and other support necessary to assist participating schools in planning and implementing effective parental and family involvement activities to improve student academic achievement and school performance;

3. The District will build the schools' and parents' and family members' capacity for strong parental and family involvement;
4. The District will coordinate and integrate parental and family involvement strategies under Title I with other programs such as Head Start, Reading First, etc.;
5. The District will conduct with the involvement of parents and family members, an annual evaluation of the content and effectiveness of the parental and family involvement policy in improving the academic quality of the school served including identifying barriers to greater participation by parents and family members in Title I activities (with particular attention to parents and families who have low income, Limited English Proficient (LEP), minorities, disabilities and low literacy) and use the findings of the evaluation to design strategies for more effective parental and family involvement and to revise, as necessary, the parental and family involvement policies; and
6. The District will involve parents and family members in Title I activities.

The parent and family members or guardian of a student may have access to that student's records during normal business hours of the district according to Policy 507.01 Student Records Access. Nothing in this policy shall require the violation of student privacy statutes as referenced below.

This policy shall be adopted annually following a public hearing to receive public comments and suggestions.

Legal Reference: Neb. Statute 79-530 to 533
 Every Student Succeeds Act, (ESSA), 20 U.S.C. §1000 et. seq.
 Family Educational Rights and Privacy Act (FERPA) of 1974, as
 amended, 20 U.S.C. 1232g,
 Protection of Pupil Rights Amendment of 1978, 20 U.S.C.
 Children's Online Privacy Protection Act (COPPA) of 1998, 15
 U.S.C. 6501 et seq.
 Children's Internet Protection Act (CIPA), 47 C.F.R. 54.520

Cross Reference: 507.01 Student Records Access
 605.05 Religious-Based Exclusion from a School Program
 606.03 Objection to Instructional Materials
 610.01 Test or Assessment Selection
 610.02 Test or Assessment Administration
 611.01 Student Progress Reports
 611.04 Parent Conferences
 1002. District Annual Report
 1005.01 Public Complaints

RELIGIOUS-BASED EXCLUSION FROM A SCHOOL PROGRAM

Parents who wish to have their child excluded from a school program because of religious beliefs must inform the principal. The board authorizes the administration to allow the exclusion if it is not disruptive to the education program and it does not infringe on a compelling state or educational interest. Further, the exclusion must not interfere with other school district operations.

In notifying the principal, the parents shall abide by the following:

1. The notice shall be in writing;
2. The objection shall be based on religious beliefs;
3. The objection shall state which activities or studies violate their religious beliefs;
4. The objection shall state why these activities or studies violate their religious beliefs;
and
5. The objection shall state a proposed alternate activity or study.

The principal shall have discretion to make this determination. The factors the principal shall consider when a student requests to be excluded from a program or activity because of religious beliefs include, but are not limited to, staff available to supervise a student who wishes to be excluded, space to house the student while the student is excluded, available principal-approved alternative course of study or activity while the student is excluded, number of students who wish to be excluded, whether allowing the exclusion places the school in a position of supporting a particular religion, and whether the program or activity is required for promotion to the next grade level or for graduation.

Students who are allowed to be excluded from a program or activity which violates their religious beliefs may be required to do an alternate supervised activity or study.

Cross Reference: 604 Instructional Curriculum
 607.02 School Ceremonies and Observances
 1005.03 Parental and Family Involvement in the Schools

Approved _____ Reviewed _____ Revised _____

STUDENT ~~APPEARANCE~~DRESS CODE AND GROOMING

The Board believes ~~inappropriate~~ student ~~appearance~~dress or grooming that causes material and substantial disruption to the school environment or presents a threat to the health and safety of students, employees ~~and/or~~ visitors.

is not appropriate. Students are expected to adhere to standards of cleanliness, grooming and dress that are compatible with the requirements of a ~~good~~positive learning environment. ~~The standards will be those generally acceptable to the community as appropriate in a school setting.~~

The Board expects students to be clean and well-groomed and wear clothes in good repair and appropriate for the time, place and occasion. ~~Clothing or other apparel promoting products illegal for use by minors and clothing displaying obscene material, profanity, or reference to prohibited conduct are disallowed. While the primary responsibility for appearance lies with the students and their parents, appearance disruptive to the education program will not be tolerated.~~ When, in the judgment of a principal, a student's appearance or mode of dress disrupts the educational process or constitutes a threat to health or safety, the student may be required to make modifications.

~~A student~~ The Board respects the diverse racial and religious backgrounds of our students. The District's students have the right to visibly express themselves through their attire when associated with race, religion, sex, disability, or national origin, including tribal regalia, natural and protective hairstyles, or adornments. The District will facilitate and encourage a positive learning environment for all students while complying with any applicable health and safety law, rule, regulations or ordinance.

"Caregiver" in this policy shall include any parent, guardian or other adult caregiver who is a member of an indigenous tribe on record with the District as one of the United States or another country may student's official custodians.

GENERAL PRINCIPLES/STANDARDS:

1. Non-Discrimination: The District dress code and grooming policy prohibits discrimination against students based on race, religion, sex, disability, or national origin. Bullying Prevention and Harassment policies are also referenced below.
2. Respect for Individuality: Students are allowed to wear tribal regalia in any public or private location on the religious attire, adornments, and other attire associated with race, national origin or religion, or tribal regalia. Additionally, students' hair should not be permanently or temporarily altered by school grounds or at any personnel. Altering a student's appearance or removing or altering a student's attire without consent from their caregiver is not allowed. Additionally, students are permitted to wear natural and protective hairstyles including but are not limited to braids, locks, twists, tight coils or curls, cornrows, Bantu knots, afros, weaves, wigs, or head wraps.

3. Cultural and Religious Attire: Students are allowed to wear religious attire and tribal regalia in accordance with their race, national origin, or religion and will be protected from bullying and harassment according to district policies.
4. Prohibited Attire: Attire should not promote violence, drugs, alcohol, profanity, or hate speech. The District reserves the right to request immediate attire changes from students.

HEALTH AND SAFETY CONSIDERATIONS:

In school function environments where the use of certain chemicals or equipment poses a direct safety hazard, students may be required to wear protective gear, such as lab coats and safety goggles. Similarly, in physical education classes or during sports activities, students may need to modify their attire or secure their hair to ensure the safety of themselves and others. A good faith effort applied equally and without discrimination will be made to ensure safety without compromising religious beliefs, grooming practices, or requiring students to permanently alter their appearance.

1. Proven Need: Any health and safety standard based on characteristics associated with race, religion, sex, disability, or national origin must demonstrate that such standard is necessary for the health and safety of the student or other individual.
2. Least Restrictive Means: Health and safety standards addressing such concerns should use the least restrictive means necessary. Measures that do not discriminate with respect to race, religion, sex, disability, or national origin should be pursued.

ENFORCEMENT:

Enforcement of this policy will be consistent with the district's code of conduct and discipline policies. Enforcement of this policy shall not target, disproportionately impact, discriminate, or be applied in a discriminatory manner against any students on the basis of race, religion, sex, disability, or national origin.

TRAINING AND AWARENESS:

The district will communicate this policy with students and families in their preferred language(s). Feedback from diverse students, caregivers, staff, and administrators will be considered when adopting and revising this policy. The District will provide appropriate staff training about this policy for its effective implementation with caregivers.

CONFIDENTIALITY:

The school will handle all information related to students' race, sex, disability, national origin, or religious characteristics in accordance with the Family Educational Rights and Privacy Act (FERPA). Parental consent must be obtained before sharing confidential student information with school staff or outside parties.

PARENTAL CONSENT:

The District shall make a good faith effort to obtain informed consent from a student's caregivers in their preferred language for any health and safety standard accommodation

needed. To respect individual identity and parental authority, our process includes the following steps:

1. Initiate Contact: Make a good faith effort to contact the caregiver using their preferred communication method (phone, email, or in person ~~is otherwise authorized~~), explaining why adjustments ~~to be as long as the tribal regalia does not interfere~~ student's attire or grooming are needed to meet health and safety standards.
- ~~1-2.~~ Collaborative Solutions: Work with the student and caregiver to find accommodation options to meet health and safety standards. Discuss the potential results of each option on the student's well-being and educational ~~process and is not detrimental to the health or safety of the student or another person~~ experience.
3. Parental Consideration: Allow the caregiver time to privately discuss the situation with their student or family members to make an informed decision.
4. Obtain Consent: Once an accommodation is agreed upon, obtain written consent through a signed document or email exchange, stating the accommodation and health and safety standard that required the accommodation. A copy of this written consent should be provided to the caregiver.
5. Documentation & Follow-up: Communication and decisions made with the parent/guardian/caregiver shall be documented as below. These records are subject to the Family Educational Rights and Privacy Act (FERPA) and shall be maintained accordingly. Follow up with the caregiver within 1-2 weeks to ensure the accommodation was implemented in a satisfactory manner.

RECORD KEEPING:

The District will establish and maintain records for any efforts made to accommodate a student's appearance or grooming of any kind. Each record must include:

1. the student's name,
2. federally identified demographic characteristics,
3. date of the occurrence,
4. the health and safety standard relating to the accommodation,
5. nature of the accommodation requested,
6. staff involved,
7. communication with parents/guardians/caregivers, and
8. the outcome of the effort.

The district will regularly review and analyse these records to identify areas that may require revisions of policies. It shall be the responsibility of the superintendent, in conjunction with the principals, to develop administrative regulations regarding this policy.

DEFINITIONS:

Grooming: the care of a body and its physical appearance, such as the personal hygiene routine of brushing one's teeth or combing one's hair.

National origin: includes characteristics associated with actual or perceived place of birth, ancestry, or ethnicity including, but not limited to, skin color, natural and protective hairstyles, headdress, tribal regalia, and attire.

Natural and protective hairstyles: include, but are not limited to, braids, locks, twists, tight coils or curls, cornrows, Bantu knots, afros, weaves, wigs, or head wraps.

Race: includes characteristics associated with actual or perceived race, ancestry, or ethnicity including, but not limited to, skin color, natural and protective hairstyles, tribal regalia, and attire.

Religious attire and characteristics associated with religion: includes, but is not limited to, natural and protective hairstyles, tribal regalia, burkas, hijabs, head wraps, yamaka, cross or other headdress, adornments, and clothing garments used to express or observe one's religious beliefs.

Tribal regalia: includes natural and protective hairstyles and traditional garments, jewelry, or other adornments or similar objects of cultural significance worn by members of an indigenous tribe of the United States or another country. Tribal regalia does not include any dangerous weapon or, except in compliance with an appropriate federal permit, any object that is otherwise prohibited by federal law.

Legal Reference: Hines v. Caston Sch. Corp. 651 N.E.2D 330 (1995)
Hazelwood School District v. Kuhlmeier, 484 U.S. 260 (1988).
Bethal School District v. Fraser, 478 U.S. 675 (1986).
Tinker v. Des Moines Ind. Comm. Sch. Dist., 393 U.S. 503 (1969).
Neb. Statute 79-526
Neb. Statute 79-2,158

Cross Reference: 501 Objectives for Equal Educational Opportunities for
Students
504.18 Harassment
504.20 Bullying Prevention

Approved _____ Reviewed _____ Revised _____

RESIDENT STUDENTS

Children who are residents of the school district community will attend the school district without paying tuition. Students whose residency in the district ceases during a school year may continue attending school for the remainder of the school year without payment of tuition.

The residence of a student means the place, abode, or dwelling of the student. Generally, the legal dwelling of minors is the same as their parents. However, a student may establish a dwelling with someone other than the parents and attend public school in the school district without paying tuition if the primary purpose for residing in the school district is not for the purpose of obtaining a free public education.

Any student who is a ward of the state or court, or who is residing in a residential setting in the district for reasons other than to receive an education shall be provided educational services in accordance with state statute 79-215 including such reimbursement to the district as may be due under the statute.

Children of military families may enroll preliminarily in the district if a parent presents evidence of military orders that the military family will be stationed in this state during the current or following school year. Such preliminary enrollment or advanced enrollment for a child of a military family shall also apply if such child has an individualized family service plan, has an IEP under the federal IDEA, receives special accommodations or services under section 504, or receives special education as defined in section 79-1125. A student of a military family shall be admitted to the school district without charge upon arrival in Nebraska.

When any person is on active duty as a member of the United States Army, Navy, Marine Corps, or Air Force in the State of Nebraska and is residing on federally owned property, any child of school age of that active duty member who also resides on that property shall be considered a resident of the school district where that property is located in accordance with the statutes. This also applies to children of parents employed by the federal government and residing with their parents on the property of national parks or national monuments within this state.

Each case involving the determination of residence of a student will be decided upon its individual merits by the superintendent. Payment of tuition will not be required in cases where the resident student would otherwise be denied free common school privileges. The burden of proof to supply the necessary documents to demonstrate legal residence shall rest with the person claiming legal residence in the district. The superintendent shall determine the specific documents required for collecting enrollment, admission, and related information needed for any student to attend and they may be provided through electronic means or other means specified by the Nebraska Department of Education.

| Approved _____ Reviewed _____ Revised _____

Legal Reference: Neb. Statute 79-215
 Neb. Statute 79-1125
 IDEA, 20 U.S.C. 1400 et seq.
 Section 504, Rehabilitation Act of 1973, 29 U.S.C. 794

Cross Reference: 101 District Organization and Basic Commitments
 503 Student Attendance
 801 Transportation

NONRESIDENT STUDENTS/OPTION ENROLLMENT

Students who are eligible to attend a Nebraska public school but who are not legal residents of the school district may be admitted into the school district in accordance with the option enrollment program authorized by state statutes. Option enrollment students shall be accepted without charge. The option shall be available once during elementary school, once during middle school or junior high school, and once during high school for a total of three times.

Applications: Application for option enrollment should be made between September 1 and March 15 for enrollment during the following and subsequent school years. Upon agreement of the school boards of the resident district and the option (receiving) district, deadlines for application and approval of the option may be waived. Following the March 15 deadline, applications requesting admittance must contain a release approval from the resident school district, or if the student is an option student at the time of such application and applying to become an option student at a subsequent option school district, a release approval from the option school district the student is attending at the time of such application. See policy 502.01 for preliminary enrollment of children of military families.

When No Release Approval is Required: The application for option enrollment does not require a release from the resident district or the option school district the student is attending at the time of such application, and the receiving district the student is applying to attend has forty-five days to issue acceptance or rejection if:

1. after February 1 the student relocated to a different resident district; or
2. the student's option district merged with another district effective after February 1, and;
3. the student's attendance would occur during the next immediate and subsequent school years.

Initial Decision for Acceptance or Rejection: The option school district the student is applying to attend shall provide the resident school district, and if applicable, the option school district the student is attending at the time of such application, with the name of the applicant on or before April 1 or, in the case of an application submitted after March 15, within sixty days after submission. If the district rejects an application for a student to option in or out, the district will provide notification by certified mail to the parent/guardian of the specific reasons for rejection including a description of services and accommodations required that the district does not have the capacity to provide, and the process for appealing the decision to the State Board of Education.

Attendance at Option District: In general, the option student shall attend the option district until graduation unless the student relocates in a different resident school district, transfers to a private or parochial school, or chooses to return to the resident school

Approved _____ Reviewed _____ Revised _____

district, or options into a subsequent option school district, except that no student may use the enrollment option program other than as provided in state statutes.

No option student shall attend an option school for less than one year unless the student relocates to a different resident school district, completes requirements for graduation prior to the end of his or her senior year, transfers to a private or parochial school, or upon mutual agreement of the resident and option school districts cancels the enrollment option and returns to the resident school district or the previous option school district the student was attending immediately prior.

Setting Standards for Acceptance or Rejection of an Option Request: The board shall adopt a resolution and publish its specific standards for acceptance and rejection of applications as an option school prior to October 15 of each school year for the next school year. Standards will conform to those set forth by state statute. These may include the capacity of a program, class, grade level, or school building.

The board shall also adopt standards and conditions for acceptance or rejection of a request for release of a resident student submitting an option application after March 15. Such standards shall not include the failure to meet the March 15 deadline.

Capacity for the district's special education services shall be determined on a case-by-case basis as determined by the Director of Special Education or designee. If the district receives an option enrollment application indicating the student has an individualized education program under the Individuals with Disabilities Education Act or may be eligible to receive special education or related services, it shall be evaluated to determine if the appropriate class, grade level, or school building in the district has the capacity to provide the student with the appropriate services and accommodations.

The standards shall not include previous academic achievement, athletic or other extracurricular ability, disabilities, proficiency in the English language, or previous disciplinary proceedings except as allowed by law.

Option Priorities: An option district shall give first priority for enrollment to siblings of option students within the requirements of state statutes. The board shall follow statutes regarding the application of a student who relocates in a different district but wants to continue attending his or her original resident district or current option district.

Acceptance or Rejection Procedures: The option district shall notify the parent/guardian and the resident district whether the application is accepted or rejected within sixty days after submission. False or substantively misleading information submitted by a parent/guardian on an application to an option district may be cause for the option district to reject a previously accepted application prior to the student's attendance.

If an application is rejected by the option school district or if the resident school district rejects a request for release, the rejecting school district shall provide written notification to the parent or guardian stating (a) the specific reasons for the rejection including, for students with an individualized education program under the Individuals with Disabilities Education Act, or with a diagnosed disability as defined in section 79-1118.01, a description of services and accommodations required that the school district does not have the capacity to provide, and (b) the process for appealing such rejection to the State Board of Education. Such notification shall be sent by certified mail.

The parent or legal guardian may appeal a rejection to the State Board of Education by filing a written request, together with a copy of the rejection notice, with the State Board of Education. Such request and copy of the notice must be received by the board within thirty days after the date the notification of the rejection was received by the parent or legal guardian. The hearing shall be held in accordance with the Administrative Procedure Act and shall determine whether the procedures of sections 79-234 to 79-241 have been followed. Any rejection based upon capacity limitations established under section 79-238 shall be the responsibility of the school district to prove in any appeal filed with the state board.

Reporting to the Department of Education: The district shall provide to NDE required information relating to all applications rejected by the option school district. Such information shall include, but not be limited to, (a) the number of applications rejected in each public school in such district, (b) an explanation why each application was rejected, and (c) whether each application for option enrollment indicated that the student had an individualized education program under the Individuals with Disabilities Education Act or had been identified as a student with a disability as defined in section 79-1118.01.

Nonresident Students: Nonresident students not going through option enrollment may also be admitted under a contract with the student's resident district at the discretion of the superintendent upon application and payment of tuition as stated in the contract. The tuition rate shall be the current per-pupil cost of the school district as computed by the superintendent.

Students whose residency in the district ceases during a school year may continue attending school for the remainder of the school year without payment of tuition.

Transportation: The district may choose to provide transportation to the option student in the same manner as for resident students and may choose whether or not to charge the parents of those option students a fee to recover the district's costs for the transportation. All option students who qualify for free lunches are eligible for either free transportation or the reimbursement of transportation costs from the school district as provided by state statute. Students receiving special education services shall receive transportation services as provided in the student's Individualized Education Plan.

Legal Reference: Neb. Statute 79-215
 79-232 to 246
 NDE Rule 19.008

Cross Reference: 503 Student Attendance
 801 Transportation



COLUMBUS PUBLIC SCHOOLS

TO: Columbus Public Schools Board of Education

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

DATE: June 16, 2025

SUBJECT: 2025-2026 Administrator Salary Recommendation

This memo serves as a recommendation to the Board of Education to increase the total wage and benefit package for those covered under the District's Administrative Contracts by \$88,894 or \$2.77%.

Years	Cost
2025-2026	\$3,295,892
2024-2025 *Increased FTE	\$3,206,998
2023-2024	\$3,107,442
2022-2023	\$3,120,386

“Engaging All Learners to Achieve Success”

2508 27th Street | Columbus, Nebraska, 68601 | Ph: 402.563.7000 | Fx: 402.563.7005

ColumbusPublicSchools.org

BEHAVIORAL INTERVENTION AND CLASSROOM MANAGEMENT

In order to create and maintain a quality educational environment, the district will employ a system of supports for encouraging positive behavior, addressing challenges in a caring and constructive way, and fostering safe and supportive school and classroom environments. These support actions are intended to develop a positive school climate and culture, encourage appropriate student behavior, and provide the necessary supports for academic and behavioral success. Disruptive or unsafe actions sometimes characterized by depression, anxiety, moodiness, anger, extended frustration or conflict with others will be addressed by these support actions to develop self-regulation skills and re-integration into the classroom.

The district will employ the procedures in the accompanying administrative regulation as appropriate, engaging families to address student behavior and communicating with them about student behavioral incidents where needed, plans for remediation and resources for behavior improvement. Collaboration, as appropriate, between educational staff, school psychologists, behavioral specialists, school counselors, and social workers will work to position supports with the student's needs and strengths.

Training

The District or its local ESU will provide training to employees with behavioral management responsibilities. Training must be consistent with the NDE System of Supports in this policy.

The Superintendent will recommend, and the board will approve the hours of training to be provided.

- A. Behavioral awareness training must include, but not be limited to, evidence-based training on a continuum that includes:
1. Recognition of detrimental factors impacting student behavior, including, but not limited to, signs of trauma.
 2. Positive behavior supports and proactive teaching strategies, including, but not limited to, expectations and boundaries.
 3. Verbal intervention and de-escalation techniques.
 4. Access to a registry of local mental health and counseling resources.
 5. Incorporation of all the requirements for the Behavioral Awareness Point of Contact (BAPC) in accordance with Policy 508.19 Behavioral Points of Contact.

Review

The school district will regularly review and update this policy to confirm its effectiveness and compliance with state statute. Feedback from students, parents, staff, and administrators will be considered in the review process. This policy must be included with any notifications required under the Student Discipline Act.

Legal Reference: Neb. Statute 79-262.01

Cross Reference: 504.03 Student Conduct
 505.03 Suspension and Expulsion of Students
 508.19 Behavioral Points of Contact
 612 Special Education Services
 1005.03 Parental and Family Involvement in the Schools
 1005.12 Title 1 Parent and Family Member Engagement

Approved _____ Reviewed _____ Revised _____

NDE STANDARDS FOR SYSTEM OF SUPPORTS

1. Criteria for Removal

- a. Safety Concerns: Immediate removal may occur if a student poses a threat to their own safety, the safety of others, or the environment.
- b. Disruption to Learning: Removal may be necessary if the student's behavior significantly disrupts instruction or the learning environment.
- c. Attempted Interventions: Whenever possible, staff should use de-escalation techniques, behavior redirection, or other Tier 1 or Tier 2 interventions before considering removal. Severe behaviors that endanger safety may bypass prior interventions.

2. Procedure for Removal

- a. Behavior Documentation: The teacher or staff member documents the behavior leading to the removal, including antecedents, attempted interventions, and the incident itself. A clear, objective description of the behavior is essential.
- b. Safe Transition: The student is escorted to a designated safe space, such as the office or a designated calming area, by trained personnel. Efforts are made to ensure the student remains calm and safe during the transition.
- c. Notification: Parents/guardians are notified as soon as possible about the removal. A detailed account of the behavior and any interventions attempted are shared.

3. Post-Removal Actions

- a. Restorative Meeting: A meeting involving the student, parents/guardians, teacher, and administrator is scheduled to review the behavior, its impact, and steps to prevent recurrence. The meeting emphasizes restoring relationships and understanding the root cause of the behavior.
- b. Behavior Support Plan (if needed): For recurring incidents, a behavior support plan is developed or reviewed, including targeted interventions and supports aligned with the student's needs. The plan may include strategies such as check-ins, mentoring, or additional behavioral learning supports.

4. Transition Back to the Classroom

- a. Reintegration Plan: The student returns to the classroom with appropriate support, which may include a reintegration checklist, a designated buddy, or frequent check-ins with a trusted adult. Expectations and routines are explicitly reviewed with the student.
- b. Ongoing Support and Monitoring: Follow-up meetings with the student, teacher, and parents/guardians are scheduled to evaluate progress. Data from behavior observations are used to adjust interventions and supports as needed.
- c. Focus on Positive Growth: A strengths-based approach is applied to recognize and reinforce improvements in behavior.

Tier 1: Universal Supports			
	District Level	School Level	Classroom Level
Sound Infrastructure & Shared leadership	Develop and maintain a district-wide behavior framework, ensuring alignment with the district's vision and goals. Establish a leadership team to oversee implementation and sustainability.	Create school-level leadership teams to implement the district behavior framework. Build systems to support staff in consistent implementation of universal behavior strategies.	Teachers set up clear, consistent behavior expectations aligned with school and district policies. Classroom routines and physical environments are structured to promote positive behaviors.
Layered Continuum of Support	Ensure all schools have access to evidence-based universal behavior practices and instructional tools for promoting positive behavior.	Develop a school-wide plan for teaching and reinforcing positive behavior expectations for all students.	Integrate the development of emotional and interpersonal skills into daily instruction and explicitly teach expected behaviors.
Data-Based Decision-Making	Implement a district-wide behavior data system for tracking student behavioral incidents, attendance, and other indicators of behavior. Analyze district trends to guide support for schools.	Use behavioral data to assess school culture, climate and adjust universal supports.	Collect and reflect on classroom behavior data to identify patterns or unanticipated signs of distress and adjust teaching practices as needed.
Communication and Collaboration	Share district-wide behavior policies, expectations, and data with all stakeholders, including families and the community.	Develop intervention teams to identify students in need of Tier 2 support and manage their plans.	Teachers collaborate with intervention teams to integrate targeted strategies into the classroom.

Tier 2: Targeted Supports			
	District Level	School Level	Classroom Level
Sound Infrastructure & Shared leadership	Provide a menu of evidence-based Tier 2 intervention and training for implementation.	Develop intervention teams to identify students in need of Tier 2 support and manage their plans.	Teachers collaborate with intervention teams to integrate targeted strategies into the classroom that align with school and district policies.
Layered Continuum of Support	Allocate resources to support targeted interventions, such as additional staff or training for small group supports.	Implement interventions such as mentoring programs, social skills groups, or targeted behavior coaching.	Provide additional supports like daily progress monitoring, structured break.
Data-Based Decision-Making	Use district-wide systems to track the effectiveness of Tier 2 interventions and adjust as needed.	Monitor progress using behavior data: point sheets, observations, or student self-assessments and input data in district-wide systems.	Document daily data on student progress to evaluate the impact of interventions.
Communication and Collaboration	Facilitate communication between schools, families, and community partners about available Tier 2 supports.	Engage families in the intervention process by providing regular updates and involving them in problem solving and goal setting.	Maintain open lines of communication with families about their child's progress and strategies to promote support the behavior goals at home

Tier 3: Intensive, Individualized Supports			
	District Level	School Level	Classroom Level
Sound Infrastructure & Shared leadership	Ensure access to specialized staff to design and oversee intensive interventions.	Assemble a multidisciplinary team to develop and implement Functional Behavioral Assessments (FBAs) and Behavior Intervention Plans (BIPs).	Collaborate with specialists to integrate individualized supports into classroom routines that align with school and district policies.
Layered Continuum of Support	Coordinate external services and resources for students requiring wraparound support beyond the school.	Provide interventions or sessions tailored to the student's unique needs and communicate with external services and resources to align supports for students.	Consistently implement accommodations and modifications, such as sensory supports or de-escalation plans, to address individual behaviors.
Data-Based Decision-Making	Regularly review data on Tier 3 interventions and outcomes to ensure its effectiveness.	Use detailed, frequent data collection to refine and adjust BIPs based on student progress.	Implement daily monitoring and adjust individualized strategies as data indicates.
Communication and Collaboration	Partner with community agencies to align supports for students with complex needs.	Conduct regular meetings with families to review and revise plans based on student progress.	Provide ongoing feedback to families and specialists about the student's daily performance, progress, and needs.

Columbus Public Schools
Filed Trip or Excursion Approval Form
File: 607.05R2



Date: June 1, 2025

Proposed Excursion Date: July 13, 2025 - July 16, 2025

Requesting Individual: Jeff Peabody

Student Group for which the request is made: Marching Band

Purpose of Trip: Taking the Marching Band leaders to the Kansas State Leadership Camp in Manhattan, Kansas for specialized leadership training ahead of the marching band season. In the past we have gone to UNL but the camp is not being offered this year due to construction on campus.

Educational Benefit: The benefit is to train the Marching Band leadership team to prepare for the upcoming season.

Nature of Request (Check One) ☒ **1 Time Only** ☐ **Annual**

Is This Event Sanctioned? (NSAA Activity) ☐ **Yes** ☒ **No**

Cost of Trip: Cost for participation is covered by the participant. Travel costs are covered by the band

boosters.

Cost to District: None

How will funds be raised?

Timelines of Events:

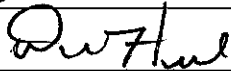
The number of student school days forfeited: 0

Other Pertinent Information:

Approval Signatures:

Date:

Principal:



6/2/25

Superintendent:

School Board President:

Date of Formal Board Approval:

Detailed Budget (Include Expenses and Revenue):

Travel Information (Detailed Daily Itinerary):

Columbus High School Parent Permission Form

Date _____

I, _____ am the _____
(PARENT/GUARDIAN NAME) (FATHER, MOTHER, GUARDIAN)
of _____, a student at Columbus High School.
(STUDENT NAME)

I hereby grant permission for the student of the above name to attend the activity to:

On (date) _____.

In consideration of my student being allowed to participate in the above activity, I as a result of this assume all risks in connection with the activity. I further release Columbus Public Schools and staff, employees, and volunteers from all claims, judgments, and liability for any injury or damage my child may encounter, including risks connected therewith foreseen or unforeseen. I fully understand what is involved in this activity and I understand that I have the opportunity to call the sponsors and talk to them directly.

Alcohol use, drug use, vape use, or other activities that place the student, other students, sponsors, the public, or property at risk are strictly prohibited. Students who use alcohol, drugs, vape, and/or act in a way that places the student, other students, supervisors, the public, or property at risk shall receive consequences outlined in the CHS Student and Activities Handbooks. Based on the violation, parents may be required to pick up the student. Each incident will be evaluated by the CHS Administration to determine the appropriate consequences for the student or students involved in such misconduct.

Students will be transported by: _____

We will depart CHS at _____ and will return to school on _____ by _____

In case of an EMERGENCY, I can be reached at: _____ (Phone Number)

(Guardian/Parent Signature)

(Student Signature)

Columbus Public Schools
Filed Trip or Excursion Approval Form
File: 607.05R2



Date: June 2, 2025

Proposed Excursion Date: July 7, 2025 - July 10, 2025

Requesting Individual: Jeff Peabody

Student Group for Which request is made: Marching Band

Purpose of Trip: To participate in the George N. Parks Drum Major Academy held at the University of Colorado.

This specialized leadership training is for Drum Majors and Drill Instructors and would replace the training received in previous years in Indiana.

Educational Benefit: Specialized training for drum majors and drill instructors.

Nature of Request (Check One) ☒ **x** **1 Time Only** ☐ **Annual**

Is This Event Sanctioned? (NSAA Activity) ____ Yes __x__ No

Cost of Trip: The trip cost is covered by the participants.

Cost to District:
No Cost To the District

How will funds be raised:

Timelines of Events:

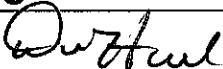
July 7, 2025 participants will travel to Boulder, Colorado. The camp will be from July 8, 2025 - July 10, 2025. Participants and instructors will return home on the afternoon of July 10, 2025.

The number of student school days forfeited: 0

Other Pertinent Information:

Approval Signatures:

Date:

Principal: 

6/2/25

Superintendent:

School Board President:

Date of Formal Board Approval:

Detailed Budget (Include Expenses and Revenue):

Travel Information (Detailed Daily Itinerary):

Parent Permission Form:

NSAA Waiver if Required:

Columbus High School Parent Permission Form

Date _____

I, _____ am the _____
(PARENT/GUARDIAN NAME) (FATHER, MOTHER, GUARDIAN)
of _____, a student at Columbus High School.
(STUDENT NAME)

I hereby grant permission for the student of the above name to attend the activity to:

On (date) _____.

In consideration of my student being allowed to participate in the above activity, I as a result of this assume all risks in connection with the activity. I further release Columbus Public Schools and staff, employees, and volunteers from all claims, judgments, and liability for any injury or damage my child may encounter, including risks connected therewith foreseen or unforeseen. I fully understand what is involved in this activity and I understand that I have the opportunity to call the sponsors and talk to them directly.

Alcohol use, drug use, vape use, or other activities that place the student, other students, sponsors, the public, or property at risk are strictly prohibited. Students who use alcohol, drugs, vape, and/or act in a way that places the student, other students, supervisors, the public, or property at risk shall receive consequences outlined in the CHS Student and Activities Handbooks. Based on the violation, parents may be required to pick up the student. Each incident will be evaluated by the CHS Administration to determine the appropriate consequences for the student or students involved in such misconduct.

Students will be transported by: _____

We will depart CHS at _____ and will return to school on _____ by _____

In case of an EMERGENCY, I can be reached at: _____ (Phone Number)

_____ (Guardian/Parent Signature)

_____ (Student Signature)

Columbus Public Schools
Filed Trip or Excursion Approval Form
File: 607.05R2



Date: June 1, 2025

Proposed Excursion Date: October 4, 2025

Requesting Individual: Jeff Peabody

Student Group for which the request is made: Marching Band

Purpose of Trip: To participate in the Central States Marching Band Clinic at Kansas State University. This is an opportunity for the marching band to compete at a new venue and participate in the clinic opportunities afforded to us through the event.

Educational Benefit: The benefit is to participate in a new event, as well as participate in learning opportunities through the clinic.

Nature of Request (Check One) ☒ **x** **1 Time Only** ☐ **Annual**

Is This Event Sanctioned? (NSAA Activity) ☐ **Yes** ☒ **x** **No**

Cost of Trip: \$400 for the clinic (whole group). Transportation costs will need to be calculated

Cost to District: None

How will funds be raised?

Timelines of Events:

Depart at 6:00am

Arrive at Kansas State University at 10:00

Participate in clinics and performances during the day

Approximate departure of Kansas State at 8:00 and arrive at CHS at 12:00

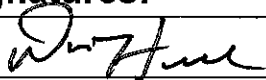
The number of student school days forfeited: 0

Other Pertinent Information:

Approval Signatures:

Date:

Principal:



6/12/25

Superintendent:

School Board President:

Date of Formal Board Approval:

Detailed Budget (Include Expenses and Revenue):

Travel Information (Detailed Daily Itinerary):

Columbus High School Parent Permission Form

Date _____

I, _____ am the _____
(PARENT/GUARDIAN NAME) (FATHER, MOTHER, GUARDIAN)
of _____, a student at Columbus High School.
(STUDENT NAME)

I hereby grant permission for the student of the above name to attend the activity to:

On (date) _____.

In consideration of my student being allowed to participate in the above activity, I as a result of this assume all risks in connection with the activity. I further release Columbus Public Schools and staff, employees, and volunteers from all claims, judgments, and liability for any injury or damage my child may encounter, including risks connected therewith foreseen or unforeseen. I fully understand what is involved in this activity and I understand that I have the opportunity to call the sponsors and talk to them directly.

Alcohol use, drug use, vape use, or other activities that place the student, other students, sponsors, the public, or property at risk are strictly prohibited. Students who use alcohol, drugs, vape, and/or act in a way that places the student, other students, supervisors, the public, or property at risk shall receive consequences outlined in the CHS Student and Activities Handbooks. Based on the violation, parents may be required to pick up the student. Each incident will be evaluated by the CHS Administration to determine the appropriate consequences for the student or students involved in such misconduct.

Students will be transported by: _____

We will depart CHS at _____ and will return to school on _____ by _____

In case of an EMERGENCY, I can be reached at: _____ (Phone Number)

_____, (Guardian/Parent Signature)

_____, (Student Signature)

Columbus Public Schools
Filed Trip or Excursion Approval Form
File: 607.05R2



Date: June 1, 2025

Proposed Excursion Date: March 6-8, 2026

Requesting Individual: Jeff Peabody

Student Group for Which request is made: Winter Percussion

Purpose of Trip:

Winter Percussion Competition at the WGI Regional in Minneapolis or Denver

Educational Benefit:

This annual trip for the winter percussion ensemble provides the group with an opportunity to compete on a regional level with drumlines throughout the upper Midwest.

Nature of Request (Check One) ☐ 1 Time Only ☐ x ☐ Annual

Is This Event Sanctioned? (NSAA Activity) ☐ Yes ☒ No

Cost of Trip:

Winter Percussionists would each pay a \$350 participation fee which, along with other fundraising and booster support, would cover the costs for the trip and necessary equipment.

Cost to District:

No Cost To the District

How will funds be raised:

Winter Percussionists would each pay a \$350 participation fee which, along with other fundraising and booster support, would cover the costs for the trip and necessary equipment.

Timelines of Events:

Friday, Mar 6, 2026

7:30am Rehearsal

8:30am Load Trailer

9:00am Departure.

12:30pm Lunch in Worthington, MN

4:00pm - Check in at Hotel

5:30pm - Dinner

9:30 p.m. - In Rooms

10:00 p.m. - Lights out

Saturday Mar 7, 2026

8:30 a.m. - Breakfast in Hotel

9:00 a.m. - Sectionals at Hotel

10:30 a.m. - Depart Hotel

11:00 a.m. - Arrival at Waconia High School

12:18 p.m. - Performance Time

Dinner will be in the hotel area following the competition.

5:30 p.m. - Finals Begin

8:30 p.m. - Finals End

9:00 p.m. - Return to Hotel

10:30 p.m. - Lights out

Sunday, Mar 8, 2026

7:30 a.m. - Breakfast
8:00a.m. - Depart for Columbus
12:00p.m. - Lunch
3:30 p.m. - Arrive at CHS

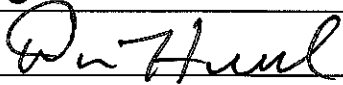
The number of student school days forfeited: .5

Other Pertinent Information:

Approval Signatures:

Date:

Principal:



6/1/25

Superintendent:

School Board President:

Date of Formal Board Approval:

Detailed Budget (Include Expenses and Revenue):

Travel Information (Detailed Daily Itinerary):

See previous

Parent Permission Form:

NSAA Waiver if Required:



Columbus High School Parent Permission Form

Date _____

I, _____ am the _____
(PARENT/GUARDIAN NAME) (FATHER, MOTHER,
GUARDIAN) of _____, at student at Columbus
High School.
(STUDENT NAME)

I hereby grant permission for the student of the above name to attend the activity to:

On (date) _____.

In consideration of my student being allowed to participate in the above activity, I as a result of this assume all risks in connection with the activity. I further release Columbus Public Schools and staff, employees, and volunteers from all claims, judgments, and liability for any injury or damage my child may encounter, including risks connected therewith foreseen or unforeseen. I fully understand what is involved in this activity and I understand that I have the opportunity to call the sponsors and talk to them directly.

Alcohol use, drug use, vape use, or other activities that place the student, other students, sponsors, the public, or property at risk are strictly prohibited. Students who use alcohol, drugs, vape, and/or act in a way that places the student, other students, supervisors, the public, or property at risk shall receive consequences outlined in the CHS Student and Activities Handbooks. Based on the violation, parents may be required to pick up the student. Each incident will be evaluated by the CHS Administration to determine the appropriate consequences for the student or students involved in such misconduct.

Students will be transported by: _____

We will depart CHS at _____ and will return to school on _____ by _____

In case of an EMERGENCY, I can be reached at: _____ (Phone Number)

_____ (Guardian/Parent Signature)

_____ (Student Signature)

DATE <i>5/23/25</i>	5-21-2025
BUILDING <i>CHS</i>	Columbus High School
PROGRAM <i>Special Education</i>	Autism Communication Life Skills Program
PRINCIPAL/DIRECTOR SIGNATURE	<i>[Signature]</i>
Description of materials to surplus: Buoy chair broken	

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

To: Board of Education

From: Leonard Kwapnioski

CC: Dr. Kay

Date: June 12, 2025

Re: HVAC Service Contract

It is my recommendation that the Board of Education approve the HVAC Service Agreement from Rutt's Heating and Air in the amount of \$67,827.00. The service and support that we receive is outstanding. Last year's HVAC contract was in the amount of \$65,850.00. I have attached the quote for your review.

If you have any questions, please let me know.

Thanks.

Leonard



Mechanical Services, Inc.

Division of Rutt's Heating & AC Inc.

**1001 W. 1st Street
Hastings, NE 68901**

**2703 W. Villa Drive
Kearney, NE 68845**

**1938 Yolande Ave.
Lincoln, NE 68521**

**1978 3rd Ave.
Columbus NE, 68601**



Prepared for:

Location:

Columbus Public Schools

2458 48th Avenue

Columbus, NE 68601



Scope of Services:

Under the scope of this agreement, we will provide preventative maintenance on the Honeywell Building Automation and Control System installed at **Columbus Public schools in eight (8) locations**. These services will include all labor and any travel expenses required for our factory trained technicians to perform the work as outlined below during **12 on-site visits** throughout the year. During the contract term we will also provide the **Columbus Public Schools** with **phone support** to assist staff with control questions or problems.

1. Honeywell Webs Database Software Updates for N4 Jaces Only (5 N4 Jaces for middle school, 1 N4 Alerton Jace for Lost Creek Elementary, 1 N4 Alerton Jace for North Park Elementary, and 1 N4 Jace for admin building.)

- Backup site specific software, i.e. control sequences, graphics, point data, etc., for on and off-site storage
- **Upgrade Honeywell Webs software** when it becomes available and applicable up to one time per year

2. Facility Management System (WEBS Network Controllers for High School, Middle School, Lost Creek Elementary, North Park Elementary, West Park Elementary, Centennial Elementary, Emerson Elementary, and Administration Building)

- Consult with customer to improve control strategies and building operation
- Verify proper communication between controllers and Honeywell Web interface
- Search trend and history logs examining building operations for problems and investigate as needed
- Verify correct operation and settings of schedules and alarming functions
- Perform minor improvements to graphical displays as needed for better system functionality

3. DDC Controls for Primary Equipment (High School, Middle School, Lost Creek Elementary, North Park Elementary, West Park Elementary, Centennial Elementary, Emerson Elementary, and Administration Building.

- Perform complete functional test of unit and control sequence
- Perform minor improvements to sequences as needed for better system functionality
- Test associated input points, i.e. temperature, pressures, humidity, and status, and calibrate as needed
- Test associated output points, i.e. relays, transducers, actuators, output voltages and calibrate as needed
- Test low limit safeties and interlocks and adjust as needed

4. DDC Controls for Secondary equipment Controls. (High School, Middle School, Lost Creek Elementary, North Park Elementary, West Park Elementary, Centennial Elementary, Emerson Elementary, and Administration Building.

- Perform functional test of unit and control sequence from operator workstation and investigate any problems
- Perform minor improvements to sequences as needed for better system functionality
- Calibrate input points, i.e. temperature, pressures, humidity, and status as needed
- Calibrate output points, i.e. transducers, actuators, output voltages as needed

6. DDC Controls Exhaust Fans, and Fin Tubes. (High School, Middle School, Lost Creek Elementary, North Park Elementary, West Park Elementary, Centennial Elementary, Emerson Elementary, and Administration Building.

- Perform functional test of unit and control sequence from operator workstation and investigate any problems
- Perform minor improvements to sequence as needed for better system functionality
- Calibrate input points, i.e. temperature, pressures, humidity, and status as needed
- Calibrate output points, i.e. transducers, actuators, output voltages as needed

Pricing

Term	Annual	Quarterly	Monthly
9/1/2025 – 8/31/2026	\$67,827.00	\$16,956.75	\$5,652.25
Initial Desired Payment			

Contract Holder Discount: Columbus Schools will receive a 10% discount on parts and \$20 discount on labor per hour.

Exclusions:

- Any work not specifically listed in the scope of this document is not included.
- Prices guaranteed for 60 days from proposal date, payment terms net 30.
- Refrigerant replacement is not included in this proposal.
- All work to be performed during normal working hours. For the purpose of this document “normal” working hours are defined as 8AM – 5PM, Monday – Friday, excluding holidays.
- See Terms and Conditions at the end of this document.

Acceptance:

<i>Customer Authorized Representative:</i>	<i>Rutt's Authorized Representative:</i>
Print: _____	Print: _____
Sign: _____	Sign: _____
Date: _____	Date: _____
PO (Optional) : _____	Contact: _____

Terms & Conditions

ADDITIONAL TERMS AND CONDITIONS

1. **Services.** Subject to the terms and conditions set forth in the Agreement (as defined below), the counterparty identified in this Agreement ("You") engage **RUTT'S HEATING AND AIR CONDITIONING, INC.** ("Company") to provide, and the Company agrees to provide to You, only those services specifically described in this Agreement ("Services").
2. **Complete Agreement.** These additional terms and conditions are incorporated by reference into, and form an integral component of, the proposal, documentation or agreement provided to You by the Company (these additional terms and conditions, together with the proposal, documentation or agreement provided to You by the Company being, collectively, the "Agreement"). Company's agreement to perform the Services is expressly conditioned on Your agreement with and acceptance of the express terms and conditions in this Agreement, as evidenced by your acceptance or signature of the Agreement. Neither this Agreement nor Your acceptance shall be deemed to include any additional or different terms proposed by You whether communicated orally or in writing that may add to, vary from or conflict with the terms of this Agreement, and Company expressly objects to any term or condition that may add to, vary from or conflict with the terms of this Agreement. You and Company shall mutually agree in writing upon any adjustment or change to the terms of the Services or this Agreement. Company shall not be responsible for any services or work not specifically listed in this Agreement.
3. **Credit Approval.** This Agreement is subject to credit approval by Company. If the Company does not approve Your credit, or if the Company disapproves Your credit at any time during performance of the Services, Company may (in Company's sole discretion, and at Company's option), terminate this Agreement upon notice to You, delay or suspend performance of the Services without any liability, attempt to renegotiate any terms or conditions of this Agreement as Company may determine, and/or exercise any other rights or remedies available to Company. If Company elects, at any time to terminate this Agreement, then the Agreement shall terminate without any liability to Company and You shall immediately pay Company for Services provided prior to the date of termination along with any other costs or expenses incurred by Company in connection with, or in anticipation of, this Agreement and the Services.
4. **Fees.** You shall pay Company all fees, costs, charges, expenses and other amounts ("Fees") set forth in or contemplated in this Agreement. Unless otherwise specifically stated elsewhere in this Agreement, all Fees are calculated and determined based on Services being performed on business days and during normal business hours. Services performed on days other than business days and Services performed outside of normal business hours shall be performed at Company's then-current overtime, holiday, weekend, evening or other applicable rates (as the same may be adjusted from time to time).
5. **Taxes.** In addition to Fees, You shall pay Company all taxes and similar amounts or charges payable by the Company in connection with the Services and this Agreement.
6. **Payment.** Unless otherwise specifically stated elsewhere in this Agreement, all payments (including Fees and taxes) are due immediately upon receipt of an invoice or similar document from Company. If payment is not made when due, Company's remedies shall include, but not be limited to: (a) the assessment of a late charge of two percent (2%) per month, or the highest rate permitted by law, whichever is less; (b) suspension of the Services until all payments due have been made; (c) termination of this Agreement; and/or (d) the filing and enforcement of a construction lien on Your property. You shall pay to Company upon demand all costs (including attorneys' fees) incurred by Company in collecting or attempting to collect amounts due or otherwise enforcing this Agreement.
7. **Warranties.** Company warrants that the Services shall be performed in a workmanlike manner. Except as expressly set forth in this Agreement, Company makes no representations or warranties, express or implied or otherwise

incorporated in this Agreement whether by statute, common law or otherwise, including without limitation, with respect to the Services, the quality of the Services, the results of the Services performed, including, without limitation, any warranties as to merchantability or fitness for a particular purpose, any warranties of correctness, completeness or accuracy, as well as any warranties arising from a course of dealing, usage or trade practice.

8. **Cooperation; Access.** You shall cooperate fully with Company to promptly provide any and all information reasonably requested by Company in connection with the performance of the Services. You shall provide Company with access to your property (and any other necessary premises), and provide Company with access to all required utilities, in order for Company to perform the Services. You shall cooperate with the Company, and provide the Company with such other access, cooperation and materials as the Company may request. Your property and premises shall be safe, shall be a suitable working condition, and shall be in compliance with all applicable laws, rules and regulations. Company may, without limiting any other rights or remedies available to Company, terminate this Agreement or suspend or delay performance of Services if You fail to comply with Your obligations under this Agreement.
9. **Indemnity; Limitations.** During the course of, and upon and after completion of the Services for any reason whatsoever, You agree to indemnify and hold Company and its members, managers, officers, employees, subcontractors, subsidiaries and affiliates harmless from and against any loss, liability, damage or expense whatsoever (including court costs and reasonable attorneys' fees) incident to any claim, action or proceedings against Company, or any member, manager, officer, employee, subcontractor, subsidiary or affiliate thereof, which arise out of or relate to, directly or indirectly, (a) any of Your actions or omissions that directly or indirectly cause any losses to the Company or that impact the timing, performance or quality of the Services; (b) any inaccurate or incomplete information provided by you to Company; (c) any breach of this Agreement by You; (d) any failure by You to adhere to any guidelines, recommendations or instructions from Company or any manufacturer or third party of any kind relating directly or indirectly to the Services or any equipment or materials used in connection with the Services; or (e) any other actions or omissions by You relating to the Services or this Agreement (including, without limitation, any fraud, negligence or misconduct). Company shall not be liable to You or any third party for any anticipated profits, special, indirect, punitive, incidental, lost profits, business interruption, loss of service, loss of business or consequential damages or penalties of any kind. Company's liability on any claim arising out of or relating to this Agreement or the performance of the Services or a breach of this Agreement shall in no case exceed the price paid by You to Company for the performance of the Services giving rise to the claim. You must commence any action against Company arising out of or relating to this Agreement, including, without limitation, for breach of this Agreement or any warranty associated with the Services, within one (1) year from the date the Services are completed by Company (or the termination of this Agreement, if earlier) or any such claim will be forever barred.
10. **Termination by Company.** Without limiting any other rights or remedies in this Agreement, You acknowledge and agree that Company may terminate this Agreement at any time without liability upon notification to You (in which event, You shall immediately pay Company for Services provided prior to the date of termination).
11. **Force Majeure; Unknown Conditions; Timing.** Company shall be excused from its obligations, and shall not be liable for any damages arising out of any delay or default in the performance of the Services, under this Agreement to the extent that any delay or failure in the performance of such obligations results from any cause beyond its reasonable control, including without limitation, performance by third parties, power failures, acts of God, acts of civil or military authority, embargoes, epidemics, pandemics, war, riots, acts of terrorism, severe weather conditions or labor problems. In the event Company determines that this Agreement cannot be performed as intended by the parties due to structural or other defects or conditions at or around Your property, Company may cancel this Agreement without liability upon notification to You (in which event, You shall immediately pay Company for Services provided prior to the date of termination). Any stated or estimated start date or estimated completion date set forth in this Agreement, if any, are merely estimates and are not a guarantee of performance by any certain date. Company shall not be liable for a failure to perform by or in accordance with any estimated dates, if any, set forth in this Agreement.
12. **Exclusivity.** You acknowledge and agree that Company shall be the sole and exclusive provider to You of the Services and any other services that are substantially similar to the Services, and You covenant and agree not to engage any other person or entity during the term of this Agreement to provide You with any Services which are

the same as, or substantially similar to, the Services.

13. Exclusions. Without limiting any other rights or remedies of, or protections for the benefit of, Company, You acknowledge and agree that, unless otherwise specifically stated elsewhere in this Agreement, the Services do not include, and Company shall not be responsible for or liable for, any claims, losses, damages or expenses in any way connected with, relating to or arising from, directly or indirectly, any of the following: (a) any guarantee of room conditions or system performance; (b) inspection, maintenance, repair, replacement of or services for: chilled water and condenser water pumps and piping; electrical disconnect switches or circuit breakers; motor starting equipment that is not factory mounted and interconnecting power wiring; recording or portable instruments, gauges or thermometers; non-moving parts or non-maintainable parts of the system, including, but not limited to, storage tanks; pressure vessels, shells, coils, tubes, housings, castings, casings, drain pans, panels, duct work; piping: hydraulic, hydronic, pneumatic, gas, or refrigerant; insulation; pipe covering; refractory material; fuses, unit cabinets; electrical wiring; ductwork or conduit; electrical distribution system; hydronic structural supports and similar items; the appearance of decorative casing or cabinets; damage sustained by other equipment or systems; and/or any failure, misadjustment or design deficiencies in other equipment or systems; (c) damage, repairs or replacement of parts made necessary as a result of electrical power failure, low voltage, burned out main or branch fuses, low water pressure, vandalism, misuse or abuse, wear and tear, end of life failure, water damage, improper operation, unauthorized alteration of equipment, accident, acts or omissions of You or others, damage due to freezing weather, calamity, malicious act, or any force majeure event; (d) any damage or malfunction resulting from vibration, electrolytic action, freezing, contamination, corrosion, erosion, or caused by scale or sludge on internal tubes except where water treatment protection services are provided by Company as part of this Agreement; (e) furnishing any items of equipment, material, or labor/, or performing special tests recommended or required by insurance companies or other third parties; (f) failure or inadequacy of any structure or foundation supporting or surrounding the equipment to be worked on or any portion thereof; (g) building access or alterations that might be necessary to repair or replace Your existing equipment; (h) The normal function of starting and stopping equipment or the opening and closing of valves, dampers or regulators normally installed to protect equipment against damage; (i) valves that are not factory mounted: balance, stop, control, and other valves external to the device; (j) any responsibility for design or redesign of any systems or equipment, obsolescence, safety tests, or removal or reinstallation of valve bodies and dampers; (k) any services, claims, or damages arising out of Your failure to comply with its obligations under this Agreement; (l) Your failure to follow manufacturer recommendations concerning teardown and internal inspection, overhaul and refurbishing of equipment; (m) any claims, damages, losses, or expenses, arising from or related to conditions that existed in, on, or upon the premises before the Services are provided, including, without limitation, damages, losses, or expenses involving pre-existing building envelope issues, mechanical issues, plumbing issues, and/or indoor air quality issues involving mold/mould and/or fungi; (n) replacement of refrigerant and other fluids / supplies is excluded, unless replacement of refrigerant or other fluid / supply is expressly stated as included within the Services, in which case replacement shall in no event exceed the stated percentage of rated system charge per year expressly stated in the Services; (o) crane or rigging costs; (p) any Services, claims, or damages arising out of refrigerant not supplied by Company. Further, You acknowledge and agree that You shall be solely and exclusively responsible for: (x) the cost of any additional replacement refrigerant, fluids or other supplies; (y) operation of any equipment; and (z) any claims, damages, losses, or expenses, arising from or related to work done by or services provided by individuals or entities that are not employed by or hired by Company

14. Miscellaneous. No provisions of this Agreement will be waived by any party except in writing, no waiver by any party of a breach shall be construed as a waiver of any subsequent breach by the same party. If any provision of this Agreement is held invalid or unenforceable, the remaining provisions and applications of this Agreement shall remain valid and enforceable. This Agreement may be amended or modified only by a written amendment duly signed by each of the parties. The relationship of the parties established by this Agreement is of independent contractors. You may not assign your rights under this Agreement without the prior written consent of Company. This Agreement shall be construed in accordance with the substantive laws of the State of Nebraska. Any controversy or claim arising out of or relating to this Agreement, or any breach thereof, must be brought in the appropriate state or federal courts located in Omaha, Douglas County, Nebraska. You waive any right you may have to a jury trial with respect to any litigation arising under or in connection with this Agreement, regardless of theory of recovery. This Agreement may be executed in two or more counterparts, each of which shall be deemed an original and all of which taken together shall constitute one and the same instrument. This Agreement may be executed and delivered by facsimile transmission, or by .pdf, .tif, .gif, .jpeg or similar attachment to electronic mail shall be treated in all manner and respects as an original executed counterpart and shall be considered to have the same binding legal effect as if it were the original signed version thereof delivered in person.

Columbus High School
Student Handbook
Outline of Changes
2025-26

Page Number	Proposed Changes
9	Replace the 10:00 am late start with a 2-hour late start
10-11	Replaced the leaving staff with new staff
13	Search and Seizure • Refusal of a search and consequences • A handheld metal detector is a part of the search process • Vape alert and search procedures
19-20	Added District dress code policy Removed specific items that were included related to the dress code
21	Additional items are defined as contraband • Matches • Cell phones • Smart glasses Cell phone use and instructional time
21-22	District cell phone policy, including exceptions
23	Addition of Non-Negotiables as related to insubordination
31	Language of vaping devices and testing that are on school property
46	Clarification for Senior release
48	Student survey information (policy 1005.03)
49	Access to Library Information (policy 1005.13)
52-53	Intentional damage to the school-provided device and the cost to the student

Columbus High School Student Handbook 2025-26



3434 Discoverer Drive | Columbus, Nebraska 68601 | Ph: 402.563.7050 | Fx: 402.563.7058

ColumbusPublicSchools.org

COLUMBUS HIGH SCHOOL

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

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

CHS Administration

Mr. David Hiebner		Principal
Mr. Austin Carmichael		Assistant Principal
Ms. Angela Leifeld		Assistant Principal
Mr. Michael Ziola		Assistant Principal
Mr. Tim Kwapnioski		Activities Director

FREQUENTLY ASKED QUESTIONS:

- For attendance, prearranged absences, tardy arrivals to school, etc.
-- Contact the Attendance Office 402-563-7050, Option 1
- For transcripts, schedules, enrollment, address changes, good student auto discounts, or Social Security benefit verification
-- Contact the School Counseling & Career Center Office 402-563-7050, Option 2
- For questions about the school lunch program or the Free/Reduced Lunch Program
-- Contact Food Service 402-563-7050, Option 5
- For questions about sports, the activity program, or building rental
-- Contact the Activities Director 402-563-7050, Option 3
- For questions regarding a student's grades
-- Contact the classroom teacher 402-563-7050, Option 0
- For translation services or assistance:
-- Contact EL Program 402-563-7000 and select, Option 7

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

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

Disclaimer Notice

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

Parent/Guardian Involvement and Participation

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

School-Home Communications

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

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

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

COPPA Notification

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

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

In order for students to use these third-party educational programs and services, certain Board Policy approved directory information, which may consist of the student's name, username, District e-mail address, grade level, age, and/or date of birth, may be provided to the website operator strictly for educational purposes. Under the Children's Online Privacy Protection Act (COPPA), these websites must provide parental notification and obtain parental consent before collecting personal information from children under the age of 13. For more information on COPPA, please visit <https://www.ftc.gov/enforcement/rules/rulemaking-regulatory-reform-proceedings/childrens-online-privacy-protection-rule>

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

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

Notification of Nondiscrimination

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

Notification of Sexual Discrimination

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

Notification of American Disabilities Act

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

Title IX

In reference to CPS Board Policy 103.00 and Title IX (20 U.S.C. 1681) and 34 C.F.R. part 106, it is the policy of the school district that no person shall, on the basis of sex, be excluded from participation in, be denied the benefits of, or be subject to discrimination under any of the school district's programs or activities. If a formal complaint is deemed necessary, the complainant may be filed with the Title IX Coordinator or the Assistant Secretary for Civil Rights of the United States Department of Education in person, by mail, or by electronic mail by using the contact information listed on the CPS district website. The District will follow the strict procedures and guidelines outlined for the formal complaint, response to sexual harassment, and grievance process found in CPS Board Policy 103.00.

Mission Statement of Columbus Public Schools

"Engaging All Learners to Achieve Success"

Vision of the Columbus Public Schools

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

To attain this vision, we are:

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

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CHS Bell Schedules

Regular Bell Schedule	
Period 1	8:10 - 9:02
Period 2	9:06 - 9:58
Period 3	10:02 - 10:54
Period 4 10:54 - 12:52	
Seniors Lunch A: 10:54-11:21 HR: 11:24-11:51 Period 4: 11:55-12:52	Juniors HR: 10:58-11:24 Lunch B: 11:24-11:51 Period 4: 11:55-12:52
Sophomores Period 4: 10:58-11:55 HR: 11:58-12:25 Lunch D: 12:25-12:52	Freshmen Period 4: 10:58-11:55 Lunch C: 11:55-12:22 HR: 12:25-12:52
Period 5	12:56 - 1:48
Period 6	1:52 - 2:44
Period 7	2:48 - 3:40

Wednesday Bell Schedule	
Period 1	8:10 - 8:51
Period 2	8:55 - 9:36
Period 3	9:40 - 10:22
Period 4 10:22 - 12:20	
Seniors Lunch A: 10:22-10:49 HR: 10:52-11:19 Period 4: 11:23-12:20	Juniors HR: 10:26-10:52 Lunch B: 10:52-11:19 Period 4: 11:23-12:20
Sophomores Period 4: 10:26-11:23 HR: 11:26-11:53 Lunch D: 11:53-12:20	Freshmen Period 4: 10:26-11:23 Lunch C: 11:23-11:50 HR: 11:53-12:20
Period 5	12:24 - 1:05
Period 6	1:09 - 1:50
Period 7	1:54 - 2:35

Pep Rally Bell Schedule	
Period 1	8:10 - 8:56
Period 2	9:00 - 9:46
Pep Rally	9:50 - 10:23
Period 3	10:27 - 11:13
Period 4 11:13 - 1:10	
Seniors Lunch A: 11:13-11:40 HR: 11:43-12:10 Period 4: 12:13-1:10	Juniors HR: 11:16-11:43 Lunch B: 11:43-12:10 Period 4: 12:13-1:10
Sophomores Period 4: 11:16-12:13 HR: 12:16-12:43 Lunch D: 12:43-1:10	Freshmen Period 4: 11:16-12:13 Lunch C: 12:13-12:40 HR: 12:43-1:10
Period 5	1:14-2:00
Period 6	2:04-2:50
Period 7	2:54-3:40

2-Hour Late Start (10:10)	
Period 1	10:10 - 10:42
Period 2	10:46 - 11:18
Period 4 11:18 - 1:16	
Seniors Lunch A: 11:18-11:45 HR: 11:48-12:15 Period 4: 12:19-1:16	Juniors HR: 11:21-11:48 Lunch B: 11:48-12:15 Period 4: 12:19-1:16
Sophomores Period 4: 11:22-12:19 HR: 12:22-12:49 Lunch D: 12:49-1:16	Freshmen Period 4: 11:22-12:19 Lunch C: 12:19-12:46 HR: 12:49-1:16
Period 3	1:20 - 1:52
Period 5	1:56 - 2:28
Period 6	2:32 - 3:04
Period 7	3:08 - 3:40

Noon Dismissal	
Period 1	8:10 - 8:39
Period 2	8:43 - 9:14
Period 3	9:18 - 9:51
Period 4	9:54 - 10:20
Period 5	10:24-10:53
Period 6	10:57 - 11:26
Period 7	11:30 - 12:00

2025-26 Columbus High School Faculty

Advantage Program		JAG		Skilled & Technical Sciences
Ms. Kelli Albracht		Ms. Erica Gable		Mr. Marcus Gillespie
Ms. Rebecca Holland				Mr. Joe Krysl
Ms. Jill Sorsen		LMHP		Mr. Ben Loeffelholz
		Ms. Jessie Hill		Mr. Ethan McKenna
Art				Mr. Levi Nielsen
Ms. Cynthia Campbell		Mathematics		Mr. Adam Whitmore
Ms. Jaime Stodola		Mr. Scott Bethune		
		Mr. James Johnson		Social Studies
Business Education		Mr. Jayson Klaumann		Mr. Nathan Coan
Ms. Allie Bastian		Mr. John Klemmensen		Mr. Collin Fowler
Ms. Tory Gilson		Mr. Austin Leifeld		Mr. Brett Novak
Mr. Paxton Mohr		Ms. Abby Pelc		Ms. Anne Robertson
Mr. A.J. Rose		Ms. Kortney Riedmiller		Mr. Jonathan Shea
Ms. Kari Tunink		Mr. Chris Sander		Mr. Kyle Trosien
		Mr. Levi Vanden Bos		Mr. Zack Wayman
District Career Coordinator		Mr. Cole Wemhoff		Mr. Wyatt Winchell
Mr. Cletus Arasmith				
		Music		Social Worker
Family & Consumer Sciences		Mr. Jeff Peabody		Ms. Jill Spale
Ms. Amanda Nielsen		Mr. Jacob Ritter		
Ms. Jaclyn Long				Special Education
		Health & Physical Education		Ms. Kristin Biggs
English		Mr. Matt Hoenk		Mr. Ryan Goetsch
Mr. Chase Anderson		Mr. Koner Hogue		Ms. Brenda Huey
Mr. Arron Jay Dizon		Mr. Adam Keiswetter		Ms. Kate Juranek
Ms. Cathy Kwapnioski		Ms. Jeri Otten		Ms. Jennifer Kallweit
Ms. Brenda Lara-Romo		Mr. Craig Williams		Ms. Kim Leibhart
Ms. Chelsea Parker				Ms. Amber May
Ms. Lydia Quiring		School Counseling		Mr. Nathan Sliva

Ms. Lauren Rabourn		Mr. Jhonny Beltran		
Ms. Danielle Tilley		Ms. Val Brown		Speech Pathologist
Ms. Jessie Wemhoff		Ms. Kim Loeffelholz		
		Ms. Guadalupe Marino		
ELL				
Ms. Erica Earley		Science		
Ms. Rebecca Lenser		Mr. Kyle Anderson		World Languages
Ms. Laura Sprunk		Ms. Sarah Davidchik		Ms. Blanca Alarcon
Ms. Jennifer Young		Ms. Sabrina Hamling		Ms. Leah Haut
		Mr. Keegan McGill		Ms. Trinia Perigo
Health Services		Ms. Avery Hole		Ms. Liliana Velasco
Ms. Jessica Foltz		Ms. Kelsey Plance		
		Mr. Ryan Schroeder		
Instructional Media		Mr. Brian Townsend		
Ms. Valarie Wallin				

SECTION I

STUDENT RIGHTS AND RESPONSIBILITIES – UNDER NE STATUTES

I-A Responsibilities and Right to an Education

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

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

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

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

I-B Attendance Responsibility

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

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

I-C Academic Responsibility

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

I-D Health Examination and Immunizations

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

I-E Student Records

CPS Board Policy 507.01 and its accompanying rules govern the maintenance of student records. These records are maintained to assist the instructional, guidance, and educational progress of the student and for legitimate research to better the educational programs of the school district.

The means and methods specified by Policy 507.01 to collect and maintain these important records comply with regulations promulgated in PL 93-380, the Family Educational Rights and Privacy Act of 1974, and various Nebraska Revised Statutes and rules of the State Board of Education. Board Policy 507.01 assures the confidentiality of student records. Under this policy, students, former students, and parents/legal guardians are assured access to student records; the right to challenge information contained in the student record believed to be "inaccurate, misleading or otherwise inappropriate" and the right to a hearing should a conflict result. The student record for each student may include, but is not limited to, such information as identifying information, attendance records, grade levels completed, aptitude test scores

and records of achievement, health records, and family background data. Parents, legal guardians, or eligible students may request to review a student's student record. The only other persons who have access to the information in the student record are school personnel who have a legitimate educational interest, persons complying with a judicial order, and persons representing federal, state, or accrediting agencies. Parents, legal guardians, or eligible students may request in writing that information contained in a student's student record be released for their purposes. They may also request copies of information classified as a subsidiary student record prior to its required destruction within three years after the student leaves school.

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

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

Students and parent(s)/guardian(s) who have any additional concerns regarding their rights under Policy 507.01 and various federal and state laws are encouraged to contact the building principal of their school. A copy of Policy 507.01 and its accompanying rules may be obtained for the cost of reproduction from the Office of the Superintendent of Schools. Students and parent(s)/guardian(s) may file with the Department of Health, Education and Welfare complaints concerning alleged failures of the school district to comply with federal legislation dealing with student records.

I-F Responsibility and Right to Freedom of Assembly

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

I-G Search and Seizure

Students possess the right of privacy of person as well as freedom from unreasonable search and seizure of property guaranteed by the Fourth Amendment of the Constitution. This individual right, however, is balanced by the school's responsibility to protect the health, safety, and welfare of all its students. According to School Policy 504.08, school employees may conduct searches when they have reason to suspect that the health, safety, and welfare of students may be in danger. A student who does not comply with the search and seizure process has put the health, safety and welfare of staff and students in jeopardy and may result in a suspension, expulsion, or mandatory reassignment depending on the frequency and severity of the incident. Any school employee making a search or a seizure will follow these guidelines:

- 1) General searches on school property (including personal items such as lockers, cars, book bags, purses, coats, etc. found on school property) will be conducted at any time when there is reasonable cause for school authorities to believe that something that violates a law or school rule is on school property. This search of school property may be made without the student being present.
- 2) Illegal items (firearms, weapons, drugs) or other possessions reasonably determined to be a threat to the safety or security of others or which might possibly interfere with school purposes will be seized by school employees.
- 3) Items which are used to disrupt or interfere with the educational process may be temporarily removed from a student's person.
- 4) A student's person may be searched by school employees when there is reasonable cause to believe that the student has on his/her person illegal items or other items that may interfere with school purposes.
- 5) To ensure the safety and security of all students, staff, and visitors, school administration may use a handheld metal detector when conducting a search of a student when there is reasonable suspicion that the student is in possession of a weapon, firearm, item of drug paraphernalia or contraband in violation of school rules or local/state laws.
- 6) A student who is in the restroom at the time of a vape alert may be searched by the administration. Students who are frequently found using the restroom during vape alerts may have their restroom privileges adjusted. This could include, but is not limited to, being required to use a designated restroom or having a limited number of restroom passes per day.
A student deemed to be the sole occupant of a restroom during an alert may be subject to a search and/or disciplinary action, including suspension if found in violation of the Columbus High School Tobacco/Inhalants Policy or Alcohol/Drug Policy.

Lockers and desks are the property of the school district and are made available to students for their convenience. Lockers are randomly searched. Each student is responsible for the content or security of his/her locker. Each student may be assigned a locker with an individualized lock combination. Students are advised not to disclose the combination to other

students. The student solely assigned to the locker is responsible for the locker and will be held accountable for all items in the assigned locker. The school assumes no responsibility for items placed in a shared locker or shared combination. For the security of our students, staff and school grounds, Columbus High School is equipped with security cameras.

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

I-H Responsibility and Right of Freedom of Expression

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

I-I Oral Expression

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

I-J Symbolic Expression and Related Activities

Symbolic expression is defined as that type of expression, exclusive of verbal and written expression, which conveys the personal ideas, feelings, attitudes, and opinions of an individual. Length of hair, choice of clothing, buttons, badges, armbands, and physical gestures are some examples of symbolic expression. Each student has the right to express himself/herself by way of symbols subject only to the restrictions that such expression does not result in overt exhibitionism or disruption of the educational process or be obscene, disrespectful, or obviously annoying to others. [CPS Board Policy 504.07]

I-K Rights of Handicapped Students

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

I-L Pregnant or Parenting Students

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

SECTION II

DISCIPLINE – UNDER NE STATUTES or CHS POLICY

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

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

II-B Disciplinary Actions That Only Administrators May Assign:

- **Rearrangement of Schedule:** assigning a student to a new schedule of classes and/or in-school suspension when the behavior of the student is such that the student cannot conduct himself/herself in an acceptable manner.
- **Suspension from attending or participating in activities:** action taken by the principal and/or assistant principal(s) as a consequence of his/her behavioral problems and/or actions. Such action will be stipulated by school administration. The length of the suspension will be determined by the frequency and/or severity of the behavior.
- **Loss of Good Standing (Social Probation):** If a student misses an excessive number of days, is carrying over three or more hours of disciplinary time, or is placed in an alternative education placement due to disciplinary purposes, that student is automatically considered to have lost "Good Standing." Students that are not in good standing are considered to be on social probation and therefore may not attend CHS social functions such as dances. Students who have lost their good standing status may earn it back by correcting the problem that led to the loss of good standing (improving attendance or serving After School Detention ASD minutes). *Loss of good standing also means the student will be indicated as "Not in Good Standing" on any dance guest form the student may present to an administrator until such time as the matter is resolved and good standing is restored.*
- **Requirement that a student receive counseling/educational evaluation:** an action that may require a student to visit a guidance counselor, medical counselor, or psychological counselor to assist the student in resolving his/her problem **at parental expense.**
- **In-School Suspension (ISS):** Students are placed in the suspension room rather than their regularly scheduled class(es). Students are supervised and expected to carry on their studies as well as abide by the rules set down for ISS. Assigning students to ISS is at the discretion of the administration. Students who experience a high frequency of in-school suspensions can be suspended out of school at the discretion of the administration up to and including a period of 5-days.
- **After School Detention (ASD):** Takes place on Tuesday, Wednesday and Thursday afternoons after school. Students are placed in up to a 2-hour detention/academic study period. The purpose is to enable students to fulfill disciplinary and academic obligations. Sessions are held on all available Tuesday and Thursday afternoons from 3:45 to 5:45 pm on Wednesday *early release days* from 2:30 to 4:00 pm in the counseling classroom. See also "**II-C After School Detention**" for further information.
- **Suspensions and Emergency Exclusion:** Students may be suspended from classes or school in accordance with CPS Board Policy 505.02. Short and long term are defined as:
 - (a) Short term: exclusion of a student from attendance to school for a period not to exceed five school days.
 - (b) Long term: exclusion of a student from attendance to school for a period exceeding five school days but less than twenty school days.

Students will be suspended for reasons such as, but limited to, if a student:

1. uses violence, force, threat or intimidation in a manner causing substantial interference with school purposes; or
2. causes or attempts to cause substantial damage to school or private property or steals or attempts to steal school or private property of substantial value or repeated damage or theft involving property; or

3. causes or attempts to cause physical injury to another person except in self-defense; or threatens or intimidates any student for the purpose or intent of obtaining something of value from the student; or
 4. possesses or transmits any firearm, knife, explosive or other dangerous object that is ordinarily considered a weapon; or
 5. engages in the unlawful possession, selling, dispensing, or use of a controlled substance or an imitation controlled substance, as defined in section 28-401, a substance represented to be a controlled substance, or alcoholic liquor as defined in section 53-103 or being under the influence of a controlled substance or alcoholic liquor; or
 6. commits public indecency as defined in Nebraska statute 28-806 if that student is at least twelve years of age but less than nineteen years of age; or
 7. commits or attempts to commit sexual assault of any degree, that occurs on or off school grounds, function, activity, or event, (79-267.9) against any person. Which may include if a complaint has been filed by a prosecutor alleging the incident as required in Nebraska statute 79-267.8; or
 8. engages in any other illegal activity which constitutes a danger to other students or interferes with school purposes; or engages in bullying as defined in section 79-2,137; or
 9. repeatedly violates the policies, rules and standards of student conduct established by the district
- **Expulsion:** exclusion from school attendance in accordance with Neb. Rev. Stat. § 79-283.
 - **Exclusion:** immediate withdrawal of a student from school for
 - (a) presenting a clear threat to the physical safety of himself/herself or others or is so extremely disruptive as to make temporary removal necessary to preserve the rights of other students to pursue an education.
 - (b) a dangerous communicable disease as cited in Neb. Rev. Stat. § 79-4,177.
 - (c) any student who is suspended pursuant to this section may be given an opportunity to complete any classwork, including, but not limited to, examinations, missed during the period of suspension. Students will be given classwork by either paper or digital format.
 - **Mandatory Reassignment:** Students may be reassigned to an alternative educational setting to complete instructional units.
 - **Legal Action in a Court of Law:** Any disciplinary action taken against a student will comply with existing state laws and CPS Board policies and shall afford the student due process. [CPS Board Policy 504.01]

II-C After School Detention

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

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

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

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

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

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

All Wednesday After School Detention Sessions will begin PROMPTLY at 2:45 pm and end at 4:00 pm.

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

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

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

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

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

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

II-D Right to Due Process

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

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

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

- 1) an opportunity for the student's explanation of the incident(s), issue(s), and or/ event(s)
- 2) notice of the charge against the student
- 3) an explanation of the charge against him/her and communication to the parent/guardian with the explanation
- 4) written notification within 24 hours, or such additional time as is reasonably necessary, to the parents or guardians of the student stating: a) the reason(s) for the short-term suspension and b) dates of the short-term suspension
- 5) the student will be given the opportunity to make up schoolwork during the time of suspension
- 6) a reasonable effort should be made to hold a conference with the parent/guardian at the time of the suspension and prior to the return of the educational placement

The decision of the administrator shall be final.

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

- 1) an opportunity for the student's explanation of the incident(s), issue(s), and or/ event(s).
- 2) the rule(s) or standard(s) of conduct allegedly violated.
- 3) the penalty recommended by the school official in charge and notification to the parent/guardian of the situation.
- 4) a statement indicating the student has the right to a hearing on the specified charges upon request
- 5) a description of the hearing process and appeal hearing.
- 6) a form for parents/guardians to request a hearing; the form must be signed and returned to the Superintendent of Schools.
- 7) the student will be given the opportunity to make up schoolwork during the time of suspension.
- 8) a conference should be held with the parent/guardian at the time of the suspension and prior to the return of the

educational placement.

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

SECTION III SCHOOL RULES AND EXPECTATIONS

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

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

Administrative Discipline – Civic Expectations

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

Civic Expectation #1 - Contribute constructively to community

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

Supporting Guidelines

III-A Dress Code for Students

Columbus Public Schools (Board Policy 504.06) believes student dress or grooming that causes material and substantial disruption to the school environment or presents a threat to the health and safety of students, employees or visitors is not appropriate. Students are expected to adhere to standards of cleanliness, grooming and dress that are compatible with the requirements of a positive learning environment.

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

General Principles/Standards

1. **Non Discrimination:** The District dress code and grooming policy prohibits discrimination against students based on race, religion, sex, disability or national origin. Bullying Prevention and Harassment policies are also referenced.
2. **Respect for Individuality:** Students are allowed to wear religious attire, adornments, or other attire associated with race, national origin or religion, or tribal regalia. Additionally, students' hair should not be permanently or temporarily altered by school personnel. Altering a student's appearance or removing or altering a student's attire without consent from their caregiver is not allowed. Additionally, students are permitted to wear natural and protective hairstyles including but are not limited to braids, locks, twists, tight coils or curls, cornrows, Bantu knots, afros, weaves, wigs, or head wraps.
3. **Cultural and Religious Attire:** Students are allowed to wear religious attire and tribal regalia in accordance with their race, national origin, or religion and will be protected from bullying and harassment according to district policies.
4. **Prohibited Attire:** Attire should not promote violence, drugs, alcohol, profanity, or hate speech. The District reserves the right to request immediate attire changes from students.

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

- 1) Any article of clothing or other item brought to school by a student should not contain any printed wording or pictures that:

- a) includes profanity, vulgarity, or is found to be sexually explicit, indecent or lewd, or makes sexual innuendo (sexually suggestive)
 - b) advertises the use or sale of tobacco or controlled substances in any manner
 - c) promotes a business establishment whose primary business is drug paraphernalia or alcohol related
 - d) would be found to be offensive to another ethnic background
 - e) indicates any form of gang affiliation
 - f) espouses questionable meaning or insinuates educationally inappropriate activities.
- 2) Students are expected to dress in a manner that is compatible with the requirements of a good learning environment. The standards will be those generally acceptable to the community as appropriate in a school setting.
- a) Students should not wear clothing that exposes parts of the body that would not be considered appropriate in a school setting.
 - b) Students are not allowed to wear clothing/jewelry that would encourage horseplay or pose a risk to self or other students (i.e. spiked apparel and chains).
- 3) The type of clothing worn by a student must not jeopardize his/her safety or the safety of others (ex: STEM/FCS classes: no open-toed shoes, loose clothing, or dangling chains/jewelry).
- 4) Shoes and shirts are essential for proper *inside-the-building* attire. Hats, sweat bands, stocking hats, bandanas, gloves, hoods, and sunglasses will not be considered proper building attire because they can be considered disruptive to the educational environment. Hats may be worn to school and kept in the locker during the academic school day. *Repeated violations will result in confiscation of the clothing item(s) as contraband. They may be held until the end of the school year.*
- 5) Dress identified by outside agencies (police and other law enforcement agencies) as gang-related and/or drug-related apparel is not allowed: ex: West Side, South Side, East Side, North Side, gang affiliated artist, do-rags or bandanas worn on the head or hung from clothing, long baggy coats, knit gloves or prominent display of gang-affiliated colors, and other clothing which promotes gang activity using slang, symbolism and cartoon caricatures, or altered rosaries.
- 6) Exceptions to the Columbus High School Dress Code detailed above *may* be made for “spirit days.” The administration will work with student organizations to determine this in advance.

Instructional time missed for clothing related issues (minimum of one half hour) will be made up in After School Detention. The Columbus High School Dress Code is in alignment with CPS Board Policy 504.05.

III-B Non-Instructional Areas

Students are only to be in non-instructional areas (such as hallways, restrooms, locker rooms, cafeteria, commons, school grounds) when authorized. Students are to conduct themselves in a proper and prudent manner and should always clean up after themselves by disposing litter in trash containers. Gyms, restrooms, stairwells, and other un-supervised areas are not authorized areas to congregate before, during, or after school. Students found congregating in non-instructional areas may trigger more restrictions to be put into place such as, but not limited to, increased staff supervision, limitations of privileges, or disciplinary consequences.

III-C Loitering

Students may not remain in school buildings, on school grounds, in student and/or faculty parking lots, or at school-sponsored events without the permission of school personnel after school is dismissed or the activity is completed. *Students are to be off the premises no later than 30 minutes following the dismissal of classes or school activities.* Students may not assemble in unauthorized areas such as restrooms, locker rooms, hallways or other areas with limited supervision while on school grounds.

III-D School-sponsored Activities - Suspensions

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

III-E Contraband / Electronic Devices

Contraband is defined as any item not considered necessary to complete in-class activities and/or any item considered disruptive to the school environment during the instructional day. This would include (but is not limited to) any obscene or vulgar material, both electronic and non-electronic, lighters, matches, electronic devices, MP3 player/iPod, cell phones, smart glasses, earbuds, and portable video games. Contraband may be confiscated from students and turned into the main office.

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

III-Ea Cell Phone Possession and Use

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

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

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

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

When appropriate under District policies or otherwise allowed by an appropriate school employee.

Appropriate times for cell phone use at CHS are prior to 8:10 a.m., passing periods on the way to class, lunch and after school. Appropriate locations for cell phone use are in the main office or entry area when checking out of school, the hallways, and the cafeteria. Inappropriate locations for cell phone use are **all locker rooms and restrooms**, any office area without prior permission, the IMC without prior permission, STEM and science lab areas, and any classroom without prior permission. Other areas in which cell phone use is considered inappropriate would be in the auditorium or gymnasium during assemblies or presentations. Cell phones and electronic communication devices are not permitted during instructional time.

Students should always ask a supervising adult (teacher, administrator) before using the phone during a restricted time period or in a restricted location. Reasonable requests will be considered by teachers and administration.

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

Because students are expected to follow the CHS cell phone policy, a refusal to turn over a cell phone to a staff member who requests to hold it for the period will result in a minimum, 2-hour After School Detention consequence for insubordination. A parent/guardian may be required to pick up the confiscated phone in the main office at the conclusion of the instructional day if the student is non-cooperative. Repeat offenses will result in further disciplinary consequences for insubordination and could result in specific cell phone restrictions for that particular student imposed by administration.

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

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

III-F Open Containers / Beverages other than Water

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

III-G Vandalism

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

III-H Skateboards

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

III-I Display of Affection

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

III-J Responsibilities of Students When Expressing Themselves

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

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

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

III-K Academic Dishonesty (Cheating)

Students caught cheating/plagiarizing or using artificial intelligence (AI) on major assignments such as tests, quizzes or performance assessments will be reported to the office. The parents will be notified by the classroom teacher. The student will have the option to redo the work or retake the assignment/assessment to demonstrate proficiency of the skill or content knowledge for credit. Administrative consequences will be assigned based on frequency and severity of the behavior. Students found giving assignments/assessments to other students will be assigned disciplinary consequences but may not be required to make up the work.

III-L Altering School Records, Reports, Grades/Impersonating School Personnel

- 1) Students are forbidden to change and/or falsify school records, reports, grades, etc. Any tampering with such documents shall result in disciplinary actions.
- 2) Technology may not be used for illegal or unlawful purposes, including impersonation of school employees or students, hacking, copyright infringement, obscenity, libel, slander, fraud, defamation, plagiarism, intimidation, forgery, illegal gambling, soliciting for illegal pyramid schemes, and computer tampering (e.g. spreading computer viruses).

Civic Expectation #2 – Interact effectively with others

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

Supporting Guidelines

III-M Insubordination

Students are to comply without complaint to reasonable directions given by all school personnel. **Definition:** Any student who fails to comply with reasonable directions or requests of school personnel will be considered insubordinate. Other acts of insubordination include, but are not limited to, inappropriate responses or use of inappropriate language and/or disrespectful behavior toward a staff member, failure to turn over contraband or other distractions such as a phone or failure to attend assigned periods of After-School Detention. All students are expected to follow the “CHS Non-Negotiables” while in attendance at Columbus High School.

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

III-N Parking

The privilege of driving to school and parking on school grounds comes with certain expectations. Students are expected to obtain and prominently display a CHS-issued parking permit in the front windshield of their vehicles. Students are also expected to park in the appropriate parking lots. Failure to do so may result in a parking fine, office referral, and/or placement of a boot on the vehicle.

Major Violations (Fine and/or Referral)	Minor Violations (Fine and/or Referral)
Parking in the fire lane	Parking tag does not match designated area
Parking in incorrect lot or area	Failure to display parking tag
Parking in bus lanes and driving lanes	Parking in two stalls at one time
Unattended vehicle in bus and driving lane	
Parking in grassy areas	
Frequent minor violations	
Excessive acceleration/torque	

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

III-Na Parking Lot Expectations

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

The following is a list of basic parking lot expectations:

- The utilization of appropriate trash receptacles in the parking lot is expected.
 - Students caught littering in the parking lot are inconsiderate of others and may receive consequences that may include parking lot litter collection for an appropriate period of time.
- The parking lot is CPS property. To that end, vaping, smoking, etc. are prohibited behaviors that will receive appropriate consequences when observed or reported.
- Students should demonstrate patience and consideration when entering or exiting the parking lots.
 - Accelerating past others who are waiting their turn in line is reckless endangerment and will receive administrative consequences when observed or reported. Doing so often puts the driver in the lane of

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

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

III-O Harassment/Bullying/Intimidation

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

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

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

- verbal, physical, written harassment, texted or posted abuse
- repeated remarks of a demeaning or slanderous nature, obscene language towards an individual or group of individuals, and language derogatory of race, creed, sexual orientation, national origin, or handicapping condition
- using artificial intelligence to create slanderous content of students or staff. Examples include but are not limited to face swap, nude photos, voice impersonation, etc.
- implied or explicit threats concerning one’s safety, well-being, grades, achievements, etc
- demeaning jokes, stories, or activities directed at an individual or group of individuals
- any ongoing pattern of physical, verbal, or electronic abuse

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

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

- report the matter to a teacher or counselor.
- write down exactly what happened, keep a copy, and give another copy to the counselor;
 - what, when and where it happened
 - who was involved
 - exactly what was said or what the harasser did
 - witnesses to the harassment
 - what the individual said or did, either at the time or later

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

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

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

III-Oa Hazing

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

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

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

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

III-P Inappropriate Behavior

Inappropriate behavior in regards to public indecency and indecent exposure will be defined to coincide with Neb. Rev. Stat. § 79-267 (7) and Columbus High School expectations.

- 1) Students engaging in sexual conduct, even if consensual, on school grounds or at a school function or event
- 2) Sexual assault or attempting to sexually assault any person on school grounds or at a school function or event
- 3) Students touching or exposing themselves inappropriately to draw attention to a private area

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

III-Pa Sexual Harassment

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

Sexual Harassment

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

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

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

- 1) Student will report the incident to the appropriate assistant principal. The administrator will require the student to submit a written statement containing location, time, incident details, witnesses and student reaction. The administrator will investigate the incident by speaking to other students or staff who were identified as witnesses to the incident. A written statement will be obtained by these individuals, as well.

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

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

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

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

Sex Offender Law

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

Dating Violence

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

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

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

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

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

Date of Adoption: May 17, 2010

Civic Expectation #3 – Fulfill legal requirements

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

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

Supporting Guidelines

III-Q Reckless Endangerment

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

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

III-Qa Snowballs

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

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

III-Qb Unauthorized Games / Activities

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

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

III-R Theft/Stealing

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

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

III-S Unauthorized Entry

When school is in session, students are not to be in the school building before 6:30 AM or 30 minutes after dismissal time unless they are scheduled in activities taking place within the building or unless they have written permission from a staff member. Students should not allow others into the building, or prop doors open, at any unauthorized entrance.

III-T Fighting / Assaults

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

III-U Aiding and Abetting

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

III-V Computers / Technology Integration & Internet Use

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

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

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

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

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

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

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

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

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

The issuance of and revocation of access to school district technology and networks will be handled by building-level administration.

Specific details about student use of the district-issued student devices is covered in detail in a document entitled Columbus Public Schools Student Acceptable Use Agreement, provided prior to the start of the new school year.

Specific Internet-use guidelines are listed below:

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

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

III-Va Google Accounts

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

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

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

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

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

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

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

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

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

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

Children’s Online Privacy Protection Act (COPPA)

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

Family Educational Rights and Privacy Act (FERPA)

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

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

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

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

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

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

III-W Damage of School or Private Property

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

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

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

III-X False Alarms

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

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

Students who violate the district tobacco/inhalant, alcohol, and drug policy will be referred to law enforcement officials.

III-Ya Use of Tobacco/Inhalant Products

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

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

Consequences: Students found guilty of possessing, using, distributing, or selling tobacco or inhalant products will be suspended from school and/or school-sponsored activities, and/or recommended for expulsion based upon frequency and severity. Students may also be required to complete a school-approved smoking/vaping cessation program. Students may also be issued a citation by the Columbus Police Department.

III-Yb Alcohol and Drugs

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

Columbus High School prohibits the possession of alcohol or drugs and drug paraphernalia. This includes: distribution, dispensing, manufacturing, possessing, using or being under the influence of alcohol or drugs, “look alike” substances with the intent or effect of being under the influence, or federally banned substances by students while on school grounds, during school hours or school-sponsored events. “Under the influence” or any level of impairment includes even the odor of alcohol or drugs on the breath or person. Items and products covered in this policy will be confiscated from the student and turned over to the School Resource Officer or other investigating law enforcement officials.

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

Students violating the district’s drug policy during the school day or at school-sponsored activities will be assigned disciplinary consequences and, if appropriate, activity consequences as explained in the Student Handbook. Consequences will begin when the administration has determined that a violation has occurred and due process has taken place. **The school may require that students obtain drug/alcohol tests at parental expense in order to determine if a violation has occurred.**

Consequences: Students under the influence, possessing, distributing, or selling drugs/alcohol will be long-term suspended out of school, may be assigned to an alternative educational placement, and/or recommended for expulsion. Disciplinary consequences will vary according to the severity of the violation and the number of times a student has committed violations. Students will also be suspended from school-sponsored activities.

CHS Administration reserves the right to offer a reduced suspension by having the student complete a drug/alcohol evaluation by a professional substance abuse counselor with pertinent information provided to the school accompanied by specific recommendations for the student. The evaluation/counseling session shall be at the expense of the parent/guardian and must be completed within the time limits set by the school administration. Should the student, at any time during the remainder of his/her attendance, fail to comply with any of the given recommendations, the original suspension can be imposed. Students with multiple offenses of possessing, using, manufacturing or distributing drugs, alcohol, or inhalant devices may not have the opportunity to reduce their suspension. [CPS Board Policy 504.14]

III-Yc Prescription Drugs

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

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

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

III-Yd Non-Prescriptions Medications / Vitamins

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

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

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

III-Ye Records of Violations and Consequences

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

III-Z Rumors, Threats, and Prohibited Items

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

III-Za Improper Sharing of Content

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

III-Zb Threatening Statements/Behaviors Concerning Student/Building Safety

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

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

III-Zc Bomb Threats

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

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

Firearms, weapons, explosives, and material that can be ignited (e.g. fireworks) are prohibited on school property, or at school-sponsored events, unless authorized by the proper school authorities. A student shall not knowingly possess, handle, or transmit any object or material that is ordinarily or generally considered a weapon or that has the appearance of a weapon or dangerous object, including, but not limited to, a knife, blade, a starter gun, paintball gun, Airsoft gun, stun gun, taser, or pellet gun or bringing or possessing any explosive device, including fireworks. A student in possession of a firearm may be expelled from school for a period up to one calendar year, as stated in Neb. Rev. Stat. § 79-263. Students found possessing, handling, or transmitting any object listed above will be subject to the CHS Student Handbook Policy III-Zb Threatening Statement/Behavior Concerning Student/Building Safety may be required to obtain a threat assessment prior to returning to an educational placement assigned by the administration. Legal Reference: Neb. Rev. Stat. §§ 79-263, 79-267

III-Ze Concealed Handgun Law

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

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

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

SECTION IV

ADMINISTRATIVE DISCIPLINE – STUDENT ATTENDANCE EXPECTATIONS

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

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

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

Supporting Guidelines

IV-A Attendance – Student Absences

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

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

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

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

IV-Aa Attendance - Extended Absences

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

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

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

IV-B Attendance - Activity Participation

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

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

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

IV-C Attendance - Following Activities

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

IV-D Attendance – Seniors’ Final Month

Any senior who is unexcused during his/her final four weeks of school will be required to make up his/her time prior to graduation. Failure to do so will jeopardize his/her participation in the graduation ceremony. If the unexcused absence occurs on the seniors’ final day of attendance, those in violation will not be permitted to participate in the graduation ceremony and will be required to attend school the week after graduation. Diplomas will not be issued until this responsibility is fulfilled.

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

Student Attendance Expectation #2 – Be aware of absence procedures

Supporting Guidelines

IV-E Absence Verification

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

IV-F Sign-Out Procedure

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

IV-G Makeup Work - Approved Absence

Students are responsible for making up all work missed because of allowable absences. Students will be allowed the number of days absent plus one (1) additional day to make up for missed work. Special arrangements can be made with individual teachers for unusual circumstances. If a student misses more than ten (10) consecutive days, a meeting will be scheduled with their school counselor and/or administrator to create a plan for making up work. Special arrangements can be made with individual teachers for unusual circumstances. Students on suspension are expected to have work completed upon their return to class. If students are absent for more than one day due to illness, parents may request prior to 10 a.m. to pick up assignments after 4:00 p.m.

Students whose absences are approved shall make up the work missed and receive full credit for the missed school work, within the guidelines set forth above. It shall be the responsibility of the student to initiate a meeting with teachers to establish a plan to handle work missed during approved absences. Student makeup work that falls after the end of the grading period or semester will then be referred to the incomplete grading policy.

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

Supporting Guidelines

Tardy Policy ~ Student tardies to school and/or class will be consequenced using a “tardy to school or class” reference. A tardy is defined as a student arriving in the classroom less than 10 minutes late. Students arriving 10 minutes or greater shall be considered absent.

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

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

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

IV-H Tardy to School (Period 1)

Students must sign in with the attendance secretary when they fail to report to school on time. Students will be allowed one (1) excused tardy before being assigned time as a consequence for tardiness, each quarter. A tardy is defined as a student arriving in the classroom less than 10 minutes late. Students will serve 30 minutes for each additional tardy. Excessive tardy arrivals to school will be handled by the administration.

IV-I Tardy to Class (other than Period 1)

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

IV-J School Response to Student Absences

All students are expected to attend school/class on a consistent basis. Students with unapproved absences will make up the time missed from school. Guardians are encouraged to alert the school of a student's absence before the absence occurs or on the day of the absence. However, guardians will be given up to one week from a student's absence to communicate with the school. If the student's absence is not excused by the guardian within one week, the student will be required to serve the detention time owed for their unverified absence from school. Extenuating circumstances, deemed by administration, will be reviewed on a case-by-case basis. When a student is deemed excessively absent or tardy from school the following intervention steps may be taken:

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

[Reference CPS Board Policy 503.04]

SECTION V ESTABLISHING A POSITIVE LEARNING EXPERIENCE

CHS Classroom Expectations

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

Classroom teachers are responsible for establishing a positive learning environment with the assistance of student assistance team facilitators, administrators, school counselors, school psychologists, and outside agencies when necessary. To maintain a quality-learning environment, students are expected to abide by the six (6) expectations listed above. Starting in the 2021-22 school year, during each semester teachers will report students' proficiency on the CHS Classroom Expectations 1-5, also known as Work Habits. The scoring chart is listed below.

Work Habits Scoring Chart
4.0 Exceeding - Every day with rare exceptions
3.0 Meeting - Consistently meets expectations
2.0 Progressing - Sometimes meets expectations
1.0 Beginning - Rarely meets expectations

Supporting Guidelines

V-A Classroom Behavioral Expectations

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

Classroom/Teacher Response

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

SECTION VI GENERAL INFORMATION

VI-A Activities – Dances/Socials

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

School dances may start at different times but will be three (3) hours in length and not go past midnight.

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

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

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

1. Who can attend: Only students of Columbus High School and their guests may attend.
 - a. Students currently attending Columbus High School or another Nebraska high school and who have not been restricted from attending extracurricular activities at Columbus High School or their own school are generally considered appropriate dates or invited guests.
 - b. Approval of all guests at CHS dances is at administrative discretion. Students seeking approval of a guest over the age of 19 must appeal to CHS administration in person no fewer than 30 days prior to the dance. Middle school-aged students or younger are not considered to be appropriate age for Columbus High School dances.
 - c. CHS students who choose to bring non-CHS students as invited guests must fill out and return a "Guest Permission Form" by noon no fewer than 7 days prior to the dance.
 - i. It is the responsibility of the CHS student to make sure the following individuals sign the form: the invited guest, the guest's parent/guardian (if 18 or younger), and an administrator from the guest's school (if still in school). It is the responsibility of the CHS student to inform his/her guest of the dress code expectations and rules of the dance/school.
 - ii. The invited guest will not be admitted to the dance without a valid ID that verifies the guest's date-of-birth.
 - iii. A new Guest Permission Form must be completed for each dance. The forms DO NOT carry over from one dance to the next.
 - d. Prom will be restricted to Columbus High School junior and senior students and their invited guests.
 - e. Students who have been suspended from school or from extracurricular activities may not attend.
 - f. The school reserves the right to exclude persons who may or do cause a disruption or detract from the event. Dates or invited guests not attending our school are expected to follow the same rules of conduct which apply to our students.
 - g. Students who have dropped out of Columbus High School and failed to enroll at another accredited public or private school are generally considered to be inappropriate guests and likely would not receive administrative approval.
 - h. Rules for dances restrict students and their guests from leaving the dance unless they sign out. Parent/guardian(s) may be contacted in the event that students leave within an hour of the start.
 - i. Appropriate style of dance is as follows: Couples should be facing each other, and at no time should one partner's legs end up between the other partner's legs. Grinding, straddling, thrusting, or bending a partner over is inappropriate. (See also III-I Display of Affection)
 - j. Students or their guests who engage in inappropriate behavior or dance, whether on or off of the dance floor, may face possible disciplinary action and will be asked to leave.
 - k. High school administration reserves the right to withhold the sale of tickets or attendance to dances due to unforeseen reasons.

2. Prohibited substances: Alcoholic beverages, illegal drugs, and tobacco/inhaled products are prohibited.
 - a. Anyone using these or showing the effects of use will not be allowed admission or, if discovered after admission, be removed from the dance. Law enforcement will be contacted.
 - b. Students and their dates will be required to submit to a breathalyzer prior to gaining entrance. Those who choose not to submit to a breathalyzer will not gain entrance. Law enforcement will be contacted if there is reasonable suspicion that the student or a student's date is under the influence of alcohol or drugs.
3. Appropriate attire: Students and their guests must meet the dress code requirements established for each dance. Building principals will make the final decision as to whether or not a student's attire is appropriate. Students will be asked to change unacceptable items, which may mean that the student may have to return home to change the inappropriate clothing. It is advisable to check in advance of the dance with a building principal or staff sponsor for the event if you are uncertain about your attire.

VI-B Activities - Meetings

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

VI-C Graduation and Seniors' Final Week

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

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

VI-Ca

Graduation Ceremony Expectations

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

- seniors must successfully complete all graduation requirements during their final semester
- senior students must have served all disciplinary and attendance minutes prior to that senior's last day of attendance
- all fines and fees must be settled through the CHS office prior to the seniors' last day of attendance
- all student devices, class equipment and athletic or extra-curricular uniforms must be returned prior to the seniors' last day of attendance
- proper attire for the ceremony should be formal in nature. Students should dress in proper attire to symbolize the importance of the graduation ceremony with appropriate footwear, pants, shirts, and dresses.
- no possession or use of a cell phone during the ceremony will be permitted
- no messages or symbolism will be permitted on the mortar boards (hats)
- only honorary adornments *provided by Columbus High School* will be permitted to be worn by graduates (e.g. honor cords, NHS medals, etc.)
- leis, stoles (other than the official CHS graduating class stole) and other visible adornments *will not be permitted* to be worn by any member of the graduating class
- behavior during the ceremony should reflect the highest standards of Columbus High School student respect and responsibility
- students who fail to meet the behavioral expectations by drawing undue attention to themselves or their actions during the ceremony *may have their diploma held* at administrative discretion, until appropriate consequences have been served
- Seniors who have completed their graduation requirements in an alternative setting will not be eligible to walk in the graduation ceremony.

VI-Cb Graduation – Mid Term

A student who wishes to graduate from high school in less time than the ordinary eight (8) semesters may request permission to complete graduation requirements on an alternate schedule. The student and parent/guardian will consult with the grade level counselor to develop a graduation plan. The student's intent to accomplish this shall be stated in writing to the school counselor along with a letter of support submitted by the student's parent/guardian at the time of the request. The request letters are to be submitted no later than 2 weeks after the start of the seventh (7) semester or the date put forth by the district.

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

VI-D Fees, Fines and Charges [CPS Board Policy 505.04]

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

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

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

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

VI-E Fundraising

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

VI-F Grade Classification/Grades/Records

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

Grade 10 status	60 credits
Grade 11 status	120 credits
Grade 12 status	180 credits

Daily grades may be recorded in percentages or on an *A* to *F* scale. Semester grades will be recorded on an *A* to *F* basis. Within the credits required for graduation, there are 160 required credits that all Nebraska students must successfully complete. Students wanting to participate in NSAA sanctioned, varsity activities must earn a minimum of 20 credits to be eligible to participate in the next semester's activities. Students may be allowed to participate in non-varsity level activities and will be handled on a case by case basis based on their current semester academic standing.

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

WF = Withdraw Failing
INC = Incomplete

VI-G Class Ranking and Grade Point Average

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

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

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

VI-H Grade Point Average (GPA)

A cumulative grade point average and class rank will be determined at the end of each semester. All weighted grade courses will be included. Advanced Placement and Honors courses will be the only courses to receive weighted grade status. Dual credit courses use the unweighted grade point average.

Regular Courses (Unweighted)				Weighted Grade Courses			
A+	=	4.0	98 - 100%	A+	=	5.0	98 - 100%
A	=	4.0	90 - 97%	A	=	5.0	90 - 97%
B+	=	3.0	87 - 89%	B+	=	4.0	87 - 89%
B	=	3.0	80 - 86%	B	=	4.0	80 - 86%
C+	=	2.0	77 - 79%	C+	=	3.0	77 - 79%
C	=	2.0	70 - 76%	C	=	3.0	70 - 76%
D+	=	1.0	67 - 69%	D+	=	1.0	67 - 69%
D	=	1.0	60 - 66%	D	=	1.0	60 - 66%
F	=	0.0	Below 60%	F	=	0.0	Below 60%

INCOMPLETE GRADES			
Incomplete grades are assigned in cases in which the student's work is incomplete at the end of the grading period. This may be the result of absence caused by illness or other excused reasons.			
Students are reminded that incomplete grades received must be made up within a period of ten (10) school days of the close of the grading period. Incompletes are changed to an "F" after this time. Staff may use incompletes as conditional grades at the end of the first semester when a student's work is judged below passing but the instructor feels that credit may be earned if the student produces a passing grade in the second semester with the principal's permission.			
Any student who has received an "Incomplete" grade during the Semester 1 grading period must have the "I" removed within ten (10) school days following the start of Semester 2 classes. The subject teacher is to issue a failing grade for only the work not completed and then compute the grade for the grading period. Any "Incomplete" on the end of the year report card must be changed within ten (10) days of the last day of school. It is the teacher's responsibility to finalize the incomplete grade during the ten (10) day grace period. Any extenuating circumstances are to be shared with the grade level administrator for approval of an extension to the deadline date.			

VI-I Grades – Transcripts – Transferring out of District

Students transferring to other schools or institutions outside of the Columbus High School are to report to the counseling office to get the necessary paperwork. Students must properly check out of school, return all books, computer,

case and charger, and all instructional materials, and pay all fines. Additional fines will be assessed for books and materials not returned. All fines are to be paid in full before transcripts and student records will be released to other institutions, students, parent(s)/guardian(s), or other sources requesting them.

VI-J Grades - Honor Roll

Honor roll is computed at the end of each semester.

A Honor Roll 4.0 or higher

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

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

VI-K National Honor Society

Eligibility Requirements for National Honor Society

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

Good Standing, Discipline and Dismissal Due Process Guidelines

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

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

Graduation Ceremony Recognition

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

VI-L Student ID

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

VI-M Instructional Media Center

Fines for overdue books will be assessed at the rate of 10 cents per day. A day is counted at 3:45 p.m. each school day. Assessment for lost materials will be based on the cost of the replacement. IMC hours will be posted outside of the entrance on a daily basis.

VI-N Lost and Found

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

VI-O Lunch Procedures

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

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

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

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

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

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

This institution is an equal opportunity provider.

VI-Oa Cafeteria Guidelines – Student Responsibilities

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

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

VI-Ob CPS Unpaid Meal Policy

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

Families are encouraged to keep account balances in the positive at all times. Deposits are accepted at each school building and at the Administration Building. Deposits may be made by cash or check or online through your family Wordware account. Account balances may be obtained through the parent access portal in Synergy. If online access is not available, the District Food Service office may be contacted at (402) 563-7000.

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

In the event that a student's account balance reaches -\$15.00, the student will be offered an alternate meal meeting

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

To the extent possible, all actions pertaining to students with negative account balances will be handled as confidentially as possible. Communications regarding account balance concerns will be provided by text, phone, and e-mail through the family Wordware account. Communication in writing by assigned District personnel will only be done at the end of the semester. It is the parent's (or guardian's) responsibility to create a Wordware account and maintain a positive family balance in their account. Students will not be used as couriers of such information.

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

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

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

Students who receive free or reduced meals and take a qualifying meal at breakfast and lunch receive it free or at a reduced cost. Ala carte and other additional items not part of the reimbursable meal will be charged at their regular cost.

All costs incurred by a student prior to being approved or additional meal item charges are to be paid promptly every month. Payments can be made online through Wordware.

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

CIVIL RIGHTS

1. School Food Authorities (SFAs) participating in the National School Lunch Program, School Breakfast Program, After School Snack Program or Special Milk Program must include the nondiscrimination statement in their student handbook in the section that addresses access to or information about the school meals program. It must also be included on the school's web site if school meal information is available.

Nondiscrimination Statement

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

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

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

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

This institution is an equal opportunity provider.

If the material is too small to permit the full statement to be included, the material will at a minimum include this statement, in print no smaller than the text: "This institution is an equal opportunity provider."

2. The USDA "And Justice for All" poster must be displayed at each feeding site in a location that is visible to students during meal service.
3. Provide appropriate translations of materials concerning the availability and nutritional benefits of the school meals program, as needed. This requirement can be met through the use of bilingual staff members, volunteers and/or informational materials in appropriate languages.
4. Follow this procedure for Accepting and Filing Complaints of Discrimination in the School Meals Program
 - RIGHT TO FILE A COMPLAINT: Any person alleging discrimination based on race, color, national origin, sex, age or disability has a right to file a complaint within 180 days of the alleged discriminatory action.
 - ACCEPTANCE: All complaints, written or verbal, shall be accepted by the School Food Authority

VI-Oc Closed-campus Lunch

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

VI-P Passes

Students in the hall during the instructional period must have an approved e-hall pass from a staff member and must be wearing their classroom lanyard pass. Students who fail to comply with this rule will have their pass privileges suspended for an amount of time based on frequency and severity of the offense. Administration may place limits on the number of students allowed in certain areas of the building (ex: restrooms, IMC) at any given time. **Unless for a medical emergency and/or an issue of safety, all student pass privileges will not be permitted during the first and last 10 minutes of each instructional period.**

VI-Pa Passes to the Nurse

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

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

VI-Q Care of Building

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

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

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

VI-R Schedule - Class Loads

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

- The student must have 12th grade credit standing.
- The student must be enrolled in enough classes to cover graduation requirements. This could not include correspondence courses.
- The student must have completed a minimum of 175 credits.
- The student must not have any carry over detention time from the previous school year.
- To be eligible, the student must have earned a 2.5 (or better) GPA in the previous semester or a cumulative GPA of 3.0.
- The student must not have failed a class the previous semester.
- The student must submit a parent permission form to guidance within 5 days of the start of a semester. Due to scheduling issues, late forms cannot be accepted. Parent signatures will be verified through a telephone call.

VI-S Schedule Changes – Prior to the Start of School

The last opportunity to make any schedule changes for the 1st semester will be made during the first three days of classes. Students who make changes during those three days may, at the teacher's discretion, have to make up work for the new course. Any schedule change will require parental approval. Students are expected to accept responsibility for their decisions and remain accountable for these decisions. Any exceptions to this time frame must have school counselor AND administrative approval.

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

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

VI-Sa Schedule Changes – After School Starts

Schedule Change Form REQUIRED:

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

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

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

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

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

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

VI-Sb Schedule Changes – Administrative

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

VI-T School Resource Officer

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

VI-U Visitors

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

VI-V Parent/Guardian Involvement and Participation

- The Parent/Guardian and Student Handbook shall include Policy 1005.02 and provide parents/guardians with the information as to when and how they can access instructional materials.
- The Parent/Guardian and Student Handbook shall be mailed to the home sent home with students. If sent home with students, parents/guardians shall return to the school a signed form indicating that they have received the Parent/Guardian and Student Handbook.
- Parent/guardian permission is required for out-of-town field trips. Parent/guardian notification is required for in-town field trips. See also Policy 607.05.
- The Parent/Guardian and Student Handbook shall include an invitation to parents/guardians to attend and monitor instructional activities.
- Administrators shall notify parents/guardians in advance of special activities, such as assemblies, unless time does not permit.
- If a principal denies a parent's/guardian's request to attend and monitor instructional and/or special activities, the principal shall notify the parent/guardian of his/her rights of appeal as described in this regulation. Also, a

full report including, but not limited to, the circumstances and rationale for the denial shall be sent to the Superintendent.

- Administrators shall notify parents/guardians if a substitute teacher will teach their child for four or more weeks.
- Administrators shall have available for parent/guardian access and review the curriculum, instructional materials, and school climate surveys used in their schools.
- Administrators shall provide additional opportunities for parents/guardians to review the materials listed above. Parents/guardians shall be notified in advance of such opportunities. Administrators shall take advantage of these opportunities to inform parents/guardians of how they can be more involved in the schools by contacting school staff and/or the Volunteer Coordinator at the Administration Building.
- Parents/guardians may obtain copies of curriculum for review by checking them out from the professional library located at the Administration Building. Parents/guardians may obtain a personal copy of materials at their own expense.
- Parents/guardians shall be notified in the Parent/Guardian and Student Handbook that lessons may be taught by a school counselor in the classroom setting. Lessons shall follow the district's curriculum.
- Parent/guardian permission is required for student participation in topical counseling groups or individual counseling sessions conducted by school counselors unless the student's safety is in question.
- Parents/guardians are encouraged to notify teachers if there are topics of concern to them. Teachers shall notify the parents/guardians in advance if these topics are to be used in planned lessons. The administrator shall be responsible for annually advising staff in August that there are subjects which may be sensitive or of concern to parents/guardians as part of classroom discussion. Such subjects which may arise that are not in the District curriculum may include, but are not limited to, death and dying; religious events and holidays; magic, witches, and sorcery. Teachers are also to be reminded by principals that any classroom discussion of a controversial topic should be in accordance with current Board Policy.
- Parents/guardians shall be notified in advance of family life instruction involving human sexuality (grades 5-12). Permission slips will be included with the notification. If the notification is mailed to the home, the school shall require a parental/guardian response only if the parent/guardian does not give permission for the student to participate. If notification is sent home with the students, the school shall require a parent/guardian response indicating whether the student will or will not participate.
- If a parent/guardian has an objection to any instructional material or school experience, the school shall provide the parent/guardian with an appropriate form which may be used to express his or her objection. Forms and appeal procedures may be obtained from building secretaries.
- It shall be the responsibility of the administrator to notify parents/guardians in advance when their children will be taking standardized tests.
- It is the policy of the District to notify parents, guardians and educational decision makers of students electronically or by mail at least fifteen days prior to the administration of any survey which may be scheduled that includes:
 - Sexual information, mental health information, medical information, information on health-risk behaviors, religious information, information of political affiliation, or any other information that the school board deems to be sensitive in nature; or
 - a non-anonymous survey requesting students provide information relating to drug, vape, alcohol, or tobacco use.
- Such notice shall describe the nature and types of questions included in the survey, the purposes and age-appropriateness of the survey, how information collected by the survey will be used, who will have access to such information, the steps that will be taken to protect student privacy, and whether and how any findings or results of such survey will be disclosed. Such surveys will be judiciously conducted, with full consideration of the fact that parents and family members may find items of the survey objectionable.
- Parents, guardians, and educational decision makers have the right to request that a copy of the survey be sent through the school's electronic notification system or physical mail to the address on file for the student, review the survey in person at the school, and exempt their child from participating in the survey.
- Unless required by federal or state law or regulation, school personnel administering any such survey shall not disclose personally identifiable information of a child. No survey requesting sexual information of a student shall be administered to any student in kindergarten through grade six.
- The Board of Education shall hold an annual public hearing on Parent/guardian involvement and participation in accordance with the statute.
- Parents, guardians and person designated by a court to make educational decisions for a student shall have access to materials of their student's school.
- Each school building has a catalog of all books for the school's library which may be viewed at the request of the parent, guardian or educational decision maker; and provides the opportunity for such person to opt-in to notification by means of electronic verification when their student checks out a book from the library. Such notification shall include:
 - The title of the book checked out by the student;

- The name of the author of the book checked out by the student; and
- the date the book checked out by the student is due to be returned to the school library.
- This shall only apply to a school library that is located on District property and shall not apply to any other public library regardless if a library contracts with the District for use by students.
- Opting in requires notification of the building principal in writing stating the name of the student(s), the name of the requesting parent, and the electronic notification method of choice.

VI-W Non-school Sponsored Travel

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

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

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

VI-X Social Media

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

VI-Y Concussions

FACTS FOR STUDENTS & ATHLETES

What is a concussion?

A concussion is a brain injury that:

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

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

What are the symptoms of a concussion?

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

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

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

- Tell your coaches and your parents. Never ignore a bump or blow to the head even if you feel fine. Also, tell your coach right away if you think you have a concussion or if one of your teammates might have a concussion.

- Get a medical check-up. A doctor or other healthcare professional can tell if you have a concussion and when it is OK to return to play.
- Give yourself time to get better. If you have a concussion, your brain needs time to heal. While your brain is still healing, you are much more likely to have another concussion. Repeated concussions can increase the time it takes for you to recover and may cause more damage to your brain. It is important to rest and not return to play until you get the OK from your health care professional that you are symptom-free.

How can I prevent a concussion?

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

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

If you think you have a concussion:

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

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

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

FACTS FOR PARENTS

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

Signs Observed by Parents or Guardians	Symptoms Reported by Student
● appears dazed or stunned ● is confused about assignment or position ● forgets an instruction ● is unsure of game, score, or opponent ● moves clumsily ● answers questions slowly ● loses consciousness (even briefly) ● shows mood, behavior, or personality changes ● can't recall events prior to hit or fall ● can't recall events after hit or fall	● headache or "pressure" in head ● nausea or vomiting ● balance problems or dizziness ● double or blurry vision ● sensitivity to light or noise ● feeling sluggish, hazy, foggy, or groggy ● concentration or memory problems ● confusion ● just not "feeling right" or is "feeling down"

How can you help your teen prevent a concussion?

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

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

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

1. Keep your teen out of play. If your teen has a concussion, her/his brain needs time to heal. Don't let your teen return to play the day of the injury and until a healthcare professional, experienced in evaluating for concussion, says your teen is symptom-free and it's OK to return to play. A repeat concussion that occurs before the brain recovers from the first—usually within a short period of time (hours, days, or weeks)—can slow recovery or increase the likelihood of having long-term problems. In rare cases, repeat concussions can result in edema (brain swelling), permanent brain damage, and even death.
2. Seek medical attention right away. A health care professional experienced in evaluating for concussion will be able to decide how serious the concussion is and when it is safe for your teen to return to sports.

3. Teach your teen that it's not smart to play with a concussion. Rest is key after a concussion. Sometimes athletes wrongly believe that it shows strength and courage to play injured. Discourage others from pressuring injured athletes to play. Don't let your teen convince you that s/he's "just fine."
4. Tell all of your teen's coaches and the student's school nurse about ANY concussion. Coaches, school nurses, and other school staff should know if your teen has ever had a concussion. Your teen may need to limit activities while s/he is recovering from a concussion. Things such as studying, driving, working on a computer, playing video games, or exercising may cause concussion symptoms to reappear or get worse. Talk to your health care professional, as well as your teen's coaches, school nurses, and teachers. If needed, they can help adjust your teen's school activities during her/his recovery.

If you think your teen has a concussion:

Don't assess it yourself. Take him/her out of play.

Seek the advice of a healthcare professional.

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

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

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

SECTION VII

COLUMBUS PUBLIC SCHOOLS HS STUDENT ACCEPTABLE USE AGREEMENT

VII-A Lost-Missing-Stolen Device

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

While at school: Call or report to the High School Office (402-563-7050) if the CHS Technology Associate is in the building, the call will be transferred to the Technology Office who will then notify the CHS administration and CPS Network Administrator.

If the CHS Technology Associate is not in the building, the information will then be shared directly to the administration, CPS Network Administrator, and CPS Technology Associate.

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

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

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

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

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

VII-B Receiving and Returning your Device

1. Receiving Your Device

Parent/Guardian Orientation (Required for all new students)

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

Returning Students to CHS

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

Device Distribution / Transfer and New Students to CHS

Students and parents must sign the Acceptable Use Agreement (AUA) in order for a student to use a CPS issued device.

2. Returning Your Device

End of Year

Graduating seniors will turn in their clean, undamaged device, charger, and case.

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

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

Transferring/Withdrawing Students

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

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

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

3. Equipment Repair and Replacement protection plan

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

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

Disclaimer: Recurring incidents of a similar nature that result in damage to the device will be reviewed and may not continue to be covered by the Damage Protection Plan. If a student intentionally damages, defaces, or alters Columbus

Public Schools property, he/she is financially responsible for 100% of the damages to the property or device. The school device protection plan does not cover intentional damage.

4. Training

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

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

VII-C Taking Care of Your Device

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

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

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

2. Device Protection

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

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

3. Carrying Your Device

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

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

4. Screen Care

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

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

VII-D Using Your Device

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

1. Device Being Repaired

- A loaner device may be issued to students when they leave their school-issued device for repair.
- A student borrowing a device will be responsible for any damage to, or loss of, the loaned device.

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

2. Charging the Device

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

3. Personalizing the Device

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

4. Sound

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

5. Logging into the Device

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

6. Using Your Device Outside of School

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

VII-E Operating System and Security

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

1. No Expectation of Privacy

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

2. Monitoring Software

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

3. Updates

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

4. Virus Protection

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

5. Content Filter

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

6. Inspection

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

VII-F Software on Your Device

1. Originally Installed Software

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

2. Google Apps for Education (Discoverer Accounts)

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

VII-G Repairing or Replacing Your Device

Technical Support

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

1. Vendor Warranty

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

2. Accidental Damage Protection

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

3. Chromebook Technical Support

- The CHS Technology Office will be the first point of contact for repair/troubleshooting of the device.
- Services provided include:
 - password recovery

- user account support
- coordination of warranty repair
- distribution of replacement device
- hardware maintenance and repair
- restoring the device to factory default
- OS updates

VII-H Safe and Acceptable Use of Your Device

1. Appropriate Uses and Digital Citizenship

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

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

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

3. Compliance with the Law and Use of Computers / Internet [See Section III-K Academic Dishonesty (Cheating)]

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

4. Access to the Internet by Minors (individuals under the age of 18) or Adults (or individuals over the age of 18) [See Section III-V Computers / Technology Integration & Internet Use]

- Minors or adults shall:
 - not access or transmit materials that is considered obscene, pornography, harmful to minors, or otherwise inappropriate for education and/or may be considered illegal activity.

- not use Columbus Public Schools technology or Internet resources to engage in hacking or attempts to otherwise compromise any computer or network system's security.
 - not engage in any illegal activities on the Internet.
 - only use electronic mail, chat rooms, social networking sites, and other forms of direct electronic communications for the purposes related to education within the context of a Columbus Public Schools-related assignment or activity.
 - not attempt to override or bypass any protection measure that has been put in place by Columbus Public Schools to block and/or filter access to Internet sites that are not in accordance with policies of Columbus Public Schools.
 - not disclose personal identification information on the Internet.
- 5. Policy Violations** [See Section III-V Computers / Technology Integration & Internet Use]
- Any violation of this policy may result in the loss of access to the Internet by the student/adult involved. Additional disciplinary action may be determined in accordance with existing policies of the Columbus Public Schools, including applicable state and federal laws.
 - Details and definitions of the full Columbus Public Schools Acceptable Use Policy 504.09 & 606.06 can be reviewed at any media center in the Columbus Public Schools or online at <http://columbuspublicschools.org>.
 - Students shall be granted permission to access the Internet under the direction of a teacher upon proof of completion of the digital literacy curriculum from an administrator or media specialist.
- 6. Acceptable Use** [See Section III-V Computers / Technology Integration & Internet Use]
- We believe that access to the Internet is an important educational resource for our students.
 - We understand that although there are many valuable educational resources available, there are also unacceptable and offensive materials available on the Internet.
 - We require efficient, ethical, courteous and legal utilization of the equipment, computers, and network resources.
 - As a safety precaution, full names or addresses are not to be revealed online.
 - Computer and network resources have been provided for educational purposes; game playing and commercial uses are prohibited.
 - Sharing of individual accounts is prohibited.
 - Electronic mail (email) and other computer use or storage is not guaranteed to be private or confidential. Network or other computer use or storage areas are and will be treated as school property.
 - Computers, files, and communications may be accessed and reviewed by district personnel and may be accessed by other computer users.
 - Chain letters and inter-relay chat are misuses of the system.
 - Vandalism or "hacking" of any kind is prohibited.
 - The security of the system and the rights of other users are to be respected at all times.
 - Students or staff knowingly violating the terms of the agreement will be dealt with according to the discipline policies of the individual school building and Columbus Public Schools and/or civil authorities.
 - Such activities may result in termination of their account/access and/or expulsion from school and/or legal prosecution.
 - Any problems which arise from the use of an account are the liability or responsibility of the user. By using the computers or network system, participants agree to indemnify and hold Columbus Public Schools harmless from any claims or damages arising from such use. Columbus Public School District makes no warranties for the information or the services provided.
- 7. Privacy and Safety** [See Section III-V Computers / Technology Integration & Internet Use]
- Do not go into any chat rooms or discussion pages other than those set up by your teacher or mandated in other distance education courses.
 - Do not open, use, or change computer files that do not belong to you.
 - Do not reveal your full name, phone number, home address, social security number, credit card numbers, passwords, or passwords of other people.
 - Remember that network storage is not guaranteed to be private or confidential. District administration reserves the right to inspect your files at any time and will take the necessary steps if files are in violation of the district's Acceptable Use Policy.
 - If you inadvertently access a website that contains obscene, pornographic, or otherwise offensive material, notify a teacher, administrator and/or tech support staff immediately so that such sites can be blocked from further access.
- 8. Legal Propriety** [See Section III-K Academic Dishonesty (Cheating)]
- All students and staff must comply with trademark and copyright laws and all license agreements. Ignorance of the law is not immunity. If you are unsure, ask the Media Specialist or the Executive Director of Technology & Operations if you are in compliance with the law.

- Plagiarism is a violation of the Columbus High School code of conduct. Give credit to all sources used, whether quoted or summarized. This includes all forms of media on the Internet, such as graphics, movies, music, and text.
9. **Email** [See Section III-V Computers / Technology Integration & Internet Use]
- Students' email access will be through a Google Gmail system managed by the Columbus Public Schools. This email system is monitored by the Columbus Public Schools Technology Department, and all messages sent or received through this system are archived and subject to filtering of inappropriate content.
 - Always use appropriate language.
 - Do not transmit language/material that is profane, obscene, abusive, or offensive to others.
 - Do not send mass emails, chain letters, or spam.
 - No private chatting during class is allowed without permission.
 - Email is subject to inspection at any time by school administration, parent/guardian or designee.
10. **Discipline Consequences** [See Section III-V Computers / Technology Integration & Internet Use]
- The student whose name, system account and/or computer hardware is issued will be responsible at all times for its appropriate use. Non-compliance with the policies of the CHS Student Handbook or the Columbus Public School's Acceptable Use Policy will result in disciplinary action as outlined by the student code of conduct and/or other school policies for the user unless there is proof that another is responsible.
 - Electronic mail, network usage, and all stored files shall not be considered confidential and may be monitored at any time by the Columbus Public Schools Technology Department to ensure appropriate use. The Columbus Public Schools cooperates fully with local, state, and federal officials in any investigation concerning or relating to violations of computer crime laws.
 - As a response to chronic absenteeism or truancy (5 or more documented/consecutive days of truancy), the parent will be contacted to return the device to the principal's office. The student will be converted to daily check-out/check-in status through the remainder of the semester. If the student demonstrates improved and acceptable attendance through the remainder of the semester, the student's computer take-home status will be restored.

Appendix A CPS Chromebook Acceptable Use Agreement

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

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

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

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

Acceptance of Liability

* Please INITIAL ONE of the options below.

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

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

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

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

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

Print Full Student Name Here

Student ID Number

Grade

Student Signature

Date

Parent/Guardian Signature (REQUIRED)

Date

Columbus Public Schools

Elementary Student Handbook



2025-2026

Student Handbook Signature Page

Parents and Students,

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

Thank you!

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

Yes _____ No _____

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

Yes _____ No _____

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

Yes _____ No _____

Parent/Guardian Signature

Date

Student Signature

Date



Columbus Public Schools Compact for Learning

“Engaging All Learners to Achieve Success”

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

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

Parent/Caring Adult:

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

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

Student:

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

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

School/Teacher:

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

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

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ATTENDANCE POLICY

In order for students to gain the maximum benefit of the educational program provided by Columbus Public Schools, it is necessary for students to be regular and punctual in their attendance at school. It is the belief of Columbus Public Schools that students missing more than 20 days per year will not be able to achieve their fullest potential in the school setting. The Nebraska Department of Education defines Chronic Absenteeism as a student who misses 10% or more of their total enrolled days. All major illness or accident-related absences should be verified in writing by the family physician and updated regularly. Arrangements should be made to obtain missing assignments by contacting the student's teachers. For any medical appointments that cause a student to miss anytime during the school day a doctor's note should be provided. **Columbus Elementary Schools will be consistent with State Law and policies established by the Columbus Board of Education.**

5 Day - Any time a student accumulates a total of five (5) or more absences during a quarter of school the parent will be contacted and notified of the total number of absences, the dates of these absences, and the time period of accumulation. The attendance monitor will make a phone contact with parents.

10 Days - Any time a student misses a total of ten (10) days of school, the parent will be contacted and notified of the total number of absences and the current policy relating to attendance at school. An administrator or their designee will make a phone contact to the parent/guardian.

12 Days - When a student has missed twelve (12) school days, the parent will be contacted and a meeting will be held with the principal or their designee to discuss and problem-solve the barriers to attendance. At 12 days, parents may be told that all future absences will have to be verified by either the school nurse or a written excuse from a physician. The county attorney, attendance monitor and school social worker may be notified of school concerns regarding the student's attendance.

15 Days - When a student has missed a total of fifteen (15) school days, the parent will be contacted and notified of the total number of absences.

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

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

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

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

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

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

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

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

BICYCLES AND SCOOTERS

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

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~~ will keep devices in their backpacks or in the office area to be used only after dismissal at the end of the day. Cell phones/**Smart watches** need to be ~~kept on "silent"~~ **turned off, and Cell Phones/Smart watches** will be taken if this procedure is not followed. The parent may collect the device from the office area. The school is not responsible if the device is lost, broken, misplaced, or stolen.

Inappropriate cell phone/**Smart watch** use on school property may be referred for disciplinary action.

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 RISK ASSESSMENT THREATS

1. Principal is informed of the risk threat.
2. Threat Risk assessment is conducted.
3. ~~If the threat is deemed viable, Parents of the student making the threat are called.~~ The Licensed Mental Health Practitioner (LMHP), School Resource Officer (SRO) or Police and HHS may be called to assist with the initial investigation. Parents of the student making the threat are called.
4. Student may be suspended under emergency exclusion if deemed appropriate.
5. If the student is suspended under emergency exclusion, the student may return to school after a psychologist has evaluated the student to determine the child is no longer considered a threat to themselves or others. This evaluation is at the cost of the parent.
6. Prior to returning to school, a re-entry meeting will be held with Administration, Social Emotional Team (SET) Members, Student and Parent/Guardian to create a plan to support the student in school.

SHORT-TERM SUSPENSION PROCEDURE (1-5 DAYS)

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

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

The decision of the administrator shall be final.

LONG-TERM SUSPENSION PROCEDURE (6-20 DAYS)

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

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

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

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

DRESS CODE

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

The dress code specifically prohibits the following kinds of clothing:

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

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

FIELD TRIPS

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

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

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

Parent volunteers shall conduct themselves with mutual respect and consideration for the rights of others while attending school events. Parents failing to conduct themselves accordingly will not be selected to supervise field trips or school activities.

HEALTH SERVICES

EMERGENCY HEALTH SITUATIONS

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

EMERGENCY RESPONSE TO LIFE-THREATENING ASTHMA OR SYSTEMIC ALLERGIC REACTIONS

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

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

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

HEAD LICE

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

IMMUNIZATION

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

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

MEDICATIONS

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

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

SCREENINGS

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

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

STUDENT ILLNESS

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

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

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

STUDENT INJURY AT SCHOOL

When a student becomes ill or is injured at school, the school district shall attempt to notify the student's parents and/or emergency contact as soon as possible.

The school district, while not responsible for medical treatment of an ill or injured student, will have employees present administer emergency or minor first aid if possible. An ill or injured child will be turned over to the care of the parents or qualified medical employees as quickly as possible.

HOMEWORK

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

Homework Responsibilities of Teacher

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

Homework Responsibilities of Students

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

Homework Responsibilities of Parents

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

LIBRARY MEDIA CENTER

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

NONCUSTODIAL PARENTS

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

NONDISCRIMINATION STATEMENT

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

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

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

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

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PARENT APPEAL PROCEDURES

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

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

PARENT/GUARDIAN INVOLVEMENT AND PARTICIPATION

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

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

PARENT VOLUNTEERS

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

PETS IN SCHOOL

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

PROGRESS REPORTS TO PARENTS

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

RIGHT TO DUE PROCESS

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

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

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

SCHOOL HOURS

- School Day: 8:00 a.m. – 3:25 p.m. (2:15 p.m. on early dismissal Wednesdays)
- Office Hours: 7:30 a.m. – 4:00 p.m.
- Breakfast: 7:25 a.m. – 7:45 a.m.
- After School Program 3:25 p.m. – 5:45 p.m. (2:15 p.m. – 5:45 p.m. on early dismissal Wednesdays)

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

SCHOOL INITIATED PHONE CALLS AND TEXT MESSAGES

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

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

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

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

SCHOOL MEALS

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

Families are encouraged to keep account balances positive at all times. Deposits are accepted at each school building and at the Administration Building. Deposits may be made by cash or check **at the school building. Deposits may be made using a credit card at MySchoolBucks.com. A fee will be assessed. Allow 24 hours for deposits to show up on My School Bucks.** Account balances may be obtained through the parent access portal in **Wordware My School Bucks.com**. If online access is not available, the District Food Service office may be contacted at (402) 563-7055. Each day that a student eligible for reduced price or paid meals brings the actual amount of the cost of the meal, that student will be provided a breakfast and/or lunch and the amount received will be applied to the cost of that meal rather than to reduce a prior negative balance.

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

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

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

No student or parent may bring in commercially prepared food such as Pizza Hut, Subway, Burger King, McDonald’s, etc, during CPS breakfast or lunch periods. Students and parents may bring in sack lunches that are

made at home. Students or parents who bring a cold lunch to school are asked to drink juice or water or purchase a carton of milk. Pop and Energy Drinks are not permitted.

FREE AND REDUCED MEAL APPLICATION

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

Students who receive free or reduced meals and take a qualifying meal at breakfast and lunch receive it free or at a reduced cost. Ala carte and other additional items not part of the reimbursable meal will be charged at their regular cost.

All costs incurred by a student prior to being approved or additional meal item charges are to be paid promptly every month. Payments can be made online through **WordwareMy School Bucks**.

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

UNPAID MEAL POLICY

School Board Policy 802.06 states: The purpose of this policy is to establish limitations on the number of breakfasts or lunches a student may receive when the account balance is not sufficient to cover those costs, to provide for alternate meals to be served to students when account balances reach certain limits, and to protect the District from unpaid financial obligations.

Families are encouraged to keep account balances in the positive at all times. Deposits are accepted at each school building and at the Administration Building. Deposits may be made by cash, check, or online through your family **WordwareMy School Bucks** account. Account balances and purchase details by students may be obtained through the family access portal in **WordwareMy School Bucks**. If online access to **WordwareMy School Bucks** is not available, the District office may be contacted at (402) 563-7000.

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

In the event that a student's account balance reaches -\$15.00, the student will be offered an alternate meal meeting reimbursable requirements of the USDA school nutrition program. The District will also provide the necessary forms for the student's parent or guardian to apply for free or reduced price meals. Such benefits may be applied for at any time during the school year. At the High School and Middle School a la carte purchases will not be permitted if a student's account balance is below \$0.

To the extent possible, all actions pertaining to students with negative account balances will be handled as confidentially as possible. Communications regarding account balance concerns will be provided by text, phone, and e-mail through the family Wordware account. Communication in writing by assigned District personnel will only be done at the end of each semester. It is the parent's (or guardian's) responsibility to create a Wordware account and maintain a positive balance in their account. Students will not be used as couriers of such information.

Students may apply for free or reduced meals at any time during the school year. Forms may be requested through the Administration Building at (402) 563-7000.

SOCIAL MEDIA

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

STUDENT BIRTHDAYS

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

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

STUDENT CONDUCT

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

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

ACTIVITIES FORBIDDEN BY LAWS OF NEBRASKA OR THE UNITED STATES

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

ALCOHOL, DRUGS, AND TOBACCO

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

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

BEHAVIOR TO AND FROM SCHOOL

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

BULLYING, EXTORTION & INTIMIDATION

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

CHEATING

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

CLASSROOM RULES

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

DAMAGE OR THEFT OF SCHOOL OR PRIVATE PROPERTY

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

FALSE FIRE ALARMS AND/OR BOMB THREATS

Students are not to falsely set off fire alarms or falsely report bomb threats. Students who do either of these things will be subject to disciplinary actions.

FIGHTING

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

INSUBORDINATION / CLASSROOM DISRUPTIONS

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

SEARCH AND SEIZURE

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

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

1. General searches of school property (including personal items found on school property) will be conducted at any time when there is a reasonable cause for school employees to believe that something that violates a law or school rule is on school property. This search of school property may be made without the student being present.
2. Illegal items (firearms, weapons, drugs) or other possessions reasonably determined to be a threat to the safety or security of others, or may possibly interfere with school purposes, may be seized by school personnel.

3. Items, which are used to disrupt or interfere with the educational process, may be temporarily removed from a student's person.
4. A student's person may be searched by school employees when there is reasonable cause to believe that the student has on his/her person illegal items or other items that may interfere with school purposes.

SEXUAL DISCRIMINATION

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

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

SEXUAL HARASSMENT

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

WEAPONS, EXPLOSIVES, AND MATERIAL THAT CAN BE IGNITED

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

STUDENT PLANNER

Every student in grades 1–4 is issued a planner. One planner is issued FREE to each student. Lost or misplaced planners MUST be replaced and purchased by the student for \$5.00.

STUDENT RECORDS

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

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

STUDENT RETENTION

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

STUDENT RIGHTS, RULES, AND RESPONSIBILITIES

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

RESPONSIBILITIES AND RIGHT TO AN EDUCATION

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

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

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

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

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

RESPONSIBILITY AND RIGHT OF FREEDOM OF EXPRESSION

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

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

RESPONSIBILITY AND RIGHT TO FREEDOM OF ASSEMBLY

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

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

RESPONSIBILITIES OF STUDENTS WHEN EXPRESSING THEMSELVES

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

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

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

SYMBOLIC EXPRESSION AND RELATED ACTIVITIES

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

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

SUPPORT SERVICES

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

TECHNOLOGY INTEGRATION & INTERNET USAGE

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

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

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

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

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

APPROPRIATE USES AND DIGITAL CITIZENSHIP

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

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

iPAD USE

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

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

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

TECHNOLOGY FEE

Students will pay a ~~\$15.00~~ **\$25.00** fee that will cover accidental damage to their iPad, charger and cord. The technology fee does not cover a lost or stolen iPad, cord or charger. **Student Technology Fee is due at the beginning of the school year.**

School Board Policy 504.18 provides fee waivers in accordance with the Public Elementary and Secondary Student Fee Authorization Act. Students who qualify for free or reduced-price lunches under United States Department of Agriculture child nutrition programs shall be provided a fee waiver or be provided the necessary materials or equipment without charge. Students or their parents must request a fee waiver.

EMAIL

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

GOOGLE APPS FOR EDUCATION

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

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

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

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

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

KHAN ACADEMY

Columbus Public Schools may use Khan Academy as a valuable tool to enhance our students' learning experience. This platform offers personalized learning paths, interactive exercises, and a wide range of educational resources that can help students succeed. We encourage parents to create their own accounts to view their child's progress and activity. Below is some additional information about Khan Academy. If you have any questions or concerns, please contact your students classroom teacher.

Khan Academy is a widely used, free educational platform that can be integrated into schools to offer students personalized learning paths, interactive content, and progress tracking tools. It's used for various purposes, including reinforcing concepts, addressing individual learning gaps, and exposing students to advanced content.

- **Personalized Learning:**
Khan Academy's platform adapts to each student's individual pace and learning style, offering customized learning paths.
- **Interactive Content:**
Engaging videos and interactive exercises keep students motivated and interested.
- **Progress Tracking:**
Teachers can use Khan Academy's reports to track student progress, identify areas of improvement, and adjust their teaching strategies accordingly.
- **Reinforcing Concepts:**
Khan Academy provides opportunities for students to practice and master new concepts and skills they have recently learned in class.
- **Addressing Learning Gaps:**
Teachers can identify students who are struggling with specific topics and use Khan Academy to provide targeted support.
- **Exposing Advanced Students:**
Khan Academy can expose advanced students to concepts beyond their grade level.
- **Catching Up:**
Students who are behind can use Khan Academy to help them catch up with their peers.
- **Independent Learning:**
Khan Academy encourages independent learning, allowing students to learn at their own pace and without direct teacher support.
- **Accessibility:**
Khan Academy's free and accessible nature ensures that high-quality education is available to all students, regardless of their socioeconomic background.
- Khan Academy is in compliance with COPPA (Children's Online Privacy Protection Act).

How parents can view their child's work/progress:

<https://support.khanacademy.org/hc/en-us/articles/202262994-How-do-I-create-child-accounts>

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

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

Children's Online Privacy Protection Act (COPPA)

COPPA applies to commercial companies and limits their ability to collect personal information from children under age 13. By default, advertising is turned off for Columbus Public School's presence in Google

Apps for Education. No personal student information is collected for commercial purposes. This permission form allows the school to act as an agent for parents in the collection of information within the school context. The school's use of student information is solely for educational purposes. For more information on COPPA, please visit <http://www.ftc.gov/privacy/coppafaqs.shtml>

Family Educational Rights and Privacy Act (FERPA)

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

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

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

TELEPHONE USAGE

The telephone at the school is a business telephone. Therefore, student use is limited. If the reason to use the telephone is legitimate, the teacher and or other staff members will give the student permission to use the telephone. These calls should be kept to a minimum and be kept brief.

UNNECESSARY STUDENT ITEMS

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

HANDBOOK ERRORS AND OMISSIONS

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

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

Elementary Handbook Updates 2025-2026

Page 8—Cell Phone/Personal Electronic Devices

We kept what we had regarding keeping cell phones turned off and stored on backpack. We added Smart Watches to this area. More of our students are wearing Smart Watches. We have had a few incidences of students playing on watch and being distracted.

Added information to be in compliance with law passed by the State Legislature. Provides more guidance on Cell Phone and personal electronic usage on school grounds and during activities. Referenced CPS Board Policy 504.12

Page 10/top of 11—Protocol Followed for Student Risk Assessment

Updated to be in compliance with the District protocol for Risk Assessment. Simple changes such as changing the word "threat" to "risk", added LMHP, when we call parents and the conditions for the student to return to school—Re-entry meeting.

Page 12—Dress Code

Added information to be in compliance with law passed by the State Legislature and CPS Board Policy 504.06

Page 16—Access to Library Information

Added section pertaining to parents and guardians being able to have access to the materials in our school library or be notified of the materials their child checks out.

This addition puts us in compliance with new law passed by legislature and CPS Board Policy 1005.13

Page 19—School Meals

Change Wordware to MySchoolBucks. Added parents ability to make lunch deposits using a credit card.

Pg 14—Student Surveys

Added section to be in compliance with law passed by the State Legislature about student surveys.

- District notifies parents 15 days before survey given.
- Notice will describe the nature of the survey and types of questions, the purpose, and age-appropriateness.
- Board Policy 1005.03

Page 26-bottom

Technology Fee \$25.00, change from \$15.00

Page 27—KHAN Academy

Added information about the CPS use of KHAN Academy as a web-based learning tool.

Page 29—Handbook Errors and Omissions

Added a section that if there is missing content or errors in the handbook, school board policy and/or state statute will be used to interpret the situation as best possible.

When a final interpretation and application is required, it will be done by the Superintendent or their designee.

Columbus Public Schools 2025-2026



Certified/Teacher Employee Handbook

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FOREWORD

Section 1: Intent of Handbook

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

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

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

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

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

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

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

Section 2: Information About Columbus Public Schools

Profile of Columbus Public Schools:

In many ways, Columbus Public Schools are similar to schools found in any mid-western community of 25,000 in population. However, the differences which exist may be said to be significant. Only a close

examination will reveal the importance of the differences because it is nearly impossible to quantify such things as community support, dynamic leadership, and belief in education.

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

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

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

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

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

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

In the belief that reading is the key to academic success, the Columbus Public School District's reading program includes direct instruction in phonics, word structure skills, vocabulary, and comprehension skills. The Nebraska State Standards and teacher expertise are used to establish the grade level expectations. Reading instruction is provided in small groups at the appropriate level for each student. Ongoing assessment is an integral component of the instructional program to verify acquisition of skills and to ensure movement of students to the correct level of difficulty for instruction. In addition to the regular delivery of instruction, interventions are implemented whenever students are not meeting the expectations of their specific grade levels.

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

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

Teachers in Columbus:

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

Section 3: District Mission Statement

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

The Vision of the Columbus Public Schools:

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

To attain this Vision, we will

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

Section 4: District Administration

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

Article 1: SCHOOL CALENDAR AND SCHEDULES

Section 1: Calendar

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

Section 2: Daily Schedule

Will be communicated by the building Principal. It will be a minimum of 8 hours of duty for full-time. Teachers may not alter their scheduled work time when students are present. Start time is 7:45am and end time 4:00pm.

Section 3: Severe Weather and School Cancellations

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

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

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

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

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

Section 4: Contract Days

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

Section 5: Make-Up Days

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

Article 2: EMPLOYMENT, COMPENSATION, AND BENEFITS

Section 1: Employment

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

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

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

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

Section 2: Assignments

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

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

Section 3: Personnel File

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

Section 4: Grievances and Complaints

Teacher grievances regarding wages, hours, and conditions of employment set forth in the negotiated agreement shall be governed by the grievance or complaint procedure in the negotiated agreement. Board of Education policy requires that the proper channeling of complaints involving school personnel shall be from the complainant to the employee, to the principal, to the Superintendent, and then on to the Board of Education. Complete information regarding complaints may be found in Appendix 1.

Section 5: Compensation

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

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

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

Changes in Salary Schedule Placement. Changes in a teacher’s placement on the salary schedule are governed by the provisions of the negotiated agreement. Teachers are expected to (1) complete the upgrade form by the last contract day of the prior school year and submit to the Human Resources Department and (2) provide the Human Resources Department with an official transcript for all

graduate hours earned for purposes of advancement on the salary schedule on or before September 1 of the school year in which such hours are to be credited for the teacher's placement on the salary schedule. Failure to provide an official transcript on or before September 1 from the post-graduate institution of the graduate hours earned will result in no recognized credit for such school year. Vertical steps are advanced at (1) step downward on the salary schedule per year, limited by the maximum number of vertical steps per horizontal column. Vertical placement is not always equal to years of service at CPS.

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

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

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

Section 6: Extended Duty Pay

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

Section 7: Benefits

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

The Health Insurance Portability and Accountability Act (HIPAA) provides rights and protections for participants and beneficiaries in group health plans. HIPAA provides coverage under group health plans that limit exclusions for preexisting conditions; prohibit discrimination against employees and

dependents based on their health status; and allow a special opportunity to enroll in a new plan to individuals in certain circumstances. HIPAA may also give you a right to purchase individual coverage if you have no group health plan coverage available and have exhausted COBRA or other continuation coverage. Further information may be obtained from the Plan Administrator of the group health plan.

Section 8: Payroll and Payroll Deductions

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

Section 9: Expense Reimbursement

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

Section 10: 403(b) Salary Reduction Agreements

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

Section 11: Overtime

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

Section 12: Employee Assistance Program

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

Section 13: ID Badge for Admission to School Activities

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

Section 14: Workplace Accommodations (504)

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

Section 15: Require Trainings

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

Article 3 – ABSENCES FROM WORK

All absences outlined in Article 3 of this handbook require a leave form to be completed and submitted via the District's approved platform.

Section 1: Paid Leaves

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

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

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

For personal and other leaves, a [request for leave](#) is to be submitted to the supervisor at least five school days prior to the leave, or such other advance notice as is practicable under the circumstances.

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

A teacher who is absent for any period of time because of injury requiring care from a physician or health care provider, or for a period of five consecutive days or more due to illness, may be requested

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

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

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

Section 3: Sick Leave

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

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

Upon returning to work for absence due to a condition defined herein, the affected employee must file with his/her immediate supervisor a **Sick Leave** form through the Absence and Substitute online system. This form shall contain a perjury statement reading, "I declare under penalty of perjury that

this is a true and just claim and falsifying this report could result in loss of all or part of my accumulated sick leave.”

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

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

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

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

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

Section 4: Leave of Absence (LOA)

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

The following rules and procedures will govern leave without pay:

1. A leave shall not be granted for a time period greater than one year in length.
2. Staff members shall make their requests on a leave without pay form and shall attach a written letter identifying the purpose for such leave. Forms should be submitted to their Principal or Director.
3. A Principal or Director shall consider the following before acting upon a request for leave without pay:
 - a. Instructional needs of the students in the District.

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

Section 5: Bereavement Leave

(Part I) Five (5) days per incident shall be granted in the event of the death of a child, spouse, parent, brother, sister, or sole responsibility, which shall not be charged against sick leave accumulation.

Bereavement leave will also be available to both the male and female parent in the event of a lost pregnancy (miscarriage, ectopic pregnancy, or stillbirth). Five additional days per incident may be granted which shall be charged against accumulated sick leave.

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

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

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

Section 6: Family Parenting Leave

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

Section 7: Personal Leave

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

1. Three (3) days of personal leave requested shall be subject to administrative approval and must be applied for at least (5) calendar days in advance of the date the leave will occur.
2. The Superintendent may grant personal leave without 5 days notice (assuming the employee has a day of personal leave left) when conditions or situations make it impossible for an employee to fulfill his/her assigned duties.
3. Application for personal leave that extends the breaks of Labor Day, Thanksgiving, Christmas / New Years, spring break, Easter, or Memorial Day; or that replaces the first contract day, the last contract day, or parent / teacher conferences shall be subject to the Superintendent's approval.
4. Personal Leave shall be handled confidentially.
5. The District will compensate certificated employees \$150 for each day of unused personal leave up to a maximum of three (3) days per school year. Unused personal leave will be compensated in increments of no less than .5 days in the June payroll check.
6. An certified employee who is in year ten (10) or more with Columbus Public Schools will receive one additional personal leave day to be used annually, without carry-over, and without compensation if unused. The additional day would be considered the 4th personal day of use.

7. An employee who does not complete all 188 days of their annual contract due to termination, resignation, or retirement become ineligible for unused personal day compensation as outlined in section 7, #5.

Section 8: Personal Professional Leave

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

Section 9: Adoption Leave

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

Section 10: Court Summons Leave

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

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

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

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

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

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

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

Section 12: Military Leave

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

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

Section 13: Family and Medical Leave Act

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

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

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

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

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

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

financial and legal arrangements, attending certain counseling sessions, and attending post-deployment reintegration briefings.

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

Section 14: Maternity Leave

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

Section 15: Consideration of Elective Leave Requests

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

Section 16: School Activities or School Related Professional Absence

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

Section 17: Emergency Leave Bank

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

Article 4: DUTIES AND RESPONSIBILITIES

Section 1: Hours of Work & Meetings

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

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

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

Certificated employees are required to serve on playground, lunchroom, and hall supervision as designated by the Principal. The Principal will attempt to make an equitable distribution of such

assignments and professional staff shall assume such duties as part of their work and agreement of employment.

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

Section 2: Arrival to Duty Assignments

Staff covered under the certified agreement should be on duty no later than 7:45am and leave no earlier than 4:00pm except for meetings or duties related to employment with Columbus Public Schools.

Section 3: Leaving School

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

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

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

Section 4: Lesson Plans

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

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

Section 5: Daily Class Record Books

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

Section 6: Classroom and School Procedures

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

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

Section 7: Supervision of Students

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

1. Proper Supervision

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

2. Proper Instructions

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

3. Proper Maintenance of Buildings, Grounds, and Equipment

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

4. Proper Warnings

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

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

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

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

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

Section 8: Managing Student Conduct

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

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

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

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

Section 9: Dispensing Medication

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

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

Section 10: Reporting Child Abuse

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

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

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

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

Section 11: Fundraising

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

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

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

Section 12: Purchases with Building or District Funds

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

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

Section 13: District Credit Cards

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

Section 14: Cash in School Buildings

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

Section 15: Professional Travel

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

- Transportation – Board Policy 402.20
- Lodging – Board Policy 402.20
- Meals Per Diem – Board Policy 402.20
- Credit Card – Section 13 p. 27
- Leave – Section #8 p. 17 and Section #16 p. 20
- Reimbursement – For mileage or meals, use proper form, see Section #9 p. 12 and is also covered under Board Policy 706.05

Article 5: PERSONAL AND PROFESSIONAL CONDUCT

Section 1: Professional Ethics Standards

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

Preamble

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

The educator shall recognize the magnitude of the responsibility he or she has accepted in choosing a career in education, and engages individually and collectively with other educators, to judge his or her colleagues, and to be judged by them, in accordance with the provisions of this code of ethics.

The standards listed in this section are held to be generally accepted minimal standards for public school certificate holders in the State of Nebraska and for all educators, including administrators, with respect to ethical and professional conduct.

Principle I - Commitment as a Professional Educator:

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

In fulfillment of the educator's contractual and professional responsibilities, the educator:

- A. Shall not interfere with the exercise of political and citizenship rights and responsibilities of students, colleagues, parents, school patrons, or school board members.
- B. Shall not discriminate on the basis of race, color, creed, sex, marital status, age, national origin, ethnic background, or handicapping condition.
- C. Shall not use coercive means or promise or provide special treatment to students, colleagues, school patrons, or school board members in order to influence professional decisions.
- D. Shall not make any fraudulent statement or fail to disclose a material fact for which the educator is responsible.
- E. Shall not exploit professional relationships with students, colleagues, parents, school patrons, or school board members for personal gain or private advantage.
- F. Shall not sexually harass students, parents, or school patrons, employees, or board members.

- G. Shall not have had revoked for cause in another state a teaching certificate, administrative certificate, or any certificate enabling a person to engage in any of the activities for which a special services counseling certificate is issued in Nebraska.
- H. Shall not engage in conduct involving dishonesty, fraud, deceit, or misrepresentation in the performance of professional duties.
- I. Shall report to the Superintendent any known violation of paragraphs B, E, or G above.
- J. Shall seek no reprisal against any individual who has reported a violation of this rule.

Principle II - Commitment to the Student:

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

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

Principle III - Commitment to the Public:

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

- A. Shall not misrepresent an institution with which the educator is affiliated, and shall take added precautions to distinguish between the educator's personal and institutional views.
- B. Shall not use institutional privileges for private gain or to promote political candidates, political issues, or partisan political activities.
- C. Shall neither offer nor accept gifts or favors that will impair professional judgment.
- D. Shall support the principle of due process and protect the political, citizenship, and natural rights of all individuals.
- E. Shall not commit any act of moral turpitude nor commit any felony under the laws of the United States or any state or territory.

- F. Shall, with reasonable diligence, attend to the duties of his or her professional position.

Principle IV - Commitment to the Profession:

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

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

Principle V - Commitment to Professional Employment Practices:

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

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

Section 2: Evaluations

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

Section 3: Role Model

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

Section 4: Relationships

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

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

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

Section 5: Professional Attire

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

Section 6: Private Tutoring

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

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

Section 7: Outside Employment

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

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

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

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

Section 9: Employment Contract

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

Article 6 – ACADEMIC MATTERS

Section 1: Purpose and Goals of Academic Achievement

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

Section 2: Teaching to Student Understanding to Assure Learning

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

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

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

Section 3: Instruction in the Curriculum

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

Section 4: Measuring and Reporting Academic Achievement

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

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

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

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

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

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

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

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

Section 5: Updating Grades

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

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

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

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

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

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

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

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

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

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

Section 6: Parent-Teacher Conferences

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

Section 7: Use of Video Resources for Instructional Purposes

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

Article 7 – USE OF SCHOOL FACILITIES AND EQUIPMENT

Section 1: Drug-Free Workplace

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

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

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

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

Section 2: Smoke- and Tobacco-Free Workplace

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

Section 3: Weapon-Free Workplace

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

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

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

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

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

10. Any other object that is designed for or intended for use as a destructive or injurious device. The phrase "possession of a weapon" includes, without limitation, a weapon in a teacher's personal possession, as well as in an employee's motor vehicle, desk, locker, briefcase, backpack, or purse.

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

Section 4: Acceptable Use of District Computer Network and Internet

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

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

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

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

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

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

As the user, you are taking sole responsibility for all activity on any school-issued device, whether activity be attended or unattended. Any violation of any part of this agreement or any other activity which school administrators deem inappropriate will be subject to disciplinary action. Discipline could include but would not be limited to the immediate suspension or termination of the user's Internet account and computer privileges, reprimand, suspension, or termination.

Personal Use and Fee

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

Important Information Concerning CPS Technology

Reporting lost or stolen technology during the school day:

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

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

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

- Contact number to be called back

Section 5: Use of School Facilities

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

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

Section 6: Care of School Property

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

Section 7: Use of Telephone

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

Section 8: Visitors

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

Section 9: Salespersons

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

Teachers shall not use classrooms, buildings, or other school property for personal use or profit without specific approval from the Superintendent or designee. Teachers shall not use time for which the teacher is on duty or paid by the District to engage in any activity for personal financial profit. Any violation of this policy will be held to be willful insubordination.

Section 10: Security of Desks and Lockers

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

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

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

Section 11: Video Surveillance

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

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

Section 12: Bulletins and Announcements

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

Section 13: Copyright and Fair Use Policy

It is the school’s policy to follow the federal copyright law. Teachers are reminded that, when using school equipment and when performing school duties, they also must follow the federal copyright

laws. The federal copyright law governs the reproduction of works of authorship. Copyrighted works are protected regardless of the medium in which they are created or reproduced; thus, copyright extends to digital works and works transformed into a digital format. Copyrighted works are not limited to those that bear a copyright notice.

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

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

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

Section 14: Lost and Found

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

Section 15: Safety

Safety Program and Safety Committee

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

Safety Practices

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

1. Never stand on chairs, counters, tables, etc. Only use step stools, ladders, and locking stools to stand, climb, etc., to reach high places, put things on bulletin boards, etc.
2. Always wear protective equipment (i.e., goggles, aprons, gloves, and ear protection).
3. Wipe up spills or report promptly to appropriate personnel. DO NOT assume someone else will do it.
4. Be aware of your surroundings. Pick up clutter and keep your work area or room clean and free of clutter, debris, etc.
5. Identify and report all hazards (i.e., broken equipment, broken or uneven floor surfaces, non-operating tools, windows, doors, etc.). Follow up if not repaired.
6. Do not use equipment if you are not familiar with it or operate machinery without proper training.
7. Do not carry heavy or bulky objects. Get a cart, dolly, or assistance. Know how to properly lift.
8. Report any personal injuries or medical problems while on duty to your supervisor immediately and complete the employee accident report. This should be forwarded to the Human Resources office.
9. Wear seatbelts when in vehicles where provided.
10. Do not do repetitive tasks for long periods of time (i.e., keyboarding, cutting out things, filing, typing, etc.). Take breaks, learn and do stretching exercises, etc.
11. Use your blood-borne pathogen kit and training provided.
12. Every student accident in the school building, on the school grounds, at practice sessions, or at any event sponsored by the school (home or away) must be reported immediately to the Principal or supervising administrator.

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

Use of Personal Vehicles

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

Accidents

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

Workers Compensation

Teachers are required to immediately report any work-related injury and/or work-related medical condition to their supervisor and complete all appropriate paperwork. These documents should be forwarded to the Human Resources office. [Updated injury procedures and forms](#) are located in the Staff-HR shared drive in Google.

Section 16: Traveling on School Business

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

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

Section 17: District Employee Communications

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

Section 18: Scent Devices

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

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

Section 19: Small Kitchen Devices

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

Article 8 – STATE AND FEDERAL PROGRAMS

Section 1: Notice of Nondiscrimination

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

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

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

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

Section 2: Designation of Coordinators

Any person having inquiries concerning the District's compliance with anti-discrimination laws or policies or other programs should contact or notify the following person(s) who are designated as the coordinator for such laws, policies, or programs. The contact address for the coordinator(s) is: Columbus Public Schools, 2410 16th St Ste A, Box 947, Columbus, NE 68602-0947, (402) 563-7000.

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

Section 3: Anti-discrimination & Harassment Policy

Elimination of Discrimination

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

Preventing Harassment and Discrimination

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

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

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

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

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

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

Section 4: Grievance Procedure for Persons with a Disability

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

- Complaints shall be filed with the ADA and Section 504 Coordinator. Complaints shall be made in writing unless the Complainant's disability prevents such, in which event the Complaint can be made verbally.
- Complaints shall set forth: (a) the name of the Complainant, (b) the address and telephone number or other such information sufficient to enable the Coordinator to contact the Complainant, (c) a brief description of the alleged violation, and (d) the relief requested by the Complainant.

- Complaints shall be investigated by the Coordinator or the Coordinator's designee. Investigations shall be thorough but informal and the Complainant shall be given a full opportunity to submit evidence relevant to the complaint.
- The Coordinator shall make a decision on the Complaint within thirty (30) days of the filing of the Complaint unless such time period is extended by agreement of the Complainant. The decision shall be made in writing, shall set forth the Coordinator's proposed resolution of the Complaint, and shall be forwarded to the Complainant.
- The Complainant shall have ten (10) days from the date the Coordinator's decision is sent to the Complainant to accept or reject the Coordinator's proposed resolution, and shall be deemed to have accepted the proposed resolution unless the Complainant rejects the proposed resolution within such time period. In the event the Complainant rejects the proposed resolution, the Complainant shall be given the opportunity to file a request for reconsideration within the ten (10) days from the date the Coordinator's division is sent to the Complainant. The request for reconsideration shall be filed with the Coordinator. The Coordinator shall consider any additional information provided in the request for reconsideration and make a decision on the request for reconsideration within 10 (ten) days after the request for reconsideration was filed.

Section 5: Confidentiality of Student Records (FERPA)

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

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

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

Section 7: Disclosure of Staff Qualifications

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

1. Whether the teacher has met state qualifications and licensing criteria for the grade levels and subject areas in which the teacher provides instruction.
2. Whether the teacher is teaching under an emergency or provisional teaching certificate.
3. The baccalaureate degree major of the teacher, along with information about other graduate certification or degrees held by the teacher, and the field of discipline of the certification or degree.

4. Whether the parent/guardian's child has been assigned, or has been taught for four or more consecutive weeks, by a teacher who does not meet the requirements of the NCLB.

Section 8: Student Privacy Protection

The No Child Left Behind Act of 2001 requires the District to protect the privacy of students. Further information about student privacy and the District's policies with regard to student privacy are found in Board policy and in the student handbook. In general, employees are expected to comply with these provisions of the NCLB and related Board policy, as follows:

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

Section 9: Parental Involvement

General - Parental/Community Involvement in Schools

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

- provide parents timely information about their child's progress, including use of quarterly report cards, active and constructive attendance at parent-teacher conferences, and more frequent parent contacts where warranted by the student's academic and behavioral needs;
- make textbooks, completed tests, and other curriculum materials available for review by

- parents upon request;
- permit parents access to their child’s records according to law and school policy;
- encourage parents to attend courses, assemblies, counseling sessions and other instructional activities with prior approval of the proper teacher, counselor, or administrator, provided that such parent attendance be educationally appropriate and not disruptive to the educational program;
- assure that testing occurs to assure proper measurement of each child’s educational progress and achievement;
- permit parents to excuse their child from testing, classroom instruction, and other school experiences when possible and educationally appropriate;
- notify parents of student surveys in accordance with district policy, obtain parental permission for surveys where required by District policy or law, and allow parents to opt-out of such surveys in accordance with District policy and law; and
- encourage parents to express their concerns, share their ideas, and advocate for their child’s education.

Title I Parental Involvement

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

Section 10: Homeless Students

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

Section 11: Breakfast and Lunch Programs

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

Section 12: Confidentiality of Protected Health Information

It is the policy of the District to develop and implement all necessary practices, policies, and procedures to comply with the Health Insurance Portability and Accountability Act of 1996 (HIPAA) where and to the extent applicable and to maintain the privacy of protected health information (PHI), as that term is defined by HIPAA, that it receives, obtains, or transmits for employees and students. The District

designates the Superintendent as its HIPAA privacy officer. Student and employee records containing PHI shall be accessible only to those who require such information to carry out their duties.

Appendix 1: COMPLAINT PROCEDURES FOR STAFF: Policy 403.055

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

Internal Complaints regarding School Personnel

Step 1

If the complaint is in regard to another staff member,

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

Step 2

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

Step 3

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

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

Internal Complaint Process regarding an Administrator

Step 1

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

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

Step 2

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

Step 3

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

Step 4

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

Community Complaints regarding School Personnel

Step 1

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

Step 2

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

Step 3

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

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

**Any statement containing a charge or a complaint against an employee of the school district must be submitted in writing, verified and signed by the complainant.

Community Complaints regarding School Administration

Step 1

If the complaint is in regard to the building principal, the complainant should request a conference with the Superintendent of schools to resolve the concern or complaint.

- a. If it is determined that an investigation will take place, the complainant must provide in writing and sign to confirm the issues of the complaint.
- b. The Superintendent and his/her designee reviews, investigate, and will then make a determination as to whether the complaint is valid or not.
- c. The complainant will receive confirmation that the investigation has taken place during the documented time frame.

Step 2

If complainant is dissatisfied with the result of step one in the process, the staff member can request an appeal for a second evaluation to be conducted by Director of Human Resources.

Step 3

If complainant is not satisfied with the outcomes of the previous two steps, the staff member can request a conference with committee of the board of education that is appointed by the board president.

Step 4

The complainant may file a complaint to the board as a whole after all other steps have been exhausted.

*If a complaint is related to the building Principal the community member can go directly to Step 2

**Any statement containing a charge or a complaint against an employee of the school district must be submitted in writing, verified, and signed by the complainant.

INSTRUCTIONS FOR PREPARING A COMPLAINT

Please Type or Print.

1. If you are filing a complaint against a process, problem, person, or more than one person, a separate form should be used for each process or person. If you have more than one complaint against the same process, problem, or person, you should use one form and describe each incident. As the Complainant, your name and phone number must appear in the blanks at the top of the first page.
2. The process, problem, or person against whom a Complaint is filed is called the Respondent and the Respondent's name must appear at the top of the first page on the left hand side, below your name. Also list the Respondent's name and telephone number in the blanks immediately underneath the complainant information.
3. In the complaint section, please list the facts which you believe constitute a violation of professional conduct and ethics and/or process used. Use additional sheets as necessary and number each page.
4. In the witness section, list individually the full name and telephone number of each witness to verify as to the alleged incident if appropriate.
5. Your signature should appear on the "verification" page indicating the complaint is factual to the complainant's knowledge.
6. Please mail, email, or deliver the completed Complaint form to the direct supervisor. If the complaint is in regard to the direct supervisor, please send the form to the Superintendent. If the

complaint is in regard to the Superintendent, please send the form to the Executive Director of Human Resources.

A blank complaint form is attached or you may type your own form.

In accordance with Board Policy 403.05 and 403.055, of the *Columbus Public Schools Policy Handbook*, the Complainant states as follows:

Complainant is: _____

Respondent is: _____

Complaint: _____

Complaint
Case No. _____

Page _____

Witness(es): _____

VERIFICATION

WHEREFORE, Complainant requests that the Superintendent investigate this Complaint and take such action as is warranted.

I, _____, have read the contents of the Complaint and that to the best of my knowledge, information, and belief such contents are true and there is reasonable cause for filing said document.

(Signature of Complainant)

(Printed Name of Complainant)

Dated this _____ day of _____, 20_____.

BEFORE THE SUPERINTENDENT OF SCHOOLS &
COLUMBUS PUBLIC SCHOOLS BOARD OF EDUCATION

For Internal Use

_____	)	Case No. _____
(Name)	)	Leave Blank
_____	)	
(Telephone #)	)	
_____	)	
(School)	)	
	)	
Complainant,	)	
	)	
	)	
	)	
_____	)	
(Name)	)	
_____	)	
(Telephone #)	)	
_____	)	
(School)	)	
	)	
Respondent.	)	

Appendix 2: Title IX Nondiscrimination

Section 1: Notice of Nondiscrimination

The Columbus Public Schools does not discriminate on the basis of race, color, national origin, gender, marital status, disability, religion or age in admission or access to, or treatment of employment, in its programs and activities. The coordinators listed in Section 2 have been designated to handle inquiries regarding complaints, grievance procedures or the application of these policies of nondiscrimination.

Local complaint or grievance procedures are provided for by the district and set forth in this handbook. If an employee does not feel that a complaint of nondiscrimination has been satisfactorily resolved at the school level, the employee may file a complaint with the appropriate federal or state agency. Complaints are to be filed with the regional Department of Education, Office for Civil Rights, where the complaint relates to Title IX (discrimination, harassment or lack of equity based on gender), Title VI (discrimination or harassment based on race, color, or national origin) or Section 504 (discrimination, harassment or failure to accommodate a disability). Complaints are to be filed with the regional U.S. Equal Employment Opportunity Commission (EEOC) if the complaint relates to Title VII (discrimination or harassment based on race, color, gender, national origin, or religion), the Americans with Disabilities Act (discrimination, harassment or failure to accommodate a disability), or the Age Discrimination in Employment Act (discrimination based on age). The contact information for the OCR and the EEOC in this regard are:

Office for Civil Rights
8930 Ward Parkway, Suite 2037
Kansas City, MO 64114
816-268-0550

The U.S. Equal Employment Opportunity Commission
1801 L Street, N.W.
Washington, D.C. 20507
800-669-4000; TDD: 800-669-6820

Section 2: Designation of Coordinators

Any person having inquiries concerning the district's compliance with anti-discrimination laws or policies or other programs should contact or notify the following person(s) who are designated as the coordinator for such laws, policies or programs. The contact address for each coordinator is: Columbus Public Schools, 2410 16th St Ste A, Columbus NE 68601.

Law, Policy or Program	Issue or Concern	Coordinator
Title VI	Discrimination or harassment based on race, color, or national origin; harassment	Dr. Chip Kay
Title IX	Discrimination or harassment based on sex; gender equity	Employees – Jason Schapmann Students – Tim Kwapnioski
Section 504 of the Rehabilitation Act and the Americans with Disability Act (ADA)	Discrimination, harassment, or reasonable accommodations of persons with disabilities	Jason Harris and Leonard Kwapnioski
Homeless student laws	Children who are homeless	Dr. Chip Kay
Safe and Drug Free Schools and Communities	Safe and drug free schools	Dr. Chip Kay

COLUMBUS PUBLIC SCHOOLS



CLASSIFIED STAFF HANDBOOK

2025-2026

STAFF COVERED UNDER THE CLASSIFIED HANDBOOK INCLUDE:

Food Service, Technology, Registrar, Translators/Interpreters, Administrative Assistants, Secretaries, Health Aides, Media Aides, Paraprofessionals, Custodial, Maintenance, Bus Drivers, Office Staff, After School Program, and other hourly employees not listed above.

This handbook is an outline of the basic policies, practices, and procedures of the Columbus Public Schools. It contains general statements of policy, and it should not be read as including the details of each policy, or a promise that the provisions in it will be applied in all cases. The provisions may be changed at any time, with or without notice. This handbook totally supersedes all previous handbooks. The handbook is not a contract, expressed or implied, between the school district and the employee.

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Intent of Handbook

Welcome to the Columbus Public Schools. This handbook is intended to provide classified employees with general information about the Columbus Schools and to serve as a guide to policies, rules, and regulations, benefits of employment, and performance expectations.

References in this handbook to Classified Employees are intended to apply to all staff who are not required by their position to hold a teaching or administrative certificate.

Each classified employee is responsible for becoming familiar with the handbook and knowing the information contained in it. Although the information found in this handbook is detailed and specific on many topics, the handbook is not intended to be all encompassing to cover every situation and circumstance that may arise. This handbook is intended to supplement other documents that deal with your employment and the policies and regulations of the Board of Education. In reading this handbook, please understand that where a direct conflict exists, state or federal law and Board policies and regulations will take precedence over the handbook.

This handbook does not create a contract of employment. Classified employee positions and assignments may be ended or changed on an at-will basis notwithstanding anything in this handbook or any other publication or statement, except for the contract approved by the Board of Education.

The administration will be responsible for interpreting the rules contained in the handbook and shall have the right to make decisions and rule revisions at any time. Should a situation or circumstance arise that is not specifically covered in this handbook, the administration will make a decision based upon applicable school district policies, state and federal statutes and regulations, and the best interests of the District.

In lieu of missing content or errors in the handbook, school board policy and state statute will be used to interpret the situation as best possible. When a final interpretation and application is required it will be done by the Superintendent or their designee.

This handbook will be in effect for the current school year and subsequent school years unless replaced by a later edition.

The contents of this handbook shall supersede any oral statements made to any classified staff employee.

As an employee of the Columbus Public Schools you are a public figure and are expected to be a positive role model.

Mission and Vision of the Columbus Public Schools

The Mission of the Columbus Public Schools: “Engaging all learners to achieve success”

The Vision of the Columbus Public Schools:

Columbus Public Schools will continuously strive to be a high-performing learning community that will meet the unique diverse learning needs of all students.

To attain our Mission and Vision, we must demonstrate that we will:

- Maintain a dedicated, clear, and collaborative focus on student learning and outcomes.
- Provide a safe and supportive environment for learning and teaching.
- Foster communication, trust, support, and partnerships with stakeholders.

Members of the Board of Education

Doug Willoughby, President
656 Quail Lane, Columbus, NE 402-270-7195

Mike Jeffryes, Vice President
3255 37 Avenue, Columbus, NE 402-276-3597

Doug Molczyk, Ex-President
2870 North Park Lane, Columbus, NE 402-276-4033

Candace Becher, Member
120 SE Calle Colombo, Columbus, NE 402-910-4579

Marv Zoucha, Member
4058 54th Avenue, Columbus, NE 402-276-5768

Theresa Seipel, Member
4302 31 Street, Columbus, NE 402-910-6667

Administrative Staff

Dr. Chip Kay	Superintendent	
Mr. Jason Harris	Director	Special Education
Mr. Jason Schapmann	Director	Finance and Human Resources
Mr. Leonard Kwapnioski	Director	Operations
Ms. Teresa Hausmann	Director	Teaching and Learning
Ms. Sara Colford	Assistant Director	Student Services
Ms. Nicole Anderson	Assistant Director	Communications/CPS Foundation
Ms. Angie Luebbe	Principal	Emerson Elementary School
Ms. Sarah Bird	Principal	North Park Elementary School
Mr. Andy Luebbe	Principal	Centennial Elementary School
Mr. J.P. Holys	Principal	Lost Creek Elementary School
Ms. Paula Lawrence	Principal	West Park Elementary School
Ms. Erin Meyer	Principal	Kramer Education Center
Ms. Amy Haynes	Principal	Columbus Middle School
Mr. Jordon Anderson	Assistant Principal	Columbus Middle School
Ms. Adriana Carnes	Assistant Principal	Columbus Middle School
Ms. Katie Rose	Assistant Principal	Columbus Middle School
Mr. Alex Dostal	Assistant Principal	Columbus Middle School
Mr. David Hiebner	Principal	Columbus High School
Mr. Austin Carmichael	Assistant Principal	Columbus High School
Ms. Angela Leifeld	Assistant Principal	Columbus High School
Mr. Michael Ziola	Assistant Principal	Columbus High School
Mr. Tim Kwapnioski	Activities Administrator	Columbus High School

ARTICLE 1: SCHOOL CALENDAR & SEVERE WEATHER & CANCELLATIONS

Section 1: Calendar(s)

School Calendar can be found at [Staff-HR Calendars](#) that will show in session, vacation, and professional development days.

This year there is also a [Planning Calendar](#) available that shows the start and ending date for employees, days to be in attendance when students are not present, and observed holidays.

You may also view future [Draft Calendars](#) in this same folder as they become available.

Section 2: Severe Weather and School Cancellations

The Superintendent of Schools is authorized by the Board of Education to close public schools in case of severe weather. Representatives of the superintendent's staff will notify local news media when inclement weather warrants such action. This information is broadcast regularly by radio stations. When the weather is questionable, please tune into KLIR 101.1 FM for announcements. A decision to close or delay the start of school will be made before 6:30 a.m. The district will also utilize the Columbus Public Schools cell phone application and Thrillshare for district-wide messages.

There is no fail-proof way to determine severe weather and there are wide differences of opinion on how severe the weather must be before schools are closed. Good and bad decisions are made in trying to predict what Mother Nature will do. Decisions to close school or keep it open are made on the best available information. Weather information about winter storms is obtained from the news media. Personal observations on the weather and road conditions are also made.

Columbus Public Schools will operate school every day possible and will generally have school when surrounding school districts close. Rural districts operate many school buses; therefore, road conditions and visibility affect school closing decisions. The danger and risk to students is generally less in Columbus because Columbus students' homes are relatively close to school, streets are usually open, visibility is generally better in town, the shelter of homes in case of emergency is near, and CPS operates few school buses.

The question is often asked, "Why not close school more frequently in bad weather?" Learning is important to Columbus Public Schools. The curriculum has been designed to be accommodated in 1,032 elementary hours, and 1,080 secondary hours; fewer school hours mean less learning. The staff cares about the learning that takes place. When weather jeopardizes the health and safety of young people, health and safety becomes priority number one and school is dismissed. In addition, the State of Nebraska maintains a minimum number of hours per year for school operation. Dropping below the 1,032 or 1,080 hour minimum may necessitate making up days on Saturdays, early summer, or after normal dismissal time. Making up hours is not preferred unless the danger imposed by weather necessitates dismissal.

Every attempt will be made to avoid closing school once classes are in session. In some instances, closing school during the day is inevitable if children are to safely return home before the brunt of a

major storm hits. In these cases, as much advance notice as possible will be given. If school is closed during the day staff will be notified and parents will be notified via media broadcast. Teachers and designated staff will be responsible for remaining with students until all students have safely left school or the administration has made arrangements for remaining students.

When school is canceled or delayed because of snow, the possible announcements will be as follows:

“Designated staff report” will mean full-time secretaries in the High School, Middle School, Administration Office, and elementary schools; all administrators; building/grounds supervisors; full-time maintenance, full-time custodians, and district technology staff report for duty at the regular time or as soon as possible unless the radio announcement indicates otherwise. Teachers need not report but may do so at their discretion. **All classified employees will be paid only for the actual time worked on those days when school has been delayed or canceled due to inclement weather.** Employees not expected to be on duty when schools are closed include food service personnel, paraprofessionals, lunch-playground aides, and other part-time non-certified employees.

“School will start at 10:00 a.m.” is the announcement used when the delay helps the road and parking lot clearing efforts, or when bad weather is subsiding. Custodians, administrators, full-time secretaries, and cooks report at regular times or as soon as possible as travel permits. Teachers, paraprofessionals, and other personnel report no later than 15 minutes prior to the announced starting time or at their regular reporting time, whichever is applicable.

If school is dismissed during the day because of a storm, teachers, paraprofessionals, and other instructional personnel may leave after students are dismissed and safely out of the building as per instructions of the building principal, but no sooner than fifteen minutes after student dismissal. Secretaries, custodians, and other personnel may leave after the building is clear of students and staff at the discretion of the building principal or their immediate supervisor. The Administration Office will remain open as weather dictates. On such days, employees will be paid for their actual hours worked.

Emergency Conditions

The Columbus Public Schools has a signal which, when activated, includes the necessity to either evacuate the building or to move to safer areas of the building. All regular drills are held as required by law through the school year. There are plans for Emergency Exit, Tornado Warning System, and Critical Incident Response. School officials are not permitted to release students from the school building during a tornado warning. In the event of an emergency exit alert or tornado warning, you should implement the school’s established safety procedures.

ARTICLE 2: EMPLOYMENT

Section 1: New Employees

Upon completion of the advertising process, review of applications, and reference checks, the person best qualified for a position with the District will be offered the job. Before a new employee can be eligible to receive their first paycheck, they must complete all necessary forms. Those documents include, but may not be limited to:

a. I-9
b. W-4
c. Nebraska State Retirement System Beneficiary Form
d. Long-term Disability Insurance Application
e. Life Insurance Application
f. Health/Dental Insurance Application
g. Physical, if required
h. Appropriate certification, if applicable
i. Background Check
j. Official transcripts for salary increase
k. Register on time clock, if applicable
l. Direct Deposit Enrollment Form
m. Section 125 Plan Enrollment Form
n. Staff Information and Emergency Form

Section 2: Assignments

The duties to be performed by an employee with the District shall be subject to assignment by the appropriate administrator/supervisor. Job descriptions, where available, provide additional information about the position duties.

While on duty with the District, an employee will be expected to devote all of their duty time to the employee's position and to diligently and faithfully perform the assigned duties to the best of their ability.

Section 3: Definition of Full-Time Employee

A full-time classified employee is one who is scheduled for thirty-five (35) hours a week or more, a minimum of nine months out of the year.

Section 4: Personnel Files

The District will follow the requirements of state and federal law and regulation with regard to employee personnel files.

Any employee of the Columbus Public Schools shall, upon request, have access to his/her personnel file while on school premises, but may not have access to letters of recommendation solicited by the Columbus Public Schools or to sets of confidential credentials that are part of his/her file. No other person except school officials while engaged in their professional duties shall be granted access to such

files, nor shall the contents thereof be divulged in any manner to any unauthorized person without the employee's written permission. Permission forms are available in the Human Resources or superintendent's offices in the Administration Building.

Section 5: Internal Complaint/Communications

Board of Education policy requires that the proper channeling of complaints involving school personnel shall be from the complainant to the employee, to the principal, to the Superintendent, and then on to the Board of Education. Complete information regarding complaints may be found in Appendix 1.

Section 6: Complaints about School Personnel

Constructive criticism of the school, school system, or school personnel is welcome when it is motivated by a sincere desire to improve the quality of the educational program and to assist the school in performing its educational tasks more effectively.

Section 7: Time Clocks

Classified employees are to use the building time clock at all times to record start/end of workday, lunch period, and all other times off duty. Employees are expected to clock-in and clock-out within 7 minutes of their scheduled time. On rare occasions, and for special reasons **ONLY**, a *payroll exception sign in/sign out form* may be used.

Section 8: Compensation

Compensation is paid only as authorized by the Board of Education. Employment agreements will provide a salary or hourly rate of pay that will be in effect until the beginning of the next school year. New employees may be credited with up to 3 years of prior experience in a comparable position.

Section 9: Payroll

Pay stubs for classified staff are available via email. Payday is the 20th of each month. Paydays, in accordance with the terms of the teacher's contract, will be the 20th day of September and the 20th day of each month thereafter up to and including August 20th. If the 20th of the month falls on Saturday, Sunday, or recognized holiday, the paychecks may be secured on Friday. During the summer months, pay stubs will be emailed or mailed to the employee's home address. Employees should always verify pay amounts. If any adjustment should be made, the Payroll Office should be called.

Direct deposit is required for **all** regular employees of the District. Contact the payroll office in the Administration building in writing if you need to make any changes, i.e. account number change, bank change, address change, etc.

Before an employee's pay can be issued, they must fill out a direct deposit authorization, provide an I-9 form with proper ID, and have a W-4 form on file.

Section 10: Payroll Deductions

Federal income tax, state income tax, social security, and retirement withholding, etc., as required, are deducted from each paycheck.

Regular payroll deductions, if necessary, for the approved health/dental insurance, disability insurance, and/or life insurance are done monthly over the employee's work agreement length.

Section 125, 403(b) contributions, dues, etc. will be made if any employee requests such deductions in writing to the Administration Building. Employee wages must cover these contributions each month.

School Foundation & United Way—A payroll deduction procedure offers a convenient way to pay a pledge to the Columbus United Way Fund and/or the Columbus Public School Foundation. Deductions begin in September of each year and continue as authorized on the deduction authorization form.

Section 11: Benefits

Health Insurance: Provided for all classified staff who work 35 hours a week for at least nine months of the year (possibly at employee's expense or a portion of expense). See the Payroll office for current rates and benefit information.

The Columbus Public Schools will use August 1 through the following July 31 as the look-back period for calculations necessary under the Affordable Healthcare Act. To calculate average hours per week for those employees eligible for benefits under the Patient Protection and Affordable Healthcare Act, an employee's hours for the time period beginning August 1 and ending July 31 of the following year will be divided by the total number of weeks worked during that period of time, inclusive of break periods of less than 4 consecutive weeks.

Employees who do not participate in the District sponsored health insurance program must provide proof of creditable coverage for health insurance provided by another insurance carrier. Such employees may be eligible for cash-in-lieu of insurance benefits. The Health Insurance Portability and Accountability Act (HIPAA) provide rights and protections for participants and beneficiaries in group health plans. HIPAA includes protections for coverage under group health plans that limit exclusions for preexisting conditions; prohibit discrimination against employees and dependents based on their health status; and allow a special opportunity to enroll in a new plan to individuals in certain circumstances. HIPAA may also give you a right to purchase individual coverage if you have no group health plan coverage available and have exhausted COBRA or other continuation coverage. Further information may be obtained from the plan administrator of the group health plan.

Disability Insurance (Long-Term): Provided for all classified staff who work 35 hours a week for at least nine months of the year.

Life Insurance: Provided for all classified staff who work 35 hours a week for at least nine months of the year.

Employees shall make annual benefit elections by September 1 of each school year. Should an employee fail to make such election, the employee election from the immediately preceding school and contract year shall be continued. Each employee is responsible for informing the Business Office in writing of any changes in benefit status. All employee benefit elections are deducted through the District's 125 Plan. Once the elections are designated, they cannot be changed or dropped unless there is a life changing circumstance. This is per the IRS regulations governing Section 125 Plans.

YMCA Subsidy: The District provides a monthly subsidy for classified staff members based on the number of months employed. Contact the payroll office during August to sign up for this benefit.

Employee Assistance Program: The District provides an Employee Assistance Program staff may access when needing to deal with issues such as depression, stress management, anxiety, marital difficulties, family conflict, alcohol or drug addiction, financial or legal concerns, problem gambling, eating disorders, childcare and eldercare, etc. Information on the program is located in the Staff-HR shared folder on Google Drive.

Section 12: Expense Reimbursement

Reimbursement for authorized mileage will be paid to employees required to drive their own vehicles during their regular scheduled working hours between two or more work sites. Claims for reimbursement should be submitted on a monthly basis to the employee's immediate supervisor. The allowable rate shall be governed by board policy, unless otherwise required by law. The District is not liable for physical damage to employee vehicles.

Necessary materials and supplies are provided by the District. If an employee needs additional materials for performance of duties, the request should be made to the employee's immediate supervisor. Employees who purchase materials or supplies without advance approval may not be reimbursed.

Reimbursement for meals or other expenses related to District-required travel must be submitted to and approved by either the Principal or, if the expense is related to an activity, by the Activities Director. The request for reimbursement should include a voucher sufficient to establish that the expense, with a detailed receipt, was actually incurred and that the expense was reasonable and related to a school purpose. All individuals' names must be included on the back of the detailed meal receipt. No more than one meal, per person, should be submitted for every six-hour block of on duty-time.

When an employee travels to a supervisor-requested conference/workshop, he/she will be compensated for expenses incurred traveling to and from including the conference/workshop fees. School vehicles should be requested first. If no vehicle is available, mileage will be paid. Receipts must be turned in and the appropriate form signed. If travel outside of Columbus is required for work, please review Board Policy 402.20 outlining transportation, lodging, and meals for employee travel.

Section 13: 403(b) Salary Reduction Agreements

The Columbus Public Schools will cooperate with any employee who chooses to participate in an investment program under an Internal Revenue Code Section 403(b) provided that the employee executes a Salary Reduction Agreement provided by the District and the vendor of the 403(b) plan elected by the employee has entered into a Service Provider Agreement with the District holding the District harmless from any liability that may arise out of such 403(b) plan, including, but not limited to, the calculation of the maximum exclusion allowance, tax reporting, notices, and income withholding. Contact Tania Stahl, extension 12670, for contact information or questions regarding such 403(b) Plans.

Section 14: Overtime

Overtime is paid to classified employees in accordance with the Fair Labor Standards Act (FLSA). A publication provided by the federal government which provides more information about the FLSA is attached as Appendix 2 in this handbook.

Classified employees may be classified as either exempt or non-exempt for overtime purposes.

Employees who are classified as exempt employees are not eligible for overtime, while those who are non-exempt are eligible for overtime.

Non-exempt employees will be expected to accurately report hours worked. Falsification of timecards is a serious offense.

Non-exempt employees must receive prior approval from their supervisor to work additional hours beyond their regular work schedule. Non-exempt employees will be paid for each hour worked in excess of 40 hours in a workweek and are expected to accurately and timely report overtime hours to their supervisor. The regular workweek for overtime purposes is from 12:00 a.m. on Sunday through 11:59 p.m. on Saturday. The administration may establish a different 7-day period workweek from time to time for specified employees or employee groups.

Overtime pay for non-exempt employees will be paid at the rate of not less than 1.5 times the employee's regular rate of pay for hours worked in excess of the 40-hour workweek. Employees with two or more non-exempt positions may be eligible for overtime pay based upon the total number of hours worked in one workweek. If applicable, the employee and the Superintendent will agree upon the overtime rate in compliance with FLSA regulations.

Columbus Public Schools does not permit compensatory time in lieu of overtime compensation. Overtime requires prior approval of the employee's immediate supervisor and should only occur in rare circumstances. The Director of Human Resources and the payroll office should be notified by the supervisor of this request.

Section 15: Retirement

Columbus Public Schools' employees participate, as required by law, in the Nebraska Public Employees' Retirement System. Employees will have a percentage of their gross salary as determined by law deducted for retirement. Additional money for the retirement fund is provided by legislative appropriation and mandatory contribution from the school district.

The methods for determining retirement benefits have been revised periodically by the Nebraska Legislature and each employee is encouraged to contact the Nebraska Retirement System for additional information. Write to: Nebraska Public Employee Retirement Systems, PO Box 94816, Lincoln, Nebraska 68509-4816.

Section 16: Transfer

A classified staff member who wants to transfer to another advertised opening within the District must submit a transfer request for the desired position through the Frontline online system. If computer access is not available, contact Human Resources for assistance. The District reserves the right to transfer employees to other positions as deemed necessary. You should contact your current supervisor to notify them of your request to transfer.

If an in-house transfer is allowed, the salary schedule of the new position will be used. In some instances, this could result in a decrease in hourly wages.

Section 17: Vacancy Posting

Prior to publicly advertising the opening, the vacancy will, whenever possible, be announced in-house through e-mail. Current employees will, if possible, be given first consideration to transfer to the new opening provided they complete a successful interview. In-house posting of vacancies will occur via e-mail to all employees.

Section 18: Address/Phone Number Change

It is necessary that an accurate directory of all employees of the school district be kept in the Payroll office. Employees changing their address or phone number should report in writing such changes to the Payroll office as soon as possible. Sending information through E-mail is acceptable and may be sent to cps.payroll@discoverers.org.

Section 19: Resignation

An employee who plans to leave Columbus Public Schools must submit a written notice to their principal or supervisor. The district requests a minimum of a two-week notice so there will be sufficient time to find a replacement for you.

When submitting a resignation with the intent to retire from work, please specify that you will be retiring rather than resigning. Selecting retirement entitles employees who have worked at least 5 consecutive years for the District to receive recognition (unused sick leave compensation, if applicable, retirement gift, and banquet tickets) at the end of the year staff recognition banquet. In the event an employee retires, later returns to work for the District, and then retires again, the retiree will be provided tickets to the end of year staff recognition banquet but no additional retirement gift or unused sick leave compensation.

Section 20: COBRA Insurance

COBRA is a supplemental insurance policy that provides temporary health insurance to eligible workers and their dependents when they are between jobs by extending the coverage of the most recent employer. Because gaps in health care coverage can cause problems when enrolling in a new plan, it's important that families stay insured in times of transition.

When a qualifying event occurs, federal law requires the Columbus Public Schools to send their employees and/or his or her eligible dependents written notice within 14 days from the date of loss of coverage for the right to continue health insurance. Continuation of coverage is available to all who qualify at the group rate, plus an additional 2% administrative fee. If the employee was previously covered under a family membership, he or she can retain a family plan under COBRA or select two single membership plans: one for the retiree/terminated employee and one for the spouse.

Continuation of Coverage (COBRA) Notification: The employee must choose to continue coverage by notifying Pay Flex in writing. The employee has 60 days to choose to continue coverage, starting with the date of the continuation notice or the date coverage ended, whichever is later. Failure to choose continuation within the required time period will make the individual ineligible to do so at a later date. The individual has 45 days from the date of choosing continuation coverage to pay Blue Cross and Blue Shield the first month's premium. If coverage for a dependent ends because of divorce, legal separation, or any other change in status, the employee or dependent must notify the employer within 60 days of the qualifying event.

When Continuation of Coverage (COBRA) will end on the earlier of:

- The day the individual becomes covered under any other group health plan (after COBRA election) which does not exclude or limit any pre-existing conditions or to whom such exclusion does not apply, due to creditable coverage;
- The day a covered person is entitled to benefits under Medicare (after COBRA election);
- The day health coverage has been continued for the maximum period of time allowed (18, 29, 36 months).

Section 21: Letters of Recommendation

It is acceptable to ask your supervisor for a letter of recommendation once you have provided him/her written notice. It will remain your supervisor's decision, however, about whether or not such a letter will be written. You may also ask others to write you letters of recommendation or allow their names to be used as references for you. Again, it is their decision as to whether or not they want to do this.

Section 22: Termination of Employment

The employee's immediate supervisor or administrator will provide the Support Staff Vacancy form to the Director of Finance/Human Relations specifying that the vacancy is as a result of termination.

Section 23: ID Badge for Admission to School Activities

The employee's ID badge will serve as their activity pass and allow the employee, spouse, and children to attend home events with them at no cost. Exemptions apply for NSAA District, Sub-State, or State contests. **Clarification on Children** - Must be a child of the employee, school age, and living at home. **Children may not be dropped off to attend, and the employee must also be attending the event.**

ARTICLE 3: ABSENCES FROM WORK

*Note that most types of leave listed below will require the use of the **District's approved time clock and leave system software**, Time and Attendance (*). Failure to prearrange an absence, other than sick, may result in the denial of paid leave for those days.*

Section 1: Sick Leave*

Classified employees, upon completion of one (1) full day of work during the first year of employment, shall be eligible for sick leave. Paid sick leave provides employees protection against loss of income during absences from work due to illness or injury that prevent performance of duties. It is intended to cover the needs of the employee and provide a reasonable amount of coverage for situations related to the illness or injury of an immediate family member that requires direct care by the employee. Sick leave is intended to be used only for the purposes set forth herein.

Definition of Immediate Family (as applied to sick, family illness, bereavement part II, and FMLA): For the purpose of implementation of this written agreement, only the following shall be considered members of the immediate family of an employee: husband, wife, child, mother, father, sister, brother, mother-in-law, father-in-law, grandparents, sister-in-law, brother-in-law, daughter-in-law, son-in-law, grandchild, niece, nephew, aunt, uncle, stepchildren, stepmother, stepfather, stepbrother, and stepsister. Sick leave, when used for anyone other than a member of the immediate family residing in

the household, can be used only in instances of serious illness.

Full-time classified staff members earn one (1) day of sick leave per month of service, with a minimum of 10 days per year. The number of days that can be accumulated is 80 and all may be used in one school year. Ten (10) of the eighty (80) available sick leave days may be used for a member of the immediate family not residing in the household.

Part-time employees earn the equivalent of five (5) sick days of pay per year. Part-time sick leave is non-accumulative.

Full-time classified staff members who have completed 15 or more years with the District will be compensated at the rate of \$5 for each accumulated sick leave day at the time of their separation from the District.

Eligible employees who work a normal workday on a fixed schedule (an established number of hours per week on a predetermined schedule), and who have sick leave hours accumulated, will be paid for absence due to illness during the normally scheduled workday. Workday in general, means the period between the time on any particular day when such employee commences his/her primary activities and the time on that day at which he/she ceases such activity or activities. Eligible employees who work a normal workday on a variable schedule (an established number of hours per week with no predetermined schedule), and who have sick leave hours accumulated, will be paid for absence due to illness in an amount not to exceed the difference between the number of hours scheduled and the number of hours actually worked per day. No sick leave payments will be made during any week in which the actual number of hours worked equals or exceeds the number of hours scheduled.

Exception sheets and leave forms must be received by Payroll by the end of the current pay period. If the Payroll office does not receive an exception sheet or leave form, pay will be added to the next pay period.

Requests for Leave

Advance reporting of the need to take a leave is important. A classified employee who becomes ill and is unable to work is to contact their administrator/supervisor as soon as possible. Before the end of the school day on the first day of the sick leave and on each subsequent day of absence, a report should be made to the administrator/supervisor as to whether the classified employee will be able to return to duty on the next duty day. For illnesses or medical situations where the need for the leave can be determined in advance, the classified employee is to make such advance report of need for leave as possible.

For vacation and other leaves, a Request for Leave form is to be submitted to the administrator/supervisor at least five school days prior to the leave, or such other advance notice as is practicable under the circumstances.

Return from Leave

Upon return from leave, classified employees are to review information supplied by the substitute classified employee as to progress made in the classified employee's area of responsibility. The substitute should be contacted directly if the written information supplied is not adequate.

A classified employee who is absent for any period of time because of injury requiring care from a physician or health care provider, or for a period of one week or more due to illness, must present a written statement from the classified employee's physician or health care provider stating that the classified employee is physically able to return to duty to the Principal. This statement is to be presented in person before the classified employee returns to duty in order that the present stage of convalescence can be observed and discussed.

Should an employee be absent from work in excess of the employee's accumulated sick leave or other paid leaves, the employee's salary and fringe benefits (including the cost of premiums for group health insurance) shall be reduced by the day or days of work missed. In the case of hourly employees, the reduction will be made on an hourly basis.

Section 2: Vacation*

Vacation leave is available to an employee when the following specific conditions are met: (1) the employee is currently employed by the District; (2) the leave day is taken on a day the employee would otherwise be expected to work; and (3) the employee has met the conditions that are applicable to the type of paid leave that has been requested.

The leave year for paid leave is August 12th through August 11th.

Vacation leave is available only to those employees who are specified to receive paid leave. For purposes of eligibility for vacation, a 12-month employee is an individual whose duties are performed over a 12-month period and who is scheduled to work 1,820 hours or more per leave year.

1. An employee who changes from part-time to full-time status during a leave year becomes eligible for the full amount of paid vacation leave at the beginning of the next leave year. The employee who transfers into a position with vacation leave will have the four-month probationary period waived and will receive a pro-rated amount of vacation for the remaining year based on their continuous employment status.

2. An employee who changes from full-time to part-time status during a leave year becomes ineligible for vacation leave at the time the change in status occurs. The employee will not be required to reimburse the District for any days that were used prior to the change in status. The employee will be required to use any leave balance during the leave year the change in status occurs.

3. Vacation length is limited to a maximum of two-week increments per request. Vacation time during black-out days (see below) or optimum work periods (see below) may be limited or reduced due to the employee absence having an adverse impact on the school district. Special circumstances requiring deviation from section 3 of the vacation leave policy requires the permission of the Superintendent of Schools prior to taking the leave.

- Vacation "Black-Out Days": Vacation leave will not be permitted from the week teachers report through the first full week of student attendance. For 2025-26 school year the approximate dates of the vacation black-out would be August 5 to August 16.
- Optimum Work Periods:
 - Eligible transportation staff may not take vacation days exceeding 3 consecutive days when students are in session.
 - Custodial, maintenance, and technology staff are limited to a maximum of 10 vacation

days (80 hours) from June 1 through July 31.

- o Administration building and related professional staff cannot take vacations that leave a department or building *without employee support* for more than 2 consecutive days at any time during the year.
- o Employees responsible for state reporting, enrollment, state/federal grants, or other district critical functions with specific due dates may not take vacation without successful completion and submission of those tasks prior to the due date.

Classified employees eligible for paid leave shall have vacation days available for each year as follows:

Continuous Employment	Vacation Days/Annual Cap
Months 0-4 (Probation)	0
Month 5 – Year 1	5
Year 2 – Year 5	10
Year 6 – Year 10	15
Year 11+	20

A year of continuous employment is determined based on an August 12 to August 11 calendar/leave year. When an employee has a break in employment and is re-hired by the District, the prior employment is not considered for determining years of continuous employment. Periods of employment in an employment status in which the employee is ineligible for paid leave are not considered for determining years of continuous employment.

All vacation leave is to be arranged with the employee's direct supervisor. Advance notice of five working days is required for taking vacation leave, except in cases of an emergency. There is no guarantee of approval if the leave conflicts with District operations or is requested less than five working days in advance.

12-Month employees that are allocated vacation leave each year, may accrue up to their annual cap each year. A classified employee is capped at no more than the number of vacation days or hourly equivalent in any given employment year as indicated in the chart above. Annual leave may be reduced in order to stay at the annual vacation day cap. (Example: Your cap is 10 days, you have two days unused and carry over, you receive 8 days that next year to reach your cap of 10 days.). Employees will be paid at the employees hourly rate of pay for all unused vacation leave upon separation from the District. (Source: Neb. Rev. Stat. § 48-1229(4))

Section 3: Bereavement Leave*

The Columbus Public Schools provide the following bereavement leave procedures:

(Part I) Five (5) days per incident shall be granted in the event of the death of a child, spouse, parent, brother, sister, or sole responsibility, which shall not be charged against sick leave accumulation. Bereavement leave will also be available to both the male and female parent in the event of a lost pregnancies (miscarriage, ectopic pregnancy, or stillbirth). Five additional days per incident may be granted which shall be charged against accumulated sick leave.

(Part II) Three (3) days per incident shall be granted in the event of the death of other immediate family members, which shall not be charged against accumulated sick leave. Three additional days per incident may be granted which shall be charged against accumulated sick leave.

(Part III) Up to two (2) days per year may be allowed to attend the funerals of relatives or personal friends not covered by the immediate family definition, which shall not be charged against accumulated sick leave. Two additional days may be granted during the current school year, which shall be charged against accumulated sick leave.

The maximum number of bereavement leave days shall be no more than twelve (12) days in any one year. Bereavement leave is non-cumulative.

Section 4: Election Worker and Jury Leave*

An employee who is appointed as an election worker or summoned for jury service shall promptly notify the employee's immediate supervisor of such appointment or summons. The employee's salary will continue during time spent in jury service, and no deduction of leave time shall occur, except that the District may reduce the pay by an amount equal to any compensation, other than expenses paid by the court for jury duty. Employees are to notify their supervisor of the amount received for such jury duty.

If an employee, upon reporting for jury duty in the morning, is dismissed from jury duty for the remainder of the day, the employee is to report for duty and resume duties for the balance of the day. When an employee is entirely dismissed from jury duty, the employee is directed to report for duty.

Employees are expected to promptly notify the employee's immediate supervisor of any other form of legal summons which may require an absence from duty. In the event the summons involves a school-related matter, the matter shall be treated similar to a jury duty absence. In the event the summons involves a personal matter, the employee will be required to use available personal or unpaid leave days.

Section 5: Military Leave*

Employees who are members of the National Guard, Army Reserve, Naval Reserve, Marine Corps Reserve, Air Force Reserve, or Coast Guard Reserve (hereinafter, "reserves"), are entitled to a military leave of absence from their respective duties, without loss of pay, when employed with or without pay under the orders or authorization of competent authority in the active service of the state or of the United States. Teachers who normally work or are normally scheduled to work 120 hours or more in three consecutive weeks shall receive a military leave of absence of 120 hours each calendar year. Teachers who normally work or are normally scheduled to work less than 120 hours in three consecutive weeks shall receive a military leave of absence each calendar year equal to the number of hours they normally work or would normally be scheduled to work, whichever is greater, in three consecutive weeks. Such military leave of absence may be taken in hourly increments and shall be in addition to the teacher's regular annual leave.

When the governor of this state shall declare that a state of emergency exists, and any teacher who is a member of the reserves is ordered to active service of the state, the teacher shall be granted a state of emergency leave of absence until released from active service by competent authority. The leave of absence shall not be a military leave of absence; other forms of leave may be granted. The teacher shall receive normal salary or compensation minus the state active-duty base pay the teacher receives in active service of the state.

Section 6: Professional Leave*

Professional leave may be granted in advance only by the employee's direct supervisor, principal, or administrator. Refer to the out of district travel claim section of this document.

Section 7: Weather Related Absence

In the event that inclement weather or other reasons cause a shortage of instructional hours, one or more missed days may be made up. Each year on the school calendar there will be make-up days identified and used as needed.

Section 8: Paid Holidays

Federal holiday observances do not apply to state and local governments. They are free to determine closings (including schools) locally. As such, there is no legal requirement that schools observe the same federal holidays. Columbus Public Schools has elected to observe the Holidays as listed:

All nine-month employees shall receive six paid holidays per school year. These holidays are:

- Labor Day
- Thanksgiving Day
- Thanksgiving Friday
- Christmas
- New Year's Day
- Good Friday

All ten-month employees shall receive seven paid holidays per school year. These holidays are:

- Labor Day
- Thanksgiving Day
- Thanksgiving Friday
- Christmas
- New Year's Day
- Good Friday
- Memorial Day

All twelve-month employees shall receive ten paid holidays per school year. These holidays are:

- Labor Day
- Thanksgiving Day
- Thanksgiving Friday
- Christmas Eve Day
- Christmas
- New Year's Day
- Good Friday
- Monday after Easter
- Memorial Day
- Fourth of July

If possible, a holiday that falls on a Sunday will be observed on the following Monday and if it falls on Saturday, it will be observed on the preceding Friday. Official dates for observed holidays are marked on the [Employee Planning Calendar](#). Holiday pay will be based on the number of hours the employee works on a regular workday.

Section 9: Personal Leave*

Personal Leave is provided to allow the employee to deal with situations that may not be dealt with outside the employee's typical work schedule (i.e. before or after work, during lunch break, or during evenings or weekends). Personal Leave may be used at the employee's discretion, but is subject to approval of the employee's immediate supervisor and the Director of Human Resources.

Two (2) non-accumulative days per year will be allowed for full-time classified employees. One (1) non-accumulative day of Personal Leave will be allowed each year for other classified staff. Personal Leave will not result in loss of pay to the employee. Personal leave pay will be based on the number of hours the employee works on a regular workday.

Application for Personal Leave shall be made no less than one week prior to the requested date of leave on the Classified Application for Leave form to the employee's immediate supervisor. Sufficient detail regarding the need for Personal Leave must be provided so that the employee's immediate supervisor may consider all factors related to the employee's request while also taking into consideration the needs of the building or department and recommend to the Director of Human Resources approval or denial of the leave. The Director of Human Resources shall consider the employee's request for Personal Leave and the immediate supervisor's recommendation and will respond to the employee and employee's supervisor regarding approval or denial of the request for leave.

The Board of Education reserves the right to reject all requests for Personal Leave if it is determined by the Board, Superintendent, or Executive Director of Human Resources that such leave is not in the best interest of the school district.

- ~~Personal "Black-Out Days": Personal leave will not be permitted from the week teachers report through the first full week of student attendance. For 2025-26 school year the approximate dates of the vacation black-out would be August 5 to August 16.~~

Section 10: Family and Medical Leave Act*

Family and medical leaves shall be allowed under the terms and conditions of the Family and Medical Leave Act of 1993, as amended (FMLA).

Basic Leave Entitlement. FMLA provides up to 12 weeks of unpaid, job-protected leave to eligible employees for the following reasons:

- For incapacity due to pregnancy, prenatal medical care or childbirth;
- To care for your child after birth, or placement for adoption or foster care;
- To care for your spouse, son or daughter, or parent who has a serious health condition; or
- For a serious health condition that makes you unable to perform your job.

FMLA absence request forms are available in the STAFF-HR Google Shared Drive under "Leave Documents".

The "leave year" for purposes of the FMLA is a "rolling" 12-month period, measured backward from the date of any FMLA leave usage.

Military Leave Entitlement. Eligible employees with a spouse, son, daughter, or parent on active duty or call to active duty status in the National Guard or Reserves in support of a contingency operation may use their 12-week leave entitlement to address certain qualifying exigencies. Qualifying exigencies may include attending certain military events, arranging for alternative childcare, addressing certain financial and legal arrangements, attending certain counseling sessions, and attending post-deployment reintegration briefings.

FMLA also includes a special leave entitlement that permits eligible employees to take up to 26 weeks of leave to care for a covered service member during a 12-month period. A covered service member is a current member of the Armed Forces, including a member of the National Guard or Reserves, who has a serious injury or illness incurred in the line of duty on active duty that may render the service member medically unfit to perform his or her duties for which the service member is undergoing medical treatment, recuperation, or therapy; or is in outpatient status; or is on the temporary disability retired list.

Benefits and Protections. During FMLA leave, your health coverage under a "group health plan" will be maintained on the same terms as if you had continued to work. Upon return from FMLA leave, most employees must be restored to their original or an equivalent position with equivalent pay, benefits, and other employment terms.

Your use of FMLA leave will not result in the loss of any employment benefit that accrued prior to the start of your FMLA leave.

Eligibility Requirements. You are eligible if you have been employed with Columbus Public Schools for at least one year, for 1,250 hours over the previous 12 months, and if there are at least 50 employees of Columbus Public Schools within 75 miles of your work location.

Definition of Serious Health Condition. A serious health condition is an illness, injury, impairment, or physical or mental condition that involves either an overnight stay in a medical care facility, or continuing treatment by a health care provider for a condition that either prevents you from performing the functions of your job or prevents the qualified family member from participating in school or other daily activities.

Subject to certain conditions, the continuing treatment requirement may be met by a period of incapacity of more than three consecutive calendar days combined with at least two visits to a health care provider or one visit and a regimen of continuing treatment, or incapacity due to pregnancy, or incapacity due to a chronic condition. Other conditions may meet the definition of continuing treatment.

Use of Leave. You do not need to use FMLA leave entitlement in one block. Leave can be taken intermittently or on a reduced leave schedule when medically necessary. You must make reasonable efforts to schedule leave for planned medical treatment so as not to unduly disrupt the District's operations. Leave due to qualifying exigencies may also be taken on an intermittent basis.

Substitution of Paid Leave for Unpaid Leave. Columbus Public Schools requires the use of accrued paid leave while taking FMLA leave. In order to use paid leave for FMLA leave, you must comply with the District's normal paid leave policies.

Employee Responsibilities. You must provide sufficient information for the District to determine if the leave may qualify for FMLA protection and the anticipated timing and duration of the leave. Sufficient information may include that you are unable to perform job functions, the family member is unable to perform daily activities, the need for hospitalization or continuing treatment by a health care provider, or circumstances supporting the need for military family leave. You also must inform the District if the requested leave is for a reason for which FMLA leave was previously taken or certified. You also may be required to provide a certification and periodic recertification supporting the need for leave.

Employer Responsibilities. The District must inform employees requesting leave whether they are eligible under FMLA. If they are, the notice must specify any additional information required as well as the employees' rights and responsibilities. If they are not eligible, the District must provide a reason for the ineligibility.

The District must inform employees if leave will be designated as FMLA-protected and the amount of leave counted against the employee's leave entitlement. If the District determines that the leave is not FMLA-protected, the District must notify the employee.

Unlawful Acts by Employers. FMLA makes it unlawful for any employer to:

- Interfere with, restrain, or deny the exercise of any right provided under FMLA;
- Discharge or discriminate against any person for opposing any practice made unlawful by FMLA or for involvement in any proceeding under or relating to FMLA.

Enforcement. An employee may file a complaint with the U.S. Department of Labor or may bring a private lawsuit against an employer. FMLA does not affect any Federal or State law prohibiting discrimination, or supersede any State or local law or collective bargaining agreement which provides greater family or medical leave rights.

For additional information, you may refer to FMLA posters on employee bulletin boards or contact the U.S. Wage and Hour Division at:

1-866-4US-WAGE ([1-866-487-9243](tel:1-866-487-9243)) TTY: [1-877-889-5627](tel:1-877-889-5627) or www.wagehour.dol.gov

Section 11: Leave Without Pay*

An employee who has exhausted available paid leave options may request to take leave without pay for personal or family illness, medical care, childcare, bereavement, or FMLA qualifying events. Approval through the leave form process is still required. An employee may be asked to provide documentation, a reasonable explanation, or additional information for this type of leave request. Leave without pay will not be granted as a substitution for personal or vacation leave without permission of the Superintendent or Director of Human Resources.

Section 12: Consideration of Elective Leave

Staff members are to submit requests for all forms of elective leave (personal leave, vacation leave, and unpaid leave) to their immediate supervisor. Such requests may be approved or denied. Denial of elective leave will be based on relevant issues such as: a) the number of other regular employees who will be absent during the requested leave, b) the availability of substitutes, if necessary, c) special activities occurring in the building during the requested leave, d) if sufficient prior notice has not been provided, or e) if provided leave has already been utilized. Denied leave requests may be resubmitted for consideration on alternate dates.

Section 13: Proration of Leave

New employees joining the District after the school year has begun will have all applicable leave benefits prorated based on the date of hire.

- Any new employee who is hired in a position that qualifies for vacation will receive a prorated amount for the remaining year. This employee will earn one vacation day per two months of work after the 4-month probation period has ended.
- Sick and personal leave hours will be prorated based on the percentage of contract time remaining in the year.
- Total bereavement days will be pro-rated based on the remaining months left in the employee's contract.

ARTICLE 4: DUTIES AND RESPONSIBILITIES

Section 1: Hours of Work

Regular, dependable attendance at work is an essential function of a classified employee's position. The

Board of Education recognizes that employees are entitled to regular time and work schedules on which they can rely in the ordinary course of events and which will be fairly and evenly maintained to the extent possible throughout the school system. Employees may not deviate from their assigned schedule of arrival, departure, lunch, or total daily hours worked without administrative approval.

Section 2: Arrival to Duty Assignments

Schools have differing starting and ending times for the student day. Classified employees' work assignments may or may not be related to the regular school day. Classified employees are expected to know their duty dates and times and to be on time for work.

Section 3: Leaving School

Employees are to be on duty at all times during the assigned workday. Employees may not leave school or their assigned area during duty hours without approval of the Principal. Employees who leave the school during their designated lunch period must clock out. Employees who leave during their work hours for an approved absence or personal business must clock out and clock back in upon return. Employees who need to leave during the school day for reason of illness or emergency are to clock out and make sure that a responsible person has been notified of their unexpected absence so work coverage may be provided.

Section 4: School Procedures

Employees are expected to adhere to the following classroom and school procedures in the performance of their duties:

- *Use of Cell Phones:* Employees shall not use personal cell phones for any non-school purpose when the staff member is responsible for students or other work expectations.
- *Use of School Telephone:* Personal telephone calls shall not be made nor accepted during times when the staff member is responsible for students except in the event of an emergency. Long distance phone calls on school phones are not permissible.
- *Equipment and supplies* which are needed for work duties should be requested through the Principal's office. No equipment or supplies ordered through the District may be directed to the personal use of an employee or another District employee.
- *E-mail:* Each staff member will be assigned a school e-mail address for purposes of intra-school and inter-school e-mail correspondence. Staff members should check for e-mail throughout the day, should timely respond to e-mails which require a response, and should avoid checking and responding to e-mails during instructional time. Use of the District's e-mail system for personal communication is subject to the rules governing overall computer usage found in Board policy and this handbook. Employees who use the District-provided email system for personal reasons will have the annual District fee deducted from their October paycheck.
- *Mailbox:* Employees may be assigned a mailbox. Employees should check for mail each morning and also later in the school day, if possible. If something requires an answer, employees are responsible for responding promptly. Employee mailboxes are to be limited to communication regarding school business.
- Duties of classified employees often involve keeping detailed records. Make sure to complete these records as directed by your supervisor.

Section 5: Supervision of Students

Proper supervision of students is an important responsibility for employees. Employees who have responsibilities for student supervision are expected to follow all guidelines for student supervision and safety; those guidelines are detailed in this section. All employees of the school should be familiar with these principles to the extent they may be involved in supervision of students or interaction with students.

Proper Supervision

You must report to all duty assignments on time.

Circulate through your duty area. Pay particular attention to areas and activities that pose an increased risk of injury.

Be vigilant while supervising students. Never leave students unattended; the need to make a copy is not greater than the need to supervise your students. If an emergency requires that you leave students who you are supervising, request that another nearby staff member provide supervision for you or notify the office so someone can provide assistance. If you are assisting with recess duty, your responsibility is to supervise the students in your assigned area. When talking with other adults or students, remember that your primary duty is supervision and make sure you are aware of what all students who you are to be supervising are doing.

Be accountable for students who are assigned to you from the beginning of the supervision assignment to the end. Do not dismiss students early. If a student needs to leave class, make sure they have a hall pass. If the student is to report to the office, inform the office to be expecting the student. If the student is to be returning to your class after a brief absence (e.g., after using the restroom), contact the office if the student has not returned by the time expected.

If you have seen or have been informed that a particular student has a propensity to act dangerously or in an unpredictable manner, your supervision of that student must increase with the known risk of injury. (Remember, though, that this type of information may be confidential. Do not share confidential information about students except with other staff who need to know the information to perform their jobs).

Be careful with touching students. Use of corporal punishment is prohibited in our school district. Touching students should be limited to that necessary to protect the student from harm (e.g., falling from playground equipment) and that which professional educators determine appropriate for purpose of proper student relationships.

Be careful with your language. Profanity or abusive language should not be used. Be a good role model for students. If a student uses such language, you should make a report to the student's teacher or administration.

Proper Instructions

Proper instructions are important to reduce the risk of injury when students undertake an activity, especially an activity that has an increased risk of harm to students.

Repeat the instructions on how to complete a task that has a heightened risk of danger as often as

needed. Do not assume because students heard the directions once that they will be remembered.

When you go over safety rules with students note it in your written records. If any students are absent when you review the rules, contact the student(s) to review the same information and also note that contact in your written records.

Proper Maintenance of Buildings, Grounds, and Equipment

Conduct periodic inspections of equipment under your control or in your area of supervision.

If equipment is broken and presents a risk of injury, immediately take it out of service. If it can't be moved, tape a Do Not Use sign and notify the office so those repairs may be undertaken.

Check your communication device (whether it be a school phone in your supervision area, a walkie-talkie, or a cell phone) periodically to make sure you can communicate with the office immediately in the event of an emergency.

Proper Warnings

If you have knowledge of a hazard that can likely cause injury, take steps to warn other staff and students. Tell the office so additional warnings may be given. Contact the office for assistance

The office administration should be contacted immediately when a situation exists which could cause injury to students or others.

Section 6: Student Searches

Office administration and the student's teacher should be contacted in the event a search of a student or their belongings needs to be done. **Do not conduct such a search yourself**, a teacher and administrator must be present and conduct the search within school policy. You may direct a student suspected of having an item in violation of school rules to wait with you until another adult is present, or to follow you to the office if you can leave your assigned area without causing risk of harm to others. Do not use physical force to detain the student or to make the student accompany you except as reasonably necessary to protect the student or others.

Section 7: Student Rights

Students should be treated fairly and given the same treatment without consideration of race, color, religion, gender, or disability. Students who need special accommodations should be given those accommodations as needed for them to participate in school and in school activities. Further, students have the right to have their school records kept confidential. Such information should be shared only with other school staff with a need to know the information to perform their duties.

Section 8: Role of Paraeducators

Paraeducators provide valuable assistance in the educational process and allow teachers to carry out their responsibilities in a more efficient and effective manner. A paraeducator must not, however, assume teaching responsibilities. The teacher must maintain the role of leadership and responsibility for the students with the paraeducator in a supportive role. Paraeducators may assist the teacher by, among other tasks, assisting with instructional activities under the direction of the teacher, helping to supervise students, copying tests and other written material, organizing class materials, preparing

bulletin boards, grading tests or class work, and calculating and recording grades. Paraeducators are to work only on their assigned workdays and within their assigned work day. If a teacher requests a paraeducator to work hours other than the assigned work hours or assigned workday, the administration should be contacted for approval.

Section 9: Dispensing Medication

Employees are not permitted to give any medication to students unless trained under the Medication Aid Act. Students who need to take prescription medicine must have a signed parent release form on file in the office. Medications are to be taken in the presence of the office staff, the nurse, or medication aide and are to be stored in the office. Medical procedures are not to be administered in the classroom except in accordance with the District's Safety and Security Management Plan and the District's Emergency Protocol (asthma/anaphylaxis protocol). If students must take medication and/or perform medical procedures prescribed by a duly licensed physician during school hours, it is the responsibility of the parents or guardians to sign permission to dispense the medicine at the school and to submit a note or prescription from the physician authorizing the medicine and/or medical procedure. School district personnel will not administer medicine, including over the counter medicine, without the signed form and not without the prescription. Any medication brought to school needs to be properly labeled. The label should include the following information: student's name, name of medication, dosage needed, and time of dispensing the medication.

Section 10: Reporting Child Abuse

Nebraska State Law and school policy mandates school officials to make a report to the proper law enforcement agency or the Department of Health and Human Services (Child Protective Services) when there is reasonable cause to believe that a child has been abused or neglected, or a child is in a situation which would reasonably result in abuse or neglect. According to Nebraska State Law, abuse or neglect means knowingly, intentionally, or negligently causing or permitting a minor child to be:

- Placed in a situation that endangers his or her life or physical or mental health;
- Cruelly confined or cruelly punished;
- Deprived of necessary food, clothing, shelter, or care;
- Left unattended in a motor vehicle if such minor child is six years of age or younger;
- Sexually abused; or
- Sexually exploited by allowing, encouraging, or forcing such person to solicit for or engage in prostitution, debauchery, public indecency, or obscene or pornographic photography, films, or depictions.

Employees are to inform their school counselor, social worker, principal, or supervisor that they intend to make a report. Administrative staff may sometimes choose to make the report for the employee. However, informing a principal or supervisor does not end the employee's responsibility; employees are obligated to make certain a report was made if they do not do it themselves.

It is vital that the report be made as accurately and as soon as possible. To assure accuracy, you are encouraged to document the date of the incident and specific statements or explanations made by a child regarding an abuse/neglect concern. Timeliness in making a report will assist in minimizing further risk to the child by allowing the police or Child Protective Services workers to interview the child during the school day and prior to an evening or weekend. In cases of physical injury (e.g., bruising or other marks), it is essential the police observe and document the injury. A counselor, the school social worker, or an administrator will help you.

Section 11: Law Enforcement Officers

Law enforcement or juvenile officers shall not be allowed to question or counsel a student at school during the school day without consent of the parents involved or unless parents give such consent in person to the building administrators. An exception to the above is the building Principal may grant permission to the probation officer to contact pupils who are on probation, or in cases of suspected child abuse and/or neglect.

Section 12: Accidents

All staff members are required to notify their immediate supervisor, file an accident report, and workers compensation forms each time an employee is injured on the job. The supervisor or witness will also need to provide additional documentation as requested. The forms, available in the Staff-HR Drive on Google, must be filed with the Director of Human Resources within 24 hours regardless of whether or not medical assistance is required. If possible, the Human Resources office should be notified if the injured employee will be seeking a medical evaluation or care.

Section 13: Funds

Collections: The secretary of the Board of Education and the Principals of the Middle and Senior High Schools are the only persons authorized to keep or maintain a bank account of any school money. Such money may be collected only by permission of the building principal.

Receipts: No assessments against students (other than fines) shall be made until permission is secured from the building Principal and/or the Superintendent. New organizations requiring payment of dues, fees, or assessments may not be organized without permission of the building Principal and/or the Superintendent.

Certain monies collected by Middle School instructors or Senior High instructors shall be checked in to their respective secretaries.

Secretaries shall give a receipt for all money paid to them, showing to what fund the same is credited.

The office secretary shall make a monthly report for all subsidiary accounts to persons concerned if requested to do so. These funds cannot be drawn on except through the secretary under the direction of the authorized persons concerned and with the approval of the building Principal or the Superintendent of Schools.

No money shall be kept in the offices, library, teacher's desks, or in file cabinets overnight. During the day such funds should be kept under lock and key in the main office of the building.

When receipts from fundraising or other activities are sent to the Administration Building to be deposited, they are to be accompanied by a properly completed Report of Cash/Checks Submitted form. Receipts should be counted by two separate people at the building, the form completed, and the receipts and form sent to the Administration Building. Upon arrival at the Administration Building, the receipts will be re-counted prior to deposit in the appropriate account and bank.

Section 14: Corporal Punishment

CORPORAL PUNISHMENT IS PROHIBITED. The Nebraska State Legislature has prohibited corporal

punishment in public schools. However, corporal punishment is not to be confused with physical force used by a teacher or employee to protect another person from personal attack or threat of attack; to protect himself or herself; to remove a student from a class or from one part of the building to another; or to protect a student from doing harm to himself, herself, others, school property, or property of others. Nor should corporal punishment be confused with grasping or touching a pupil with no intent to inflict bodily harm, school detentions, strategies written into an individual plan, or usual and reasonable punishments such as (but not limited to) running laps, push-ups, or sit-ups. Corporal punishment would include such force as striking, hitting, or kicking with an appendage or object with the intent of physical punishment or the infliction of pain. Any act determined by the building Principal or administrator after investigation to be corporal punishment shall be recorded and filed in the employee's permanent file. Teachers or employees committing a corporal punishment act shall be subject to oral and/or written reprimand, suspension, or termination.

Each pupil is under the control and direction of the Principal or teacher in charge of school:

- During the time he or she is being bused to or from school at public expense.
- During the time he or she is on the school premises or off the school premises on a school-sponsored function.

ARTICLE 5: CLASSIFIED EMPLOYEE PERSONAL CONDUCT AND PERFORMANCE

Section 1: Ethics Standards

The Columbus Public Schools expects its classified employees to adhere to ethics standards which are modified from those established by the Nebraska Department of Education for certificated employees. The classified school employment job ethics standards which classified employees are expected to adhere to include those set forth below.

Principle I Commitment as a School Employee:

Employees shall exhibit good moral character, maintain high standards of performance, and promote equality of opportunity. In fulfillment of the employee's contractual and personal responsibilities, the employee:

- Shall not interfere with the exercise of political and citizenship rights and responsibilities of students, colleagues, parents, school patrons, or school board members.
- Shall not discriminate on the basis of race, color, creed, sex, marital status, age, national origin, ethnic background, or handicapping condition.
- Shall not use coercive means or promise or provide special treatment to students, colleagues, school patrons, or school board members in order to influence personal decisions.
- Shall not make any fraudulent statement or fail to disclose a material fact for which the employee is responsible.
- Shall not exploit school relationships with students, colleagues, parents, school patrons, or school board members for personal gain or private advantage.
- Shall not sexually harass students, parents, school patrons, employees, or board members.
- Shall not engage in conduct involving dishonesty, fraud, deceit, or misrepresentation in the performance of job duties.
- Shall seek no reprisal against any individual who has reported a violation of this rule.

Principle II Commitment to the Student:

Mindful that the employee's classified position exists for the purpose of serving the best interests of the school district's students and patrons, the classified employee shall perform his/her job duties with genuine interest, concern, and consideration for the student. The employee shall work to stimulate the spirit of inquiry, the acquisition of knowledge and understanding, and the thoughtful formulation of setting goals. In fulfillment of the obligation to the student, the employee:

- Shall make reasonable effort to protect the student from conditions which interfere with the learning process or are harmful to health or safety.
- Shall keep in confidence personally identifiable information that has been obtained in the course of employment, unless disclosure is approved by the administration or is required by law.
- Shall not discipline students using corporal punishment.

Principle III Commitment to the Public:

The magnitude of the responsibility inherent in the education process required dedication to the principles of our democratic heritage. The classified employee bears responsibility for instilling an understanding of the confidence in the rule of law, respect for individual freedom, and a responsibility to promote respect by the public for the integrity of the profession. In fulfillment of the obligation to the public, the employee:

- Shall not misrepresent an institution with which the employee is affiliated and shall take added precautions to distinguish between the employee's personal and institutional views.
- Shall not use institutional privileges for private gain or to promote political candidates, political issues, or partisan political activities.
- Shall neither offer nor accept gifts or favors that will impair judgment to be exercised in the course of employment.
- Shall support the principle of due process and protect the political, citizenship, and natural rights of all individuals.
- Shall not commit any act of moral turpitude, nor commit any felony under the laws of the United States or any state or territory.
- Shall, with reasonable diligence, attend to the duties of the employee's position.

Principle IV Commitment to Classified Position Employment Practices:

The employee shall regard the employment agreement as a pledge to be executed both in spirit and in fact. The employee shall understand that sound personnel relationships with governing administration and Board of Education are built upon personal integrity, dignity, and mutual respect. In fulfillment of the obligation to professional employment practices, the employee:

- Shall apply for, accept, offer, or assign a position or responsibility on the basis of preparation and legal qualifications.
- Shall not knowingly withhold information regarding a position from an applicant or employer, or misrepresent an assignment or conditions of employment.
- Shall give prompt notice to the employer of any change in availability of service.

Section 2: Evaluations

Evaluations of employees will be conducted in accordance with the Board policy. Supervisors reserve the right to observe, appraise, or evaluate employees more frequently than required by policy or as needed basis. Employees are expected to participate constructively and positively in the evaluation process and to accept and implement constructive suggestions and improvement strategies developed by the administration.

Section 3: Role Model

Employees serve as role models for students and their actions and conduct reflect on the school as a whole. Employees are to conduct themselves in a manner supportive of the mission of the school at all times.

Section 4: Relationships

It is important for employees to maintain an effective working relationship with the administration, co-workers, students, and parents. Appropriate relationships are established by extending social courtesies, following through on commitments and promises, complying with administrative directives and Board policies, being honest and consistent, and not intruding into personal matters outside the scope of duties or gossiping or spreading rumors about others.

Section 5: Professional Attire

It is important for employees to project a responsible, adult image to students, parents, and co-workers. Appropriate attire and grooming are ways of the means of projecting such an image. Employees are expected to maintain conservative attire and grooming when on duty. As a minimal guide, employees should not wear clothing which students would not be permitted to wear at school. Employees should wear clothing which is safe and suitable for their work assignments; and avoid clothing which may be caught in machinery. The administration may establish more detailed guidelines for individual employees should that become necessary.

Section 6: Outside Employment

Employees shall not perform other work or engage in activities unrelated to District employment during duty hours. In addition, employees shall not engage in employment which conflicts with their school duties. Any full-time employee who wishes to engage in gainful employment during the contract period in addition to his obligations to the school district must submit details including the nature of the work and the time involved in the work to his/her immediate supervisor prior to the commencement of such employment. The supervisor shall keep this information on file and will transmit a copy of this information to the Superintendent of Schools. If the proposed employment will interfere in any way with the employee's duties or obligations to the school system, the employee shall be so informed. If the employee accepts the employment after he/she has been informed of the reservations held by the supervisor, this matter will be reported to the Director of Finance/Human Resources for whatever action he/she deems appropriate.

Section 7: Improving Job Performance Warning

The primary purpose of warnings is the improvement of performance. There shall be a conference between the employee and the supervisor following every warning. The supervisor and employee shall cooperatively examine the results of the warning.

Section 8: Religious Beliefs & Customs

The Columbus Public School District recognizes that one of its educational goals is to advance students' knowledge and appreciation of the role that religious heritage has played in the social, cultural, and historical development of civilization. It is accepted that no religious belief or non-belief should be promoted by the school district or its employees, and none should be disparaged. Instead, the school

district should encourage all students and staff members to appreciate and be tolerant of each other's religious views. The school district should utilize its opportunity to foster understanding and mutual respect among students and parents, whether it involves race, culture, economic background, or religious beliefs. In that spirit of tolerance, students and staff members should be excused from participation in practices which are contrary to their religious beliefs unless there are clear issues of overriding concern that would prevent it.

Religious holidays and religious symbols associated with the holidays are a significant part of customs and traditions of Columbus students and community patrons. Such holidays may be recognized and observed by the District. Observance shall be as follows:

- The historical and contemporary values and the origin of religious holidays may be explained in an unbiased and objective manner without sectarian indoctrination.
- Music, art, literature, and drama having religious themes or basis are permitted as part of the curriculum for school-sponsored activities and programs if presented in a prudent and objective manner and as a traditional part of the cultural and religious heritage of the particular holiday.
- The use of religious symbols such as a cross, menorah, crescent, Star of David, crèche, symbols of Native American religions, or other symbols that are part of a religious holiday are permitted as teaching aids or resources provided such symbols are displayed as an example of the cultural and religious heritage of the holiday and are temporary in nature. Among these holidays are included Christmas, Easter, Passover, Hanukkah, St. Valentine's Day, St. Patrick's Day, and Thanksgiving.

Religious institutions and organizations are central to human experience, past and present. An education excluding such a significant aspect would be incomplete. It is essential that the teaching about, and not of, religion be conducted in a factual, objective, and respectful manner. Inclusion of religion in the curriculum shall be practiced as follows:

- The District supports the inclusion of religious literature, music, drama, and the arts in the curriculum and in school activities provided it is intrinsic to the learning experience in the various fields of study and is presented objectively.
- The emphasis on religious themes in the arts, literature, and history should be only as extensive as necessary for a balanced and comprehensive study of these areas. Such studies should never foster any particular religious tenets or demean any religious beliefs.
- Student-initiated expressions to questions or assignments which reflect their beliefs or non-beliefs about a religious theme shall be accommodated. For example, students are free to express religious beliefs or non-belief in compositions, art forms, music, speech, and debate.

Traditions are a cherished part of community life and the Columbus Public School district expresses an interest in maintaining those traditions which have significance to the community. Such ceremonies should recognize the religious pluralism of the community. Dedications and ceremonies shall be practiced as follows:

- A dedication ceremony should recognize the religious pluralism of the community and be appropriate to those who use the facility. An open invitation should be extended to all citizens to participate in the ceremony.
- Baccalaureate service is provided as a non-mandatory attendance portion of commencement exercises. The program is supplied by the Columbus Ministerial Association.
- Employees may not wear religious garb indicating membership in or adherent of any religious order, sect, or denomination.

ARTICLE 6: USE OF SCHOOL FACILITIES AND EQUIPMENT

Section 1: Drug Free Workplace

The District has established the school as a drug-free workplace. The drug-free workplace for this purpose includes school grounds, school utilized vehicles, and places in which school activities are held. The unlawful manufacture, distribution, disposition, possession, or use of a controlled substance is prohibited in the workplace. The possession, use or distribution of illicit drugs or alcohol, use of glue or aerosol paint or any other chemical substance for inhalation, and being under the influence of illicit drugs, alcohol, or inhalants, are prohibited in any place while employees are on duty time. Any level of impairment from illicit drugs, alcohol, or inhalants, and/or the presence of any odor of illicit drugs (such as marijuana) or alcohol on an employee in the workplace or on duty time shall be considered a violation of the drug-free workplace. The possession or distribution of a look-alike drug or look-alike controlled substance is prohibited. In addition, employees are expected to serve as role models for students and will be considered to have violated the District's expectations in the event the employee commits a criminal drug or alcohol offense off the work place or off duty time.

As a condition of employment, employees will abide by the District's drug-free workplace policies and notify the Superintendent of any criminal drug statute conviction for a violation occurring in the workplace no later than five (5) days after such conviction. Disciplinary sanctions up to and including termination of employment and referral for prosecution will be imposed for violations of the District's drug-free workplace policies. Sanctions may include the requirement that the employee complete an appropriate rehabilitation program, a reprimand, and termination of employment. Drug and alcohol counseling and rehabilitation and reentry programs are available through local health agencies.

Section 2: Smoke and Tobacco-Free Workplace

The use of tobacco products in the District's buildings and on school grounds, all owned or leased facilities, and vehicles is prohibited.

Section 3: Weapon-Free Workplace

Regardless of state statute permitting concealed or permit less carry of a handgun, the District prohibits any person from being in possession of a weapon at a school attendance facility, on school property, at a school-supervised activity, or at a school-sponsored function. Any employee found to be in violation of this policy shall be subject to disciplinary action, up to and including termination.

The term weapon means an instrument or object used, or which may be used, as a means of attack, defense, or destruction, including, without limitation:

- Any object which will, or is designed to, or may readily be converted to, expel a projectile by the action of an explosive or other means.
- The frame or receiver of any object described in the preceding example;
- Any firearm muffler or silencer;
- Any explosive, incendiary, or gas (a) bomb, (b) grenade, (c) rocket, (d) missile, (e) mine, or similar device.;
- Any bludgeon, sand club, metal knuckles, or throwing star;
- Any knife is prohibited other than as used for strictly instructional or personal care or eating purposes. A pocket knife with a blade of 2-1/2 inches or more is a prohibited weapon. A switch-blade knife is prohibited regardless of size of the blade. A switch-blade knife is defined as

a knife with a blade that opens automatically by hand pressure applied to a button, spring, or device in the handle of a knife, or any knife having a blade that opens or falls or is ejected into position by the force of gravity or by an outward, downward, or centrifugal thrust or movement;

- Any electronic device designed to discharge immobilizing levels of electricity, commonly known as a stun gun.

An employee who possesses mace or other similar chemical agents in quantity and/or concentration typically designed for individual personal defensive purposes shall not be considered as possession of a weapon. Possession of larger quantities and/or concentrations of mace or other similar chemical agents than is typically designed for individual personal defensive purposes will be considered as possession of a weapon. Usage of mace or other similar chemical agents will be considered as usage of a weapon if the usage is found to be for non-defensive purposes. An employee who is negligent in their possession of mace or other similar chemical agents will be subject to disciplinary action.

An employee may possess an item which may be considered a weapon where such item is used for instructional purposes and the employee has received approval of the administration to possess the item, provided it is used in the manner approved and is maintained in such manner as the administration has directed.

Any other object that is designed for or intended for use as a destructible or injurious device is also prohibited.

The phrase possession of a weapon includes, without limitation, a weapon in an employee's personal possession, as well as, in an employee's motor vehicle, desk, locker, briefcase, backpack, or purse.

An exception to this policy is made for law enforcement officers in uniform, on duty, or assigned to the School District as a Student-Resource Officer (SRO).

Section 4: Acceptable Use of District Computer Network and Internet

Staff members have access to the District's computer network and the Internet for the enhancement and support of student instruction. It is important to remember that the equipment and the software are the property of the school district.

The expectation of the Board of Education is that employees will conduct themselves in such a way as to promote a positive school atmosphere through professional and appropriate dress code, interpersonal relationships, and employee conduct. This includes any communication, verbal, written, or electronic. As public employees, all staff should recognize that students, peers, parents, and community members are continuously observing their actions. All staff must be aware that their actions and demeanor are reflected in the conduct of students, which may impair their effectiveness as employees.

The personal life of an employee, when communicated by texting, social networking, or other personal communication portrayed via the Internet, or any other form of communication, will be a concern of the Administration and Board of Education if it impairs the employee's ability to effectively perform his/her job or it violates local, state, or federal laws or contractual agreements. This not only includes communication through devices provided by the district, but also personal or privately owned systems

or electronic equipment if said communication merits disciplinary actions consistent with state law, federal law, and/or board policy.

It is the expectation that all employees will maintain appropriate and professional boundaries with students at all times, both inside and outside of school. No employee shall engage in inappropriate or unprofessional conduct, especially conduct of a sexual nature, with a student at any time. This includes inappropriate communications, be it verbal, written or electronic, through any manner such as in person, via telephone, cell phone, computer, personal data assistant, text messaging, instant messaging or any and all social networking mediums.

In using the computers and the Internet, users agree to the following:

1. Since copyright laws protect software and other content, users will not make unauthorized copies of software or content on school computers. If a user downloads public domain programs for personal use or non-commercially redistributes a public domain program, the user assumes all risks regarding the determination of whether a program is in the public domain.
2. Users shall not access material that is obscene, pornographic or otherwise inappropriate for educational, work-related, or personal uses or contrary to the District's mission. Users are not permitted to knowingly access information that is profane, obscene or offensive toward a group or individual based upon race, gender, national origin or religion.
3. Users will protect the privacy of other computer users' areas by not accessing their passwords.
4. Users will not engage in "hacking" or otherwise attempt to gain unauthorized access to system programs or computer equipment. Attempts to harm, destroy, or remove computer software or equipment is prohibited unless removed by authorized CPS personnel.
5. Users will not use computer systems to disturb or harass other computer users by sending unwanted mail or by other means.
6. Users will not attempt to log in to the districts' local system administrator account.
7. Users understand that the intended use of all computer equipment is to meet instructional and educational objectives. All district related content and materials are required to be stored within a district domain account.
8. Users will not use the network for financial gain or for any commercial or illegal activity.
9. The District will not be responsible for any liabilities, costs, expenses, or purchases incurred by the use of the District's telecommunications systems such as the Internet. This includes, but is not limited to, the purchase of online services or products. The user is solely responsible for any such charges.
10. Users are responsible for the integrity of information accessed and any software downloaded. If the computer becomes inoperable, the computer will be restored by the tech department to the state in which it was originally received by the user. Users will be responsible for reloading any lost material or programs.
11. Users will be responsible for back up of all data on the computer. The district recommends that all important data be stored within your district Google Drive account or saved to an external hard drive. The district is not responsible for lost data.
12. The District reserves the right to inspect a users' computer and computer usage at any time. Users have no privacy rights or expectations of privacy with regard to use of the District's computers or Internet system. Computers are the property of Columbus Public Schools, and are therefore subject to changes or modifications as deemed necessary by the district.

13. A technology protection measure is in place that blocks and/or filters Internet access. The Internet filter is designed for preventative access to Internet sites that are not in accordance with policies and regulations. Inappropriate bypassing of the filter is prohibited. When an authorized user bypasses the filter, the user takes responsibility for content that appears and is displayed for classroom viewing or on their device.
14. All district purchased software through the App store must utilize the user's @discoverers.org Apple ID (iTunes account). This includes the Apple suite (Pages, Numbers, Keynote) downloads on your district computer.

As the user, you are taking sole responsibility for all activity on any school issued device, whether activity be attended or unattended. Any violation of any part of this agreement or any other activity which school administrators deem inappropriate will be subject to disciplinary action. Discipline could include but would not be limited to, the immediate suspension or termination of the user's Internet account and computer privileges, reprimand, suspension, or termination.

Personal Use and Fee

The purpose of technology provided to staff at Columbus Public Schools is to meet the educational needs of the district. The occasional personal use agreement allows Columbus Public Schools staff to have occasional personal use. It is understood and accepted that any use of technology provided by the district is not private. It is important to remember that the equipment and the software are the property of the school district. An employee who is checked out a school device ~~to use should elect to pay for~~ will be enrolled in an additional personal damage protection fee and is paid one time a year for coverage and is non-refundable. This must be completed by September 15th of each year or within 10 days of employment.

Important Information Concerning CPS Technology

Reporting lost or stolen technology during the school day:

- If your iPad or computer is missing or stolen, contact your building principal AND someone in the Tech Dept IMMEDIATELY: Leonard Kwapnioski (c-402-910-3282) or (x11517), Jeff Uchtman (c-402-276-1015) or (x12352), Corey Underdahl (c-402-650-6731) or (x12450).
- Machines covered by AppleCare will follow Apple's troubleshooting protocol to determine if machine damage is covered. Employees may elect to purchase a damage protection plan through payroll deduction in October. All non-covered damages will be the responsibility of the employee. Under no circumstances shall an employee try to repair any district owned device. All repairs shall be reported to and coordinated by CPS District Technology as soon as possible.
- Be aware of the CPS policy regarding the use of student images and/or names in digital or paper media produced by you or in your classroom.
- Follow correct copyright procedures when using images and materials that you do not own.
- District owned and managed software will be updated by user through the self-service portal, On Demand. The self-service portal for On Demand software is currently found in System Preferences | Absolute Manage | Software Updates | Show On Demand Software.
- Self-installed software will be updated and maintained by the user who installed the software.

Reporting lost or stolen technology at times other than the school day:

- Call the CPS Technology Hotline at [402-563-7069](tel:402-563-7069).

- When calling in to report a lost or stolen device, please be prepared to provide the following information. If there is no answer, please leave this information on the answering machine:
 - Name of person the equipment is assigned to
 - Person's name making report
 - Location where computer was when it went missing
 - Contact number to be called back

Section 5: Use of School Facilities

Employees who are issued keys to the school are expected to not lose their keys and to not allow others to have access to or to use their keys. Employees are permitted to have access to school facilities during non-school time provided your Principal or supervisor has given permission and such access is for work-related purposes. When employees leave the building, they are to close all windows, lock doors, and make sure that the entry door is fully closed and locked. This is especially important when employees are using the school facilities prior to the beginning of the school year and during any weekend or evening usage.

School property is to be used for approved work-related purposes and not for personal purposes or for personal gain or benefit. Use of school supplies (paper, staples, etc.), school equipment (copiers, fax machines, telephones, etc.), and school postage is to be used for approved school-related purposes only. Excess or surplus supplies or equipment, including items which have been placed in the trash, should not be removed for non-school use without approval from the administration.

Building and grounds must be kept in a clean and orderly condition. It should not be necessary for the Executive Director of Operations to call attention of the Principal to conditions that need to be remedied. Scotch tape should be used only on glass and wood; never on chalkboards or plastered walls. Masking tape should be used only for a very limited period of time.

Students are not to be in buildings without adequate supervision. A staff member must be responsible for the supervision of every student in the building at all times. Building principals will see that this rule is observed. **STAFF MEMBERS SHOULD NEVER, UNDER ANY CIRCUMSTANCES, LEND THEIR KEYS TO ANYONE. THIS REFERS TO BOTH OUTSIDE DOOR KEYS AND KEYS USED INSIDE THE BUILDING.**

Should a key be lost or stolen the staff member will be responsible for paying the cost of re-keying or replacing all locks the key opens in the building(s).

Custodians should be in attendance whenever the building is in use unless exceptions are approved by the building administration.

Section 6: Care of School Property

Employees are responsible for the proper care of all books, equipment, supplies and furniture supplied by the school. If an item is in need of maintenance or repair, report it to the Principal. If you learn that a student or staff member has damaged school property or equipment, or if you are responsible for damage to school property, promptly report it to the Principal so the item may be replaced or repaired if possible and appropriate responsibility for the cost of replacement or repair may be determined.

School equipment and buildings should be kept in first-class condition. Custodians are instructed to make all minor repairs, if possible, by the close of the day. If repairs are such that the building custodian

cannot take care of it, then fill out a work order, retain one copy, and send two copies to the office of the Executive Director of Operations. In case of emergency, when repair must be made at once, call either the supervisor of Buildings and Grounds or the Executive Director of Operations.

Custodians are to notify their respective Principal of work neglected, repairs required, or building conditions that need to be corrected. Custodians are limited in the amount of time available for any individual room. Employees may materially assist in seeing that the work of custodians is not hindered by carelessness on the part of students or others using respective rooms.

Section 7: Video Surveillance

The Board of Education has authorized the use of video cameras on School District property to ensure the health, welfare, and safety of all staff, students, and visitors to District property, and to safeguard District facilities and equipment. Video cameras may be used in locations as deemed appropriate by the Superintendent.

In the event a video surveillance recording captures a student or other building user violation school policies or rules or local, state or federal laws, the video surveillance recording may be used in appropriate disciplinary proceedings against the employee or other building user and may also be provided to law enforcement agencies.

Section 8: Bulletins & Announcements

Bulletin boards and display cases are available for school-related and approved materials to be posted and displayed. Posters to be used in the halls or materials for distribution will need to be approved by the Principal's office. Posters are not to be attached to any painted wall surfaces. The person or organization responsible for distributing the posters is responsible to see that all posters are removed within 48 hours after the event.

Section 9: Copyright & Fair Use Policy

It is the school's policy to follow the federal copyright law. Employees are reminded that, when using school equipment, they also must follow the federal copyright laws. The federal copyright law governs the reproduction of works of authorship. Copyright works are protected regardless of the medium in which they are created or reproduced; thus, copyright extends to digital works and works transformed into a digital format. Copyrighted works are not limited to those that bear a copyright notice.

The fair use doctrine allows limited reproduction of copyrighted works for educational and research purposes. The relevant portion of the copyright statute provides that the fair use of a copyrighted work, including reproduction for purposes such as criticism, news reporting, teaching (including multiple copies for classroom use), scholarship or research is not an infringement of copyright. The law lists the following factors as the ones to be evaluated in determining whether a particular use of a copyrighted work is a permitted fair use, rather than an infringement of the copyright:

- The purpose and character of the use, including whether such use is of a commercial nature or is for nonprofit educational purposes
- The nature of the copyrighted works
- The amount and substantiality of the portion used in relation to the copyrighted work as a whole
- The effect of the use upon the potential market for or value of the copyrighted work. Although

all of these factors will be considered, the last factor is the most important in determining whether a particular use is fair. Employees should seek assistance from their immediate supervisor or the Principal if there are any questions regarding what may be copied.

Section 10: Lost & Found

Employees who find lost articles are asked to take them to the office, where the articles can be claimed by the owner.

Section 11: Safety Program and Committee

The District has established a Safety and Security Management Plan which includes safety and security plans and procedures, including plans and procedures to address emergency and crisis situations. Employees are expected to be familiar with and to comply with the Safety and Security Management Plan. The Plan may be obtained for review or copy from the Principal or the Superintendent.

The District also has a safety committee to address employee accidents, injuries, and work place conditions. A representative from each bargaining group plus representatives appointed by the administration serve on the committee. If you have a desire to serve on the committee, you should contact your supervisor or the Superintendent. Employees can make suggestions and/or report concerns to the safety committee by contacting a member of the safety committee or the Superintendent.

Safety Practices

Guidelines for safe work practices, which employees should follow include the following:

- Never stand on chairs, counters, tables, etc. Only use step stools, ladders and locking stools to stand, climb, etc. to reach high places, put things on bulletin boards, etc.
- Always wear protective equipment (i.e., goggles, aprons, gloves, and ear protection).
- Wipe up spills or report promptly to appropriate personnel. DO NOT assume someone else will do it.
- Be aware of your surroundings. Pick up clutter, keep your work area or room clean and free of clutter, debris, etc.
- Identify and report all hazards (i.e., broken equipment, broken or uneven floor surfaces, non-operating tool, windows, doors, etc.). Follow up if not repaired.
- Do not use equipment if you are not familiar with it or operate machinery without proper training.
- Do not carry heavy or bulky objects beyond your physical abilities. Get a cart, dolly or assistance. Know how to properly lift.
- Report any injuries or medical problems to your supervisor immediately and complete the Employee Accident Report.
- Wear seatbelts when in vehicles where provided.
- Do not do repetitive tasks for long periods of time (i.e., keyboarding, cutting out things, filing, typing, etc.). Take breaks, learn and do stretching exercises, etc.
- Do not engage in horseplay. Such conduct is a common cause of injuries and is not consistent with job duties.

As required by law, approved safety glasses will be required of every student and employee while participation in or observing vocational, technical, industrial technology, science, and art classes. All visitors to these areas must check out a pair of safety glasses when entering any of these areas.

Section 12: Use of Personal Vehicles

Employees who drive school vehicles or volunteer to use their personal automobile to transport students must have a valid driver's license and proof of insurance. Employees will be asked to verify this information and to be given instruction on emergency evacuation and first aid. Employees who drive school vehicles are responsible for following safe driving practices, including use of seat belts by all occupants, and are responsible for any injury or accident. Employees are not to use cell phones or text while driving a school vehicle or while transporting children.

Section 13: Asbestos

You are hereby notified that current federal regulations require all schools to inventory asbestos-containing material and to develop a management plan to identify and control asbestos in their buildings. In addition, each parent, teacher, and employee organization must be notified annually about inspections, re-inspections, response actions, and past response actions and activities, including periodic surveillance that is planned or in progress. This handbook insert shall serve as that official notice to each employee. Each school building in the Columbus Public Schools has had a six-month surveillance inspection and a three-year inspection, with the last three-year inspection currently being conducted by certified in-house personnel. All other types of asbestos activities are posted in the Public Notice ads of the Columbus Telegram as the district needs to address those types of activities. The plan for each building is available at the Central Administration Building and at each school for that particular school for inspection (without cost) to any interested person. The district may charge for copies of the plan. The plan for each building has also been submitted to the Nebraska Department of Health, Division of Environmental Health and Housing surveillance in accordance with federal regulations. For more information on the Asbestos Management Plan, contact the Director of Business Services, 2410 16th St Ste A Street, Columbus, Nebraska 68601, 563-7000.

Section 14: Political Campaigns & Issues

Political office campaigns or issue campaigns may not be conducted within school facilities or on school premises, nor may materials relating to them be distributed. An exception to this is when such is part of an instructional unit where both sides of the issue, or both candidates, are treated fairly. Students or student groups may not participate or perform on occasions which are strictly partisan or sectarian in character or purpose except if requested by the President of the United States on a political visit to Columbus. Bond issues, referendums, initiatives, and legislative issues may be discussed and materials distributed at Board approved meetings on school property and at the invitation of organizations or school groups using school facilities. Public schools may be used as a public polling place where all election laws will be observed. Political candidates and issues may be discussed at employee organization meetings held on school premises.

Section 15: District Employee Communications

The District sends regular communication to employees regarding upcoming events and activities to keep them informed. Under the Federal Telephone Consumer Protection Act, all calls whether live, automated, or prerecorded voice calls or text messages made to cellular phones using automated dialing technology are prohibited unless the calls are made for emergency purposes or made with prior express consent of the cellular phone subscriber. In order to comply with the Federal Consumer Protection Act, Columbus Public Schools needs your consent to call the cellular phone number. By signing receipt for this handbook, you give Columbus Public Schools permission to call all cell phones registered in District records for District communication purposes.

Section 16: Drug and Alcohol Screening

Classified employees who hold a valid bus drivers license, transport students, or are employed in a position where state statute requires it will be part of the District's random drug and alcohol program that is supervised by HireRight, a third-party contractor who processes the random selection of employees and the results of the screening. Employees notified of the random draw screening will proceed to the designated health care provider within 30 minutes of notification and remain on the clock.

Section 17: Scent Devices

To ensure that every District building is free of potential allergens, employees are prohibited from bringing onto the premises natural or artificial scents that could cause allergic/asthmatic reactions or be irritating to others. Scented personal products (such as fragrances, colognes, lotions and powders) that are perceptible to others should not be worn by employees. Other scented products (candles, potpourri, scentsy, diffuser, and similar items) are also not permitted in the workplace due to increased risk of allergic/asthmatic reactions.

Employees required by medical necessity to use products that contain odors perceptible to others may request a reasonable accommodation from their supervisor, Principal, or the human resources (HR) department. Any employee with a concern about scents or odors should contact the building Principal.

Section 18: Small Kitchen Devices

Board policy 903.09 and 903.09R1 specifically maps out the District's commitment to energy savings. Along with the existing Board Policy there is the inherent safety risk associated with small kitchen devices in non-approved areas. The district has established common areas, teacher workrooms, or staff kitchens where these devices may be used. **Outside appliances**, which includes, **but is not limited to**, coffee maker, portable heater, microwave, any size refrigerator, etc. **may NOT be used in a District classroom**, office space, or conference room. Appliances or equipment purchased by the district and approved for academic use in a defined area are permissible. Any other request shall require an inspection of the equipment and approval by the Director of Building and Sites or their designee. Approvals are for the specific piece of equipment in a specific location for a specific use. Approval will be done in writing and kept on a master list. The district assumes no responsibility for damage to a personal appliance brought to school. These designated and approved items should be unplugged when not in use.

ARTICLE 7: STATE AND FEDERAL PROGRAMS

Section 1: Notice of Nondiscrimination

The Columbus Public Schools does not discriminate on the basis of race, color, national origin, gender, marital status, disability, religion or age in admission or access to, or treatment of employment, in its programs and activities. The Coordinators listed in Section 2 have been designated to handle inquiries regarding complaints, grievance procedures or the application of these policies of nondiscrimination. Local complaint or grievance procedures are provided for by the District and set forth in this handbook. If an employee does not feel that a complaint of nondiscrimination has been satisfactorily resolved at the school level, the employee may file a complaint with the appropriate federal or state agency. Complaints are to be filed with the regional Department of Education, Office for Civil Rights, where the complaint relates to Title

IX (discrimination, harassment or lack of equity based on gender), Title VI (discrimination or harassment based on race, color, or national origin) or Section 504 (discrimination, harassment or failure to accommodate a disability). Complaints are to be filed with the regional U.S. Equal Employment Opportunity Commission (EEOC) if the complaint relates to Title VII (discrimination or harassment based on race, color, gender, national origin, or religion), the Americans with Disabilities Act (discrimination, harassment or failure to accommodate a disability), or the Age Discrimination in Employment Act (discrimination based on age). The contact information for the OCR and the EEOC in this regard are:

Office for Civil Rights
8930 Ward Parkway, Suite 2037
Kansas City, MO 64114
816-268-0550

The U.S. Equal Employment Opportunity Commission
1801 L Street, N.W.
Washington, D.C. 20507
800-669-4000; TDD: 800-669-6820

Section 2: Designation of Coordinators

Any person having inquiries concerning the District's compliance with anti-discrimination laws or policies or other programs should contact or notify the following person(s) who are designated as the coordinator for such laws, policies or programs. The contact address for each coordinator is: Columbus Public Schools, 2410 16th St Ste A, Columbus NE 68601.

Law, Policy or Program	Issue or Concern	Coordinator
Title VI	Discrimination or harassment based on race, color, or national origin; harassment	Dr. Chip Kay
Title IX	Discrimination or harassment based on sex; gender equity	Employees – Jason Schapmann Students – Tim Kwapnioski
Section 504 of the Rehabilitation Act and the Americans with Disability Act (ADA)	Discrimination, harassment, or reasonable accommodations of persons with disabilities	Jason Harris and Leonard Kwapnioski
Homeless student laws	Children who are homeless	Dr. Chip Kay
Safe and Drug Free Schools and Communities	Safe and drug free schools	Dr. Chip Kay

Section 3: Anti-Discrimination & Harassment

Elimination of Discrimination

The Columbus Public Schools hereby gives this statement of compliance and intent to comply with all state and federal laws prohibiting discrimination or harassment and requiring accommodations. This school district intends to take necessary measures to assure compliance with such laws against any prohibited form of discrimination or harassment or which require accommodations.

Preventing Harassment and Discrimination

Purpose: The Columbus Public Schools is committed to offering employment and educational opportunity to its employees and students in a climate free of discrimination. Accordingly, unlawful discrimination or harassment of any kind by administrators, employees, co-workers, students or other persons is prohibited. In addition the Columbus Public Schools will try to protect employees and students from reported discrimination or harassment by non-employees or others in the work place and educational environment.

For purposes of this policy, discrimination or harassment based on a person's race, color, religion, disability or national origin constitute harassment when they unreasonably interfere with the person's work performance or create an intimidation at work, instructional, or an educational environment.

Age harassment (40 years of age and higher) has been defined by federal regulations as a form of age discrimination. It can consist of demeaning jokes, insults or intimidation based on a person's age. Sexual harassment is defined by federal and state regulations as a form of sex discrimination. It can consist of unwelcome sexual advances, requests for sexual favors, or physical or verbal conduct of a sexual nature by supervisors or others in the work place, classroom or educational environment. Sexual harassment may exist when:

- Submission to such conduct is either an explicit or implicit term or condition of employment or of participation and enjoyment of the school's programs and activities;
- Submission to or rejection of such conduct is used or threatened as a basis for employment related decisions, such as promotion, performance, evaluation, pay adjustment, discipline, work assignment, etc., or school program or activity decisions, such as admission, credits, grades, school assignments or playing time;
- The conduct has the purpose or effect of unreasonably interfering with an individual's work or educational performance or creating an intimidating, hostile, or offensive working, classroom or educational environment.
- Sexual harassment may include explicit sexual propositions, sexual innuendo, suggestive comments, sexually orientation, kidding, teasing, practical jokes, jokes about gender-specific traits, foul or obscene language or gestures, displays of foul or obscene printed or visual material, and physical contact, such as patting, pinching, or brushing against another's body.

Complaint and Grievance Procedures

Employee Complaints or Concerns: Employees are to inform their supervisor of any complaints or concerns about the operations of the District using the established chain of command (immediate supervisor, building principal, Director of Human Resources, Superintendent) on all matters that require administrative attention; that is, on all matters or issues that their job responsibilities require them to report to a supervisor. It is important to the efficient and successful operation of the District and a duty of all employees to share any such complaints or concerns in a responsible, professional manner so as to:

- not disrupt the proper functioning of their duties;
- not undermine the authority of their co-workers, supervisors, or superiors;
- maintain appropriate and productive working relationships with their co-workers, supervisors, and superiors; and,
- ensure that all applicable laws and regulations are followed.

Communications from employees regarding complaints or concerns must be accurate, demonstrate sound judgment, and promote the District's mission, and must be submitted to the employee's immediate supervisor (or the next higher level, if the supervisor is responsible for the problem) in written form and signed. Further, the employee is to maintain confidentiality of the report so that the problem can be appropriately corrected in the best interests of the District. Employees are to use the appropriate complaint or grievance mechanism for matters involving anti-discrimination or harassment as noted elsewhere in this Handbook.

Section 4: Grievance Procedure for Persons with a Disability

The Americans with Disabilities Act (ADA) and Section 504 of the Rehabilitation Act address discrimination, harassment or failure to provide reasonable accommodations to persons with a disability. The following grievance procedure shall be used for resolution of complaints of alleged violations of the ADA or Section 504:

- Complaints shall be filed with the ADA and Section 504 Coordinator. Complaints shall be made in writing, unless the Complainant's disability prevents such, in which event the Complaint can be made verbally.
- Complaints shall set forth: (a) the name of the Complainant, (b) the address and telephone number or other such information sufficient to enable the Coordinator to contact the Complainant, (c) a brief description of the alleged violation, and (d) the relief requested by the Complainant.
- Complaints shall be investigated by the Coordinator or the Coordinator's designee. Investigations shall be thorough, but informal, and the Complainant shall be given a full opportunity to submit evidence relevant to the complaint.
- The Coordinator shall make a decision on the Complaint within thirty (30) days of the filing of the Complaint, unless such time period is extended by agreement of the Complainant. The decision shall be made in writing, shall set forth the Coordinator's proposed resolution of the Complaint, and shall be forwarded to the Complainant.
- The Complainant shall have ten (10) days from the date the Coordinator's decision is sent to the Complainant to accept or reject the Coordinator's proposed resolution, and shall be deemed to have accepted the proposed resolution unless the Complainant rejects the proposed resolution within such time period. In the event the Complainant rejects the proposed resolution, the Complainant shall be given the opportunity to file a request for reconsideration within the ten (10) days from the date the Coordinator's decision is sent to the Complainant. The request for reconsideration shall be filed with the Coordinator. The Coordinator shall consider any additional information provided in the request for reconsideration and make a decision on the request for reconsideration within ten (10) days after the request for reconsideration was filed.

Section 5: Confidentiality of Student Records (FERPA)

The Family Educational Rights and Privacy Act (FERPA) give parents and students over 18 years of age rights of access and confidentiality with respect to education records. Employees are expected to provide access rights and maintain the confidentiality of education records in accordance with FERPA and Board policy. Further information about FERPA and the District's policies under FERPA are found in Board policy and in the student handbook.

Section 6: Breakfast and Lunch Programs

The District participates in the National School Lunch Program. Employees are expected to keep information about the participation of students in the program confidential.

Section 7: Confidentiality of Protected Health Information

It is the policy of the District to develop and implement all necessary practices, policies, and procedures to comply with the Health Insurance Portability and Accountability Act of 1996 (HIPAA) where and to the extent applicable and to maintain the privacy of protected health information (PHI), as that term is defined by HIPAA, that it receives, obtains, or transmits for employees and students. The District designates the Superintendent as its HIPAA privacy officer. Student and employee records containing PHI shall be accessible only to those who require such information to carry out their duties.

ARTICLE 8: MISCELLANEOUS INFORMATION

Section 1: Crisis Response Team

People in crisis often experience anxiety, feelings of vulnerability and difficulty. Events such as the death of a teacher or student, natural or accidental disasters, and real or threatened violence may produce a crisis for students and faculty alike. The need to cope effectively is necessary. The purpose of the Columbus Public Schools Crisis Response team is to evaluate crisis situations and plan intervention strategies. Guidelines are written to help address these concerns and to establish procedures for situations.

Section 2: Advertisement & Promotions

Advertisements, promotions, soliciting, and fund drives conducted in the school buildings or on school grounds are sometimes inevitable, sometimes necessary, and sometimes important. Care shall be taken to consider the effects of such activities upon the students, parents, and the community. Board policy and administrative rules and regulations provide guidance for decisions regarding these topics. (Copies of all promotional materials to be distributed directly to students must be provided by the promoter in both English and Spanish.)

- The Board recognizes that modern production, packaging, and distribution methods make it all but inevitable that some materials and equipment will carry advertising or promotional slogans to which students will be exposed.
- Where advertising or promotions are presented to students as part of any program or is present on any instructional material, the overall benefits of the program or material must outweigh adverse effects of the advertising or promotion.
- Advertisements and promotions for school events, for school sponsored programs, for athletic events, for use in sponsoring the school paper or school annuals are approved forms of advertisement and promotion. However, advertising which refers to tobacco, alcoholic drinks, or unlawful drugs is forbidden in any school publication.
- Students or employees while on school premises shall be protected from unauthorized solicitation for the purchase of goods or services, for participation in an organized campaign to raise funds, and for the donation of money or goods to an organized campaign.
- Teachers may not permit such campaigns, drives, or solicitation within their classrooms except for those outlined in policy or in administrative regulations.
- Any and all community fund drives officially recognized and permitted on school premises will be determined by the Office of the Superintendent of Schools, and/or the Board of Education.

- Fund raising activities sponsored by school clubs, school classes, and parent organizations are part of approved school activity. In the conduct of any approved campaign for funds, no quotas may be set for individual and donations must be entirely voluntary without any pressure which compares the giving of one individual with the giving of another individual.

Section 3: Distribution of Information

Cooperation with community service and youth serving agencies through assisting these agencies in the distribution of information of value to students and their families shall be as follows:

- Each distribution must be approved by the Executive Director of Student Services.
- Principals shall notify teachers of the distribution.
- Representatives of agencies wishing to distribute information through the schools shall:
 - Package and label by building and by classroom enough materials to go to each child or family as targeted for distribution.
 - Deliver material to the Central Administrative Office at least one day prior to mail delivery or, after approval, deliver directly to the buildings.
 - Material with political, commercial, or religious content will not be approved for distribution, nor will materials containing art or composition which is in bad taste or otherwise inappropriate for distribution to students.

Section 4: Parent-Teacher Organizations

We recognize the Parent-Teacher Association, School Site Councils, and other school/parent groups as some of our strongest allies. Staff members are asked to cooperate with the officials of these organizations and do all within their power to assist in the work.

Section 5: Requisitions

No student, teacher, or employee of the Board shall have power to purchase, or agree to purchase, any supplies or materials for use in the public schools, whether or not to be sold to students or used in any department whatsoever, except by a proper requisition for a purchase order through the appropriate office. This also applies to purchase of services, such as printing, etc.

When ordering supplies or materials through the Warehouse, a requisition form signed by the Principal/supervisor must be submitted to the Administration Office for processing. The requisitioner should specify item number and description and make a copy for his/her records. Be sure to include budget code numbers on the requisition.

Supplies and materials may be requisitioned through the Principal. When ordering from the Warehouse, specify item number and description.

All requisitions are to be made electronically, and must be approved by the respective Principals. The building principal will assign the purchase order number and forward the electronic submission based on the District's requisition process.

Section 6: Soliciting

Employees while on school premises, shall not be solicited for the purchase of goods or services, not be requested to participate in an organized campaign to raise funds or not be requested to donate money or goods to an organized campaign. Approved fund drives must be entirely voluntary. Exceptions are:

- Columbus Public Schools Foundation, United Way Fund Drive, Combined Health Agencies Drive (CHAD), and the Community Health Charities.
- Fund-raising activities sponsored by school clubs, school classes, and parent organizations approved by the building principals/supervisors.
- Contribution to courtesy funds for serious illness of a staff member or student and to the retirement of staff members approved by the building principal/supervisor.
- Solicitation of students to produce services and materials for community organizations or groups to the extent that such production furthers the students' educational development and does not exploit them and are approved by the building principal.
- Internal fund drives of employee organizations.
- Other solicitations, sales, or drives approved by the Director of Human Resources/Fiscal Support.

Section 7: Visitors

All visitors to any school building are required to report immediately to the buildings main office. No visitor will be allowed in the building without the prior approval of the building Principal and/or the Principal's designee. All visitors must have a visitor badge. Staff members are expected to notify the office if a visitor does not have a badge. Any child visiting school must be accompanied by an adult.

Section 8: Pay for the Performance of Other Duties

Classified, non-exempt employees can only earn overtime pay on their regularly scheduled duties. If an individual employee volunteers to sell tickets, keep score, work a concession stand, they may be paid an amount that is different from their regular hourly wage.

Classified employees who regularly work for the after-school program may count those hours in addition to their regular daily work schedule toward full-time status or overtime. Staff will retain their hourly pay rate for performing after-school program duties.

Classified employees performing duties for an extra-duty contract will be asked to sign a work agreement detailing the stipend and expected hours of employment for that position. The stipend is determined by the District's Certified Negotiated Agreement.

Appendix 1: COMPLAINT PROCEDURES FOR STAFF AND COMMUNITY

Policy 403.055

The Board of Education advises the public that the proper channeling of complaints involving school personnel shall be from the complainant to the employee, to the principal, to the Superintendent, and then on to the Board of Education.

Internal Complaints regarding School Personnel

Step 1

If the complaint is in regard to another Staff member, the complainant should request a conference with the building principal to resolve the concern or complaint.

- a. If it is determined that an investigation will take place, the complainant must provide in writing and sign to confirm the issues of the complaint.

Step 2

If staff member is dissatisfied with the result of this conference, the staff member can request a second conference with a district administrator (Executive Director of Finance and Human Resources), the principal, and the staff member.

Step 3

If staff member is not satisfied with the resolution of the complaint at the 2nd level, the staff member can request a conference with the Superintendent of Schools for discussion of the problem.

****If a complaint is in regards to the building principal the staff member must go directly to Step 2**

Community Complaints regarding School Personnel

Step 1

If complainant is not satisfied with the process with the employee in question, the Principal and his/her designee reviews, investigate, and makes a recommendation.

Step 2

If complainant is not satisfied with the process and outcome of the building principal, the principal's recommendation will be reviewed and a decision made by the appropriate central office administrator (Executive Director of Finance and Human Resources).

Step 3

If complainant is not satisfied with the process of the administrator's decision, an appeal can be made to the Superintendent of Schools.

***If a complaint is in regards to the building principal the community member must go directly to the Superintendent**

****Any statement containing a charge or a complaint against an employee of the school district must be submitted in writing, verified and signed by the complainant.**

Internal Complaint Process regarding an administrator

Step 1

If the complaint is in regard to the building principal, the complainant should request a conference with the Superintendent of schools to resolve the concern or complaint.

- a. If it is determined that an investigation will take place, the complainant must provide in writing and sign to confirm the issues of the complaint.
- b. The Superintendent and his/her designee reviews, investigate, and will then make a determination as to whether the complaint is valid or not.
- c. The complainant will receive confirmation that the investigation has taken place during the documented time frame.

Step 2

If staff member is dissatisfied with the result of step one in the process, the staff member can request a appeal for a second evaluation to be conducted by Executive Director of Human Resources.

Step 3

If staff member is not satisfied with the outcomes of the previous two steps, the staff member can request a conference with committee of the board of education that is appointed by the board president.

Step 4

The staff member may file a complaint to the board as a whole after all other steps have been exhausted.

Community Complaints regarding School Administration

Step 1

If the complaint is in regard to the building principal, the complainant should request a conference with the Superintendent of schools to resolve the concern or complaint.

- a. If it is determined that an investigation will take place, the complainant must provide in writing and sign to confirm the issues of the complaint.
- b. The Superintendent and his/her designee reviews, investigate, and will then make a determination as to whether the complaint is valid or not.
- c. The complainant will receive confirmation that the investigation has taken place during the documented time frame.

Step 2

If staff member is dissatisfied with the result of step one in the process, the staff member can request a appeal for a second evaluation to be conducted by Executive Director of Human Resources.

Step 3

If staff member is not satisfied with the outcomes of the previous two steps, the staff member can request a conference with committee of the board of education that is appointed by the board president.

Step 4

The staff member may file a complaint to the board as a whole after all other steps have been exhausted.

*If a complaint is in regards to the building principal the community member can go directly to Step 2

**Any statement containing a charge or a complaint against an employee of the school district must be submitted in writing, verified and signed by the complainant.

INSTRUCTIONS FOR PREPARING A COMPLAINT

Please Type or Print.

1. If you are filing a Complaint against a process, problem, or person or more than one person, a separate form should be used for each process or person. If you have more than one complaint against the same process, problem, or person, you should use one form and describe each incident. As the Complainant, your name and phone number must appear in the blanks at the top of the first page.
2. The process, problem, or person against whom a Complaint is filed is called the Respondent and the Respondent's name must appear at the top of the first page on the left hand side, below your name. Also list the Respondent's name and telephone number in the blanks immediately underneath the complainant information.
3. In the complaint section, please list the facts, which you believe constitute a violation of professional conduct and ethics and/or process used. Use additional sheets as necessary and number each page.
4. In the witness section, list individually the full name and telephone number of each witness to verify as to the alleged incident if appropriate.

5. Your signature should appear on the "verification" page indicating the complaint is factual to the complainant's knowledge.

6. Please mail, email, or deliver the completed Complaint form to the direct supervisor. If the complaint is in regard to the direct supervisor, please send the form to the Superintendent. If the complaint is in regard to the Superintendent please send the form to the Executive Director of Human Resources.

A blank complaint form is attached or you may type your own form.

In accordance with Board Policy 403.05 and 403.055, of the *Columbus Public Schools Policy Handbook*, the Complainant states as follows:

Complainant is: _____

Respondent is: _____

Complaint: _____

Complaint

Case No.

Page _____

Witness(es): _____

VERIFICATION

WHEREFORE, Complainant requests that the Superintendent investigate this Complaint and take such action as is warranted.

I, _____, have read the contents of the Complaint and that to the best of my knowledge, information, and belief such contents are true and there is reasonable cause for filing said document.

(Signature of Complainant)

(Printed Name of Complainant)

Dated this _____ day of _____, 20____.

BEFORE THE SUPERINTENDENT OF SCHOOLS &
COLUMBUS PUBLIC SCHOOLS BOARD OF EDUCATION

For Internal Use

_____	)	Case No. _____
(Name)	)	Leave Blank
	)	
_____	)	
(Telephone #)	)	
	)	
_____	)	
(School)	)	
	)	
Complainant,	)	
	)	
	)	
	)	
_____	)	
(Name)	)	
	)	
_____	)	
(Telephone #)	)	
	)	
_____	)	
(School)	)	
	)	
Respondent,	)	

Appendix 2: 2025-2026 Classified Salary Schedule

CLASSIFIED SALARY SCHEDULE 2025-2026												
Step	ASP Support Staff	ASP Lead Staff	ASP Site Director	Cashier	Cook/Server/FFV	Kitchen Manager*	Regular / Title / EL Para	Bilingual Para (Non-SPED)	SpEd/A+ Alt./CLS Para	High Needs SpEd Para	CNA*	LPN*
	Step Rate .22			Step Rate .25		Step Rate .375	Step Rate .25				Step Rate .25	
1	\$13.63	\$15.02	\$15.96	\$15.65	\$15.90	\$17.78	\$15.96	\$16.59	\$16.50	\$17.08	\$21.00	\$24.00
2	\$13.85	\$15.24	\$16.18	\$15.90	\$16.15	\$18.16	\$16.21	\$16.84	\$16.75	\$17.33	\$21.25	\$24.25
3	\$14.07	\$15.46	\$16.40	\$16.15	\$16.40	\$18.53	\$16.46	\$17.09	\$17.00	\$17.58	\$21.50	\$24.50
4	\$14.29	\$15.68	\$16.62	\$16.40	\$16.65	\$18.91	\$16.71	\$17.34	\$17.25	\$17.83	\$21.75	\$24.75
5	\$14.51	\$15.90	\$16.84	\$16.65	\$16.90	\$19.28	\$16.96	\$17.59	\$17.50	\$18.08	\$22.00	\$25.00
6	\$14.73	\$16.12	\$17.06	\$16.90	\$17.15	\$19.66	\$17.21	\$17.84	\$17.75	\$18.33	\$22.25	\$25.25
7	\$14.95	\$16.34	\$17.28	\$17.15	\$17.40	\$20.03	\$17.46	\$18.09	\$18.00	\$18.58	\$22.50	\$25.50
8	\$15.17	\$16.56	\$17.50	\$17.40	\$17.65	\$20.41	\$17.71	\$18.34	\$18.25	\$18.83	\$22.75	\$25.75
9	\$15.39	\$16.78	\$17.72	\$17.65	\$17.90	\$20.78	\$17.96	\$18.59	\$18.50	\$19.08	\$23.00	\$26.00
10	\$15.61	\$17.00	\$17.94	\$17.90	\$18.15	\$21.16	\$18.21	\$18.84	\$18.75	\$19.33	\$23.25	\$26.25
11	\$15.83	\$17.22	\$18.16	\$18.15	\$18.40	\$21.53	\$18.46	\$19.09	\$19.00	\$19.58	\$23.50	\$26.50
12	\$16.05	\$17.44	\$18.38	\$18.40	\$18.65	\$21.91	\$18.71	\$19.34	\$19.25	\$19.83	\$23.75	\$26.75
13	\$16.27	\$17.66	\$18.60	\$18.65	\$18.90	\$22.28	\$18.96	\$19.59	\$19.50	\$20.08	\$24.00	\$27.00
14	\$16.49	\$17.88	\$18.82	\$18.90	\$19.15	\$22.66	\$19.21	\$19.84	\$19.75	\$20.33	\$24.25	\$27.25
15	\$16.71	\$18.10	\$19.04	\$19.15	\$19.40	\$23.03	\$19.46	\$20.09	\$20.00	\$20.58	\$24.50	\$27.50
16	\$16.93	\$18.32	\$19.26	\$19.40	\$19.65	\$23.41	\$19.71	\$20.34	\$20.25	\$20.83	\$24.75	\$27.75
17	\$17.15	\$18.54	\$19.48	\$19.65	\$19.90	\$23.78	\$19.96	\$20.59	\$20.50	\$21.08	\$25.00	\$28.00
18	\$17.37	\$18.76	\$19.70	\$19.90	\$20.15	\$24.16	\$20.21	\$20.84	\$20.75	\$21.33	\$25.25	\$28.25
19	\$17.59	\$18.98	\$19.92	\$20.15	\$20.40	\$24.53	\$20.46	\$21.09	\$21.00	\$21.58	\$25.50	\$28.50
20	\$17.81	\$19.20	\$20.14	\$20.40	\$20.65	\$24.91	\$20.71	\$21.34	\$21.25	\$21.83	\$25.75	\$28.75
Step	Day Custodian	Night Custodian	Night Cust. Supervisor.	Maintenance	Grounds Crew	Site/Dept. Supv.	Bus Drivers*	Translator	General Office Staff	Head/Principal Secretary PK-12		
	Step Rate .375	Step Rate .25					Step Rate .3	Step Rate .25	Step Rate .25			
1	\$17.39	\$17.05	\$17.35	\$18.59	\$17.39	\$19.62	\$19.68	\$19.45	\$17.32	\$18.10		
2	\$17.77	\$17.30	\$17.60	\$18.84	\$17.64	\$19.87	\$19.98	\$19.70	\$17.57	\$18.35		
3	\$18.14	\$17.55	\$17.85	\$19.09	\$17.89	\$20.12	\$20.28	\$19.95	\$17.82	\$18.60		
4	\$18.52	\$17.80	\$18.10	\$19.34	\$18.14	\$20.37	\$20.58	\$20.20	\$18.07	\$18.85		
5	\$18.89	\$18.05	\$18.35	\$19.59	\$18.39	\$20.62	\$20.88	\$20.45	\$18.32	\$19.10		
6	\$19.27	\$18.30	\$18.60	\$19.84	\$18.64	\$20.87	\$21.18	\$20.70	\$18.57	\$19.35		
7	\$19.64	\$18.55	\$18.85	\$20.09	\$18.89	\$21.12	\$21.48	\$20.95	\$18.82	\$19.60		
8	\$20.02	\$18.80	\$19.10	\$20.34	\$19.14	\$21.37	\$21.78	\$21.20	\$19.07	\$19.85		
9	\$20.39	\$19.05	\$19.35	\$20.59	\$19.39	\$21.62	\$22.08	\$21.45	\$19.32	\$20.10		
10	\$20.77	\$19.30	\$19.60	\$20.84	\$19.64	\$21.87	\$22.38	\$21.70	\$19.57	\$20.35		
11	\$21.14	\$19.55	\$19.85	\$21.09	\$19.89	\$22.12	\$22.68	\$21.95	\$19.82	\$20.60		
12	\$21.52	\$19.80	\$20.10	\$21.34	\$20.14	\$22.37	\$22.98	\$22.20	\$20.07	\$20.85		
13	\$21.89	\$20.05	\$20.35	\$21.59	\$20.39	\$22.62	\$23.28	\$22.45	\$20.32	\$21.10		
14	\$22.27	\$20.30	\$20.60	\$21.84	\$20.64	\$22.87	\$23.58	\$22.70	\$20.57	\$21.35		
15	\$22.64	\$20.55	\$20.85	\$22.09	\$20.89	\$23.12	\$23.88	\$22.95	\$20.82	\$21.60		
16	\$23.02	\$20.80	\$21.10	\$22.34	\$21.14	\$23.37	\$24.18	\$23.20	\$21.07	\$21.85		
17	\$23.39	\$21.05	\$21.35	\$22.59	\$21.39	\$23.62	\$24.48	\$23.45	\$21.32	\$22.10		
18	\$23.77	\$21.30	\$21.60	\$22.84	\$21.64	\$23.87	\$24.78	\$23.70	\$21.57	\$22.35		
19	\$24.14	\$21.55	\$21.85	\$23.09	\$21.89	\$24.12	\$25.08	\$23.95	\$21.82	\$22.60		
20	\$24.52	\$21.80	\$22.10	\$23.34	\$22.14	\$24.37	\$25.38	\$24.20	\$22.07	\$22.85		
Note 1:	Secretary Classification: 1: Other Secretarial positions; 2: Head Building or Principal Secretary PK-12						Note 5:	Nurse and Nurse Aid Substitutes are paid at their licensure rate. RN \$28.50, CNA & LPN at Step 1.				
Note 2:	Substitutes hired for positions on this salary schedule are paid at the starting hourly wage for that position - Step 1						Note 6:	Media Specialist Substitute Rate: \$17.30				
Note 3:	Translators who are not regular district employees are paid at the starting hourly wage for that position - Step 1						Note 7:	Accompanist Substitute Rate: \$24.45				
Note 4:	ASP Lead Staff and Site Directors who are also regular district employees are paid at their regular hourly rate.						Note 8:	450/.7				
Total Package 3.43%												
Board Approved May 19, 2025												
* - Additional licensure and/or state certification required for the position. New Hires - May only be placed on Step 1, 2, 3 or 4 based on experience/licensure.												

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COLUMBUS PUBLIC SCHOOLS BUILDINGS & CONTACTS

ADMINISTRATION BUILDING	2410 16th St Ste A	563-7000
Dr. Chip Kay, Superintendent		Ext. 13595
Leonard Kwapnioski, Director of Operations		Ext. 11517
Jason Schapmann, Director of Human Resources		Ext. 12687
Teresa Hausmann, Director of Learning		Ext. 11588
Jason Harris, Director of Special Education		Ext. 12176
Sara Colford, Assistant Director for Student Services		Ext. 11753
Nicole Anderson, Communications Director		Ext. 12847
KRAMER EDUCATION CENTER	2410 16th Street Ste D	563-7950
Erin Meyer, Principal		Ext. 14483
Wendy Lozano Holguin, Secretary		Ext. 13970
Tammy Sliva, Nurse Aide		Ext. 13552
CENTENNIAL ELEMENTARY	500 Centennial Street	563-8180
Andy Luebbe, Principal		Ext. 13294
Bridget Runquist, Secretary		Ext. 11051
Donna Woodcock, Nurse Aide		Ext. 12125
EMERSON ELEMENTARY	2410 20 Street	563-7030
Angie Luebbe, Principal		Ext. 12068
Barbie Cheloha, Secretary		Ext. 13671
Lynn Liermann, Nurse Aide		Ext. 13174
LOST CREEK ELEMENTARY	3772 33rd Avenue	563-7045
JP Holys, Principal		Ext. 13286
Janey Coffey, Secretary		Ext. 13372
Channa Larsen, Nurse		Ext. 12272
NORTH PARK ELEMENTARY	2200 31st Street	563-7070
Sarah Bird, Principal		Ext. 14111
Kourtney Rawls, Secretary		Ext. 12025
Karissa Sander, Nurse Aide		Ext. 14080
WEST PARK ELEMENTARY	4100 Adamy Street	563-7075
Paula Lawrence, Principal		Ext. 11578
Kathleen Pospisil, Secretary		Ext. 13282
Kelsey Jareske, Nurse Aide		Ext. 14494

MIDDLE SCHOOL	2200 26th Street	563-7060
Amy Haynes, Principal		Ext. 11005
Jordon Anderson, Assistant Principal		Ext. 12663
Adriana Carnes, Assistant Principal		Ext. 12715
Katie Rose, Assistant Principal		Ext. 14073
Alex Dostal, Assistant Principal		Ext. 14261
Angie Andreasen, Secretary / Sub Coordinator		Ext. 12786
Katie Kruse, Nurse		Ext. 13931
HIGH SCHOOL	3434 Discoverer Drive	563-7050
Dave Hiebner, Principal		Ext. 11899
Austin Carmichael, Assistant Principal		Ext. 13597
Angela Leifeld, Assistant Principal		Ext. 12056
Michael Ziola, Assistant Principal		Ext. 11056
Tim Kwapnioski, Activities Administrator		Ext. 13452
Turner Trofholz, Assistant Activities Administrator		Ext. 14270
Ashley Braithwait, Secretary / Sub Coordinator		Ext. 13459
Jessica Foltz, Nurse		Ext. 14471
TRANSPORTATION/BUSING	2458 48 TH Avenue	563-7015
Laci Orozco, Coordinator		Ext. 13131
Gary Zywiec, Coordinator		Ext. 13383

WELCOME TO COLUMBUS PUBLIC SCHOOLS

Welcome, and thank you for agreeing to become a part of the Columbus Public Schools' educational team. Every position in the district contributes to the education of each student, but there is no doubt that the role of substitute teacher is one of the most important to the overall success of our district.

Whether you've substituted for many years, or you're just beginning, your role is key in providing continuing instruction while the regular teacher is unable to be in the classroom. Our expectations for you are very high. We expect education to continue, we expect the differences between you and the regular teacher to be minimal, and we expect you to be a positive contributor to the excellence of our school district.

To help you meet our high expectations, you have our pledge to provide you with whatever resources and support are necessary to help make you a successful member of our educational team.

Please do not hesitate to ask any staff member if you have questions or desire any information regarding your role in the Columbus Public Schools!

BOARD OF EDUCATION

Mike Jeffryes, President

Doug Molczyk, Member

Candace Becher, Member

Marv Zoucha, Vice President

Theresa Seipel, Member

Doug Willoughby, Member

Drug-Free Workplace

The district has established all school buildings as drug-free workplaces, including school grounds, school-utilized vehicles, and places in which school activities are held. Possession, use, distribution, or any level of impairment from illicit drugs, alcohol, or inhalants, or the presence of any odor of illicit drugs (such as marijuana) or alcohol on any person in the workplace or on duty time shall be a violation of the drug-free workplace. The possession or distribution of a look-alike drug or controlled substance is also prohibited.

Smoke- and Tobacco-Free Workplace

The use of tobacco products by any person in the district's buildings and on school grounds, all owned or leased facilities, and vehicles is prohibited. This prohibition also includes items such as e-cigarettes or any type of vaping materials.

Weapon-Free Workplace

The district prohibits any person from being in possession of a weapon at a school facility, on school property, at a school-supervised activity, or at a school-sponsored function. Any person found to be in violation of this policy shall be subject to disciplinary action, up to and including termination. Weapon is defined as any instrument, real or look-a-like, that could physically harm or injure another person.

GENERAL INFORMATION

ACQUIRING A SUBSTITUTE POSITION

- Register with Nebraska Department of Education (NDE)
- Provide 2-sided certificate from NDE to HR department
- Contact [Tania Stahl](#) in the payroll department to set up a time to fill out paperwork

CERTIFICATION REQUIREMENTS

All substitutes must have a current in-force Nebraska Teaching certificate/permit. A copy of the certificate/permit must be on file at the CPS Administration Building.

- The holder of a permanent teaching certificate permit may teach an unlimited number of days.
- The holder of a State Substitute Teaching Permit is authorized to teach in any subject and at any level with an unlimited number of days of teaching.
- The holder of a Local Substitute Teaching Permit may teach 90 days in the school system requesting the issuance of such a certificate. Additional days may be requested. The certificate shall expire on August 31 of the fifth year following the year of issuance.
- **Contact the Teacher Certification Office at the Nebraska Department of Education, www.education.ne.gov/tcert, if you have questions.**

Renewal requirements for the substitute teaching certificate include: verified evidence of fifty (50) days of substitute teaching within five years prior to the date of application for renewal and during the term of the previously held Nebraska substitute teaching certificate, or three semester hours of college credit within three years prior to the date of application. Should you have further questions concerning certification, please reference www.education.ne.gov/tcert or contact the Nebraska Department of Education Teacher Certification Office at (402) 471-0739.

PROCEDURES FOR FINDING A SUBSTITUTE AT COLUMBUS PUBLIC SCHOOLS

Columbus Public Schools now uses an online and mobile system called Absence and Substitute. Each substitute has an account created and will be notified by email how to complete your setup. You will have the option to use your phone to receive openings and accept them. (Additional Details on Page 10)

How it works:

1. A teacher puts an absence in the system.
2. If you match the building and teaching area, you receive a notice of the opening by phone, email, and/or text message.
3. You may accept or decline.

In your account you will see all of your accepted assignments and may set preferences on the days, buildings, or content areas you prefer. When you do this, you will NOT receive all openings, only the ones that match your choices.

For long-term substitute assignments and emergencies, the buildings will call you directly. CPS is no longer using the app “Remind” to find substitutes.

Absences may be posted well in advance or the morning of an opening.

For assistance, contact Marie Washburn at the Administration Building.

PERSONAL DATA CHANGES

Change of address, phone number, e-mail address, and certificate renewal date should be reported to Marie Washburn, Human Resources Associate, Administration Building, 563-7000, Ext. 13392. Changes in your phone number, building preference, and availability should also be entered into your profile on the Absence and Substitute System.

EMERGENCY OR ILLNESS CANCELLATION

Substitute teachers who accept a position and are unable to teach due to an emergency or illness must contact the **School Building Secretary immediately**. This will enable them to secure a substitute replacement for that day.

HEALTH PROCEDURES

These rules and expectations are intended to ensure the health and safety of all students, staff members, and the overall community. Because of the fluid nature of viruses and other forms of illness, these rules and expectations are subject to change at any time. The District will send employees, parents, and students written notification of any such changes. It is each individual’s responsibility to monitor for, understand, and adhere to any such changes, including those changes implemented on short notice. If there is any questions about the interpretation or implementation of these rules and expectations, promptly contact a building administrator.

- An employee or student who experiences or has experienced symptoms of a form of illness needs to be cautious of their health for their safety and others around them. For the benefit of all, any person who experiences more than minor symptoms should stay home until they feel better. If a person displays more than minor symptoms while at school, they may be sent home.

STAFF ACTIVITY PASS

Substitute teachers may use their CPS I.D. staff badge for admittance to home, school activities. The I.D. badge will admit only the person pictured on the badge.

PAYCHECK INFORMATION

The payroll office supplies documentation with your paycheck itemizing your substitute pay for the month based on information provided from each school building. If an omission or other error is noted, please contact the secretary at the specific school in question first. The payroll office is also available (563-7000 Ext. 13730 or 12670) to check discrepancies.

DAILY PAY RATES

\$180 per day for days 1 to 30

\$190 per day for days 31 to 60 days

\$200 per day for more than 60 days

Note: daily rates also apply to early-release days.

Long-term substitutes are those who substitute for the same person for **15 or more consecutive school days**, and are paid at 1/188th of base salary for each day worked. The daily pay for long-term substitutes is \$220.

Long-term substitutes who are assigned to sub during their scheduled planning period will receive:

EL/MS/HS \$32.79 per hour or \$8.20 per 15 minutes

Substitutes hired for 1/4 of a day will be paid for 1/2 day and may have additional duties assigned when done filling in for the absent teacher. Substitutes who are called to sub, report as requested, and then cancelled will be assigned to another substitute duty in the district if available. If no assignment is available, you will be compensated for the full daily rate of pay. A memo regarding standardized pay rates is provided in Appendix 2.

Substitutes for classified staff positions are paid at the entry rate (step 1) per hour for that position. When hired for such positions, if you are not told the hourly rate, please ask for that information. When filling out the timesheet, please note the name of the person you are subbing for. Classified pay rates may be found in Appendix 1 of this handbook.

CONTRACTED SUBSTITUTE

Columbus Public Schools, when absolutely necessary, will contract with a substitute to serve as a full-time teacher for a semester at a time when the district is unable to hire a properly endorsed teacher for a critical vacancy. In this circumstance, the contracted substitute will receive a temporary contract with Columbus Public Schools and is placed on the salary schedule based on the position they are filling, their type of certificate, their endorsement, and their prior education. Prior experience is considered but will not result in placement on the salary schedule beyond Step 1. A contracted substitute is expected to perform all duties and attend all meetings, conferences, and professional development required of the certified staff.

Contracted substitutes will be compensated on a daily rate basis for the number of days worked during each pay period, and will be provided a prorated amount of paid personal, sick, and bereavement leave per the negotiated agreement. As a contracted substitute you are granted the same health/dental benefits per the negotiated agreement and will receive **\$56.19** per contract day for that stipend.

PAYROLL SCHEDULE

Paychecks are issued on or about the 20th of each month. If the 20th falls on a weekend, vacation, or holiday, paychecks are issued on the final working day of the week preceding the 20th.

The Substitute Teacher Pay Schedule shown below provides information about which sub dates will be paid on monthly payroll dates. Should you have further questions, please contact the Payroll Office, 563-7000, Ext. 12670 or 13730.

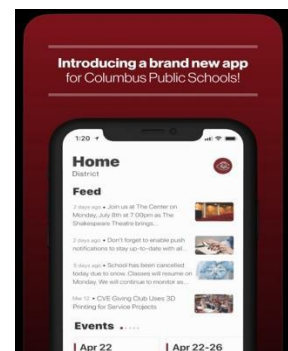
NOTE: If you retired from teaching at the end of the **2024-2025** school year and are now receiving benefits from the Nebraska Public Employees Retirement System, remember that there are restrictions regarding the number of days you may substitute during the first 180 calendar days after retirement. Under new legislation, retired teachers in their waiting period may work up to 8 days per month. After that period, your subbing schedule may be as often as you wish.

A payroll schedule

Pay Period Dates			Payroll Check Date
8/1/2025	thru	8/29/2025	9/19/2025
9/2/2025	thru	10/2/2025	10/20/2025
10/6/2025	thru	10/31/2025	11/20/2025
11/3/2025	thru	11/25/2025	12/19/2025
12/1/2025	thru	12/19/2025	1/20/2026
1/5/2026	thru	1/30/2026	2/20/2026
2/2/2026	thru	2/27/2026	3/20/2026
3/2/2026	thru	4/2/2026	4/20/2026
4/7/2026	thru	5/1/2026	5/20/2026
5/4/2026	thru	5/22/2026	6/18/2026

SEVERE WEATHER AND SCHOOL CANCELLATIONS

The Superintendent of schools is authorized by the Board of Education to close public schools in case of severe weather. Representatives of the Superintendent's staff will notify local news media when inclement



weather warrants such action. Local and regional radio and television stations broadcast the information regularly. School closures or late starts will be posted on the district's website and social media accounts. The website address is <https://www.columbuspublicschools.org>.

Starting with the 24-25 school year, the **Districts' mobile application** will be used to send out closings and alerts. You may download this from the Apple store or Google store on your mobile device.

BENEFITS UNDER THE AFFORDABLE HEALTHCARE ACT

Based on hours worked during the 2023-2024 school year, substitute teachers may become eligible for health insurance benefits during the 2024-2025 school year. The threshold for receiving such benefits is statutorily set at 30 hours a week minimum on average. To calculate average hours per week for those employees eligible for benefits under the Patient Protection and Affordable Healthcare Act, an employee's hours for the time period beginning August 1 and ending July 31 of the following year will be divided by the total number of weeks worked during that period of time, inclusive of break periods of less than 4 consecutive weeks. See appendix 3 for further information.

The payroll office tracks substitutes' hours worked and will notify you if you work sufficient hours this school year to qualify for benefits next year. Benefits will consist of health insurance coverage through the Educators Health Alliance that is similar to that provided to regular CPS employees. A cash in lieu of insurance option may be provided to those substitutes who qualify for benefits and provide proof of health insurance from another source (spouse, parents, etc.).

DAILY HIRING PROCESS

Link to the Absence and Substitute site: <https://app.readysub.com/account/login>

Unplanned Teacher Absence:

- Absence is entered into the Absence and Substitute App to contact substitutes.
- After 7:00a.m. building designees will call available substitutes by phone.
- Depending on how late of notice, sub-finders will make emergency phone calls to locate a substitute.

Planned Teacher Absence:

- Absence is entered into the Absence and Substitute App by the teacher and is sent to all substitutes who meet the building and position opening.

You may set your preferences in your **Absence and Substitute Profile** to set:

- Notifications
 - o Email
 - o Phone
 - o Text
 - o Or All of the Above
- Building Preference
 - o All
 - o Select specific buildings
- Teaching Position
 - o All
 - o Select specific buildings
- Availability
 - o By days of the week
 - o Block out specific dates
 - o Leave all available

Marie Washburn can assist you in the Administration Building with your accounts.

Welcome to Columbus Public Elementary Schools

The Columbus Public School system has five elementary schools located throughout the community. The elementary buildings serve pre-kindergarten through fourth grade students.

Parking—Please park in the staff parking provided at each of the elementary schools:
Centennial: East lot. Emerson: South lot. Lost Creek: West lot. North Park: West lot. West Park: West lot.

Morning Entrance—Please enter the building through the main entrance. The main entrance doors are unlocked at 7:30. When arriving we ask that you sign in at the front office where you will receive a substitute binder that contains basic information.

Duty Hours—The elementary buildings' professional workday begins at 7:45 a.m. and ends at 3:45 p.m. You will need to arrive by 7:45 a.m. so that you have an opportunity to look over the lesson plans, teacher notes, and acquaint yourself with the classroom and school environment.

Lesson Plans—Lesson plans will be found in the teacher's classroom. Please follow the lesson plans and leave necessary notes for the teacher to indicate how the day progressed. Most teachers will provide a note with their lesson plans describing procedures and any other necessary information you will need to help your day be successful.

Lunch—Lunch may be brought and stored in the faculty workroom if desired. Lunch can also be purchased in the school cafeteria. Substitutes are also allowed to leave the building for lunch. If you leave the building please notify the office before leaving.

Extra Duties—Please be prepared for any extra duties the regular classroom teacher may perform. When substituting in the elementary you may be required to cover morning supervision, supervise the lunchroom, supervise outside recess or have outside after-school supervision. So please plan for the weather.

Emergency Procedures—The substitute binder contains all of the emergency procedures. Please look over these procedures prior to the start of the school day and know the designated emergency exit for the various drills.

Behavior Problems—A phone is located in every classroom. Please notify the office if you have a student who needs to be removed from the classroom due to behavior that interferes with the learning of others.

Thank you for agreeing to substitute in the Columbus Elementary Schools. If you ever have any questions while you are in our buildings do not hesitate to ask a staff member or to contact the principal's office.

Welcome to Columbus Middle School

Parking -Please park in the east parking lot.

Morning Entrance -Please enter through the east door or the main entrance doors on the south side of the building. These doors are open by 7:30 am.

Schedules -When you arrive, please report to the main office. Please sign in and collect any pertinent information regarding your day. If you have any questions, please ask one of the administrators, secretaries, or teachers.

Duty Hours -You will need to be here by 7:45 AM so you have an opportunity to look over the lesson plans. You will have a 30-minute lunch period each day. You may be asked to teach another class or cover another class before or after your 30-minute lunch period.

Lunch – Lunch may be brought and stored in the faculty lounge if desired. Lunch can also be purchased in the school cafeteria. Substitutes are also allowed to leave the school building for lunch.

Lesson Plans -Lesson plans and seating charts will be found in the teacher's classroom. Please follow lesson plans and leave notes for the teacher to indicate how the day progressed.

Attendance -1st period or Advisory Period, please write down any absent students on the green slip & ask a student to take it down to the office. The rest of the periods write down absent students on the white slip provided in the substitute binder. During WIN time, please send the white slip with a student to the office.

School Nurse – Students may request to see the school nurse. Please call the nurse, Katie Kurse, at ext. 13931 and ask if the nurse is available. If the nurse is available, please sign the student's agenda and allow the student to see the school nurse.

Bathroom Passes – Students must obtain a restroom pass and utilize the restroom facilities nearest the classroom.

Behavior Problems -A telephone is in every classroom. Call ext. 13333 before sending a student to the office. Fill out an office referral and describe the incident as completely as possible. Stop in the office to speak to one of the principals regarding the referral during your free time or at the end of the day.

Emergency Procedures—The substitute binder contains all the emergency procedures. Please look over these procedures prior to the start of the school day and know the designated emergency exit/procedures for the various drills.

End of Day -Sign out in the office.

Welcome to Columbus High School

Parking – Please get a staff parking permit from the attendance secretary and park in the designated staff parking areas.

Arrival Time – Please report to the main office at or before 7:45 am.

Schedules and Instructions – When you arrive, please report to the administrative secretary, sign in, pick up your nametag, and the substitute binder. The administrative secretary may have special instructions attached to your schedule.

Duty Hours – You will need to arrive prior to 7:45 a.m. School ends at 3:35 p.m. (2:21 p.m. on most Wednesdays). Half-day assignments will run 8:10 a.m.-12:30 p.m. or 11:15 a.m.-3:35 PM. After students are dismissed, please complete instructions/requests left by the classroom teacher and then check out at the main office.

Lesson Plans – Lesson plans and seating charts will be found either in the teacher's classroom or department offices. Please follow lesson plans and leave notes for the teacher to indicate how the day progressed.

Attendance – Please take attendance using the form provided in your sub folder. It is on this same form that you will provide feedback with regard to your day in the building.

Lunch – Lunch may be brought and stored in the faculty lounge if desired. Lunch can also be purchased in the school cafeteria. Substitutes are also allowed to leave the school building for lunch and are to return at the end of the assigned lunch period in the event additional duties need to be assigned.

Conference Time – Substitute teachers are to follow the teacher's schedule in which they are covering; however, substitute teachers may be required to cover another class during scheduled conference times. Substitute teachers working in the special education department are to report to a transition class and help assist students with their studies. If a conference occurs in the schedule, substitute teachers may either stay within the classroom or use the staff lounge.

School Nurse – Students may request to see the school nurse. Please call the nurse at ext. 13124 and ask if the nurse is available. If the nurse is available, please sign the student's planner and allow the student to see the school nurse.

Bathroom Passes – Students must obtain a restroom pass and utilize the restroom facilities nearest the classroom.

Emergency Procedures – The substitute binder contains all of the emergency procedures. Please look over these procedures prior to the start of the school day and know the designated emergency exit for the various drills. Emergency procedures are also included in the building sub folder provided to you in the front office at the time you check in. At the High School, unannounced drills do occur.

Behavior Problems – A phone is in every classroom. Call ext. 13459 before sending a student to the office. Fill out an office referral and describe the incident as completely as possible. The office referral must be received prior to an administrator seeing the student. If you cannot bring the referral to the office, please call ext. 13459 and ask for someone to pick it up. If a student is sent out of class, he/she will not return the same block.

Columbus Public Schools Substitute Teacher Guide

The Work Day

Substitute teachers are to observe an 8-hour working day unless specified otherwise.

The substitute teacher should check in with the office upon reporting for work. Necessary keys, building information, assigned duties and related materials will be given at this time. Please seek answers to any questions, which may assist the day's work.

When checking out in the office at the conclusion of the workday, please leave a completed evaluation form with the secretary or principal. A written report for the regular teacher is very appreciated and helpful when the teacher returns.

Lesson Plans and Classroom/School Policy

Emphasis is placed upon the need for regular teachers to provide adequate lesson plans for the substitute teachers, and complete substitute folders to be available. Often, with the best-made plans, situations change or work is accomplished faster than anticipated by the absent teacher. It is suggested that substitute teachers have alternate activities prepared in case the regular plans are not sufficient. Building policy, procedures, and schedules are outlined in the substitute folder, or building handouts. Please seek assistance from the office or a fellow teacher for needed information.

Discipline

Students are expected to observe school guidelines and expectations at all times. The substitute teacher is expected to maintain discipline in the classroom at all times. In no case is the substitute teacher to administer corporal punishment, or punishment that is demeaning or derogatory. If a severe problem arises, seek assistance from the building principal immediately.

Additional resources are available through our Curriculum Department, Instructional Coaches, and Human Resources office to assist you in making your substitute experience successful for both you and our students. Please do not hesitate to reach out if you are interested in receiving any additional information.

Professional Substitute Teacher Checklist

At Home

_____ Compile a set of note cards containing pertinent information about the schools where you may be assigned.

_____ Keep a notepad and pencil by the phone you will be using to answer early morning calls.

_____ Answer the phone yourself.

_____ Assemble a file of “go-to” activities that you can utilize at the various grade levels you teach and keep it available and ready to go.

_____ Leave early enough to arrive at school by 7:45 am.

Prior to Entering the Classroom

_____ Report to the principal or to the main office secretary.

_____ Ask about student passes and procedures.

_____ Ask if there will be any extra duties associated with the permanent teacher’s assignment.

_____ Find out how to refer a student to the office, should the need arise.

_____ Obtain any keys that might be necessary.

_____ Find out how to report students who are tardy or absent.

_____ Find the locations of restrooms and the teacher’s workroom.

_____ Ask the names of the teachers on both sides of your classroom. Introduce yourself to them and ask for their assistance in the event of a building drill or emergency.

In the Classroom Before School

- _____ Put your name on the board.
- _____ Review the expectations or rules if any are posted.
- _____ Locate the school emergency procedures and classroom seating charts.
- _____ Carefully read through the lesson plans left by the permanent teacher. Attempt to clarify any directions that may be unclear with a neighboring teacher.
- _____ Locate the books, papers and materials which will be needed throughout the day.
- _____ Study the seating charts. If you cannot find any, get ready to make your own.
- _____ When the students begin moving to their classes, stand in the doorway and greet the students as they enter the classroom.

Throughout the Day

- _____ Have the students address you by your proper name (Mr., Mrs., Miss, Mrs., Dr.).
- _____ Get the students involved in a learning activity immediately.
- _____ Constantly walk through the classroom to assist students at their desk on an as-needed basis.
- _____ Carry out the lesson plans and assigned duties to the best of your ability.
- _____ Be fair.
- _____ Be positive and respectful in your interactions with students and school personnel.
- _____ Anticipate interruptions such as fire drills, power outages, visits to classrooms, injuries, assemblies, etc.
- _____ Mention all referral slips issued (to the office, nurse, etc.) in your note to the teacher.
- _____ Be prepared to be asked to assist in other areas, as needed.

At the End of Class and After Class

_____ Challenge students to recall projects and topics they have studied that day.

_____ Remind students of homework.

_____ Have students straighten and clean the area around their desks.

_____ Organize and label the students' work.

_____ If you were unable to complete the lesson, mention this in the note you leave for the teacher indicating how much material you were able to cover.

_____ Make sure that all classroom sets/books/etc. have been collected or accounted for.

_____ Close windows, turn off lights and equipment, and make sure the room is in good order, before you close the door and leave.

_____ Turn in any money collected at the office.

_____ Check to see if you will be needed again the next day.

_____ Jot down a few notes to yourself about anything out of the ordinary that occurred in the class that day. **This will be a great help to the administrator if there is a complaint.*

Tips for Substitute Teachers

Accidents and Injuries

Use common sense when an accident or injury occurs. Do not leave an injured student. Attend to the injured student. A reliable student or neighboring staff member should be asked to assist. Immediately notify the office. Special attention must be given when supervising playground areas or physical education classes, shop and science classes.

Release of Students

A substitute teacher should not release a student from class without specific authorization from the school office. All visitors to a building must report to the office before visiting a classroom.

Confidentiality

Q: Why must confidentiality be maintained?

A: It is the law. Both federal and state law require it.

Q: Who may have access to written or oral information about students and their families?

A: Only personnel who are responsible for the design and delivery of education and related services for a student or his/her family.

Q: Who should not have access to written or oral information about a student?

A: Teachers, school administrators and other personnel not responsible for planning or providing services to a student or his/her family, and well-meaning friends, neighbors or acquaintances.

Q: What information must be kept confidential?

A: The results of formal and informal assessments, social and behavioral actions, program goals and objectives, and financial and other personal and family information.

Classroom Management Tips

Classroom management can be a challenge for the substitute teacher. A few simple suggestions will help you establish good classroom routines, provide for an efficient learning situation, and establish mutual respect between the teacher and students.

As a part of the Vision of the Columbus Public Schools, we are

- *Committed to a safe and supportive environment for learning and teaching.*

To further this commitment, all Columbus Public Schools certificated staff are trained in The Well-Managed Classroom.. Each classroom should have posted the student expectations for conduct. These posters outline what is expected of students in order to be safe, respectful and responsible.

The premise of The Well-Managed Classroom is that teachers:

1. Communicate clearly to students what is expected in the classroom.
2. Reinforce when prosocial and pro-academic behaviors are displayed.
3. Intervene early when social and academic behaviors do not match the expectations.

As a substitute in our classrooms, it would be beneficial to:

1. Review briefly at the beginning of the day/instructional period the classroom expectations, referring to the posted information in the room.
2. Explain briefly what your individual expectations are, in line with the posted information.
3. Have in mind how you can reinforce students verbally for pro-social and pro-academic behaviors.
4. Intervene early if behaviors make teaching or learning difficult. When intervening, some suggested strategies are:
 - a. Use a prompt statement such as, *"Remember, when you follow instructions, you do so immediately."*
 - b. Speak privately to the student and review the expectation.
 - c. Ask for assistance from a staff member or administrative representative.

Lesson Plans

Teachers are asked to leave clear directions/instructions for the substitute, including a seating chart, lesson plans, daily schedule and other information, which will ensure a day of instruction for students. Since it is almost impossible to anticipate illness, there may be occasions when substitutes will need to be ready to fill class time with lessons/activities of their own.

Make your aim to teach the class, not simply to supervise. Follow the lesson plans as closely as possible. Being prepared to utilize alternate assignments/activities that you have prepared in case you run out of activities prior to the end of class is just good practice. Many discipline problems arise because students were not involved in an appropriate instructional activity.

Introduce Yourself

Explain who you are and why you are there. Emphasize that class will be conducted as usual and as nearly as possible, in accordance with the teacher's instructions.

Begin On Time

Do not give the class time to become restless and disinterested. Begin immediately and get the students involved.

Expect Good Behavior

A positive approach is worth a hundred negative rules. Familiarize yourself with specific school and classroom guidelines.

Discourage Unnecessary Trips

Review carefully requests to leave the room to go to the restroom, the library or the nurse's office, etc. and by all means do not dismiss any class early.

Use Common Sense and Be Fair and Consistent

Your success in classroom management will depend to a great extent on you and what you expect of the students.

Use Instructional Time for Instruction

Plan to direct active learning. Make your presence felt throughout the classroom. To encourage active student participation, involve all students, not just those who raise their hand. Circulate through the room so that you can monitor the class more closely. Give praise when it is warranted.

Be Patient

It is natural for the class to test a substitute. You represent a change for them. Patience, understanding, firmness and respect will increase trust.

Leave Sufficient Time

Especially in the secondary level when classes change each period, leave enough time at the end of each period for the class to gather materials together.

Problems or Questionable Situations

These situations should be referred to the building administrator for action.

Appropriate Dress

Dress appropriately when teaching. The more professional you look, the more the students will treat you as one. Keep in mind the grade level and subject when dressing. Teaching certain subject areas such as physical education, industrial technology, or some special education classrooms may require you to dress differently, so it is best to be prepared. Please check with your building contact regarding specific dress code.

End of the Day

Use this time to leave notes for the classroom teacher, correct papers as directed, or to complete anything else that may have come up during the day. Check out in the office at the end of the day.

Additional Recommendations Regarding Classroom Management

In 2008, Brian Mendler (contributing author of the groundbreaking book *Discipline With Dignity*) visited Columbus High School and trained its staff with a variety of differentiation and classroom management techniques. What follows is a list of...

Mendler Techniques that Can Be Employed by Any Substitute Teacher

- **8 Steps to Diffusing Any Student**

- Become a 2nd to last word person
- Recognize the battle is about to happen.
- Use humor (not sarcasm) to reduce tension.
- Use PEP (Privacy, Eye Contact, Proximity)
- Listen to *what* the student is saying, not just *how* they are saying it.
- Acknowledge (let them know you hear them).
- Agree (let them know that they are or might be right).
- Defer (we will discuss this at a later time). Delayed Consequence.

- **Do We Ever Remove Kids?**

- Sometimes it is necessary
- We must “offer” the door, rather than commanding it.
- Let the student know they will be missed if they choose to leave.
- Tell them to come back as soon as they are ready to learn.
- Help them know they are an important and valuable part of your class.

- **What is a Crisis Situation?**

- Fights
- A student gets sick or “freaks out” in class.
 - During a crisis, our goals become:
 - Safety
 - Survival

Crisis moments are best handled before the crisis occurs. There should be a plan in place and students should know what the plan is.

- **Tips for Teachers**

- Learning is more important than grades.
- Do not talk to a student about another student.
- Do not talk to a parent about anyone other than his/her child.
- Privacy is the best way to correct and to compliment.
- Be fair. Don’t worry about treating everyone exactly the same way.
 - There is a difference between **fair** and **equal**.

- o Allow kids to have the last word. Be an adult. Avoid power struggles.
- o Reward mistakes and improvement.
- o Don't ever quit on a student.
- o Stay personally connected to kids, without taking personally what they do and say.

Student Welfare – Reporting Suspected Child Abuse or Neglect

Professional school personnel are required by law to report to designated school and community authorities any suspected case of child abuse or neglect within 48 hours. Failure to make the required report is itself a gross misdemeanor. It is not a breach of professional confidence or privilege to report; the law protects professional school personnel from any liability, which might otherwise be incurred for breach of confidence between a professional and his/her student, client, or patient.

Substitute teachers are to inform their school counselor, social worker, principal, or supervisor of what they have observed and that they believe a report should be made. Administrative staff may sometimes choose to make the report for the substitute teacher.

Guidelines for Interaction with Students

Safe Touch should be brief

Safe Touch all students in the same manner

Safe Touch should not linger

Safe Touch shoulders

Safe Touch upper back

Safe Touch head

Safe Touch arms

Safe Touch hands

Safe Verbal Communication

- Avoid sexist comments
- Avoid sexual comments and innuendo
- Talk to all students in the same manner

Safe Extracurricular and Enrichment Activities

- Tell your administrator where you are going
- Get parental permission
- Take more than one student
- Take more than one adult

Safe Interaction with Kids

- When alone with a student, make sure there is a window or door open

- Do not spend too much time with one student or group of students
- Treat all students in the same manner
- Maintain appropriate boundaries between adult and student
- If you sense that a student may be developing a personal interest in you – get help. *See your principal immediately!*

Appendix 1: Classified Substitute Rate Scale

2025-2026
Positions Eligible for Substitute Pay

Food Service				
Step Rate .25				
\$15.90				
\$16.15				
Regular / Title / EL Para		Bilingual Para (Non-SPED)	SpEd/A+ Alt./CLS Para	High Needs SpEd Para
Step Rate .25				
\$15.96		\$16.59	\$16.50	\$17.08
\$16.21		\$16.84	\$16.75	\$17.33
CNA*	LPN*			
Step Rate .25				
\$21.00	\$24.00			
\$21.25	\$24.25			
Day Custodian	Night Custodian			
Step Rate .375	Step Rate .25			
\$17.39	\$17.05			
\$17.77	\$17.30			
Translator				
Step Rate .25				
\$19.45				
\$19.70				
General Office Staff				
Step Rate .25				
\$17.32				
\$17.57				

Substitutes are compensated according to Step 1 of the position they are substituting for. Long-term classified substitutes in the same position may be eligible for the Step 2 rate.

***Nurse substitutes are paid their licensure rate, not position rate.**

Appendix 2: Standardized Substitute Pay for Partial Days of Service

CPS generally hires substitutes only for half-day needs or greater. Substitute needs of less than a half-day are typically filled from within. A full day is fairly apparent, approximately 7:45-3:45. By "approximately" I understand that some buildings might request substitutes arrive somewhat earlier or later, and that some substitutes might choose to arrive somewhat earlier or later. Because we don't pay substitutes on an hourly basis, it is important to identify **approximate** starting and ending times. Use of the word "approximately" from hereon is intended to mean **15 minutes before the stated time to 15 minutes after the stated time**. In the illustrations below, I'll provide the **approximate** start and end times as well as the actual times covered by those **approximate** start and end times. Substitutes hired for less than a full day are to be told that.

Because a full day is 8 hours, 3/4 of a day is 6 hours and 1/2 a day is 4 hours.

Full-day substitutes would report **approximately** 7:45 (actual times 7:30-8:00) and work through the end of the school day (actual times 3:30-4:00).

Substitutes hired for 3/4 a day would be paid a full day rate of pay and would report and be finished at these **approximate** times:

report **approximately** 7:45 (actual times 7:30-8:00), end **approximately** 1:45 (actual times 1:30-2:00)

OR

report **approximately** 9:45 (actual times 9:30-10:00), end **approximately** 3:45 (actual times 3:30-4:00)

Substitutes hired for 1/2 a day would be paid 1/2 of the applicable daily rate of pay and would report and be finished at these **approximate** times:

report **approximately** 7:45 (actual times 7:30-8:00), end **approximately** 11:45 (actual times 11:30-12:00)

OR

report **approximately** 9:45 (actual times 9:30-10:00), end **approximately** 1:45 (actual times 1:30-2:00)

OR

report **approximately** 11:45 (actual times 11:30-12:00), end **approximately** 3:45 (actual times 3:30-4:00)

Appendix 3: Qualifying for Health Insurance Benefits Under the Affordable Care Act

During the 2015-2016 school year, CPS notified substitute teachers of the possibility of receiving health insurance benefits under the Affordable Healthcare Act (ACA) during subsequent school years. We felt this was a benefit that could help people, so wanted to let substitutes know about it. A number of our substitutes have asked for additional information about this potential benefit, so this discussion and examples are intended to help.

The ACA provides a method to calculate when employees become eligible for health insurance benefits. Step one is to establish a "lookback period". This is August 1 of the current year through July 31 of the following year. Then, the employee's total hours worked during that lookback period are divided by the number of weeks available to work during that period of time, inclusive of break periods of less than 4 consecutive weeks. Under this calculation method, Christmas break counts as weeks available to work because it is less than 4 consecutive weeks. Summer break, on the other hand, does not count into the calculation because it is greater than 4 consecutive weeks. If the calculated figure is 30.0 or higher, the employee is eligible for benefits under the ACA during the following school year.

So, what does this mean for time worked during the school year? In other words, how could a CPS substitute qualify for health insurance benefits under the ACA for the following school year? Here are some examples:

1. Substitute Anderson works a total of 157 full days between the first day of the school year and the last day of the school year. 157 full days is 1,256 hours. Dividing 1,256 hours by the available 42 weeks results in 29.9 average hours worked. Because this is less than the ACA threshold of 30.0 or higher, this substitute would not qualify.
2. Substitute Brown works a total of 158 full days between the first day of the school year and the last day of the school year. 158 full days is 1,264 hours. Dividing 1,264 hours by the available 42 weeks results in 30.1 average hours worked. Because this meets the ACA threshold of 30.0 or higher, this substitute would qualify.
3. Let's go back to Substitute Anderson. By working an additional half-day (4 hours) beyond example 1, the total hours would be 1,260 which, divided by 42 weeks, calculates to 30.0 hours. Because this meets the ACA threshold of 30.0 or higher, substitute Anderson would now qualify.

The payroll office tracks substitutes' hours each year and will notify any who establish eligibility for health insurance benefits at the end of the school year.

Appendix 4: Title IX Nondiscrimination

Section 1: Notice of Nondiscrimination

The Columbus Public Schools does not discriminate on the basis of race, color, national origin, gender, marital status, disability, religion or age in admission or access to, or treatment of employment, in its programs and activities. The coordinators listed in Section 2 have been designated to handle inquiries regarding complaints, grievance procedures or the application of these policies of nondiscrimination. Local complaint or grievance procedures are provided for by the district and set forth in this handbook. If an employee does not feel that a complaint of nondiscrimination has been satisfactorily resolved at the school level, the employee may file a complaint with the appropriate federal or state agency. Complaints are to be filed with the regional Department of Education, Office for Civil Rights, where the complaint relates to Title IX (discrimination, harassment or lack of equity based on gender), Title VI (discrimination or harassment based on race, color, or national origin) or Section 504 (discrimination, harassment or failure to accommodate a disability). Complaints are to be filed with the regional U.S. Equal Employment Opportunity Commission (EEOC) if the complaint relates to Title VII (discrimination or harassment based on race, color, gender, national origin, or religion), the Americans with Disabilities Act (discrimination, harassment or failure to accommodate a disability), or the Age Discrimination in Employment Act (discrimination based on age). The contact information for the OCR and the EEOC in this regard are:

Office for Civil Rights
8930 Ward Parkway, Suite 2037
Kansas City, MO 64114
816-268-0550

The U.S. Equal Employment Opportunity Commission
1801 L Street, N.W.
Washington, D.C. 20507
800-669-4000; TDD: 800-669-6820

Section 2: Designation of Coordinators

Any person having inquiries concerning the district's compliance with anti-discrimination laws or policies or other programs should contact or notify the following person(s) who are designated as the coordinator for such laws, policies or programs. The contact address for each coordinator is: Columbus Public Schools, 2410 16th St Ste A Street, Columbus NE 68601.

Law, Policy or Program	Issue or Concern	Coordinator
Title VI	Discrimination or harassment based on race, color, or national origin; harassment	Dr. Chip Kay
Title IX	Discrimination or harassment based on sex; gender equity	Employees – Jason Schapmann Students – Tim Kwapnioski
Section 504 of the Rehabilitation Act and the Americans with Disability Act (ADA)	Discrimination, harassment, or reasonable accommodations of persons with disabilities	Jason Harris and Leonard Kwapnioski
Homeless student laws	Children who are homeless	Jason Harris
Safe and Drug Free Schools and Communities	Safe and drug free schools	Dr. Chip Kay