

Regular Meeting

Mission: "Engaging All Learners to Achieve Success"

The Regular Meeting started at 6:30 P Mon Monday, July 14, 2025. The meeting was held at Columbus Innovation Center
2311 14th Street
Columbus, NE 68601

Candace Becher: Present

Michael Jeffryes: Present

Doug Molczyk: Present

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

Mike Jeffryes read the Mission Statement

VII. PUBLIC COMMENT

VIII. CONSENT AGENDA

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

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

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

VIII.B. Meeting Minutes

VIII.C. Finance Reports

Jason Schapmann, Director of Human Resources and Fiscal Support, shared details from the financial reports.

VIII.D. Staffing Reports

Mr. Schapmann said the principals are doing some hiring, but this is a slower time.

We have hired a special education teacher who has been a contracted substitute for CPS and who has now earned her certificate.

VIII.E. Professional Travel

IX. FOUNDATION REPORT

The Superintendent recommends that the board approve the Foundation Report, as submitted. Passed with a motion by Douglas Willoughby and a second by Theresa Seipel.

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

Nicole Anderson, Foundation/Communications Director, shared the information on the Foundation Report. She said June is a slower month, it will pick up in July. The Foundation has paid out student scholarships. The second round of para-teacher scholarships were dispersed.

X. DIRECTOR & SUPERINTENDENTS REPORTS OR UPDATES

X.A. Director of Teaching and Learning

X.B. Director of Special Education

Jason Harris, Director of Special Education, talked about grant payouts.

X.C. Assistant Director for Student Services

X.D. Director of Human Resources

X.D.1. Discuss the 2025-2026 Preliminary Budget

Mr. Schapmann, shared the preliminary budget and information regarding the tax asking cap.

X.E. Director of Operations

Leonard Kwapnioski, Director of Operations/Facilities, gave an update on the elementary school building vestibules. They are 90% completed, the State Fire Marshall is due to come out next week for inspection.

The non-traditional building has been gutted. The time frame for completion is the second week of April. The phone system is moved, the technology staff are doing the programming currently. Cameras will be installed next week at CHS.

Mr. Kwapnioski shared some bus information from last month.

X.F. Superintendent

X.F.1. Intermediate Building Proposal and Bond

Chip Kay, Superintendent, presented on the planning of 4-5 building, the short term schedule, and site rendering with traffic flow. Dr. Kay said there would be some adjustments for parking for large events. He said we have spent over a year deciding on the project.

X.F.2. CTSO National Funding Request

The superintendent recommends that the board approve the CTSO National Funding Request. Passed with a motion by Doug Molczyk and a second by Candace Becher.

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

Dave Hiebner, CHS Principal requested funding for the national qualifiers. Funds have been allocated for these students/groups.

XI. MONTHLY REVIEW OF POLICIES

XI.A. Proposed Changes to Policy 410.04 Certificated Employee Unpaid Leave

The superintendent recommends that the board approve the First Reading of Policy 410.04 Certificated Employee Unpaid Leave, as submitted. Passed with a motion by Douglas Willoughby and a second by Marv Zoucha.

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

XII. DISCUSSION ITEMS

XIII. ACTION ITEMS FOR THIS MEETING

XIII.A. 2025-2026 CMS Student Handbook

The superintendent recommends that the board approve the 2025-2026 CMS Student Handbook Changes, as submitted. Passed with a motion by Candace Becher and a second by Theresa Seipel.

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

Jordon Anderson, CMS Assistant Principal, shared the updates in the CMS Handbook for 2025-2026. Some of the updates included, calendar, statute changes, policy added for student eligibility. The new My School Bucks platform information was added.

XIII.B. Surplus Requests

The superintendent recommends that the board approve the surplus requests, as submitted. Passed with a motion by Douglas Willoughby and a second by Theresa Seipel.

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

XIII.C. Fundraising Applications for Approval

The superintendent recommends that the board approve the Fundraising Application, as submitted. Passed with a motion by Michael Jeffryes and a second by Marv Zoucha.

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

XIII.D. Maxim Healthcare Agreement Amendment

The superintendent recommends that the board approve the Maxim Healthcare Services Agreement Amendment, as submitted. Passed with a motion by Candace Becher and a second by Marv Zoucha.

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

Jason Harris, Director of Special Education answered questions about this contract. This is for one nurse for two students who need immediate care for their physical challenges.

Mr. Harris shared information about the Autism Program. CPS has a need for a second specialized program. This will be housed at Lost Creek so that the new teacher will have support from current staff. The budget was awarded two years ago for more special education teachers, this will be funded by that money.

XIII.E. Proposal for Addition of Autism Program Teacher at Lost Creek Elementary

The superintendent recommends that the board of education approve the Proposal of an Addition of a Autism Program Teacher at Lost Creek Elementary. Passed with a motion by Theresa Seipel and a second by Doug Molczyk.

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

XIII.F. Columbus High School Athletic and Activity Handbook 2025-2026

The superintendent recommends that the board approve the CHS Athletic and Activity Handbook for 2025-2026, as submitted. Passed with a motion by Marv Zoucha and a second by Candace Becher.

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

Tim Kwapnioski, CHS Activities Director, gave an update on changes made to the CHS Activities Handbook.

XIII.G. CHS Proposed Admission Prices

The superintendent recommends that the board approve the CHS Proposed Admission

Prices, as submitted. Passed with a motion by Douglas Willoughby and a second by Theresa Seipel.

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

Mr. Kwapnioski said HAC will request an increase in ticket prices.

XIII.H. Approve the Health Sciences III Course as part of the Health Sciences Pathway. The superintendent recommends that the board approve the Health Sciences III Course as part of the Health Science Pathway. Passed with a motion by Douglas Willoughby and a second by Michael Jeffryes.

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

XIII.I. Approve Honors Algebra II Course

The superintendent recommends that the board approve the Honors Algebra II Course. 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

Mr. Hiebner offered information regarding the addition of Honors Algebra II.

XIII.J. Second and Final Reading of Policy 504.11 Cell Phones and Other Electronic Communication Devices

The superintendent recommends that the board approve the Second and Final Reading of Policy 504.11 Cell Phones and Other Electronic Communication Devices. Passed with a motion by Theresa Seipel and a second by Marv Zoucha.

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

XIII.K. Second and Final Reading of Policy 506.01 Student Activity Eligibility

The superintendent recommends that the board approve the Second and Final Reading of Policy 506.01 Student Activity Eligibility. Passed with a motion by Marv Zoucha and a second by Douglas Willoughby.

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

XIII.L. Second and Final Reading of Policy 506.10 Student Physicals for Athletics

The superintendent recommends that the board approve the Second and Final Reading of Policy 506.10 Student Physicals for Athletics. Passed with a motion by Marv Zoucha and a second by Candace Becher.

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

XIII.M. Second and Final Reading of 508.19 Administration of Naloxone (Narcan)

The superintendent recommends that the board approve the Second and Final Reading of 508.19 Administration of Naloxone (NARCAN). Passed with a motion by Douglas Willoughby and a second by Theresa Seipel.

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

Douglas Willoughby: Yea, Marv Zoucha: Yea

XIII.N. Second and Final Reading of Policy 507.05 COPPA Student Privacy Notice
The superintendent recommends the board approve the Second and Final Reading of Policy 507.05 COPPA Student Privacy Notice. 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

XIII.O. Second and Final Reading of Policy 1005.13 Parental Access to Library Materials
The superintendent recommends that the board approve the Second and Final Reading of Policy 1005.13 Parental Access to Library Materials. Passed with a motion by Theresa Seipel and a second by Marv Zoucha.

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

XIII.P. First Reading of Policy 1005.03 Parental and Family Involvement
The superintendent recommends that the board approve First Reading of Policy 1005.03 Parental and Family Involvement. Passed with a motion by Michael Jeffryes and a second by Candace Becher.

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

Dr. Kay explained the regulation as it is much different.

XIII.Q. Second and Final Reading of Policy 605.05 Religious Based Exclusion
The superintendent recommends that the board approve the Second and Final Reading of Policy 605.05 Religious Based Exclusion. 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

XIII.R.
Second and Final Reading of Policy 504.06 Student Dress Code and Grooming
The superintendent recommends that the board approve the Second and Final Reading of Policy 504.06 Student Dress Code and Grooming. 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

XIII.S. Second and Final Reading of Policy 502.01 Resident Students
The superintendent recommends that the board approve the Second and Final Reading of Policy 502.01 Resident Students. Passed with a motion by Douglas Willoughby and a second by Theresa Seipel.

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

XIII.T. Second and Final Reading of Policy 502.02 Nonresident Students/Option Enrollment

The superintendent recommends that the board approve the Second and Final Reading of Policy 502.02 Nonresident Students/Option Enrollment. Passed with a motion by Marv Zoucha and a second by Theresa Seipel.

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

XIII.U. Second and Final Reading of Policy 604.16 Behavioral Intervention and Classroom Management, including Policy 604.16R1 NDE Standards for System of Supports

The superintendent recommends that the board approve the Second and Final Reading of Policy Behavioral Intervention and Classroom Management, including Policy 604.16R1 NDE Standards for System of Supports. Passed with a motion by Candace Becher and a second by Douglas Willoughby.

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

XIV. BOARD REQUESTS FOR INFORMATION

XV. BOARD SHARING

XVI. EXECUTIVE SESSION

XVII. ADJOURN

Motion to adjourn Passed with a motion by Theresa Seipel and a second by Michael Jeffryes.

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

The meeting was adjourned at 8:56pm.

I, the undersigned, being the duly qualified Secretary for the School District No. 1 of Columbus, Nebraska, certify that the preceding is a true and correct copy of the minutes of the Regular School Board meeting of Monday, July 14, 2025.

President

Secretary

Regular Meeting
Monday, June 16, 2025 5:30 PM Central

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

Candace Becher: Present
Michael Jeffryes: Present
Doug Molczyk: Absent
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 Doug Molczyk board members. Passed with a motion by Michael Jeffryes and a second by Douglas Willoughby.

Doug Molczyk: Absent, Candace Becher: Yea, Michael Jeffryes: 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. 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

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

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

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

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

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

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.

Motion to authorize the Superintendent to pursue the necessary steps for a bond referendum to construct a new Intermediate School Building for Grades 4 & 5 Passed with a motion by Theresa Seipel and a second by Douglas Willoughby.

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

Yea: 5, Nay: 0, Absent: 1

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

The superintendent recommends that the board approves the PreK Frogstreet Curriculum. Passed with a motion by Michael Jeffryes and a second by Marv Zoucha.

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

Yea: 5, Nay: 0, Absent: 1

XVI.B. Approval of Electronic Engineering of Columbus Bid

The superintendent recommends that the board approve the Electronic Engineering of Columbus Bid, as submitted. Passed with a motion by Candace Becher and a second by Michael Jeffryes.

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

Yea: 5, Nay: 0, Absent: 1

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

The superintendent recommends that the board approve the Breakfast/Lunch Prices for 2025-2026, as submitted. Passed with a motion by Douglas Willoughby and a second by Candace Becher.

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

Yea: 5, Nay: 0, Absent: 1

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.

Motion to approve the Superintendent Contract for the 2025-2026 School Year. Passed with a motion by Douglas Willoughby and a second by Michael Jeffryes.

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

Douglas Willoughby: Yea, Marv Zoucha: Yea
Yea: 5, Nay: 0, Absent: 1

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

The superintendent recommends that the board approve the First Reading of Policy 504.11 Cell Phones and Other Electronic Communication Devices. Passed with a motion by Douglas Willoughby and a second by Michael Jeffryes.

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

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

The superintendent recommends that the board approve the First Reading of Policy 506.01 Student Activity Eligibility. Passed with a motion by Candace Becher and a second by Marv Zoucha.

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

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

The superintendent recommends that the board approve the First Reading of Policy 506.10 Student Physicals for Athletics. Passed with a motion by Marv Zoucha and a second by Douglas Willoughby.

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

This is the policy that CPS has been following.

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

The superintendent recommends that the board approve the First Reading of 508.19 Administration of Naloxone (NARCANS). Passed with a motion by Theresa Seipel and a second by Candace Becher.

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

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

The superintendent recommends the board approve the First Reading of Policy 507.05 COPPA Student Privacy Notice. Passed with a motion by Douglas Willoughby and a second

by Marv Zoucha.

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

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

The superintendent recommends that the board approve the First Reading of Policy 1005.13 Parental Access to Library Materials. Passed with a motion by Theresa Seipel and a second by Candace Becher.

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

The superintendent recommends that the board table First Reading of Policy 1005.03 Parental and Family Involvement. Passed with a motion by Douglas Willoughby and a second by Michael Jeffryes.

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

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

The superintendent recommends that the board approve the First Reading of Policy 605.05 Religious Based Exclusion. Passed with a motion by Marv Zoucha and a second by Theresa Seipel.

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

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

The superintendent recommends that the board approve the First Reading of Policy 504.06 Student Dress Code and Grooming. Passed with a motion by Douglas Willoughby and a second by Michael Jeffryes.

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

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

The superintendent recommends that the board approve the First Reading of Policy 502.01 Resident Students. Passed with a motion by Theresa Seipel and a second by Candace Becher. Doug Molczyk: Absent, Candace Becher: Yea, Michael Jeffries: Yea, Theresa Seipel: Yea, Douglas Willoughby: Yea, Marv Zoucha: Yea
Yea: 5, Nay: 0, Absent: 1

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

The superintendent recommends that the board approve the First Reading of Policy 502.02 Nonresident Students/Option Enrollment. Passed with a motion by Marv Zoucha and a second by Douglas Willoughby. Doug Molczyk: Absent, Candace Becher: Yea, Michael Jeffries: Yea, Theresa Seipel: Yea, Douglas Willoughby: Yea, Marv Zoucha: Yea
Yea: 5, Nay: 0, Absent: 1

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

The superintendent recommends that the board approve the Administrative Wage and Benefit Package. Passed with a motion by Theresa Seipel and a second by Marv Zoucha. Doug Molczyk: Absent, Candace Becher: Yea, Michael Jeffries: Yea, Theresa Seipel: Yea, Douglas Willoughby: Yea, Marv Zoucha: Yea
Yea: 5, Nay: 0, Absent: 1

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

The superintendent recommends that the board approve the First Reading of Policy Behavioral Intervention and Classroom Management, including Policy 604.16R1 NDE Standards for System of Supports. Passed with a motion by Marv Zoucha and a second by Douglas Willoughby. Doug Molczyk: Absent, Candace Becher: Yea, Michael Jeffries: Yea, Theresa Seipel: Yea, Douglas Willoughby: Yea, Marv Zoucha: Yea
Yea: 5, Nay: 0, Absent: 1
Dr. Kay said we are doing all the things listed in the policy.

XVI.R. Out of State Travel Requests

The superintendent recommends that the board approve the Out of State Travel Requests, as submitted. Passed with a motion by Michael Jeffries and a second by Marv Zoucha. Doug Molczyk: Absent, Candace Becher: Yea, Michael Jeffries: Yea, Theresa Seipel: Yea, Douglas Willoughby: Yea, Marv Zoucha: Yea
Yea: 5, Nay: 0, Absent: 1

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

The superintendent recommends that the board approve the Surplus Property Requests, as submitted. Passed with a motion by Theresa Seipel and a second by Candace Becher.

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

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

The superintendent recommends that the board approve the HVAC Service Agreement from Rutt's Heating and Air, as submitted. Passed with a motion by Douglas Willoughby and a second by Michael Jeffryes.

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

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

The superintendent recommends that the board approve the CHS Student Handbook for 2025-2026, as submitted. Passed with a motion by Marv Zoucha and a second by Theresa Seipel.

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

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

XVI.V. 2025-2026 CPS Elementary Student Handbook

The superintendent recommends that the board approve the 2025-2026 CPS Elementary Handbook. Passed with a motion by Douglas Willoughby and a second by Candace Becher.

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

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

The superintendent recommends that the board approve the Certified Staff Handbook for 2025-2026. Passed with a motion by Michael Jeffryes and a second by Marv Zoucha.

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

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

The superintendent recommends that the board approve the Classified Staff Handbooks for 2025-2026. Passed with a motion by Candace Becher and a second by Douglas Willoughby.

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

Douglas Willoughby: Yea, Marv Zoucha: Yea
Yea: 5, Nay: 0, Absent: 1

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

Motion to approve the Substitute Staff Handbook for 2025-2026 Passed with a motion by Candace Becher and a second by Marv Zoucha.

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

Yea: 5, Nay: 0, Absent: 1

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

The superintendent recommends that the board approve the Substitute Staff Handbook for 2025-2026. Passed with a motion by Candace Becher and a second by Marv Zoucha.

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

Yea: 5, Nay: 0, Absent: 1

Motion to approve Clark and Enerson for pre-bond consulting services Passed with a motion by Michael Jeffryes and a second by Douglas Willoughby.

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

Yea: 5, Nay: 0, Absent: 1

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

Motion to adjourn Passed with a motion by Marv Zoucha and a second by Douglas Willoughby.

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

Yea: 5, Nay: 0, Absent: 1

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

Columbus Public Schools
 Summary of Cash Balances
 June 30, 2025

	DESCRIPTION	BEGINNING BALANCE	MONTH TO DATE RECEIPTS	MONTH TO DATE EXPENDITURES	END OF MONTH BALANCE	YTD BALANCE PRIOR YEAR
General Fund	Attachment M4a			\$ 3,764,193.74		
	Attachment M5 (prior Bd Mtg)			\$ 360,269.14		
	Transfer to GP ICS Savings			\$ 1,000,000.00		
	Transfer from GP ICS Savings		\$ 4,500,000.00			
	Receipts GP checking		\$ 5,610,973.04			
	GENERAL FUND - GREAT PLAINS STATE BANK	\$ 4,379,231.63	\$ 10,110,973.04	\$ 5,124,462.88	\$ 9,365,741.79	\$ 8,197,504.68
	Transfer to GP Checking			\$ 4,500,000.00		
	Transfer from GP Checking		\$ 1,000,000.00			
	Interest		\$ 17,499.76			
	GEN FUND - GP ICS SAVINGS	\$ 14,516,309.57	\$ 1,017,499.76	\$ 4,500,000.00	\$ 11,033,809.33	\$ 5,005,180.42
General Fund - Cash Balance					\$ 20,399,551.12	
Depr Fund	Receipts					
	Interest		\$ 2,966.63			
	DEPRECIATION - GREAT PLAINS STATE BANK	\$ 906,150.36	\$ 2,966.63	\$ -	\$ 909,116.99	\$ 1,103,445.84
Temporary Funds -GF	PAYROLL - PINNACLE BANK	\$ 444,984.60	\$ 3,598,469.46	\$ 3,658,407.31	\$ 385,046.75	\$ 337,529.36
	HSA/FSA - PINNACLE BANK	\$ 72,261.14	\$ 14,541.72	\$ 13,393.51	\$ 73,409.35	\$ 60,767.51
Activities	Administration	\$ 707,204.72	\$ 16,475.60	\$ 4,040.72	\$ 719,639.60	\$ 441,663.80
	Middle School	\$ 148,784.80	\$ 413.33	\$ 8,441.76	\$ 140,756.37	\$ 129,099.30
	High School	\$ 689,545.18	\$ 17,450.61	\$ 64,927.35	\$ 642,068.44	\$ 657,355.39
	ACTIVITY FUNDS - COLUMBUS BANK	\$ 1,545,534.70	\$ 34,339.54	\$ 77,409.83	\$ 1,502,464.41	\$ 1,228,118.49
Nutrition Fund	Attachment M6			\$ 188,099.64		
	Interest Income		\$ 308.74			
	State Reimbursement		\$ 125,392.52			
	Rct to Expenditures		\$ 11,481.75			
	Student/ Staff meals/ alacarte sales		\$ 3,074.40			
	NUTRITION FUND - CORNERSTONE BANK	\$ 108,051.85	\$ 140,257.41	\$ 188,099.64	\$ 60,209.62	\$ 190,172.66
Bond Fund	BOK Financial			\$ 388,775.30		
	Platte County Treasurer		\$ 321,047.02			
	Butler County Treasurer		\$ 1,421.71			
	Polk County Treasurer		\$ 377.50			
	Investment Gain		\$ 10,853.04			
	BOND FUND - FNB	\$ 3,699,913.25	\$ 333,699.27	\$ 388,775.30	\$ 3,644,837.22	\$ 3,319,027.90
Building Fund	Receipts		\$ 75,141.00			
	BLDG FUND - BANK OF THE VALLEY	\$ 810,946.73	\$ 75,141.00	\$ -	\$ 886,087.73	\$ 497,343.24
				\$ -		
12- Student Fees Fund	Summer School deposits paid back to parents			\$ 1,200.00		
	Receipts		\$ 12,115.10			
	STUDENT FEES FUND - ONE UNITED FEDERAL CREDIT UNION	\$ 1,975.00	\$ 12,115.10	\$ 1,200.00	\$ 12,890.10	

Columbus Public Schools
General Fund Revenue Detail
June 30, 2025

Account Number	Description	Budget	Month To Date	Year To Date	Balance	Percent
01.1.01100.000.000	Property Taxes	(\$26,625,735.00)	(\$1,598,677.07)	(\$20,601,242.39)	(\$6,024,492.61)	77.37%
01.1.01115.000.000	Carline Taxes	(\$8,000.00)	(\$14,172.02)	(\$16,019.35)	\$8,019.35	200.24%
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)	(\$202,877.82)	(\$2,020,429.64)	(\$324,570.36)	86.16%
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)	(\$28,489.19)	(\$176,007.64)	\$161,007.64	1173.38%
01.1.01801.000.000	CASP/Parent Fees	(\$35,000.00)	\$0.00	(\$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)	(\$23,653.37)	(\$181,000.45)	\$31,000.45	120.67%
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)	(\$1,638,087.00)	(\$16,417,109.00)	\$0.00	100.00%
01.1.03120.000.000	SpEd Receipts from the State	(\$5,508,698.00)	(\$1,777,120.00)	(\$6,298,731.00)	\$790,033.00	114.34%
01.1.03130.000.000	Homestead Exemption	\$0.00	(\$198,426.14)	(\$793,839.27)	\$793,839.27	#DIV/0!
01.1.03131.000.000	Property Tax Credit	\$0.00	\$0.00	(\$8,508,940.60)	\$8,508,940.60	#DIV/0!
01.1.03180.000.000	Pro-Rate Motor Vehicle	(\$18,000.00)	\$0.00	(\$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)	(\$121,426.00)	(\$258,368.00)	\$108,368.00	172.25%
01.1.03541.000.000	Early Childhood Endowment Gran	(\$164,500.00)	(\$12,916.00)	(\$153,417.00)	(\$11,083.00)	93.26%
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	(\$411.13)	(\$18,469.09)	\$18,469.09	#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)	(\$5,616,255.74)	(\$60,296,417.17)	\$4,917,939.17	108.88%
	Transfers					
	Reimbursements/Refunds		(\$13,994.99)			
	Interest - other accounts		\$19,277.69			
	Total Revenue			(\$5,610,973.04)		

Check Number	Vendor	Amount
20137	AXE IN THE BOX	\$1,210.00
20138	SCHOOL DISTRICT #1-PAYROLL	\$3,525,986.48
20139	LEGACY 23 APARTMENTS	\$1,801.00
20140	BLAZERWORKS, LLC	\$3,990.00
20141	BSN SPORTS	\$35.43
20142	COLUMBUS AREA CHILDRENS MUSEUM, INC	\$6,664.00
20143	COLUMN SOFTWARE PBC	\$18.33
20144	EAKES OFFICE SOLUTIONS	\$2,894.08
20145	ESU #7	\$50.00
20146	FIRST NATIONAL BANK OMAHA	\$652.10
20147	FIRST NATIONAL BANK OMAHA	\$59.84
20148	FIRST NATIONAL BANK OMAHA	\$384.55
20149	FIRST NATIONAL BANK OMAHA	\$973.66
20150	FIRST NATIONAL BANK OMAHA	\$1,098.72
20151	FIRST NATIONAL BANK OMAHA	\$2,711.71
20152	FIRST NATIONAL BANK OMAHA	\$444.51
20153	FIRST NATIONAL BANK OMAHA	\$4,299.64
20154	FROG STREET PRESS, LLC	\$57,026.71
20155	KOCH EXCAVATING CO.	\$10,000.00
20156	LUNCHTIME SOLUTIONS, INC	\$1,486.20
20157	MID-AMERICAN RESEARCH CHEMICAL	\$5,766.50
20158	NCSA	\$2,700.00
20159	ONE SOURCE	\$238.00
20160	STEALTH BROADBAND	\$2,890.89
20161	SUEPER, MARY	\$1,360.00
20162	T-BONE TRUCK STOP	\$6,137.90
20163	AMAZON CAPITAL SERVICES	\$5,117.63
20164	HOBBY LOBBY	\$25.56
20165	HY-VEE FOOD STORES	\$367.02
20166	SUPER SAVER	\$54.62
20167	AMAZON CAPITAL SERVICES	\$9,439.47
20168	SUPER SAVER	\$32.94
20169	AUTISM-PRODUCTS.COM	\$33.98
20170	COMFORT INN-KEARNEY	\$1,889.30
20171	ESU #7	\$7,801.81
20172	FIRST NATIONAL BANK OMAHA	\$437.03
20173	FIRST NATIONAL BANK OMAHA	\$314.64
20174	FIRST NATIONAL BANK OMAHA	\$792.52
20175	HEINEMANN	\$9,442.14
20176	LA QUINTA KEARNEY	\$269.90
20177	PAPER TIGER, INC.	\$50.00
20178	PYRAMID SCHOOL PRODUCTS	\$1,580.16
20179	THURMAN, DILLON	\$61.07

Check Number	Vendor	Amount
20180	AMAZON CAPITAL SERVICES	\$66.85
20181	HY-VEE FOOD STORES	\$497.03
20182	SUPER SAVER	\$97.06
20183	ACE HARDWARE-COLUMBUS	\$41.63
20184	BETHUNE, JENEE	\$1,260.00
20185	BLICK ART MATERIALS	\$271.78
20186	BOMGAARS	\$121.41
20187	CAPITAL SANITARY SUPPLY	\$165.24
20188	CLAY HILLS AG, LLC	\$2,280.00
20189	COLUMBUS ARNOLD MOTOR SUPPLY	\$268.40
20190	DEVELOPMENTAL DISABILITY CENTER OF NE	\$4,576.32
20191	EAKES OFFICE SOLUTIONS	\$219.31
20192	FOLLETT CONTENT SOLUTIONS, LLC	\$447.57
20193	GO PHYSICAL THERAPY, LLC	\$40,251.90
20194	H2 EQUIPMENT LLC	\$18.00
20195	HD SUPPLY	\$1,248.44
20196	INTERSTATE ALL BATTERY CENTER	\$1,977.95
20197	KOCH EXCAVATING CO.	\$605.65
20198	LAKESHORE LEARNING MATERIALS	\$4,125.65
20199	LUNCHTIME SOLUTIONS, INC	\$115.60
20200	MEMORIA PRESS	\$81.73
20201	MENARDS-COL	\$3,551.27
20202	MID-AMERICAN RESEARCH CHEMICAL	\$12,304.70
20203	MUCHMORE, KELLY	\$446.88
20204	OCCUPATIONAL HEALTH SERVICES	\$150.00
20205	SHERWIN-WILLIAMS	\$437.85
20206	SLP TOOLKIT	\$1,800.00
20207	STELLING BRASS & WINDS INC.	\$1,845.00
20208	THE MUSICIANS CHOICE, LLC	\$440.96
20209	TIRE OUTLET INC	\$20.00
20210	LEGACY 23 APARTMENTS	\$1,495.00
20211	AMAZON CAPITAL SERVICES	\$4,142.09
20212	AMAZON CAPITAL SERVICES	\$232.43
	Total Fund expenditures	<u><u>\$3,764,193.74</u></u>

Check Number	Vendor	Amount
20213	LEGACY 23 APARTMENTS	\$2,091.00
20214	ESU #7	\$1,616.38
20215	ADVANCED CONSULTING ENGINEERING SERVICES	\$3,132.95
20216	ALLO COMMUNICATIONS	\$159.36
20217	ANIXTER, INC.	\$1,401.50
20218	CENTRAL COMM COLLEGE-COL	\$200.00
20219	CITY OF COLUMBUS WATER & SANITATION DEPA	\$6,195.22
20220	CITY OF COLUMBUS-TRANSFER STATION	\$117.30
20221	COLUMBUS CREDIT SERVICES	\$155.00
20222	COLUMBUS ROTARY	\$150.00
20223	COLUMN SOFTWARE PBC	\$376.00
20224	ESU #9	\$2,080.00
20225	HEINEMANN	\$4,995.00
20226	HOMETOWN LEASING	\$178.67
20227	JACKSON SERVICES INC.	\$105.43
20228	KS STATEBANK	\$156,728.00
20229	LOUP POWER DISTRICT	\$60,406.43
20230	LOUP POWER DISTRICT	\$69.33
20231	NACIA (NE ASSOC. FOR CURRICULUM INSTR.)	\$160.00
20232	Nielsen, Levi J	\$188.31
20233	PERRY, GUTHERY, HAASE, & GESSFORD, P.C.	\$3,315.60
20234	PINNACLE BANK OMAHA	\$165.00
20235	PITNEY BOWES - RESERVE ACCOUNT	\$947.25
20236	PLUNKETTS PEST CONTROL	\$839.32
20237	POSTMASTER	\$387.89
20238	THRYV	\$54.20
20239	TYLER TECHNOLOGIES	\$730.00
20240	U AND I SANITATION LLC	\$2,235.00
20241	UNITED WAY OF THE MIDLANDS	\$10,000.00
20242	VERIZON WIRELESS	\$371.08
20243	WOODRIVER ENERGY LLC	\$2,451.60
20244	ACE HARDWARE-COLUMBUS	\$27.76
20245	AUGUSTA LAWN CARE OF COLUMBUS	\$13,934.00
20246	BAUER BUILT TIRE	\$2,762.00
20247	BLAZERWORKS, LLC	\$1,404.00
20248	BOMGAARS	\$185.32
20249	CENTRAL INSULATION & ROOFING	\$1,475.00
20250	COLUMBUS ARNOLD MOTOR SUPPLY	\$124.18
20251	COLUMBUS MUSIC	\$160.00
20252	COMMONWEALTH ELECTRIC MIDWEST	\$556.48
20253	CORNHUSKER INTERNATIONAL TRUCKS, INC	\$777.22
20254	EAKES OFFICE SOLUTIONS	\$25.10
20255	EGAN SUPPLY CO.	\$28.17

Check Number	Vendor	Amount
20256	ELECTRICAL ENGINEERING & EQUIP	\$297.30
20257	ESU #7	\$878.61
20258	EVANS, LEWIS	\$430.00
20259	GROUNDLED TURF SOLUTIONS	\$2,700.00
20260	HD SUPPLY	\$43,515.74
20261	ID WHOLESALER	\$564.99
20262	IMAGE TECH & PRINTING	\$328.48
20263	LOZANO, GABRIELA	\$81.62
20264	LUNCHTIME SOLUTIONS, INC	\$670.29
20265	MENARDS-COL	\$547.15
20266	MURPHY, DAWN	\$890.00
20267	NEBRASKA HARVESTORE SYSTEMS	\$110.26
20268	ONE SOURCE	\$101.00
20269	PAPER TIGER, INC.	\$595.90
20270	PLANK ROAD PUBLISHING, INC.	\$240.88
20271	PRESENCELEARNING INC	\$47,250.00
20272	REARDON LAWN & GARDEN EQUIP.	\$56.97
20273	RIPKE, NICOLE	\$160.00
20274	SCHIEFFER SIGNS	\$836.00
20275	SERVICEMASTER BY SHEVLIN	\$34,132.29
20276	SHERWIN-WILLIAMS	\$1,339.78
20277	STAPLES	\$499.34
20278	STELLING BRASS & WINDS INC.	\$3,065.00
20279	TEACH UPBEAT, LLC	\$8,640.00
20280	WAGNER, ALLISON	\$30.00
20281	WEBER, JENNIFER	\$900.00
20282	AMAZON CAPITAL SERVICES	\$6,112.20
20283	HY-VEE FOOD STORES	\$73.95
20284	SUPER SAVER	\$89.80
	Total Expenditures	\$438,599.60

Columbus Public Schools
Nutrition Fund Expenditures
June 2025

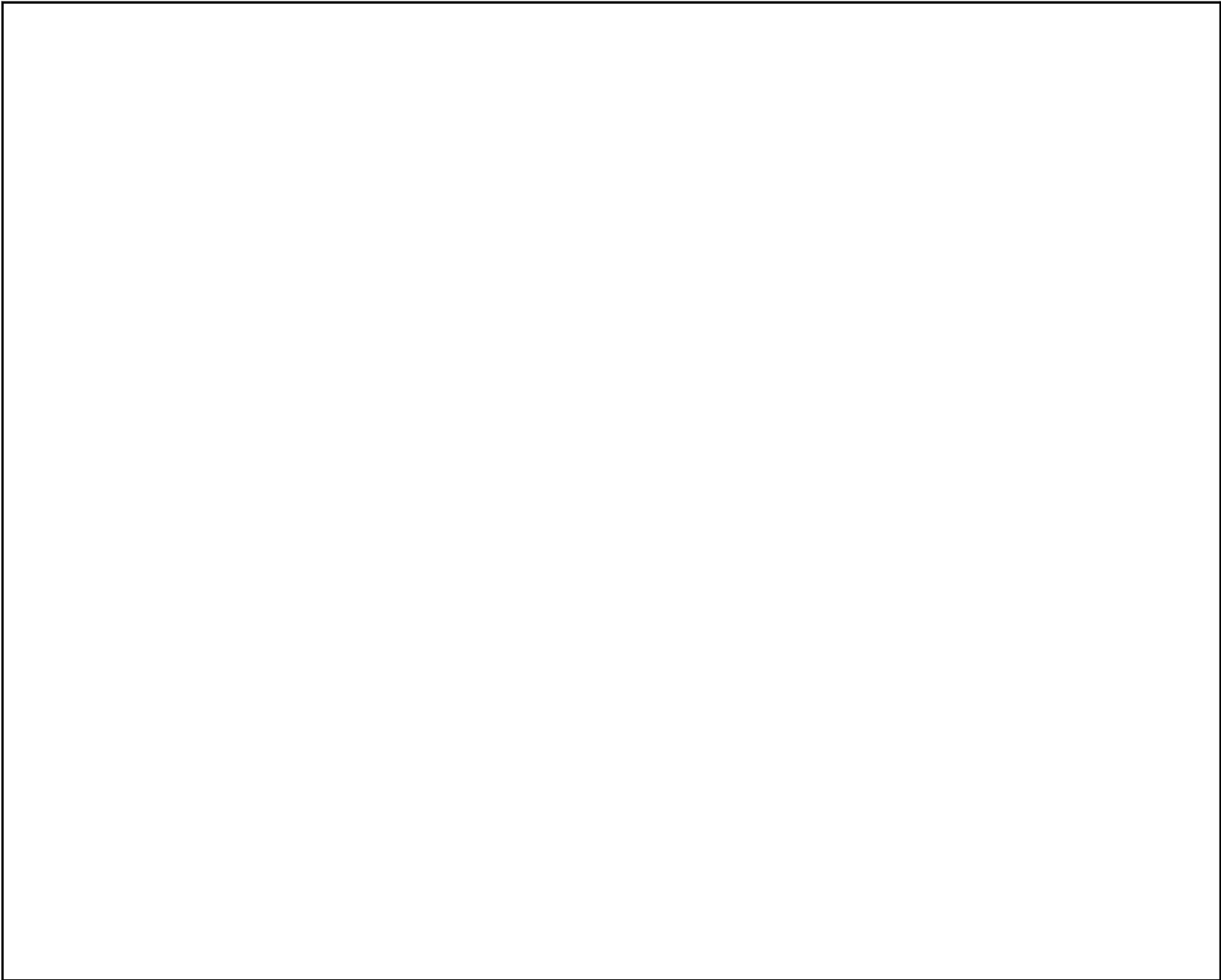
Check Number	Vendor	Amount
3343	ASSOCIATED STAFFING, INC	\$173.00
3344	CAPITAL ONE/WALMART	\$117.80
3345	DIVIS, RICK	\$13.20
3346	MERCHANT SERVICES	\$1,192.80
3347	VERIZON WIRELESS	\$32.89
3348	SCHOOL DISTRICT #1-PAYROLL	\$70,784.58
3349	JUAREZ-AHILON, CHRISTOPHER	\$23.16
3350	LUNCHTIME SOLUTIONS, INC	\$115,568.05
3351	PREISTER, BRENDA	\$51.55
3352	T-BONE TRUCK STOP	\$142.61
	Total Fund Expenditures	<u>\$188,099.64</u>

Columbus Public Schools
 Summary of Cash Balances - QCPUF
 June 30, 2025

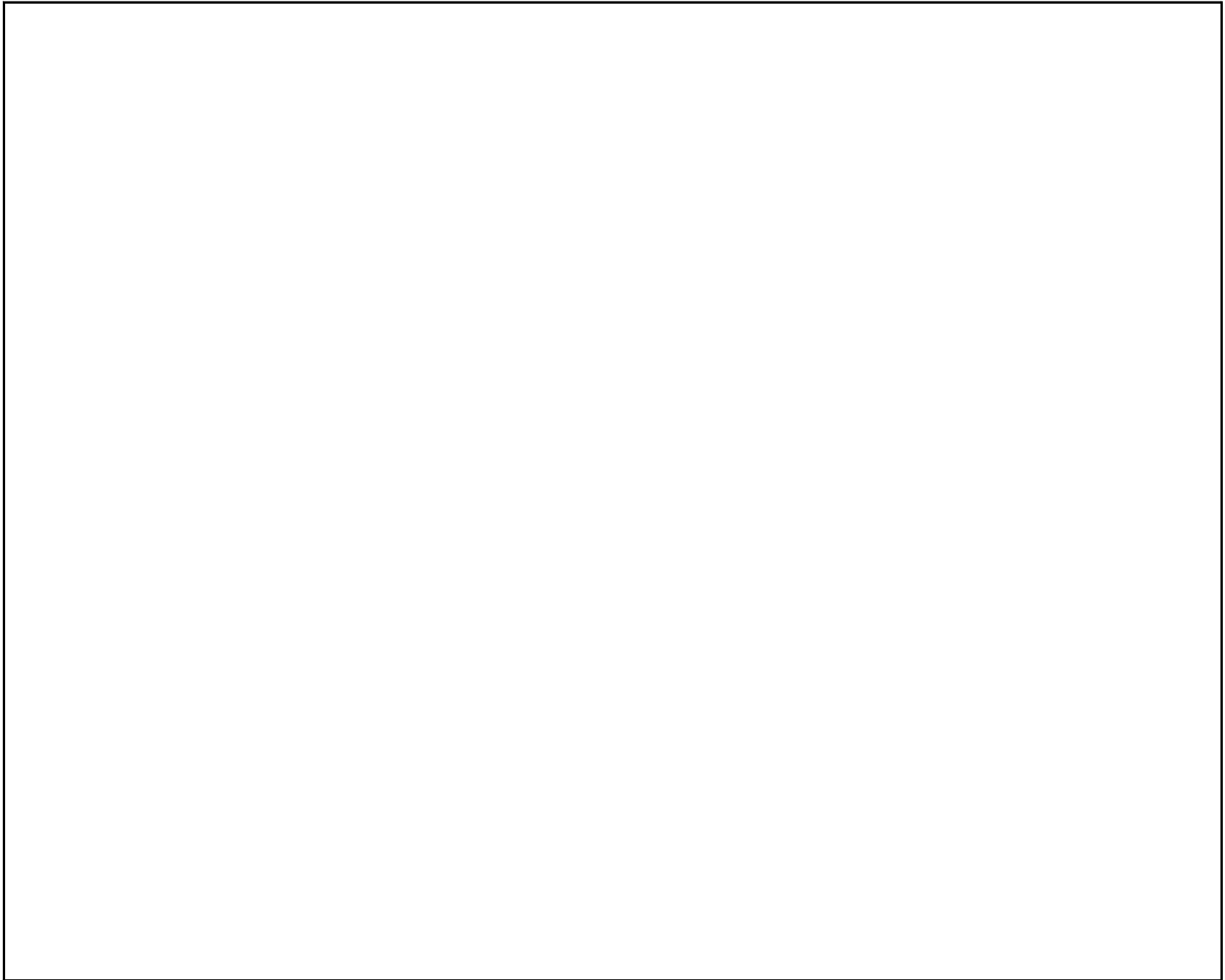
M9_QCPF June 2025 Summary of Cash Balances						
	DESCRIPTION	BEGINNING BALANCE	MONTH TO DATE RECEIPTS	MONTH TO DATE EXPENDITURES	END OF MONTH BALANCE	YTD BALANCE PRIOR YEAR
M9 QCPUF	Advanced Consulting Engineering Services			\$ 2,500.00		
	Clark & Enersen			\$ 13,718.55		
	Kidwell			\$ 40,121.25		
	Midlands Mechanical Inc			\$ 19,988.62		
	Receipts		\$ 15,259.60			
	Transfers					
	Interest		\$ 430.08			
	QCPUF OPERATING -- COLUMBUS BAN	\$ 4,173,295.72	\$ 15,689.68	\$ 76,328.42	\$ 4,112,656.98	
	BOK Financial				\$65,974.34	
	Transfers					
Receipts		\$ 57,772.77				
Interest		\$ 2,087.37				
QCPUF BOND-- COLUMBUS BANK	\$ 591,932.10	\$ 59,860.14	\$65,974.34	\$585,817.90		

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

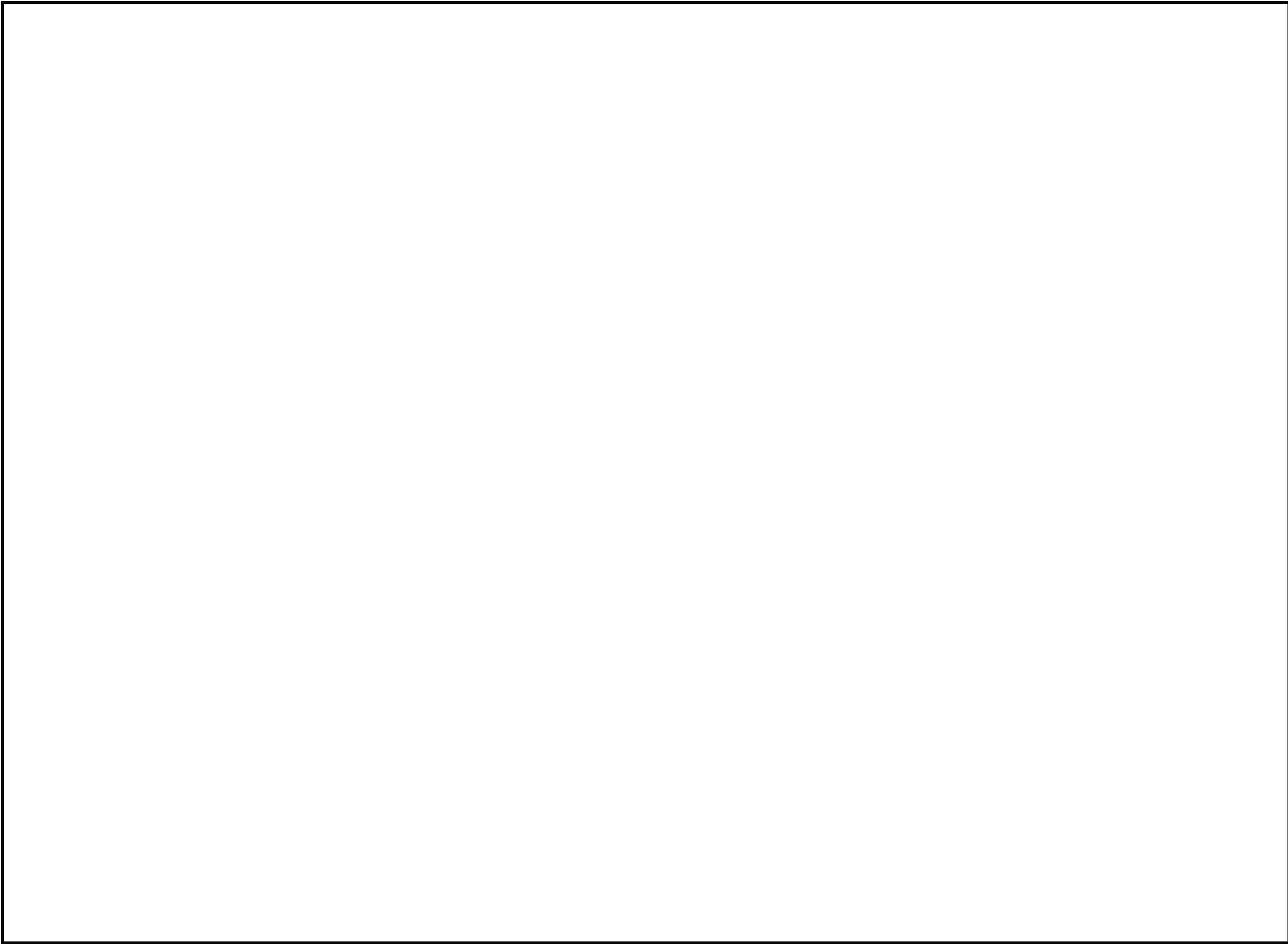
Columbus Public Schools
Summary of Cash Balances - QCPUF
June 30, 2025



Columbus Public Schools
Summary of Cash Balances - QCPUF
June 30, 2025



Columbus Public Schools
Summary of Cash Balances - QCPUF
June 30, 2025



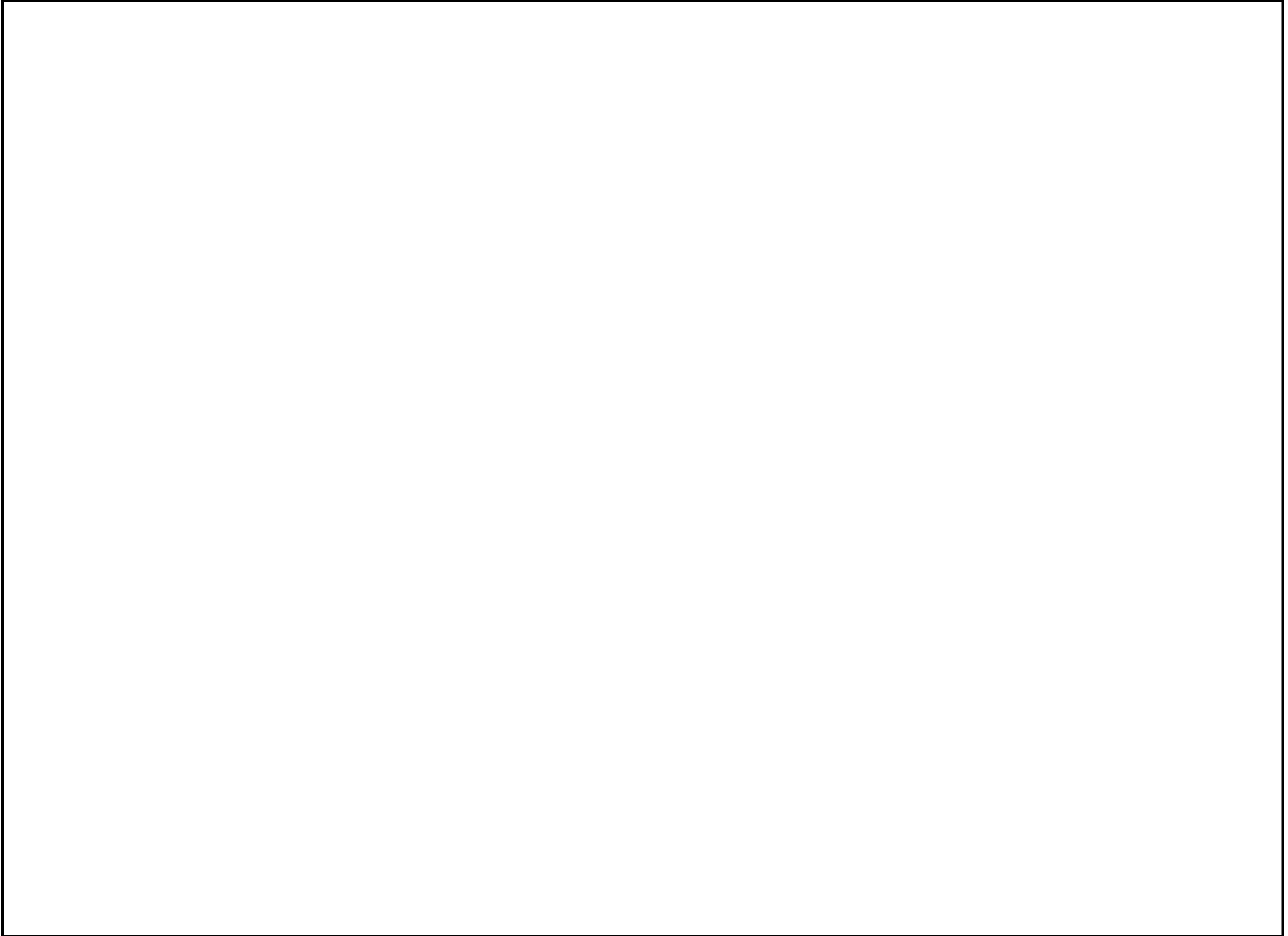
Columbus Public Schools
Summary of Cash Balances - QCPUF
June 30, 2025



Columbus Public Schools
Summary of Cash Balances - QCPUF
June 30, 2025



Columbus Public Schools
Summary of Cash Balances - QCPUF
June 30, 2025



Columbus Public Schools
Summary of Cash Balances - QCPUF
June 30, 2025



Columbus Public Schools
Summary of Cash Balances - QCPUF
June 30, 2025



Columbus Public Schools
Summary of Cash Balances - QCPUF
June 30, 2025

A large empty rectangular box with a black border, occupying the majority of the page. It is positioned below the header information and above the footer information. The box is completely blank, suggesting it was intended for a table or chart that is not present in this version of the document.

Columbus Public Schools
Summary of Cash Balances - QCPUF
June 30, 2025



Columbus Public Schools
Summary of Cash Balances - QCPUF
June 30, 2025



Columbus Public Schools
Summary of Cash Balances - QCPUF
June 30, 2025

A large empty rectangular box with a black border, occupying the majority of the page. It is positioned below the header information and above the footer information. The box is completely blank, suggesting it was intended for a table or chart that is not present in this version of the document.

Columbus Public Schools
Summary of Cash Balances - QCPUF
June 30, 2025

A large empty rectangular box with a black border, occupying the majority of the page. It is positioned below the header information and above the footer information. The interior of the box is completely blank, suggesting it was intended for a table or chart but contains no data.

Columbus Public Schools
Summary of Cash Balances - QCPUF
June 30, 2025



Columbus Public Schools
Summary of Cash Balances - QCPUF
June 30, 2025



Columbus Public Schools
Summary of Cash Balances - QCPUF
June 30, 2025



Columbus Public Schools
Summary of Cash Balances - QCPUF
June 30, 2025



Columbus Public Schools
Summary of Cash Balances - QCPUF
June 30, 2025

A large empty rectangular box with a black border, occupying the majority of the page. It is positioned below the header information and above the footer information. The box is completely blank, suggesting it was intended for a table or chart that has not been rendered or is a placeholder.

Columbus Public Schools
Summary of Cash Balances - QCPUF
June 30, 2025



Columbus Public Schools
Summary of Cash Balances - QCPUF
June 30, 2025



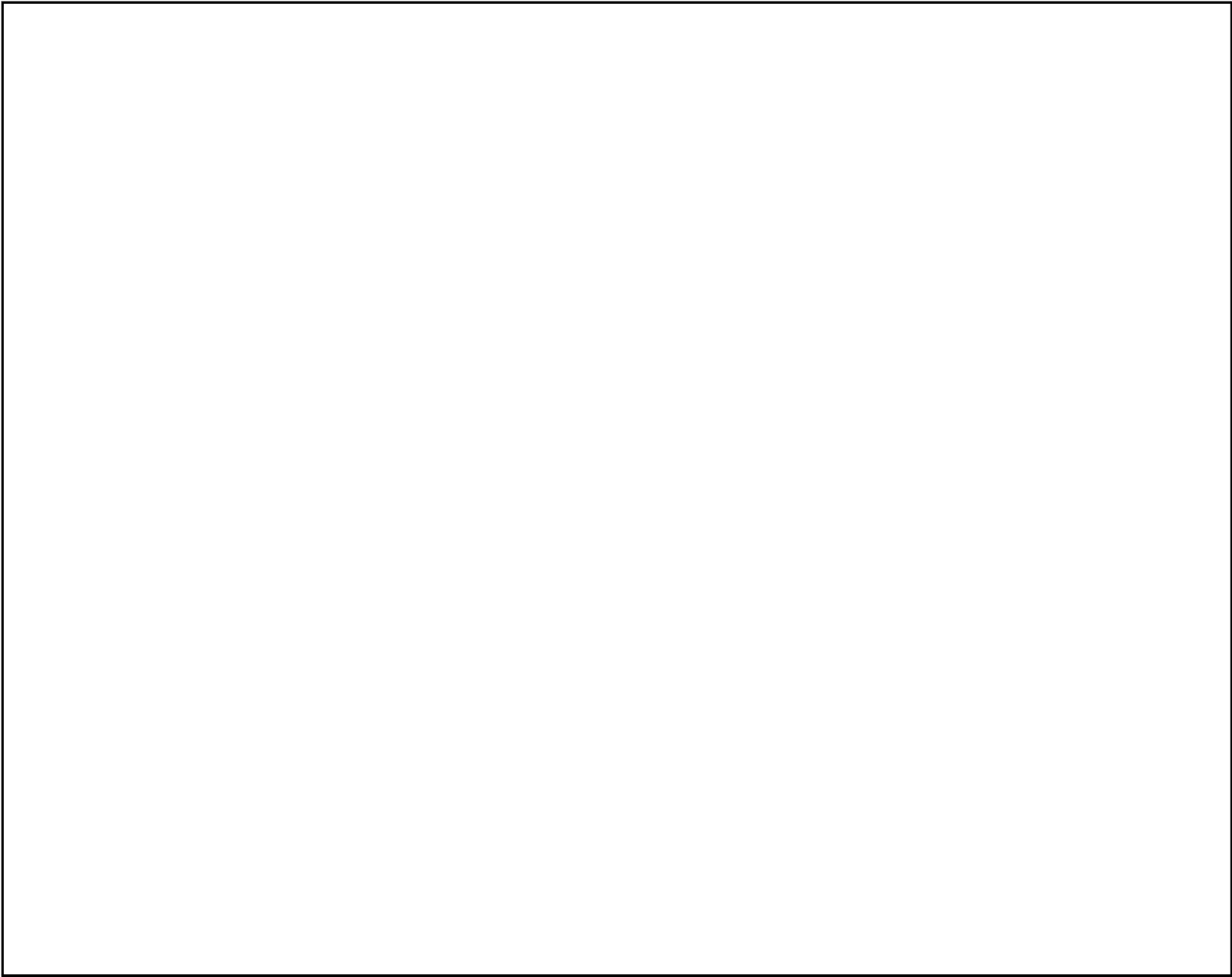
Columbus Public Schools
Summary of Cash Balances - QCPUF
June 30, 2025



Columbus Public Schools
Summary of Cash Balances - QCPUF
June 30, 2025



Columbus Public Schools
Summary of Cash Balances - QCPUF
June 30, 2025



Columbus Public Schools
Summary of Cash Balances - QCPUF
June 30, 2025

A large empty rectangular box with a black border, occupying the majority of the page. It is positioned below the header information and above the footer information. The interior of the box is completely blank, suggesting it was intended for a table or chart but contains no data.

Columbus Public Schools
Summary of Cash Balances - QCPUF
June 30, 2025

A large empty rectangular box with a black border, occupying most of the page. It is likely a placeholder for a table or chart that is not visible in this image.

Columbus Public Schools
Summary of Cash Balances - QCPUF
June 30, 2025



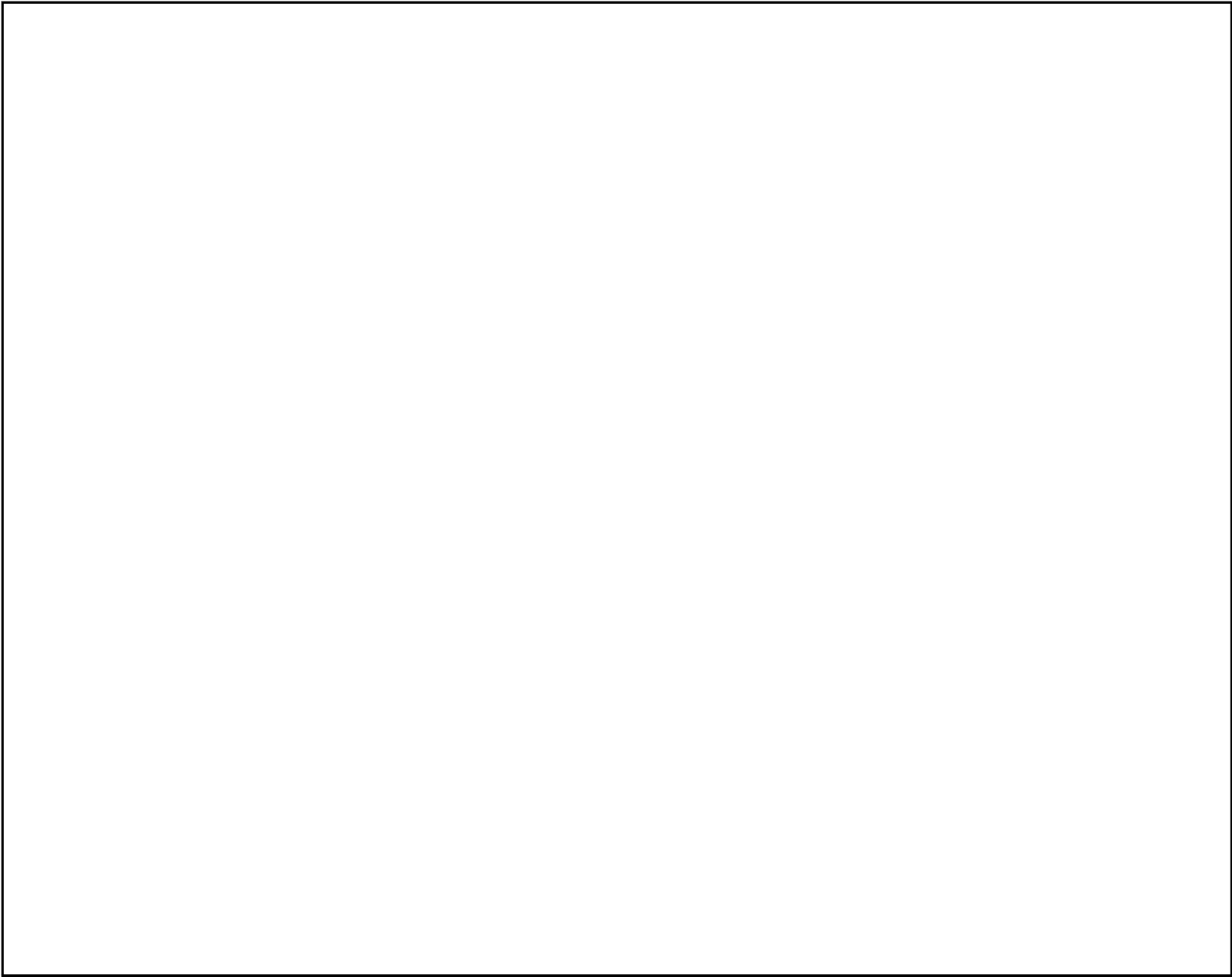
Columbus Public Schools
Summary of Cash Balances - QCPUF
June 30, 2025




Columbus Public Schools
Summary of Cash Balances - QCPUF
June 30, 2025



Columbus Public Schools
Summary of Cash Balances - QCPUF
June 30, 2025



Columbus Public Schools
Summary of Cash Balances - QCPUF
June 30, 2025



Columbus Public Schools
Summary of Cash Balances - QCPUF
June 30, 2025



Columbus Public Schools
Summary of Cash Balances - QCPUF
June 30, 2025



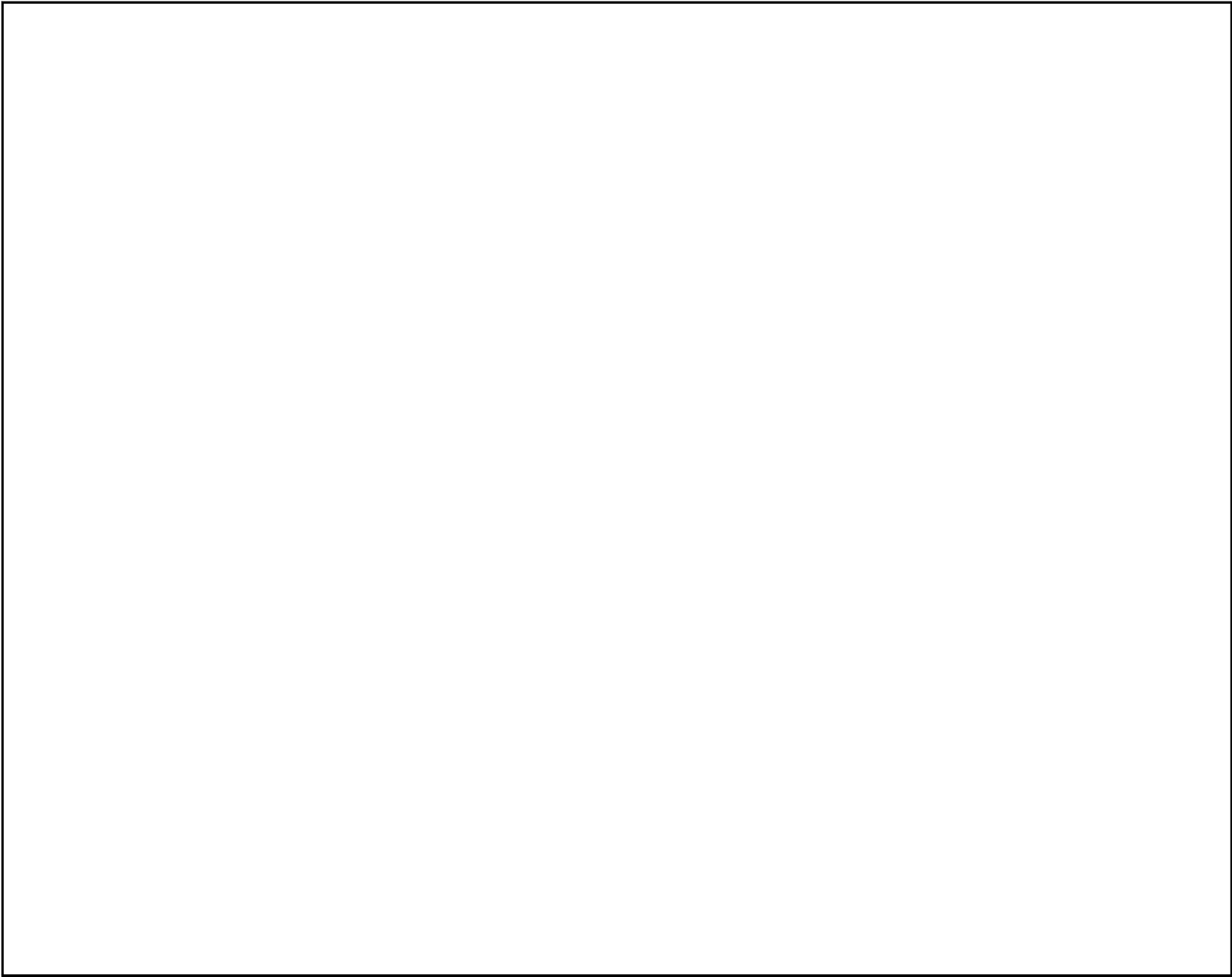
Columbus Public Schools
Summary of Cash Balances - QCPUF
June 30, 2025



Columbus Public Schools
Summary of Cash Balances - QCPUF
June 30, 2025



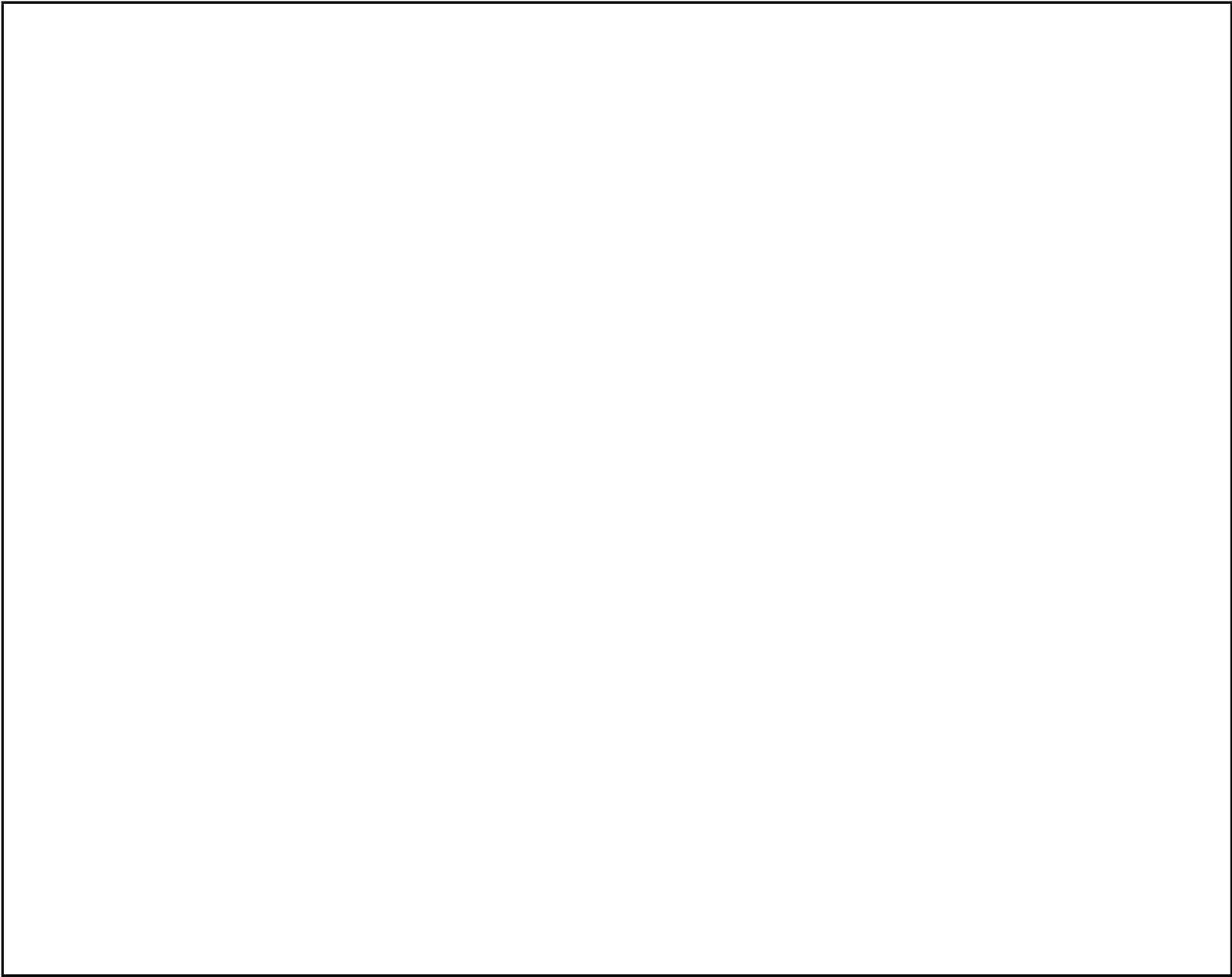
Columbus Public Schools
Summary of Cash Balances - QCPUF
June 30, 2025




Columbus Public Schools
Summary of Cash Balances - QCPUF
June 30, 2025



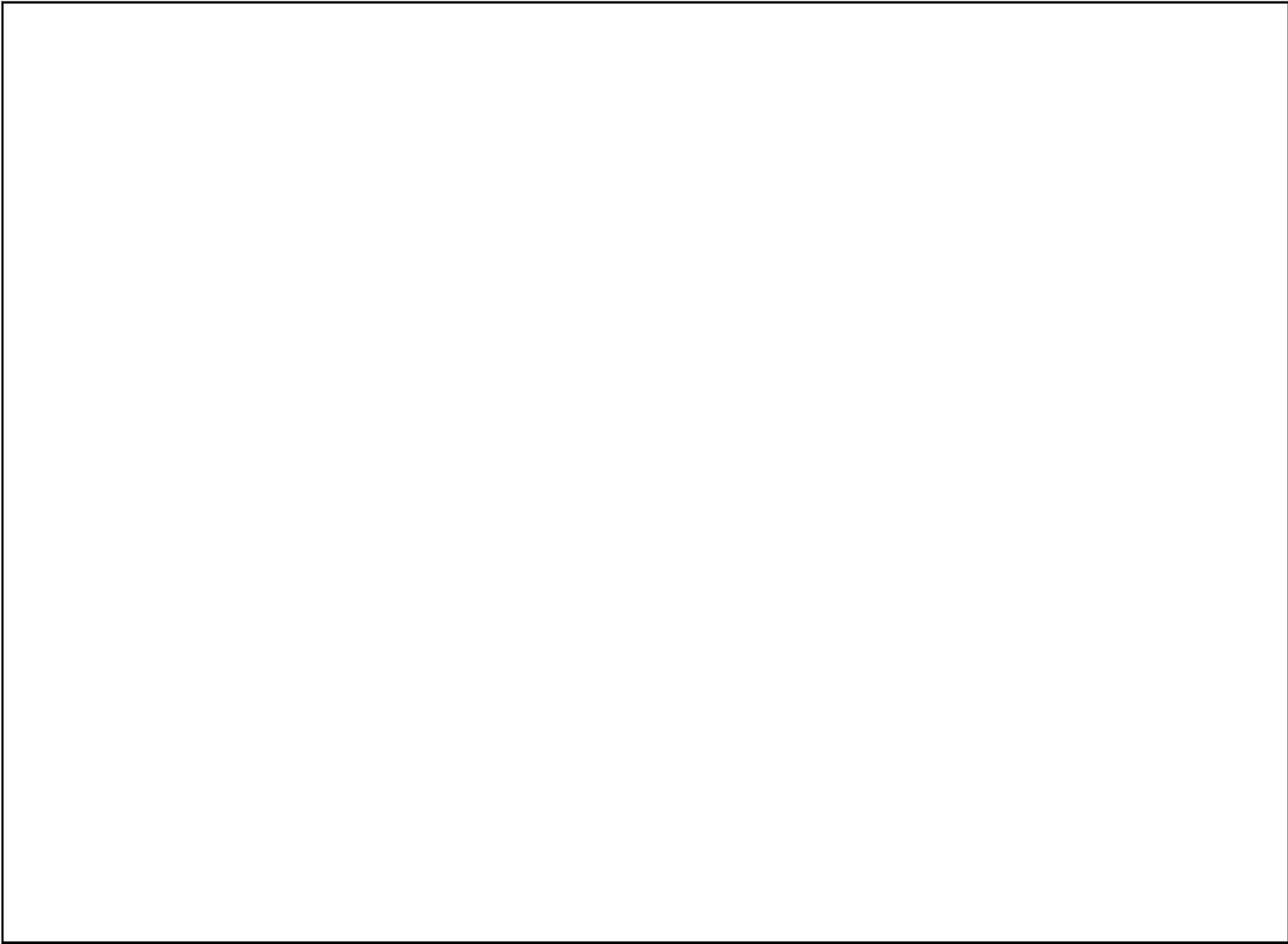
Columbus Public Schools
Summary of Cash Balances - QCPUF
June 30, 2025



Columbus Public Schools
Summary of Cash Balances - QCPUF
June 30, 2025



Columbus Public Schools
Summary of Cash Balances - QCPUF
June 30, 2025




Columbus Public Schools
Summary of Cash Balances - QCPUF
June 30, 2025



Columbus Public Schools
Summary of Cash Balances - QCPUF
June 30, 2025



Columbus Public Schools
Summary of Cash Balances - QCPUF
June 30, 2025



Columbus Public Schools
Summary of Cash Balances - QCPUF
June 30, 2025

A large empty rectangular box with a black border, occupying the majority of the page. It is positioned below the header information and above the footer information. The box is completely blank, suggesting it was intended for a table or chart that is not present in this version of the document.

Columbus Public Schools
Summary of Cash Balances - QCPUF
June 30, 2025



Columbus Public Schools
Summary of Cash Balances - QCPUF
June 30, 2025




Columbus Public Schools
Summary of Cash Balances - QCPUF
June 30, 2025

A large empty rectangular box with a black border, occupying the majority of the page. It is positioned below the header information and above the footer information. The box is completely blank, suggesting it was intended for a table or chart that is not present in this version of the document.

Columbus Public Schools
Summary of Cash Balances - QCPUF
June 30, 2025



Columbus Public Schools
Summary of Cash Balances - QCPUF
June 30, 2025



Columbus Public Schools
Summary of Cash Balances - QCPUF
June 30, 2025



Columbus Public Schools
Summary of Cash Balances - QCPUF
June 30, 2025



Columbus Public Schools
Summary of Cash Balances - QCPUF
June 30, 2025



Columbus Public Schools
Summary of Cash Balances - QCPUF
June 30, 2025



Columbus Public Schools
Summary of Cash Balances - QCPUF
June 30, 2025



Columbus Public Schools
Summary of Cash Balances - QCPUF
June 30, 2025

A large empty rectangular box with a black border, occupying the majority of the page. It is positioned below the header information and above the footer information. The interior of the box is completely blank, suggesting it was intended for a table or chart that is not present in this version of the document.

Columbus Public Schools
Summary of Cash Balances - QCPUF
June 30, 2025



Columbus Public Schools
Summary of Cash Balances - QCPUF
June 30, 2025



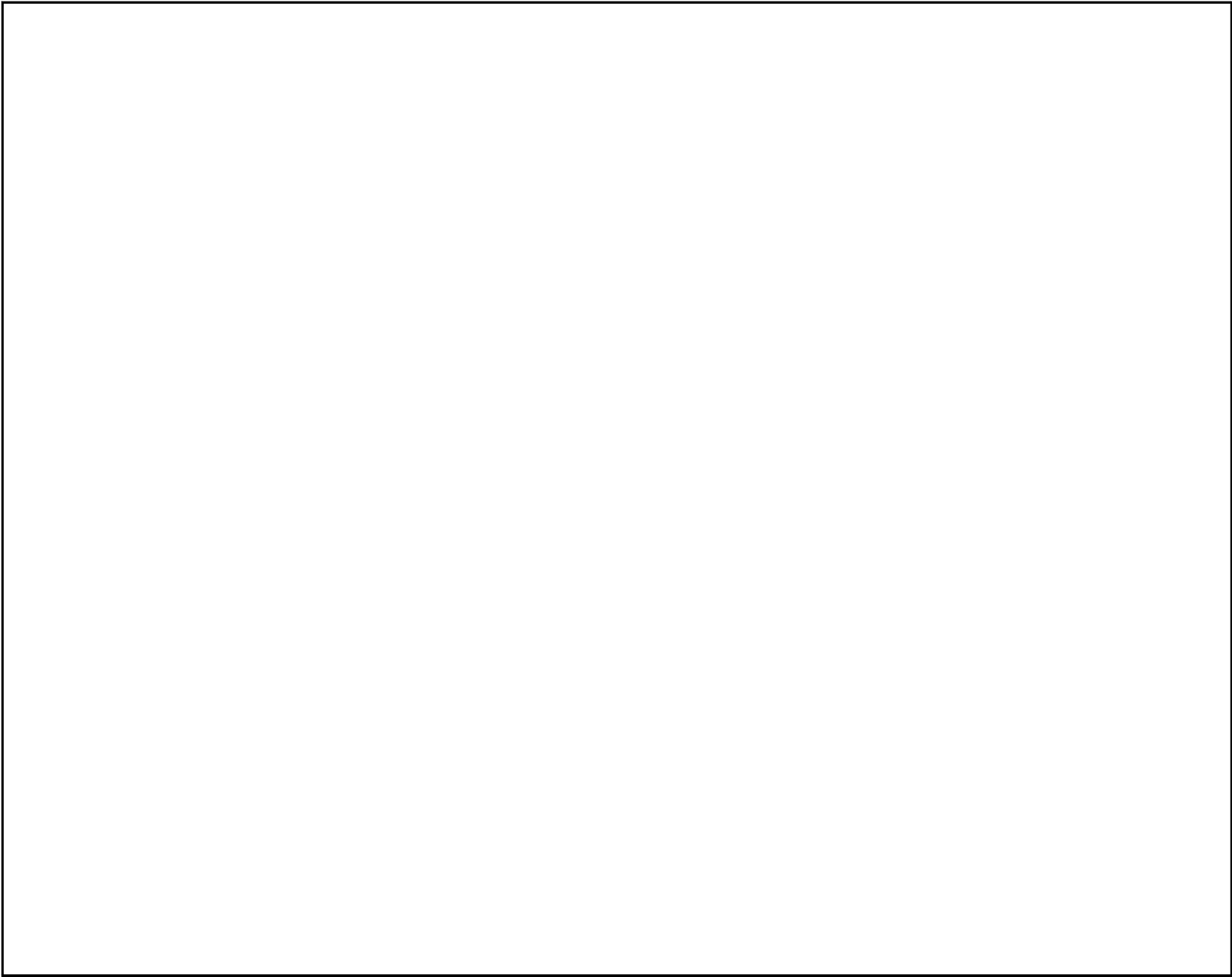
Columbus Public Schools
Summary of Cash Balances - QCPUF
June 30, 2025

A large empty rectangular box with a black border, occupying the majority of the page. It is positioned below the header information and above the footer information. The box is completely blank, suggesting it was intended for a table or chart that is not present in this version of the document.

Columbus Public Schools
Summary of Cash Balances - QCPUF
June 30, 2025



Columbus Public Schools
Summary of Cash Balances - QCPUF
June 30, 2025



Columbus Public Schools
Summary of Cash Balances - QCPUF
June 30, 2025

A large empty rectangular box with a black border, occupying the majority of the page. It is positioned below the header information and above the footer information. The interior of the box is completely blank, suggesting it was intended for a table or chart but contains no data.


Columbus Public Schools
Summary of Cash Balances - QCPUF
June 30, 2025



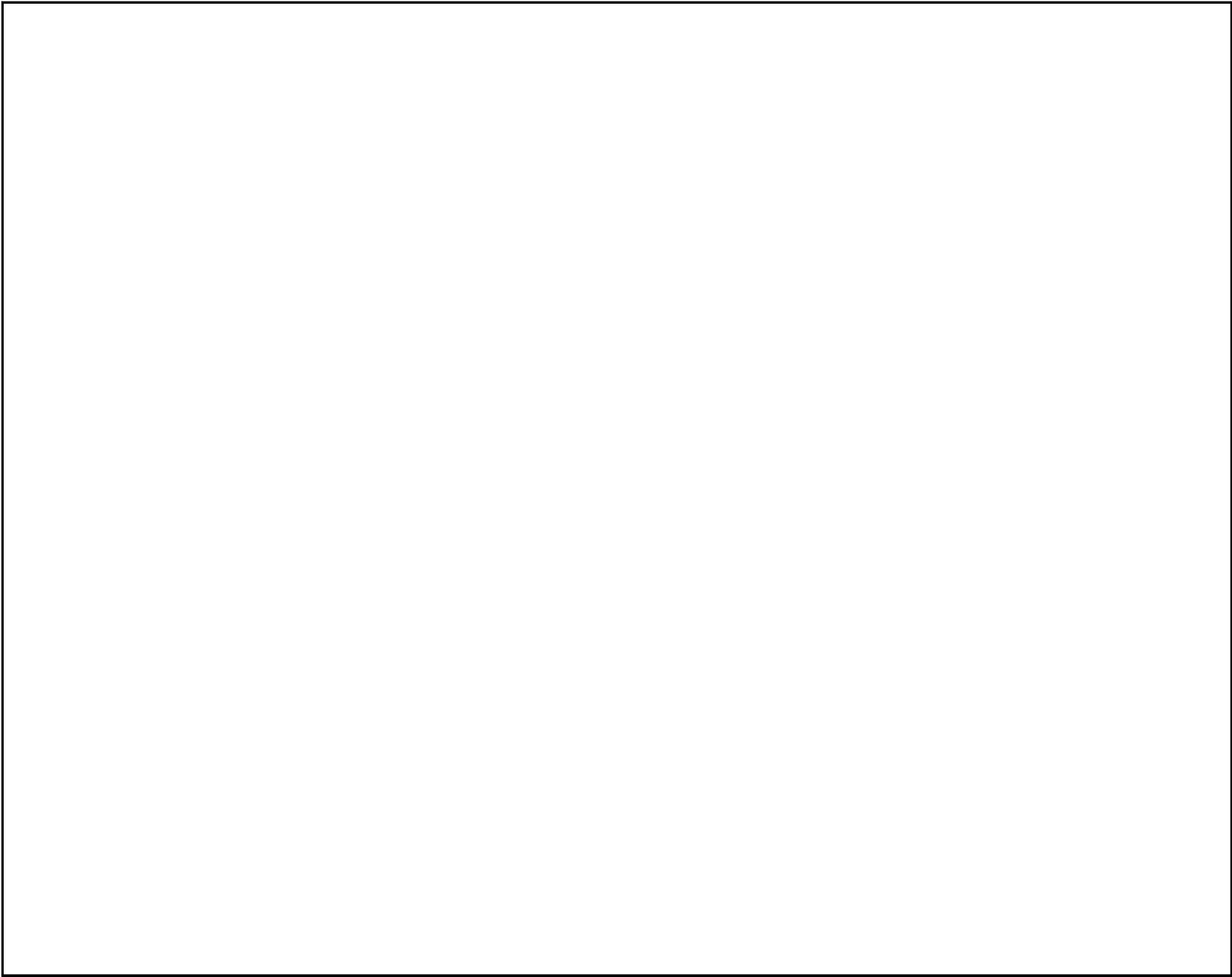
Columbus Public Schools
Summary of Cash Balances - QCPUF
June 30, 2025

A large empty rectangular box with a black border, occupying the majority of the page. It is positioned below the title and header information, and above the footer. The interior of the box is completely blank, suggesting it was intended for a table or chart but contains no data.

Columbus Public Schools
Summary of Cash Balances - QCPUF
June 30, 2025



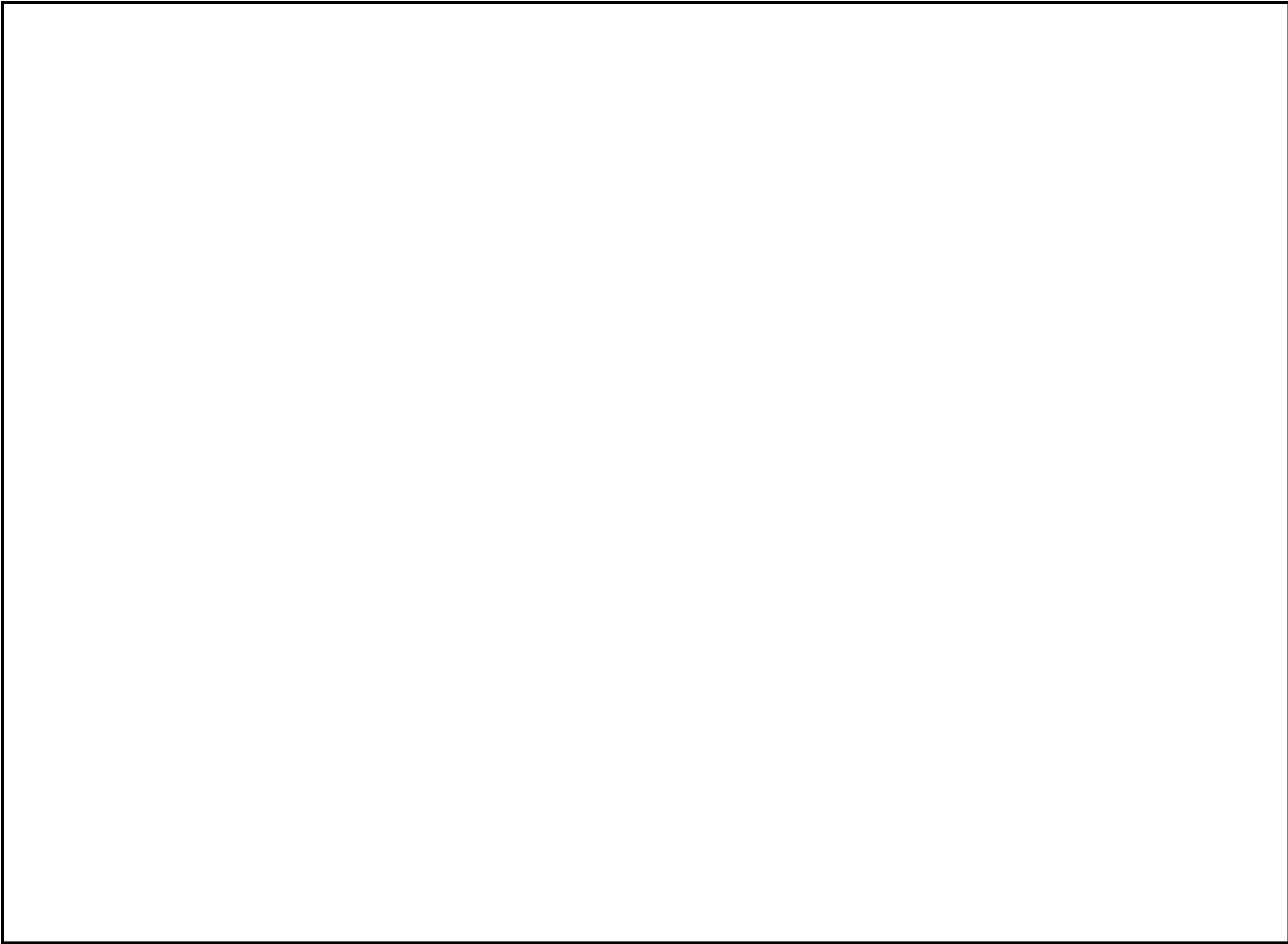
Columbus Public Schools
Summary of Cash Balances - QCPUF
June 30, 2025



Columbus Public Schools
Summary of Cash Balances - QCPUF
June 30, 2025



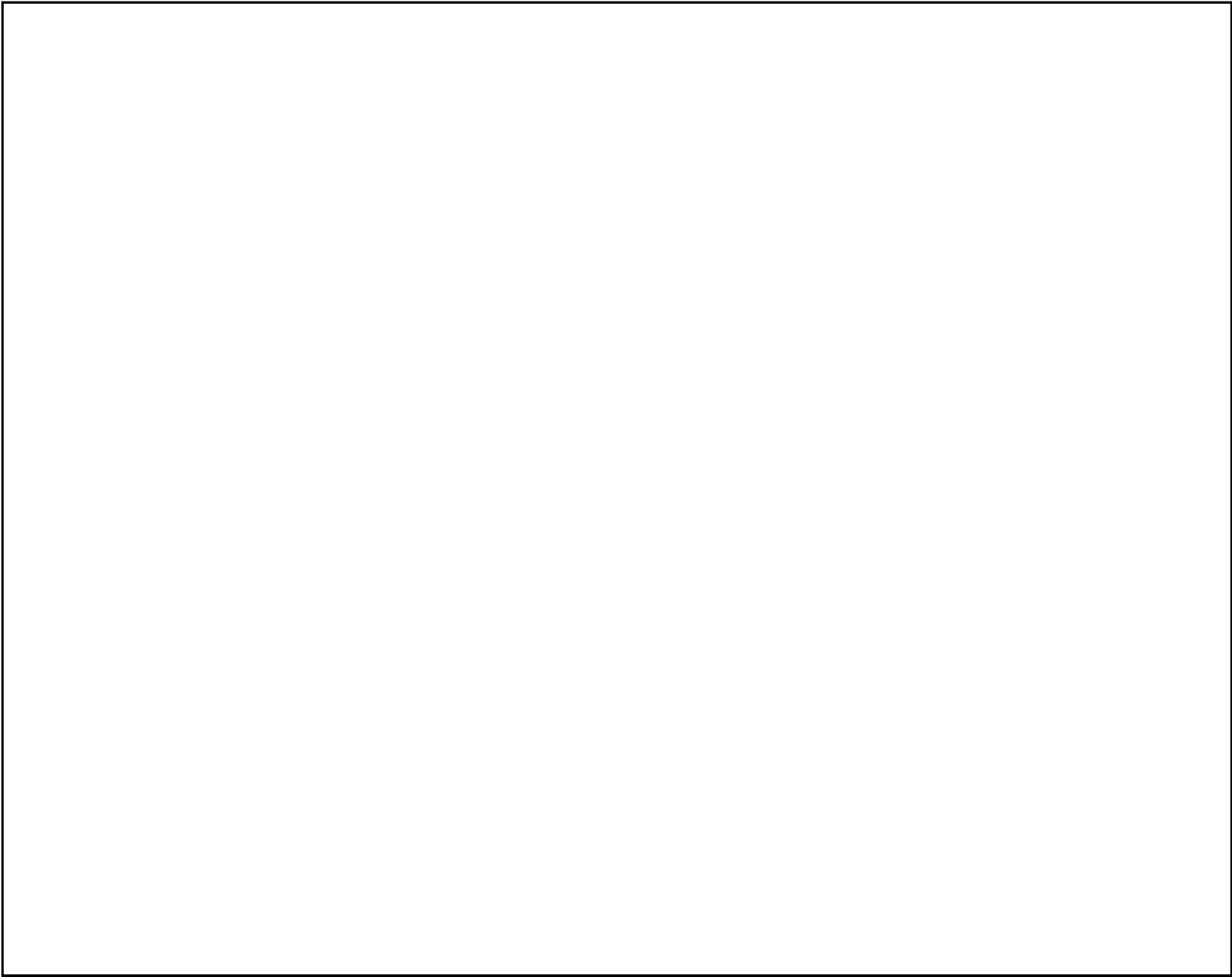
Columbus Public Schools
Summary of Cash Balances - QCPUF
June 30, 2025




Columbus Public Schools
Summary of Cash Balances - QCPUF
June 30, 2025



Columbus Public Schools
Summary of Cash Balances - QCPUF
June 30, 2025



Columbus Public Schools
Summary of Cash Balances - QCPUF
June 30, 2025



Columbus Public Schools
Summary of Cash Balances - QCPUF
June 30, 2025




Columbus Public Schools
Summary of Cash Balances - QCPUF
June 30, 2025



Columbus Public Schools
Summary of Cash Balances - QCPUF
June 30, 2025



Columbus Public Schools
Summary of Cash Balances - QCPUF
June 30, 2025



Columbus Public Schools
Summary of Cash Balances - QCPUF
June 30, 2025



Columbus Public Schools
Summary of Cash Balances - QCPUF
June 30, 2025

--

Columbus Public Schools
Summary of Cash Balances - QCPUF
June 30, 2025

--

Columbus Public Schools
Summary of Cash Balances - QCPUF
June 30, 2025

--

COLUMBUS PUBLIC SCHOOLS
ADMINISTRATION OFFICE

The Administration has hired the following Classified employees:

NAME	TITLE	LOCATION	HIRE DATE
Dominika Toth	Para Media	Middle School	8/5/2025
Mirian Garcia	Para Sped High Needs	Lost Creek	8/5/2025
Kira Benkendorf	Para Sped/Cashier	North Park	8/5/2025
Jazmin Lugo	Para Elem	North Park	8/5/2025
Danielle Johnson	Educational Sign Language Facilitator	Admin Bldg	8/5/2025 (rehired)
Elsa Godoy	Para Sped	Lost Creek	8/5/2025

The Administration has accepted the following Classified resignations/retirements:

NAME	TITLE	LOCATION	TERM DATE
Brandi Vrba	Para Sped	Middle School	6/15/2025 (last day was 5-20-25)
Bridget Runquist	Secretary	Centennial	7/18/2025

Last Update 7/9/2025

“Engaging All Learners to Achieve Success”

2410 16th Street, Suite A | Columbus, Nebraska, 68601 | Ph: 402.563.7000 | Fx: 402.563.7005

ColumbusPublicSchools.org

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

Name	Position	Building	Replaces
Kay, Jeanne	Early Childhood Sped	KEC	Self as contracted sub last 2 years

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

Name	Position	Building	Action



COLUMBUS PUBLIC SCHOOLS

Certified Employee Hiring Recommendation

To: Board of Education, Dr. Kay, and Mr. Schapmann

From: _____

Date: _____

I am recommending _____ as a new certified employee hire for the _____ school year.

The anticipated position is _____.

We received _____ applicants and interviewed _____ for the open position.

Bio:

Highest Degree _____ Credits Beyond _____

College/University: _____ Degree Earned _____

_____ Degree Earned _____

_____ Degree Earned _____

Educational Work Experience:

Total Years of Prior Educational Work Experience: _____

School: _____ Position: _____ Years: _____

School: _____ Position: _____ Years: _____

School: _____ Position: _____ Years: _____

School: _____ Position: _____ Years: _____

Related/Other Background/Hiring Information:

“Engaging All Learners to Achieve Success”


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

ColumbusPublicSchools.org

Professional Travel Report

June 2025

Employee	Travel Dates		Job Notes to Administrator
Michael Ziola	2025-06-03	2025-06-05	Professional Leave out of town.akb
Jason Harris	2025-06-04	2025-06-04	NASES Region 3 End of the Year Retirement Lunch and Meeting
Jason Schapmann	2025-06-11	2025-06-11	NASB/ALICAP Event
Jason Harris	2025-06-13	2025-06-13	NCTE Meeting. Lincoln, NE
Leonard Kwapnioski	2025-06-13	2025-06-13	NATA Meeting in Lincoln
David Hiebner	2025-06-17	2025-06-17	PD trip
Jill Lorenz	2025-06-17	2025-06-17	CarSeat Technician CEU's training in York-training is free
Leonard Kwapnioski	2025-06-17	2025-06-17	Brookings, SD Intermediate Building Tour
Jason Schapmann	2025-06-17	2025-06-17	Brookings, SD Intermediate Building Tour
Chip Kay	2025-06-17	2025-06-17	Brookings, SD Intermediate Building Tour
Jason Harris	2025-06-17	2025-06-17	Brookings, SD Intermediate Building Tour
Chip Kay	2025-06-23	2025-06-25	NCSA Federal Advocacy Trip - Washington DC



**COLUMBUS
PUBLIC SCHOOLS
FOUNDATION**

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

July 1, 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 June. 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

\$424.26 - Columbus After School Program
\$147.00 - Dual Credit Scholarship

\$3,126.87 - Para to Teacher Scholarship

Band Boosters

\$1,000.00 - Drum Major Academy

Centennial

\$1,140.00 - 1st Grade Field Trip

Sports Boosters

\$409.62 - State Meals

Vocal Music Boosters

\$35.91 - Holiday Concert Candy Canes

The total contributions for the month of June was \$6,283.66

The total contributions for the FY 2025 total is **\$170,761.73**

**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
COLUMBUS HIGH SCHOOL

June 30, 2025

TO: Columbus Public Schools Board of Education

FROM: Dave Hiebner, Principal

RE: FBLA, FCCLA, SkillsUSA Nationals Funding

Columbus Public Schools Board of Education,

This year, 15 students in FBLA, FCCLA, and SkillsUSA qualified for their national competition. Columbus High School is proud of the work of the students and staff who qualified for a national competition.

Columbus High School is requesting \$5,000 from the Columbus Public Schools Board of Education to help offset the travel, lodging, and registration costs for the 15 students and four staff members.

Thank you for your consideration.

Dave Hiebner
Principal
Columbus High School

“Engaging All Learners to Achieve Success”

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

ColumbusPublicSchools.org

CERTIFICATED EMPLOYEE UNPAID LEAVE

Unpaid leave may be used to excuse an involuntary absence not provided for in this or other leave policies of the board. Unpaid leave for certificated employees must be authorized by the superintendent. Any unused Personal Leave days must be applied to such absences rather than including them as Unpaid Leave.

The superintendent **or designee** shall have complete discretion to grant or deny the requested unpaid leave. In making this determination, the superintendent shall consider the effect of the employee's absence on the education program and school district operations, length of service, previous record of absence, the financial condition of the school district, the reason for the requested absence and other factors the superintendent believes are relevant to making this determination.

If unpaid leave is granted, the duration of the leave period shall be coordinated with the scheduling of the education program whenever possible to minimize the disruption of the education program and school district operations.

Whenever possible, certificated employees shall make a written request for unpaid leave 5 days prior to the beginning date of the requested leave. If the leave is granted, the deductions in salary **and benefits** shall be made unless they are waived specifically by the superintendent.

The deduction would be equivalent to one day's wage and benefits based on the total number of contract days the employee is contracted to work. If the unpaid leave is less than one day it will be prorated based on eight hours as a day for staff who are 1.0 FTE.

The requirements stated in the Negotiated Contract between employees in that certified collective bargaining unit and the board regarding the unpaid leave of such employees shall be followed. **Approved FMLA leave may include alternate unpaid options for certified employees.**

Cross Reference: 410 Certificated Employee Vacations and Leaves of Absence

Policy
Adopted: 11/09/09

COLUMBUS PUBLIC SCHOOLS
Columbus, Nebraska
Reviewed: 11/9/09

Updated: 07/14/25

CMS Student Handbook

2025-26 Changes

Page 2 - changes:

- Updated 2025-26 School Calendar

Page 3 - Handbook Errors and Omissions:

Added section:

- *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.*

Page 4-7 - Table of Contents:

- Updated the Table of Contents

Page 11 - Surveying Students

Added section:

- *CPS Board policy 1005.03 states that it is the policy of the District to notify parents, guardians, and 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 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.

Page 15 - Dress Code for Students

Added: Board policy 504.06

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

The Board believes student dress or grooming that causes material and substantial disruption to the school environment or presents a threat to the health and safety of students, employees or visitors is not appropriate.

Students are expected to adhere to standards of cleanliness, grooming and dress that are compatible with the requirements of a positive learning environment.

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

GENERAL PRINCIPLES/STANDARDS:

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

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

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

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

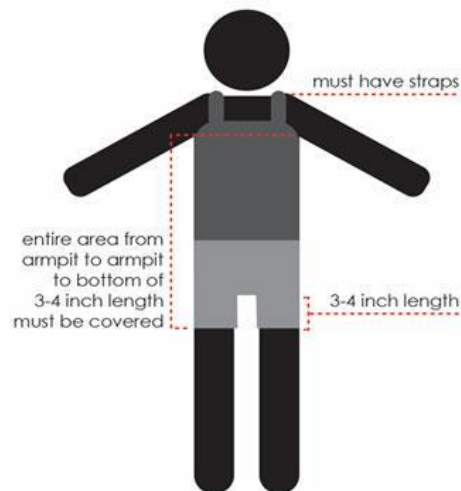
Minimum Requirements:

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

Additional Requirements:

- Clothing may not depict, imply, advertise, or advocate illegal, violent, or lewd conduct, weapons, or the use of alcohol, tobacco, marijuana, vape products, or other controlled substances.
- Clothing may not depict or imply pornography, nudity, or sexual acts.

- Clothing may not display or imply vulgar, discriminatory, or obscene language or images.
- Clothing may not state, imply, or depict hate speech/imagery targeting groups based on race, ethnicity, gender, sexual orientation, gender identity, religious affiliation, or any other protected classification.
- Sunglasses may not be worn inside the building.
- Clothing and accessories that pose a risk to student or staff safety may not be worn.
- Clothing intended to be worn as outerwear (e.g., coats, hats, gloves) may not be worn inside the building.
- Apparel, jewelry, accessories, tattoos, or manner of grooming that, by its color, arrangement, trademark, or any other attribute, has been identified by outside agencies (police and other law enforcement agencies) as denoting membership in a gang that advocates illegal or disruptive behavior is prohibited.



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

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

Page 18 - Smartwatches, Cell Phones
 Added: Board policy 504.12

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

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

In addition to any prohibitions on electronic communication devices stated above, students shall not use such devices for recording or transmitting photographs, images or sounds of other persons without direct administrative approval and consent of all person(s) being recorded, other than the recording of persons participating in school activities that are open to the public. Students shall not use electronic devices at any time where there is an expectation of privacy (CPS Board Policy 504.12).

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

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

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

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

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

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

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

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

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

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

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

Page 33 - Use of Tobacco? Inhalant Products

Updated: Vape Detectors

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

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

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

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

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

Page 38 - Student Activity Eligibility

Add - Board Policy 506.01

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

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

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

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

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

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

Page 45 - Media Center

Add - Board Policy 1005.16

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

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

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

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

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

Page 45 - Lunch Procedures

Update: The program name MySchoolBucks

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

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

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

Page 57 - Educational Programs

Updated: Khan Academy

"Columbus Public Schools is excited to introduce Khan Academy as a valuable tool to enhance our students' learning experience. This platform offers personalized learning paths, interactive exercises, and a wide range of educational resources that can help students succeed. We encourage parents to create their own accounts to view their child's progress and activity. Below is some additional information about Khan Academy. If you have any questions or concerns, please contact your student's 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>

Columbus Middle School



Engaging All Learners to Achieve Success!

Student Handbook 2025-2026

COLUMBUS MIDDLE SCHOOL

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

Administration

Mrs. Amy Haynes, Principal
 Mr. Jordon Anderson, Assistant Principal/Activities Director
 Mrs. Adriana Carnes, Assistant Principal
 Mr. Alex Dostal, Assistant Principal
 Mrs. Katie Rose, Assistant Principal

2025-2026 Calendar for Columbus Middle School

<p>August 2025</p> <p>8/12 First Day 6th,7th,8th - Full Day 8/13 First Day 5th Only - Full Day 8/14 First Full Day All Grades 8/20 2:35 Early Dismissal 8/27 2:35 Early Dismissal</p> <p>September 2025</p> <p>9/1 Labor Day - No School 9/3 2:35 Early Dismissal 9/10 2:35 Early Dismissal 9/17 2:35 Early Dismissal 9/24 2:35 Early Dismissal 9/26 Noon Dismissal 9/29 P/T Conferences - Full Day</p> <p>October 2025</p> <p>10/2 P/T Conferences - No School 10/3 No School 10/8 2:35 Dismissal 10/16 Noon Dismissal/1st Quarter Ends 10/17 No School 10/22 2:35 Early Dismissal 10/29 2:35 Early Dismissal</p> <p>November 2025</p> <p>11/5 2:35 Dismissal 11/12 2:35 Dismissal 11/19 2:35 Dismissal 11/26-11/28 No School - Thanksgiving Break</p> <p>December 2025</p> <p>12/3 2:35 Dismissal 12/10 2:35 Dismissal 12/12 No School 12/17 2:35 Dismissal 12/19 Noon Dismissal/2nd Quarter Ends 12/22-12/31 No School - Christmas Break</p>	<p>January 2026</p> <p>1/1-1/2 No School/Christmas Break 1/5-1/6 No School 1/7 3rd Quarter Begins 1/14 2:35 Early Dismissal 1/21 2:35 Early Dismissal 1/28 2:35 Early Dismissal</p> <p>February 2026</p> <p>2/4 2:35 Early Dismissal 2/11 2:35 Early Dismissal 2/13 Noon Dismissal 2/18 P/T Conferences - Full Day 2/19 P/T Conferences - No School 2/20 No School 2/25 2:35 Dismissal</p> <p>March 2026</p> <p>3/4 2:35 Dismissal 3/6 Noon Dismissal/3rd Quarter Ends 3/9-3/13 No School - Spring Break 3/16 No School 3/18 2:35 Dismissal 3/25 2:35 Dismissal</p> <p>April 2026</p> <p>4/1 2:35 Dismissal 4/3-4/6 No School 4/8 2:35 Dismissal 4/15 2:35 Dismissal 4/22 2:35 Dismissal 4/24 No School 4/29 2:35 Dismissal</p> <p>May 2026</p> <p>5/6 2:35 Dismissal 5/13 2:35 Dismissal 5/20 Noon Dismissal - Last Day of School</p>
--	---

STUDENT HANDBOOK 2025-2026

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

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

Handbook Errors and Omissions:

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

Disclaimer Notice

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

Mission Statement of Columbus Public Schools

Engaging all learners to achieve success

Vision of the Columbus Middle School

The Discoverer Way: Creating a culture of learning for ALL

To the Parent/Guardian

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

Notification of Nondiscrimination

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

Notification of Sexual Discrimination

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

Notification of American Disabilities Act

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

Table of Contents

SECTION I STUDENT RIGHTS AND RESPONSIBILITIES – UNDER NE STATUTES	8
I-A Responsibilities and Right to an Education	8
I-B Attendance Responsibility	8
I-C Academic Responsibility	8
I-D Health Examination and Immunizations	8
I-E Student Records	9
I-F Freedom from Sexual Discrimination	9
I-G Responsibility and Right to Freedom of Assembly	9
I-H Search and Seizure	10
I-I Recording of Students	10
I-J Responsibility and Right of Freedom of Expression	10
1) Oral Expression:	10
2) Symbolic Expression and Related Activities:	11
I-K Rights of Individuals with Handicaps	11
I-L Homeless Student Policy	11
I-M Special Education Services	11
I-N Pregnant or Parenting Students	11
SECTION II DISCIPLINE – UNDER NE STATUTES	11
II-A Disciplinary Actions by Staff	11
II-B Disciplinary Actions by Administrators	11
II-C Right to Due Process and Student Suspension	13
SECTION III CLASSROOM DISCIPLINE	13
SECTION IV SCHOOL RULES AND EXPECTATIONS	14
Administrative Discipline – Civic Expectations	14
Civic Expectation #1 - Contribute constructively to community	14
IV-A Dress Code for Students	15
IV-B Non-Instructional Areas	16
IV-C Responsible Outdoor Behavior	16
IV-D Loitering	16
IV-E Student Transportation	16
IV-F Behavior Off School Grounds	16
IV-G Before and After School Waiting Area Procedures	16
IV-H School-Sponsored Activities - Suspensions	17
IV-I Contraband, Electronic Devices	17
IV-J Smartwatches, Cell Phones	17
IV-K Social Media	18
IV-L Identify Self	18
IV-M Lockers	18

IV-N Telephone Usage	19
IV-O Deliveries to the Office	19
IV-P Candy/Gum/Snacks	19
IV-Q Open Containers of Liquids	19
IV-R Book Bags	19
IV-S Marking on School Property	19
IV-T Fees, Charges and Fines	20
IV-U Display of Affection	20
IV-V Responsibilities of Students When Expressing Themselves	20
IV-W Academic Responsibilities Guidelines	20
IV-X Academic Dishonesty	20
IV-Y Copyright and Fair Use Policy	21
IV-Z Altering School Records, Reports, Grades, Etc.	21
Civic Expectation #2 – Interact effectively with others	21
IV-AA Insubordination	22
IV-AB Theft/Stealing/Damage of Property	22
IV-AC Unauthorized Entry	22
IV-AD Fighting / Assaults	22
IV-ADa Aiding and Abetting	22
IV-AE Harassment/Violence/Bullying	22
IV-AF Procedures for Reporting Violence/Bullying	23
IV-AG Illegal Behavior	23
IV-AH Sexual Harassment	23
IV-AI Sex Offender Law	24
IV-AJ Dating Violence	24
IV-AK Suspect Wounds	25
Civic Expectation #3 – Fulfill legal requirements	25
IV-AL Technology Acceptable Use Policy	25
IV-AM Google Apps/Technology	25
IV-AN Damage of School or Private Property	26
IV-AO Firearms, Weapons, Knives, Explosives, Dangerous Objects, and Look-a-Likes	27
IV-AP Bomb Threats and or False Alarms	27
IV-AQ Rumors, Threats and Prohibited Items	27
IV- AR Spreading Rumors and False Information	27
IV-AS Threatening Statements Concerning Student/Building Safety	27
IV-AT Concealed Handgun Law	28
IV-AU Activities Forbidden by Laws of the State of Nebraska, the City of Columbus, or the United States of America	28
IV-AV School Board Policy	28
IV-AVa Questioning of Students Policy 504.16	28
IV-AVb Student Fees Policy 504.18	28
IV-AW Student Possession of, Sale of, Use of, or Distribution of Drugs	31
1) Controlled Substances/Alcohol Defined (Neb. Rev. Stat. § 79-267)	31
2) Tobacco/Alcohol/Drugs (CPS Board Policy 504.14)	31

IV-AX Columbus Middle School Additional Tobacco/Drug/Alcohol Policies (Policy 504.14 and 504.14R1) (Neb. Rev. Stat. § 79-267)	32
1) Use of Tobacco/Inhalant Products (Neb. Rev. Stat. § 79-267)	32
2) Alcohol and Drugs (Neb. Rev. Stat. § 79-267)	32
3) Prescription Drugs (Neb. Rev. Stat. § 79-267)	33
4) Over the Counter Drugs / Vitamins (Neb. Rev. Stat. § 79-267)	33
5) Records of Violations and Consequences (Neb. Rev. Stat. § 79-267)	33
SECTION V STUDENT ATTENDANCE EXPECTATIONS	33
Student Attendance Expectation #1 – Attend school on a regular basis	33
V-A Attendance – Excused/Unexcused	33
V-B Attendance – Activity Participation	34
Student Attendance Expectation #2 – Pre-arranged absences	34
V-C Pre-arranged Absence Procedures	34
V-D Sign-Out Procedure	34
V-E Make-Up Time for Absences	34
Student Attendance Expectation #3–Be on time and present in assigned classes	35
V-F Tardies - Late To School or Class	35
V-G Administrative Response to Student Absences	35
SECTION VI ACTIVITY STANDARDS AND REGULATIONS	35
VI-A School Activities	35
1) School-Sponsored Activities	36
2) Extracurricular Activities	36
3) Academic Eligibility	36
4) Activity Guidelines	37
5) Clearance to Participate & (Head) Injury Procedure	37
6) Locker Room Policy	38
7) “Team Selection” and “Playing Time”	38
8) Transportation To and From Events	38
9) Activity Regulations	38
10) Drug/Alcohol Regulation for Activity Eligibility	39
11) Tobacco/Inhalants Regulation for Activity Eligibility	40
SECTION VII GENERAL INFORMATION	41
VII-A Medical Excuses From Fitness/Participation for Health Reasons	41
VII-B Asthma Protocol	41
VII-C Screenings	41
VII-D Automated Phone Calls	41
VII-E Care of Building	42
VII-F Elevator Use	42
VII-G Grades - Honor Roll	42
VII-H Grading and Grade Reporting Services	42
VII-I School Counselors, School Psychologists & School Social Workers Services	42
VII-J Head Injuries & Concussions	42
VII-K Health Services - School Nurse	42

VII-L School Website	43
VII-M Social Media	43
VII-N Lanyards, ID Cards & Activity Stamps	43
VII- O Media Center (MC)	43
VII-P WIN Time	43
VII-Q Lost and Found	43
VII-R Lunch Procedures	43
VII-Ra Unpaid Meal Balances	44
VII-S Parent/Guardian Involvement and Participation	45
VII-T Parent-Teacher Conferences	46
VII-U Passes	46
VII-V Physical Examinations	46
VII-W School Resource Officer	46
VII-X Severe Weather and School Cancellations	46
VII-Y Smoke-Free Environment	46
VII-Z Drug-Free School	46
VII-AA Student Agenda Books	46
VII-AB Student Schedule Changes	46
VII-AC Health/Accident Insurance	46
VII-AD Transportation Services	46
VII-AE Tobacco, Alcohol, and Drug - Education and Prevention	47
VII-AF Teacher Assistance – Before and After School	47
VII-AG Visitors Policy	47
COLUMBUS PUBLIC SCHOOLS - ILLNESS SUPPLEMENT	47
COLUMBUS PUBLIC SCHOOLS MS STUDENT ACCEPTABLE USE AGREEMENT	49
CPS CHROMEBOOK ACCEPTABLE USE AGREEMENT FORM (Appendix B)	61
COLUMBUS PUBLIC SCHOOLS UNPAID MEAL POLICY (Appendix C)	62

SECTION I STUDENT RIGHTS AND RESPONSIBILITIES – UNDER NE STATUTES

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

I-A Responsibilities and Right to an Education

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

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

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

I-B Attendance Responsibility

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

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

I-C Academic Responsibility

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

I-D Health Examination and Immunizations

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

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

I-E Student Records

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

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

I-F Freedom from Sexual Discrimination

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

I-G Responsibility and Right to Freedom of Assembly

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

I-H Search and Seizure

Students possess the right of privacy of person as well as freedom from unreasonable search and seizure of property guaranteed by the Fourth Amendment of the Constitution. This individual right, however, is balanced by the school’s responsibility to protect the health, safety, and welfare of all its students. According to CPS Board Policy 504.08, school employees may conduct searches when they have reason to suspect that the health, safety, and welfare of students may be in danger. Any school employee making a search or a

seizure will follow these guidelines:

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

I-I Recording of Students

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

I-J Responsibility and Right of Freedom of Expression

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

1) Oral Expression:

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

2) Symbolic Expression and Related Activities:

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

examples of symbolic expression. Each student has the right to express himself/herself by way of symbols subject only to the restrictions that such expression does not result in overt exhibitionism, disruption of the educational process, be obscene, disrespectful, or obviously annoying to others.

I-K Rights of Individuals with Handicaps

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

I-L Homeless Student Policy

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

I-M Special Education Services

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

<https://www.education.ne.gov/sped/regulations.html>.

I-N Pregnant or Parenting Students

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

I-O Surveying Students

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

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

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

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

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

SECTION II DISCIPLINE – UNDER NE STATUTES

II-A Disciplinary Actions by Staff

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

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

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

II-B Disciplinary Actions by Administrators

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

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

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

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

5) Counseling:

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

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

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

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

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

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

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

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

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

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

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

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

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

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

II-C Right to Due Process and Student Suspension

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

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

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

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

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

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

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

SECTION III CLASSROOM DISCIPLINE

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

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

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

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

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

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

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

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

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

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

SECTION IV SCHOOL RULES AND EXPECTATIONS

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

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

Administrative Discipline – Civic Expectations

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

Civic Expectation #1 - Contribute constructively to community

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

IV-A Dress Code for Students

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

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

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

GENERAL PRINCIPLES/STANDARDS:

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

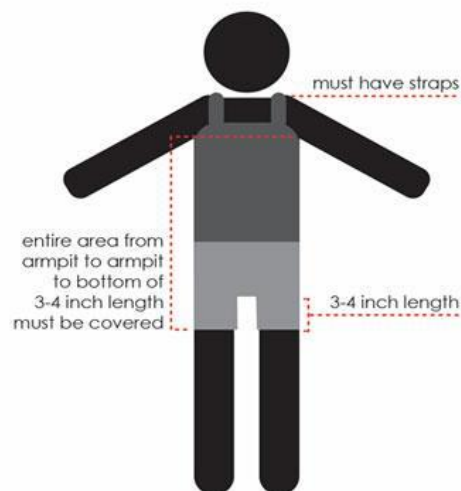
Minimum Requirements:

- Clothing must cover areas from one armpit across to the other armpit, down to approximately 3 to 4 inches in length on the upper thighs (see images below).
- Tops must have shoulder straps.
- Rips or tears in clothing should be lower than the 3 to 4 inches in length.
- Shoes must be worn at all times and should be safe for the school environment (bedroom shoes or slippers shall not be worn, except for school activities approved by the principal).

- See-through or mesh garments must not be worn without appropriate coverage underneath that meet the minimum requirements of the dress code.
- Headgear including hats, hoods, and caps are not allowed unless permitted for religious, medical, or other reasons by school administration.
- Specialized courses may require specialized attire, such as sports uniforms or safety gear.

Additional Requirements:

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



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

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

IV-B Non-Instructional Areas

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

IV-C Responsible Outdoor Behavior

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

This includes:

- Walking on sidewalks and avoid walking on the grass
- Not climbing or hanging on/from trees and landscaping
- Not otherwise interfering with landscaping (e.g., throwing landscaping rocks, picking flowers)

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

IV-D Loitering

Students may not be in school buildings, on school grounds, in faculty parking lots, or at any CPS sponsored event without the permission of school personnel before school begins or after school is dismissed or the activity is completed. In the morning, students must report directly to breakfast or their designated waiting area. Students are not allowed to be in the halls or classroom without a

pass from a staff member. Students must leave the building and school grounds by 3:45 unless they are participating in a school sponsored activity or serving a teacher or office detention. Students attending events should stay within the designated event area; students may not go to their locker or other parts of the building without a pass from a teacher or administrator.

IV-E Student Transportation

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

IV-F Behavior Off School Grounds

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

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

IV-G Before and After School Waiting Area Procedures

- Students should enter the building as soon as they arrive on school grounds.
- Between 7:00 am and 7:30 am, students must report to the cafeteria for breakfast or study hall. After 7:30 am, students must report to breakfast or their assigned AM Waiting Area.
- Students should go to the waiting area assigned to their grade and find a seat. Students are to stay in that seat.
- Students should respect the personal safety, space, property, well-being and rights of all people in the waiting areas.
- Students need to immediately follow all school rules, waiting area procedures, and instructions (requests) from staff members exactly as they are given. If clarification is needed, students should ask a staff member appropriately.
- Students are not allowed to use their computers in the waiting area. Students may use their cell phones to play games but cannot make calls or take pictures/videos. Students that do not abide by these rules will receive consequences.
- If students need to leave the morning waiting area, they need to ask a monitor's permission.
- If students are waiting for a ride after school, they should sit or stand quietly with friends until their ride arrives. No horseplay (e.g., yelling, chasing each other, kicking, fighting, wrestling, swearing, throwing of items) is permitted. Behavior should follow the school rules.
- Students are expected to use the crosswalks at all times when arriving or leaving school property. This includes if they are walking, riding bicycles, etc. Violations of traffic laws, such as jaywalking and obstruction of traffic, could result in police citations.
- Students must leave school property by 3:45 p.m. Teacher supervision ends at 3:45 p.m. Students are allowed to wait for their rides on any side of the building until 3:45 p.m. At 3:45 p.m., students must wait in the front vestibule or in the activity entrance vestibule or off of school grounds. Any student waiting for a ride should continue to follow all school rules.
- On early dismissal days, students are to be off school grounds within 15 minutes of dismissal. All regular dismissal rules apply to early outs with adjusted times.
- On early out Wednesdays, students who are participating in after school activities (e.g., drama, sports) should leave school grounds by 2:50 p.m. and may return for practice no earlier than 4:00 p.m. Students who remain in the building between 2:50 p.m. and 4:00 p.m. must attend after school clubs or Wednesday study hall.

IV-H School-Sponsored Activities - Suspensions & Expulsions

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

IV-I Contraband, Electronic Devices

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

- 1) Contraband: any item not on the school supply list, including but not limited to toys and trading cards

- 2) Electronics: any electronic item not school issued or requested by a teacher, including but not limited to handheld video games

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

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

IV-J Smartwatches, Cell Phones

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

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

In addition to any prohibitions on electronic communication devices stated above, students shall not use such devices for recording or transmitting photographs, images or sounds of other persons without direct administrative approval and consent of all person(s) being recorded, other than the recording of persons participating in school activities that are open to the public. Students shall not use electronic devices at any time where there is an expectation of privacy (CPS Board Policy 504.12).

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

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

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

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

The taking, disseminating, transferring, or sharing of obscene, pornographic, lewd, or otherwise illegal images or photographs, whether by electronic data transfer or otherwise may constitute a crime under state and/or federal law. Any person engaged in these activities while on school grounds, in a school vehicle or at a school activity will be subject to the disciplinary procedures of the student code of conduct. Any student found to be in possession of obscene, pornographic,

lewd, or otherwise illegal images or photographs will be promptly referred to law enforcement and/or other state or federal agencies, which may result in arrest, criminal prosecution, and possible inclusion on sex offender registries.

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

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

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

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

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

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

IV-K Social Media

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

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

IV-L Identify Self

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

IV-M Lockers

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

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

1) Decorating Hall Lockers

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

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

IV-N Telephone Usage

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

IV-O Deliveries to the Office

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

IV-P Candy/Gum/Snacks

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

IV-Q Open Containers of Liquids

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

IV-R Book Bags

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

IV-S Marking on School Property

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

IV-T Fees, Charges and Fines

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

IV-U Display of Affection

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

IV-V Responsibilities of Students When Expressing Themselves

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

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

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

IV-W Academic Responsibilities Guidelines

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

*Requirement of an end-of-the-year grade average of 60% or better in core classes to attain promotion to high school (8th grade only)

*Thursday Night School attendance

*Summer school for 8th grade students to avoid retaking 8th grade core classes in 9th grade

*Summer school offerings for 5th, 6th and 7th grade students who end of the school year of 59% or below

*Before and after school study halls

*Grade Level Retention

IV-X Academic Dishonesty

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

- Obtaining, attempting to obtain, or aiding another person to obtain credit for work by any dishonest or deceptive means.
- Lying.
- Copying another person's work or answers.
- Discussing the answers or questions on a test or assignment unless specifically authorized by the teacher.

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

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

IV-Y Copyright and Fair Use Policy

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

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

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

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

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

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

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

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

Civic Expectation #2 – Interact effectively with others

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

IV-AA Insubordination

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

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

IV-AB Theft/Stealing/Damage of Property

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

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

IV-AC Unauthorized Entry

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

IV-AD Fighting / Assaults

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

IV-ADa Aiding and Abetting

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

IV-AE Harassment/Violence/Bullying

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

- No one is entitled to be violent in any form.
- No form of violence will be tolerated in school, at school activities, on school property, or by anyone at this school.
- Violence is defined as any mean word, look, sign, or act that hurts a person's body, dignity, or things. Different kinds of violence exist. Within each category below there are items ranging from minor to severe. If these acts are ignored, they will become more severe over time. Therefore, all of the following acts will be considered violent and the student will receive a consequence.

Examples of repetitive and targeted behaviors deemed as bullying include (but not limited to)

- | | | |
|---------------------|----------------------------|-----------------------|
| *name calling | *taunting | *threatening/ordering |
| *excluding/shunning | *exposing personal secrets | *stealing |
| *teasing | *laughing (at) | *defacing locker |
| *ignoring requests | *starting rumors | *deriding |

- | | | |
|-------------------------------|-------------------------------|-------------------------------------|
| *violating rights | *writing/drawing graffiti | *expressing sexual come-ons |
| *intimidating | *beating slapping | *gang-leading/ganging-up |
| *exposing personal items | *invading someone's space | *degrading/mockng |
| *cyber bullying | *jabbing/bumping | *touching (unwelcomed) |
| *inappropriate technology use | *reading personal information | *spreading rumors/gossiping |
| *hitting/kicking gesturing | *tearing clothes | *hazing |
| *facial sneering | *damaging property | *playing "keep-away" with someone's |
| *spitting/pushing | *ridiculing | property |
| *shoving/punching | *voyeurism | |
| *pulling hair | *spoiling homework | |
| *body postures | *exposing pictures/notes | |

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

IV-AF Procedures for Reporting Violence/Bullying

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

You can report concerns to the following people:

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

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

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

IV-AG Illegal Behavior

Forbidden and illegal behavior at school includes

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

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

IV-AH Sexual Harassment

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

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

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

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

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

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

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

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

[TITLE IX FLOW CHART](#)

[FORMAL COMPLAINT FORM](#)

Training of all Title IX coordinators, investigators, decision makers and any person who facilitates an informal resolution process was completed on October 21, 2021 by KSB Law. Training materials may be found at

<https://www.ksbschoollaw.com/new-events/2021/10/21/columbus-title-ix-admin-training>.

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

IV-AI Sex Offender Law

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

IV-AJ Dating Violence

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

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

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

Incidents of dating violence involving students at school will be addressed as the administration determines appropriate, within the

scope and subject to the limits of the District's authority. Neb. Rev. Stat. § 79-2,139 to 79-2,142

IV-AK Suspect Wounds

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

Civic Expectation #3 – Fulfill legal requirements

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

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

IV-AL Technology Acceptable Use Policy

See MS Acceptable Use Agreement section at the end of this handbook.

Students have access to student issued devices along with computers throughout the building for educational use. Student access to computer labs will be subject to change at the discretion of the administration or staff responsible for the supervision of these areas.

Use of the internet at school is available to research areas directly related to specific classroom assignments.

The smooth operation of the network relies upon the proper conduct of the students and faculty, who must adhere to strict guidelines and proper ethical behavior when using the Internet/network. To use our computers, network, and internet connection, all students must conduct themselves in a manner consistent with our educational focus. All students must conduct themselves in a manner consistent with our educational focus. If the student fails to do so, he/she will be subjected to disciplinary sanctions by the administration and by law enforcement. CPS does not allow any unauthorized video or audio recording during the school day. The district network may NOT be used for personal email, chat rooms, games, streaming video/music, sharing accounts, or accessing any material deemed inappropriate for school.

IV-AM Google Apps/Technology

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

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

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

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

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

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

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

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

2) Family Educational Rights and Privacy Act (FERPA)

FERPA protects the privacy of student education records and gives parents the rights to review student records. Under FERPA, schools

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

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

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

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

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

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

IV-AN Damage of School or Private Property

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

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

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

A student shall not knowingly possess, handle, or transmit any object or material that is ordinarily or generally considered a weapon or

that has the appearance of a weapon (including a starter gun, paintball gun, airsoft gun, or pellet gun) or bringing or possessing any explosive device (including fireworks or any item that can be used as an ignitor, such as matches and lighters). Students who violate this may be expelled up to one calendar year. (Neb. Rev. Stat. § 79-263 & § 79-267)

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

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

IV-AP Bomb Threats and or False Alarms

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

IV-AQ Rumors, Threats, and Prohibited Items

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

IV- AR Spreading Rumors and False Information

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

IV-AS Threatening Statements Concerning Student/Building Safety

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

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

IV-AT Concealed Handgun Law

It is unlawful for an individual to carry a concealed handgun at school. Section 15 of the law stipulates that handguns may not be carried into school buildings, on school grounds, in school-owned vehicles, and/or at school-sponsored activities or athletic events. The intent of the law (1) assures employees, students and parents that no one will be permitted to carry a handgun at their school notwithstanding the law and (2) provides permit holders with the understanding that they are not to carry their handguns to school, as stated in Neb. Rev. Statute §69-2427 (Concealed Handgun Permit Act).

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

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

IV-AV School Board Policy

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

IV-AVa Questioning of Students Policy 504.16

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

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

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

IV-AVb Student Fees Policy 504.18

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

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

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

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

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

2) Personal or consumable items & miscellaneous

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

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

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

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

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

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

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

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

extracurricular activities, students may be required to provide specialized equipment, such as musical instruments, or specialized attire, or for paying a reasonable usage cost for such equipment or attire.

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

The Board believes the substance abuse prevention program shall include:

- Age-appropriate, developmentally-based drug and alcohol curriculum for students in grades kindergarten through twelve, which address the legal, social, and health consequences of tobacco, drug and alcohol use and which provide information about effective

techniques for resisting peer pressure to use tobacco, drugs or alcohol;

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

Anecdotal notes or violations of the district drug policy will be shared between administrators from one year to another and from one attendance center to another and disciplinary action may carry over from one year to another and from one attendance center to another if the consequence was not completed. However, violations of the drug/alcohol policy are not cumulative from one year to another or https://docs.google.com/spreadsheets/d/1LopxppkgAC8MMAq7_M8BO9IC4pNWx12_7tPxMVIVUqI/edit#gid=0 from one attendance level to another.

SECTION V STUDENT ATTENDANCE EXPECTATIONS

Student Attendance Expectations

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

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

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

V-A Attendance – Excused/Unexcused

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

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

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

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

V-B Attendance – Activity Participation

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

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

Student Attendance Expectation #2 – Pre-arranged absences

V-C Pre-arranged Absence Procedures

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

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

V-D Sign-Out Procedure

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

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

V-E Make-Up Time for Absences

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

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

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

V-F Tardies - Late To School or Class

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

* If a student is tardy or late to school a total of 5 times, the parents will again be personally contacted by an administrator to discuss the problem, clarify guidelines for how future tardy arrivals will be handled, and assign appropriate disciplinary action.

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

V-G Administrative Response to Student Absences

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

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

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

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

SECTION VI ACTIVITY STANDARDS AND REGULATIONS

VI-A School Activities

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

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

students at each grade level, are well-monitored by adult supervisors.

1) School-Sponsored Activities

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

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

2) Extracurricular Activities

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

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

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

3) Student Activity Eligibility

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

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

Student activity events must be approved by the superintendent unless they involve unusual travel 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 (CPS Board Policy 506.01).

4) Academic Eligibility

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

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

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

5) Activity Guidelines

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

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

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

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

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

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

6) Clearance to Participate & (Head) Injury Procedure

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

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

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

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

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

7) Locker Room Policy

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

8) “Team Selection” and “Playing Time”

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

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

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

9) Transportation To and From Events

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

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

10) Activity Regulations

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

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

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

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

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

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

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

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

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

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

11) Drug/Alcohol Regulation for Activity Eligibility

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

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

11a) Consequences

First Violation of Drugs/Alcohol:

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

Second Violation of Drugs/Alcohol

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

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

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

Third Violation of Drugs/Alcohol

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

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

Note: If a violation occurs toward the end of the activity season, this consequence will carry over to the next season in which

the student participates. The student must *complete the entire season* of the activity in which the activity suspension is served.

Drug/Alcohol Suspension Table		
First Offense	Second Offense	Third Offense
<p>* Students is suspended for $\frac{1}{3}$ of scheduled competitions and/or performances</p> <p>*Suspension is reduced to $\frac{1}{4}$ of scheduled competitions and/or performances if students self reports</p>	<p>* Student is suspended for activity participation for one calendar year.</p> <p>* Suspension is reduced to nine months if student self-reports</p> <p>* Students may apply for reinstatement, providing evaluation & community service project</p>	<p>* Student is suspended from participation in all activities for the remainder of their middle school and high school career</p>

12) Tobacco/Inhalants Regulation for Activity Eligibility

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

12a) Consequences

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

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

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

12b) Due Process: A student accused of a violation shall have due process consisting of the right to know the nature of the alleged violation, the right to tell his/her version of events, and the right to have others comment on his/her behalf. You have the right to appeal the Activities Coordinator's decision provided the appeal is made to the **Middle School Administration** within 5 days. This decision may be appealed to the superintendent provided the appeal is made within 5 days. The superintendent's decision is final.

SECTION VII GENERAL INFORMATION

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

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

VII-B Asthma Protocol

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

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

VII-C Screenings

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

VII-D Automated Phone Calls

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

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

VII-E Care of Building

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

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

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

VII-F Elevator Use

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

VII-G Grades - Honor Roll

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

4.0 Honor Roll: 4.0 with no grade below “A”

3.5 Honor Roll: 3.5 or better with no grade below “B”

VII-H Grading and Grade Reporting Services

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

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

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

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

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

VII-J Head Injuries & Concussions

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

VII-K Health Services - School Nurse

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

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

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

VII-L School Website

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

VII-M Social Media

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

VII-N Lanyards, ID Cards & Activity Stamps

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

VII-O Media Center (MC)

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

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

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

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

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

VII-P WIN Time

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

VII-Q Lost and Found

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

VII-R Lunch Procedures

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

Students who receive free or reduced meals and take a qualifying meal at breakfast and lunch receive it free or at a reduced cost. A la carte and other additional items not part of the reimbursable meal will be charged at their regular cost.

All costs incurred by a student prior to being approved or additional meal item charges are to be paid promptly every month. Payments can be made online through MySchoolBucks.

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

Students may bring sack lunches if they do not wish to eat the school lunch. The Columbus Public Schools requests that, no student

bring in commercially prepared food (i.e. McDonalds, Burger King, Subway, Pizza Hut, Taco Johns etc.) Each student is expected to bring only individual-sized portions which (s)he expects to eat. Large containers of chips or boxes containing multiple servings of a food item are not permitted. Students who bring sack lunches may purchase milk or a la carte if they wish to do so. Students may not bring any candy or pop with them to eat at lunch. Sack lunches should not contain any glass items. All lunches must be eaten in the cafeteria unless special permission or instructions have been given by a school official. Students must use their intact student ID with barcode as they go through the lunch line. Students who do not have their student ID card must have an ID sticker and wait at the back of the line. Students may deposit money into their account before school or during lunch periods.

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

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

VII-Ra Unpaid Meal Balances

In the event that a student's account balance reaches -\$15.00, the student may be offered an alternate meal meeting reimbursable requirements of the USDA school nutrition program. The District will also provide the necessary forms for the student's parent or guardian to apply for free or reduced price meals. Such benefits may be applied for at any time during the school year. A la carte purchases will not be permitted if a student's account balance is below \$0.

-See Appendix C for CPS Unpaid Meal Policy

Nondiscrimination Statement

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

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

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

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

This institution is an equal opportunity provider.

VII-S Parent/Guardian Involvement and Participation

1. The Parent/Guardian and Student Handbook shall include CPS Board Policy 1005.03 and provide parents/guardians with the information as to when and how they can access instructional materials.
2. The Parent/Guardian and Student Handbook is available online. Upon request, a paper copy of the handbook can be sent home with students. If sent home with students, parents/guardians shall return to the school a signed form

- indicating that they have received the Parent/Guardian and Student Handbook.
3. Parent/guardian permission is required for out of town field trips. Parent/guardian notification is required for out of town field trips. See also CPS Board Policy 607.05.
 4. The Parent/Guardian and Student Handbook shall include an invitation to parents/guardians to attend and monitor instructional activities.
 5. Administrators shall notify parents/guardians in advance of special activities, such as assemblies, unless time does not permit.
 6. If a principal denies a parent's/guardian's request to attend and monitor instructional and/or special activities, the principal shall notify the parent/guardian of his/her rights of appeal as described in this regulation. Also, a full report including, but not limited to, the circumstances and rationale for the denial shall be sent to the Superintendent.
 7. Administrators shall notify parents/guardians if a substitute teacher will teach their child for four or more weeks.
 8. Administrators shall make the curriculums, instructional materials, and school climate surveys used in their schools available for parent/guardian access. Administrators shall provide additional opportunities for parents/guardians to review the materials. Parents/guardians shall be notified in advance of such opportunities.
 9. Administrators shall take advantage of opportunities to inform parents/guardians of how they can be more involved in the schools by contacting school staff and/or the Volunteer Coordinator at the Administration Building.
 10. Parents/guardians may obtain copies of curriculum for review by checking them out from the Professional Library located at the Administration Building. Parents/Guardians may obtain a personal copy of materials at their own expense.
 11. Parents/guardians shall be notified in the parent/student handbook, that lessons may be taught by a school counselor in the classroom setting. Lessons shall follow the district's curriculum.
 12. Parent/guardian permission is required for student participation in counseling groups or individual counseling sessions conducted by school counselors unless the student's safety is in question.
 13. Parents/guardians are encouraged to attend conferences in the fall and spring.
 14. Parents/guardians are encouraged to notify teachers if there are topics of concern to them. Teachers shall notify the parents/guardians in advance if these topics are to be used in planned lessons. The administrator shall be responsible for annually advising staff in August that there are subjects which may be sensitive or of concern to parents/guardians as part of classroom discussion. Such subjects which may arise that are not in the District curriculum may include, but are not limited to: death and dying; religious events and holidays; magic, witches, and sorcery. Teachers are also to be reminded by principals that any classroom discussion of a controversial topic should be in accordance with current Board Policy.
 15. Parents/guardians shall be notified in advance of Family Life instruction involving human sexuality (grades 5-12). Permission slips will be included with the notification. If the notification is mailed to the home, the school shall require a parental/guardian response only if the parent/guardian does not give permission for the student to participate. If notification is sent home with the students, the school shall require a parent/guardian response indicating whether the student will or will not participate.
 16. If a parent/guardian has an objection to any instructional material or school experience, the school shall provide the parent/guardian with an appropriate form which may be used to express his or her objection. Forms and appeal procedures may be obtained from building secretaries.
 17. It shall be the responsibility of the administrator to notify parents/guardians in advance when their children will be taking standardized tests.
 18. It shall be the responsibility of the administrator to notify parents/guardians in advance of school-sponsored surveys beyond the school climate surveys. If the notification is mailed to the home, the school shall require a parent/guardian response only if the parent/guardian does not give permission for the student to participate. If notification is sent home with the students, the school shall require a parent/ guardian response indicating whether the student will or will not participate.
 19. The Board of Education shall hold an annual public hearing on Parent/Guardian Involvement and Participation in accordance with the statute. Neb. Rev. Stat. §79-533

VII-T Parent-Teacher Conferences

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

VII-U Passes

Students in the hall during the instructional period must have a signed pass from a staff member. Students who fail to comply with this

rule will have their pass privileges suspended with the exact time based on frequency and severity of the offense.

VII-V Physical Examinations

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

VII-W School Resource Officer

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

VII-X Severe Weather and School Cancellations

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

VII-Y Smoke-Free Environment

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

VII-Z Drug-Free School

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

VII-AA Student Agenda Books

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

VII-AB Student Schedule Changes

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

VII-AC Health/Accident Insurance

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

VII-AD Transportation Services

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

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

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

VII-AF Teacher Assistance – Before and After School

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

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

VII-AG Visitors Policy

During school hours, all visitors, people who are not employees of the Columbus Public Schools or Columbus Middle School students, are to report immediately to the Middle School Office upon entering the building. Visitors are required to sign-in and wear a visitor's badge. Any violation of this rule may be considered trespassing and appropriate action may be taken. Student visitors from other schools are not allowed because they tend to disrupt the teaching and learning environment.

Columbus Public Schools - ILLNESS SUPPLEMENT

The following rules and expectations will be effective during the 2024-2025 school year. These rules and expectations are intended to ensure the health and safety of all students, staff members, and the overall community. Because of the fluid nature of viruses and other forms of illness, these rules and expectations are subject to change at any time. The District will send parents and students written notification of any such changes. It is each family's responsibility to monitor for, understand, and adhere to any such changes, including those changes implemented on short notice. If a parent or student ever has any questions about the interpretation or implementation of these rules and expectations, the parent or student should promptly contact their building administrator.

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

Columbus Middle School



Acceptable Use Agreement 2024-2025

COLUMBUS PUBLIC SCHOOLS MS STUDENT ACCEPTABLE USE AGREEMENT

TABLE OF CONTENTS

LOST-MISSING-STOLEN CHROMEBOOK

RECEIVING AND RETURNING YOUR CHROMEBOOK

1. Receiving your Chromebook
2. Returning your Chromebook
3. Equipment Repair and Replacement protection plan
4. Training

TAKING CARE OF YOUR CHROMEBOOK

1. Responsibility
2. Device Protection
3. Carrying your Chromebook
4. Screen Care

USING YOUR CHROMEBOOK

1. Chromebook Being Repaired
2. Charging your Chromebook
3. Personalizing your Chromebook
4. Sound
5. Printing
6. Logging into your Chromebook
7. Using your Chromebook Outside of School

OPERATING SYSTEM AND SECURITY

1. No Expectation of Privacy
2. Monitoring Software
3. Updates
4. Virus Protection
5. Content Filter
6. Inspection

SOFTWARE ON Chromebook

1. Originally Installed Software
2. Google Apps for Education
3. Additional Apps and Extensions

REPAIRING OR REPLACING YOUR CHROMEBOOK

1. Tech Support
2. Vendor Warranty
3. Estimated Costs
4. Accidental Damage or Loss Protection
5. Chromebook Technical Support

SAFE AND ACCEPTABLE USE OF YOUR CHROMEBOOK

Appropriate Uses and Digital Citizenship

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

Compliance with the Law and Use of Computers/Internet

Access to the Internet by Minors (students under the age of 18) or Adults (over the age of 18)
Policy Violations
Acceptable Use
Privacy and Safety
Legal Propriety
Email
Discipline
Appendix A - Actual Cost of Replacement/Repair
Appendix B - Chromebook Policy & Usage Receipt of Notification and Understanding

COLUMBUS PUBLIC SCHOOLS STUDENT ACCEPTABLE USE AGREEMENT

LOST - MISSING - STOLEN CHROMEBOOK -

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

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

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

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

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

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

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

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

Receiving and Returning Your Chromebook

1. Receiving Your Chromebook

- **Parent/Guardian Orientation (Required for all students)**
 - All parents/guardians and their student(s) are required to sign the Columbus Public Schools Chromebook Acceptable Use Agreement (AUA) before a Chromebook can be issued to their student. All parents/guardians and their student(s) will also be required to

attend the grade-level orientation at the beginning of the school year on acceptable use as well.

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

2. Returning Your Chromebook

- **End of Year**
 - At the end of each school year, students will turn in their Chromebook. More information regarding the check in will be available during the 2024-2025 school year. Students shall retain all issued peripherals.
 - Failure to turn in a Chromebook will result in the student being charged the full replacement costs.
 - At the discretion of the Superintendent, the district may also file a report of stolen property with the Columbus Police Department for any Chromebook and/or issued peripherals which are not returned.
- **Transferring/Withdrawing Students**
 - Students who transfer out of or withdraw from the Columbus Public Schools must turn in their Chromebook and all peripheral items to the Middle School Technology Office on their last day of attendance as part of the middle school check-out procedure (pink sheet).
 - Failure to turn in the Chromebook will result in the parent/guardian being charged the full replacement costs for the computer and peripherals. Unpaid fines and fees of students leaving the Columbus Public Schools may be turned over to a collection agency.
 - At the discretion of the Superintendent, the district may also file a report of stolen property with the Columbus Police Department within **48 hours** of the student's verified final day of attendance.

3. Equipment Repair and Replacement protection plan

- Columbus Public Schools *highly recommends* that families purchase the **damage protection plan** prior to the deployment of the Chromebook to students. The cost is \$25.00 annually for each Chromebook. Each claim covered by the protection plan will be assessed a deductible of 85/15 with the district covering 85% on a per incident basis during the 2024-2025 school year.
- If a student withdraws from Columbus Middle School and then re-enrolls later in the current school year, the coverage purchased at the student's initial registration will be reinstated.
- Parents/Students will be charged for damage due to intentional misuse or abuse at the current replacement cost of the device.
- **Disclaimer:** Recurring incidents of a similar nature that result in damage to the device will be reviewed and may not be covered by the **damage protection plan**.

4. Training

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

Taking Care of Your Chromebook

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

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

2. **Device Protection**

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

3. **Carrying Chromebook**

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

4. **Screen Care**

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

Using Your Chromebook

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

1. Chromebook being repaired

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

2. Charging Chromebook

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

3. Personalizing the Chromebook

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

4. Sound

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

5. Logging into a Chromebook

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

6. Using Your Chromebook Outside of School

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

Operating System and Security

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

1. No Expectation of Privacy

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

2. Monitoring Software

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

3. Updates

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

4. Virus Protection

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

5. Content Filter

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

6. Inspection

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

Software on Chromebook

1. Originally Installed Software

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

2. Google Apps for Education (Discoverer Accounts)

- Chromebook integrates with the Google Apps for Education suite of productivity and collaboration tools. This suite includes Google Docs (word processing), Sheets

(spreadsheets), Slides (presentations), Drawings, Forms, Sites, Gmail, Groups and Blogger. All work is stored within Google Drive.

3. Educational Programs

"Columbus Public Schools is excited to introduce Khan Academy as a valuable tool to enhance our students' learning experience. This platform offers personalized learning paths, interactive exercises, and a wide range of educational resources that can help students succeed. We encourage parents to create their own accounts to view their child's progress and activity. Below is some additional information about Khan Academy. If you have any questions or concerns, please contact your students classroom teacher"

Khan Academy is a widely used, free educational platform that can be integrated into schools to offer students personalized learning paths, interactive content, and progress tracking tools. It's used for various purposes, including reinforcing concepts, addressing individual learning gaps, and exposing students to advanced content.

- Personalized Learning: Khan Academy's platform adapts to each student's individual pace and learning style, offering customized learning paths.
- Interactive Content: Engaging videos and interactive exercises keep students motivated and interested.
- Progress Tracking: Teachers can use Khan Academy's reports to track student progress, identify areas of improvement, and adjust their teaching strategies accordingly.
- Reinforcing Concepts: Khan Academy provides opportunities for students to practice and master new concepts and skills they have recently learned in class.
- Addressing Learning Gaps: Teachers can identify students who are struggling with specific topics and use Khan Academy to provide targeted support.
- Exposing Advanced Students: Khan Academy can expose advanced students to concepts beyond their grade level.
- Catching Up: Students who are behind can use Khan Academy to help them catch up with their peers.
- Independent Learning: Khan Academy encourages independent learning, allowing students to learn at their own pace and without direct teacher support.
- Accessibility: Khan Academy's free and accessible nature ensures that high-quality education is available to all students, regardless of their socioeconomic background.
- Khan Academy is in compliance with COPPA (Children's Online Privacy Protection Act).

How parents can view their child work/progress:

<https://support.khanacademy.org/hc/en-us/articles/202262994-How-do-I-create-child-accounts>

Repairing or Replacing Your Chromebook

Tech Support

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

1. Vendor Warranty

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

2. Accidental Damage Protection

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

3. Chromebook Technical Support

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

Safe and Acceptable Use of Your Chromebook

1. Appropriate Uses and Digital Citizenship

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

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

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

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

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

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

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

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

5. Policy Violations

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

6. Acceptable Use

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

Columbus Public Schools harmless from any claims or damages arising from such use. Columbus Public School District makes no warranties for the information or the services provided.

7. Privacy and Safety

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

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

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

9. Email

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

10. Discipline Consequences

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

Estimated Cost of Repair/Replacement

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

Part Number	Part Description	Self-Maintainer price

CPS ChromeBook

ACCEPTABLE USE AGREEMENT

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

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

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

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

Acceptance of Liability

** Please INITIAL the plan you are choosing*

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

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

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

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

Print Full Student Name Here

Student ID Number (REQUIRED)

Grade

Student Signature

Date

Parent/Guardian Signature (REQUIRED)

Date

Print Full Parent/Guardian Name Here (REQUIRED)

Appendix C

Columbus Public Schools

Unpaid Meal Policy

The purpose of this policy is to establish limitations on the number of breakfasts or lunches a student may receive when the account balance is not sufficient to cover those costs. To provide for alternate meals to be served to students when account balances reach certain limits and to protect the District from such unpaid financial obligations.

Families are encouraged to keep account balances in the positive at all times. Deposits are accepted at each school building and at the Administration Building. Deposits may be made by cash, check, or online through your family MySchoolBucks account. Account balances and purchase details by student may be obtained through the family access portal in MySchoolBucks. If online access to MySchoolBucks is not available, the District office may be contacted at (402) 563-7000.

Each day that a student eligible for reduced price or paid meals brings the actual amount of the cost of the meal, that student will be provided a breakfast and/or lunch and the amount received will be applied to the cost of that meal rather than to reduce a prior negative balance.

In the event that a student's account balance reaches -\$15.00, the student will be offered an alternate meal meeting reimbursable requirements of the USDA school nutrition program. The District will also provide the necessary forms for the student's parent or guardian to apply for free or reduced price meals. Such benefits may be applied for at any time during the school year. At the High School and Middle School a la carte purchases will not be permitted if a student's account balance is below \$0.

To the extent possible, all actions pertaining to students with negative account balances will be handled as confidentially as possible. Communications regarding account balance concerns will be provided by text, phone, and email through the family MySchoolBucks account. Communication in writing by assigned District personnel will only be done at the end of each semester. It is the parent's (or guardian's) responsibility to create a MySchoolBucks account and maintain a positive family balance in their account. Students will not be used as couriers of such information.

This policy shall be provided in writing on an annual basis to student and parents through the District website and also in the annual back to school mailing and in school handbooks. The policy shall also be provided in writing to households transferring into the District during the school year. It shall also be provided to school administrators and others charged with enforcement of this policy.

This policy shall be reviewed and adopted on an annual basis.

Policy adopted: 1.18.21

Policy reviewed: 1.11.21

Policy revised: 12.28.20





Columbus Public Schools

Date:

7/10/25

School Fundraising Application

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

School: [Select One] **Columbus High School**

Fund Raising Company (if applicable): **Fundraising U**

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

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

Selling Discount Cards

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

\$6000

How will this money be used?

Funds are used for band activity expenses and trips

What are the proposed dates?

7/28/2025-8/31/2025

Is this a recurring activity?

Yes No

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

Are you selling tickets or a product? Tickets Product Neither

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

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

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

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

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

Peabody

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

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

Principal's Signature

[Handwritten Signature]

Date

7/9/25

(for district use only)

Approved by _____ Date _____

Approved subject to the following conditions _____



AGREEMENT AMENDMENT

This Amendment (hereinafter "Amendment") to the Columbus Public Schools (hereinafter "Agreement") is entered into this 9th day of July, 2025, by and between **Columbus Public Schools**, located at 2508 27th St Columbus NE 68601, referred to in this Agreement as "EDUCATIONAL INSTITUTION," and **Maxim Healthcare Services, Inc.** a Maryland Corporation including its affiliates and subsidiaries, with an office located at 9239 W Center Rd, Suite 100, Omaha, NE 68124, referred to in this Agreement as "MAXIM."

RECITALS

WHEREAS, EDUCATIONAL INSTITUTION and MAXIM entered into the Agreement, with an effective date of July 11, 2024.

WHEREAS, EDUCATIONAL INSTITUTION and MAXIM wish to amend the Agreement to incorporate the following terms and conditions.

THEREFORE, in consideration of the above premises set forth herein, and for other good and valuable consideration, the receipt and sufficiency of which are acknowledged by the parties, and intending to be legally bound, EDUCATIONAL INSTITUTION and MAXIM hereby agree to amend the Agreement as follows:

The following rates shall be applicable as of the Effective Date listed below:

Service	Rate (per hour)
RN School Nurse	\$92
LPN School Nurse	\$66

The terms and conditions of this Amendment are effective as of July 9, 2025. All other terms and conditions will remain unchanged as stated in the Agreement.

EDUCATIONAL INSTITUTION and MAXIM have acknowledged their understanding of and agreement to the mutual promises written above by executing and delivering this Amendment as of the date set forth above.

[Signatures on next page]

COLUMBUS PUBLIC SCHOOLS

MAXIM HEALTHCARE SERVICES, INC.

Signature

Signature

Printed Name & Title

Printed Name & Title

Date

Date

Proposal for Addition of Autism Program Teacher at Lost Creek Elementary
Submitted to: Dr. Kay and CPS Board of Education
Submitted by: Jason Harris, Director of Special Education
Date: May 21, 2025

Purpose of the Proposal

The purpose of this proposal is to request the addition of an autism program teacher at Lost Creek Elementary to address the growing need within our current program. With our existing capacity at its maximum (10 students), and four additional students in need of placement, we must expand our instructional capacity to continue providing high-quality, individualized support to students who would benefit from the autism program.

Current Situation

- The Lost Creek autism program is currently at full capacity, serving 10 students.
- Four additional students have been identified as appropriate candidates for our program but cannot currently be accommodated due to space and staffing limitations.
- We submitted applications for these four students to the ESU's Bridges program but they were not accepted and have been placed on a waitlist.
- The growing demand places strain on current staffing levels and limits our ability to maintain compliance with student IEPs and ensure optimal learning environments.

Proposed Solution

We propose the hiring of an additional autism program teacher at Lost Creek to serve the four additional students and alleviate current program strain. The new teacher would:

- Share program materials and collaborate closely with the existing teacher.
- Require dedicated instructional space for one-on-one and small group teaching.
- Work under the guidance and support of existing special education staff to ensure program consistency and fidelity.

To accommodate this addition, it is proposed that the three current resource teachers share a classroom, thus freeing up one classroom to serve as the instructional space for the new autism program teacher.

Candidate Recommendation

Alicia Eckholt, a current district substitute teacher, has expressed interest in the position. She brings familiarity to Lost Creek because she has subbed in the autism and high needs program many times. She plans to prepare for the position by completing the following requirements this summer.

- Plans to take the Special Education Praxis exam during Summer 2025.
- Enrollment in autism-specific training through ESU.
- Her hire is part of the additional FTE approved by the board in May 2024.

Benefits of the Proposal

- Increased capacity to serve students with autism within their neighborhood school.

- Improved student outcomes through more personalized instruction and reduced caseload per teacher.
- Cost-effective use of space and personnel through creative classroom sharing.
- Utilization of an enthusiastic and prepared internal candidate, minimizing onboarding challenges.

Conclusion

This proposal aims to respond proactively to a clear and urgent need within our school community. Adding a second autism program teacher at Lost Creek will support equitable access to services, ensure compliance with IEPs, and foster a more supportive learning environment for all students. This program would move to Centennial if a bond issue is approved.

Columbus High School
Athletics and Activity Guidelines
2025-2026 Student-Parent Handbook



CHS Athletics and Activities Department

Mr. Tim Kwapnioski	Director of Athletics & Activities
Mr. Turner Trofholz	Assistant Athletics & Activities Director

CHS Administration

Mr. David Hiebner	Principal
Mr. Austin Carmichael	Assistant Principal
Ms. Angela Leifeld	Assistant Principal
Mr. Michael Ziola	Assistant Principal

The student athletics and activities handbook has been written to assist our students to become productive members of Columbus High School athletics and activities. In preparing for various roles at Columbus High School, you must be conscious of your rights and be committed to your duties. Protect these rights by being a responsible member of your school community.

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

Disclaimer Notice

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

Notification of Nondiscrimination

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

Notification of Sexual Discrimination

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

Notification of American Disabilities Act

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

Title IX

In reference to CPS Board Policy 103.00 and Title IX (20 U.S.C. 1681) and 34 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”

STUDENT ACTIVITY ELIGIBILITY

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

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

Student activity events must be approved by the superintendent unless they involve unusual travel expense, in which case the board also will take action. The events must not disrupt the education program or other school district operations. Participation in interscholastic sports designated as male or female only shall be limited according to statutes. Eligibility requirements as published by the Nebraska School Activities Association (NSAA) shall be observed by all students. Participating students shall follow Policy 506.10 Student Physicals for Athletes. Additional eligibility requirements may be imposed by the school district at the board's discretion.

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

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

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

Section 1 Extracurricular Activity Philosophy and Requirements

Extracurricular activity programs enrich the curriculum of the school by making available a wide variety of activities from which a student can participate. Extracurricular activity programs are considered an integral part of the school's program of education that provides experiences that will help students physically, mentally and emotionally.

The element of competition and winning, though it exists, is controlled to the point it does not determine the nature or success of the program. This is considered to be educationally and psychologically sound because of the training it offers for living in a competitive society. Students are stimulated to want to win and excel, but the principles of good sportsmanship prevail at all times to enhance the educational values of contests. Participation in activities, both as a competitor and as a student spectator, is an integral part of the students' educational experiences. Such participation is a privilege that carries with it responsibilities to the school, team, student body, community and the students themselves. In their play and their conduct, students are representing all of these groups. Such experiences contribute to the knowledge; skill and emotional patterns that they possess, thereby making them better individuals and citizens.

Safety

The District's philosophy is to maintain an activities program, which recognizes the importance of the safety of the participants. To ensure safety, participants are required to become fully familiar with the dangers and safety measures established for the activity in which they participate, to adhere to all safety instructions for the activity in which they participate, to inform their coach or sponsor when they are injured or have health problems that require their activities be restricted, and to exercise common-sense.

Warning for Participants and Parents

The purpose of this warning is to bring your attention to the existence of potential dangers associated with athletic injuries. Participation in any intramural or athletic activity may involve injury of some type. The severity of such injury can range from minor cuts, bruises, sprains and muscle strains to more serious injuries to the body's bones, joints, ligaments, tendons, or muscles, to catastrophic injuries to the head, neck and spinal cord. On rare occasions, injuries can be so severe as to result in total disability, paralysis, or death. Even with appropriate coaching, appropriate safety instruction, appropriate protective equipment and strict observance of the rules, injuries are still a possibility. **Columbus Public Schools does not provide health insurance to activity participants. Costs relating to injuries sustained during activity participation are the responsibility of the parent/guardian.**

Requirements

All students participating in activities are required to purchase a C-Stamp at a cost of \$40.00. A C-Stamp will serve as an admission pass to all home activities not including HAC and NSAA sponsored events. Students participating in NSAA sponsored activities are also required to complete the following forms: Random Drug Testing, Emergency Contact Information, NSAA Student and Parent Consent Form, Columbus High School Student and Parent Approval Form, and the Sports Physical Form approved by a physician.

Section 2 Extracurricular Activity Code of Conduct

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

Participation in school-sponsored activities is a privilege and not a right. Students participating in Columbus High School Activities must be in "good standing" with school regulations, including grades, attendance, and discipline and will be held responsible for knowing and abiding by all activity regulations which are listed in this handbook.

The student participants' performance and devotion to high ideals and values make their school and community proud. Consequently, participation is dependent upon adherence to this Code of Conduct and the school district's policies, procedures, and rules.

Scope of the Code of Conduct.

Activities Subject to the Code of Conduct: The Code of Conduct applies to all extracurricular activities. Extracurricular activities means student activities or organizations which are supervised or administered by the school district which do not count toward graduation or grade advancement and in which participation is not otherwise required by the school.

Extracurricular activities include but are not limited to: All Sports, Cheerleading, Dance Team, Yearbook, Art Club, Band Ensembles, C-Club, Destination Imagination, Key Club, Forensics, German Club, Improv, Intramurals, Mock Trial, NHS, Newspaper, Quiz Bowl, CHS 101, Robotics, SkillsUSA, FBLA, HOSA, Student Council, Theatre Productions, Vocal Ensembles, and other school-sponsored organizations and activities. The Code of Conduct also applies to participation in school-sponsored activities such as school dances and royalty for such activities.

A participant means a student who participates in, has participated in or will participate in an extracurricular activity.

When: The Code of Conduct rules apply to conduct which occurs at any time, *during the year*. Extracurricular activity participants are held to a higher standard of conduct during their high school careers.

Where: The Code of Conduct rules apply regardless of whether the conduct occurs on and/or off school grounds. If the conduct occurs on school grounds, at a school function or event, or in a school vehicle, the student may also be subject to further discipline under the general student code of conduct. A student who is In-School Suspended during the day of a competition shall not be permitted to compete in the scheduled contest but will be expected to practice. A student who is suspended (out of school - OSS) or expelled from school shall not be permitted to participate in activities during the period of the suspension or expulsion, and may also receive an extended activity suspension.

Grounds for Extracurricular Activity Discipline. Activity policy consequences are determined by the frequency and severity of the infraction.

1. Acts that result in the assignment of “extended” In-School (ISS) or Out-of-School Suspension (OSS). “Extended” means three or more.
2. Use of violence, force, coercion, threat, intimidation, bullying, harassment, or similar conduct in a manner that constitutes a substantial interference with school or extracurricular activity purposes or making any communication that a reasonable person would interpret as a serious

- expression of an intent to harm or cause injury to another.
3. Willfully causing or attempting to cause substantial damage to property, stealing or attempting to steal property, fraud, repeated damage or theft involving property or setting or attempting to set a fire of any magnitude.
 4. Causing or attempting to cause personal injury to any person, including a school employee, school volunteer, or student. Personal injury caused by accident, self-defense, or other action undertaken on the reasonable belief that it was necessary to protect another person shall not constitute a violation.
 5. Threatening or intimidating any student for the purpose of, or with the intent of, obtaining money or anything of value from a student or making a threat that causes or may be expected to cause disruption to school operations.
 6. Knowingly possessing, handling, or transmitting any object or material that is ordinarily or generally considered a weapon or that has the appearance of a weapon, or bringing or possessing any explosive device, including fireworks, on school grounds or at a school function or event, or in a manner that is unlawful or contrary to school activity rules.
 7. Selling, using, possessing, or dispensing alcohol, tobacco, narcotics, drugs, a controlled substance, or an inhalant; being under the influence of any of the above; possession of drug paraphernalia, or the selling, using, possessing, or the dispensing of an imitation controlled substance as defined in section 28-401 of the Nebraska statutes, or material represented to be alcohol, narcotics, drugs, a controlled substance or inhalant. (**Note: Refer to “Section 3 – Drug, Alcohol, and Tobacco Violations” for further information).**)
 8. Public indecency, with regard to high school-age students, as defined in § 79-267 (7).
 9. Engaging in sexual conduct, even if consensual, on school grounds, in a school vehicle, or at a school function or event. Sexual Assault or attempting to sexually assault any person.
 10. Engaging in any activity forbidden by law, which constitutes a danger to other students, interferes with school purposes or an extracurricular activity or reflects a lack of high ideals.
 11. Repeated violation of any of the school rules.
 12. The use of language, written or oral, or conduct, including gestures, which is profane or abusive to a school employee, school volunteer, or student. Profane or abusive language or conduct includes, but is not limited to, that which is commonly understood and intended to be derogatory toward a group or individual based upon race, gender, national origin, or religion.
 13. Students found to have participated in intentional littering, marking/tagging, damaging, or defacing of the property of another school in a manner that draws an association with Columbus High School will be subject to disciplinary procedures including, but not limited to, restitution, suspension from school activities, loss of open lunch privilege and/or suspension from school.
 14. Willfully violating the behavioral expectations for those students riding

- Columbus Public Schools buses or vehicles used for activity purposes.
15. Failure to report for the activity at the beginning of the season. Reporting for one activity may count as reporting on time if there is a change in activity within the season approved by the coach or the supervisor.
Refer to Coach Playing Time Policy / NSAA policy manual
 16. Failure to participate in the full day of classes on the day of an activity. An unexcused absence on a Friday prior to Saturday participation may result in the student not participating in the activity. Also, failure to report on time for classes on the day following an activity. Extenuating circumstances must be approved by the administration.
 17. Failure to attend scheduled practices and meetings. If circumstances arise to prevent the participant's attendance, the validity of the reason will be determined by the coach or sponsor. Every reasonable effort should be made to notify the coach or sponsor prior to any missed practice or meeting.
 18. All other reasonable rules or regulations adopted by the coach or sponsor of an extracurricular activity shall be followed, provided that participants shall be advised by the coach or sponsor of such rules and regulations by written handouts or posting on bulletin boards prior to the violation of the rule or regulation. **Refer to Coach Playing Time Policy**
 19. Hazing, defined as "an abusive, often humiliating form of initiation into or affiliation with a group, including; any willful action taken or situation created which recklessly or intentionally endangers the mental or physical health of another." (CHS Student Handbook, Section III-Oa)
 20. Harassment/Bullying/Intimidation, defined as repeated remarks of a demeaning or slanderous nature, obscene language towards an individual or group of individuals, and language derogatory of race, creed, sexual orientation, national origin, or handicapping condition. (CHS Student Handbook, Section III-O)
 21. Failure to comply with any rule established by the Nebraska School Activities Association, including, but not limited to, the rules relating to eligibility. **Game Ejections will be considered cumulative offenses at Columbus High. The first game ejection will result in a Level I offense, the second will be considered Level II.**
 21. The administration reserves the right to assign more serious consequences based upon the frequency and/or severity of the infraction.

All terms used in the Code of Conduct have a less strict meaning than under criminal law and are subject to reasonable interpretation by school officials.

Consequences for student misconduct: Activity policy consequences are determined by the frequency and severity of the infraction.

Students charged with a violation of any items of this policy (with the exception of drug/alcohol or tobacco violations, which are detailed in the next section) will receive a consequence upon investigation by the Columbus High School

Administration and after a determination that a violation has in fact occurred and due process has taken place. The consequence for committing any of the offenses listed above shall include, but will not be limited to:

Level I Consequence: Shall mean the student will be suspended from any participation in, or attendance at, all activities for up to but not limited to **10** activity days and at a minimum of one event date. The student will be expected to continue to practice with the team/activity but will sit out public contests/performances. The administration reserves the right to advance to a higher-level consequence based on the severity of the action.

Level II Consequence: Shall mean the student will be suspended from any participation in, or attendance at, all activities (practice will be addressed) for up to but not limited to **45** activity days and at a minimum of two event dates.

Level III Consequence: Shall mean the student will be suspended from **all** participation in, or attendance at, **all** activities (practice included) for up to but not limited to **90** activity days and at a minimum of four event dates.

Level IV Consequence: Shall mean the student will be suspended from **all** participation in, or attendance at, **all** activities (practice included) for up to but not limited to **180** activity days.

In matters involving the levels of consequences for infractions in the Columbus High School regulations governing student conduct for participation in sponsored school activities, the due process (CPS BOE Policy 504.1) procedures shall be the same.

Levels of consequences listed or identified in this handbook are consistent with typical school practices; however, the administration reserves the right to assign a more serious consequence based upon the frequency and/or severity of the infraction. Violations of the Columbus High School Student Activity Code of Conduct are to be considered “cumulative” for a student’s entire career at CHS. Repeated violations will result in an advanced consequence. **(Repeated violations are those that occur within the same violation category.) Students demonstrating a trend of multiple infractions may face more severe consequences.**

Section 3 Drug, Alcohol, and Tobacco Violations

A. Drugs and Alcohol

All violations of the Columbus High School Extracurricular Activity Code of Conduct (Sections Two and Three) will be cumulative over a student’s entire high school career. Activity consequences for alcohol, drug, tobacco, or “look alike” violations are determined in accordance with the activity discipline policy and

regulations established by the administration; the consequences include activity suspensions. **The drug and alcohol policy is enforced year-round.**

See Section 15 for the Columbus Public Schools policy 504.50 on Random Drug Testing.

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

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

First Violation of Drugs/Alcohol: Students determined to have committed a first violation shall be suspended up to but not limited to one-third of the scheduled Columbus High School varsity competitions/performances of that given student’s activities season(s), and all lower levels games during the interim. If a student self-reports to a sponsor/coach or administrator within 72 hours following the incident, they shall be suspended for up to but not limited to one-fourth of the scheduled Columbus High School varsity competitions/performances of that given student’s activities season(s), and all lower levels games during the interim. The student is also prohibited from participating in all activities with the team including but not limited to pep rallies, traveling with the team, and community service performances that occur within this time frame. Student athletes will be expected to participate in practices and/or classes within the school day.

Second Violation of Drugs/Alcohol: Students determined to have committed a second violation at any time during their high school career may face penalties up to but not limited to expulsion from participation in all activities for one calendar year. ~~If the student self-reports, the suspension is for nine months.~~

Reinstatement after Second Violation of Drug/Alcohol Policy:

~~Should it be determined that a student has committed a second violation during their high school eligibility; he or she may apply for reinstatement in activity~~

participation under the following conditions:

1. The student will undergo a formal drug/alcohol evaluation at his or her own expense. The results of this evaluation will be shared with the school administration and the recommendation(s) made by the evaluation must be followed for reinstatement to stand.

2. The student will complete a community service project, including approximately 40 hours of service work, to be agreed upon by the school administration and the student. All expenses incurred for the completion of the community service project are to be the responsibility of the student. The student must complete the community service project prior to being reinstated.

Students being reinstated will be suspended up to but not limited to 1/3 of the current/next activity season.

Second Violation of Drugs/Alcohol: Students determined to have committed a second violation at any time during their high school career may face penalties up to, but not limited to, expulsion from participation in all activities for one calendar year. Upon confirmation of the drug/alcohol violation, the student will be immediately suspended from their current team for the remainder of the season. If a student is allowed to be reinstated in a subsequent season, he or she will be suspended for one-half of all eligible contests during that season.

Third Violation of Drugs/Alcohol: Students determined to have committed a third drug/alcohol violation at any time during their high school career shall be expelled from participation in all activities for the remainder of their high school careers.

Due Process: (CPS BOE Policy 504.1) A student accused of a violation shall have due process rights consisting of the right to know the nature of the alleged violation, the right to tell his/her version of events, and the right to have others comment on his/her behalf. You have the right to appeal the Director of Athletics and Activities decision provided the appeal is made to the high school principal within 7 days of notification of suspension. This decision may be appealed to the superintendent provided the appeal is made within 7 days of notification from the high school administration. The superintendent's decision is final.

Note: For calculation purposes, the contests/performances are the dates of the event. Contests/performances that are composed of multiple competitions on one day will be computed as one event date. If contests/performances are canceled, suspension dates will be applied toward future contests/performances. Violations will carry a minimum of a 1-performance suspension. Suspensions are calculated according to the varsity schedule, students will not be eligible for lower-level competition until the suspension period has expired. Students participating in freshman-only activities will have suspensions calculated based upon the freshman schedule.

B. Tobacco/Inhalant Products

Tobacco, and/or e-cigarette violations are enforced in accordance with the NSAA activity calendar.

Students determined to have possessed, used, distributed, or sold tobacco, “look alike” or inhalant products shall receive the following consequences:

First Violation of Tobacco: Level I Consequence: Shall mean the student will be suspended from any participation in, or attendance at, all activities for up to but not limited to **10** activity days and at a minimum of one event date. The student will be expected to continue to practice with the team/activity, but will sit out public contests/performances. The administration reserves the right to advance to a higher-level consequence based on the severity of the action.

Second Violation of Tobacco: Level II Consequence: Shall mean the student will be suspended from any participation in, or attendance at, all activities (practice will be addressed) for up to but not limited to **45** activity days and at a minimum of two event dates.

Third or any succeeding Violation of Tobacco: Level III Consequence: Shall mean the student will be suspended from **all** participation in, or attendance at, **all** activities (practice included) for up to but not limited to **90** activity days and at a minimum of four event dates.

Due Process: (CPS BOE Policy 504.1) A student accused of a violation shall have due process rights consisting of the right to know the nature of the alleged violation, the right to tell his/her version of events, and the right to have others comment on his/her behalf. You have the right to appeal the Director of Athletics and Activities decision provided the appeal is made to the high school principal within 7 days of notification of suspension. This decision may be appealed to the superintendent provided the appeal is made within 7 days of notification from the high school administration. The superintendent’s decision is final.

Note: For calculation purposes, the contests/performances are the dates of the event. Contests/performances that are composed of multiple competitions on one day will be computed as one event date. If contests/performances are canceled, suspension dates will be applied toward future contests/performances. Violations will carry a minimum of a 1-performance suspension. Suspensions are calculated according to the varsity schedule, students will not be eligible for lower-level competition until the suspension period has expired. Students participating in freshman only activities, will have suspensions calculated based upon the freshman schedule.

Section 4 Attendance

Student participants are expected to meet the following attendance expectations:

1. Attend school regularly. Students who have “excessive absences” as determined under the school’s attendance policy are ineligible to participate in extracurricular activity contests or performances. Students, who after four unapproved absences during the current season of participation may be ineligible to participate in the next scheduled extracurricular activity contest or performance.
2. Be on time for all scheduled practices, contests, and departure for contests. In the event, a participant is unable to attend a practice or contest the participant should contact the coach or sponsor in advance.
3. On the day of a contest, performance, or other activity, be in attendance for his or her first block class and remain in attendance for the remainder of the day. A student who is not in attendance the full day may be ineligible for the contest, performance, practice, or activity.

Exceptions may be made for extenuating circumstances, such as doctor/dentist appointments or family emergencies. Exceptions must be approved by the Principal or Athletic Director.

Every attempt should be made to be in attendance on the day of a contest. Sleeping in to rest up for the game will not be considered an extenuating circumstance, nor will going home ill and then returning to play in the contest later that day. [CPS Board Policy 503.03]

4. All student participants are expected to be in school for their first class on the day following a contest, even if the student should arrive home late from an activity. Students tardy or absent on a day following an activity may forfeit the opportunity to participate in the next contest. The high school administration has the sole authority to make the determination to excuse students on the day following a competition or activity.

Repeated violations of this attendance policy will be considered violations of the “CHS Activity Code of Conduct,” and students will be subject to penalties as listed in “Section 2 – Extra-Curricular Activity Code of Conduct.”

Section 5 Academic Standards

Participation in extracurricular school activities is encouraged and desirable for all students. At the same time, the primary mission and responsibility of each student is to establish a firm academic foundation. A student participating in extracurricular school activities shows evidence of sincere effort towards scholastic achievement. To be eligible for participation in extracurricular activities students must:

1. To participate in varsity-level competitions/performances, a student must have successfully completed and received credit for 20 credit hours of school work in the immediate preceding semester. If a student does not meet the 20-credit hour requirement, they may still be eligible to participate on non-varsity level teams. This is contingent upon them being in "good academic standing" as defined by Columbus High standards. (NSAA Bylaw 2.5.2)
2. Not have a failing grade in two or more of their current classes. Students who are failing in two subjects at the end of a scheduled reporting period are ineligible to participate in their extra-curricular activities until the next reporting period.
3. Reporting periods begin on the first day of each academic week. Coaches and/or advisors will be notified by the CHS Assistant Director of Athletics and Activities of any ineligibility. Students will be given the remainder of the first day of the academic week to correct their grades.
4. Students who still have two failing grades after **four p.m.** on the first day of a reporting period will be declared ineligible from the day following the first day of the reporting period of the current week for one full week. Coaches and/or advisors will be notified of ineligibility, and a letter or will be sent to the student's home address or an email to the student's guardian detailing the reasons for ineligibility. **For reporting periods on shortened weeks, student eligibility will run from notification through to the next Monday, with eligibility returning on Tuesday, if the student is passing.**
5. Academic requirements for eligibility do not apply to:
 - (A) Instructional field trips which are a part of the scheduled course learning experience; or
 - (B) Activities or events which are a part of the student's grade requirements.

Homeschool Students

~~Homeschool students wishing to participate in Columbus High School activities must be continuously enrolled in a minimum of five credit hours of instruction per semester at Columbus High School. If the home school student enters Columbus High School as a tenth, eleventh, or twelfth-grade student, he/she shall have received, or be granted, twenty credit hours for the immediate preceding semester of which 5 of those credit hours must have been earned at a member school. Columbus High School shall determine whether the homeschool credits will be accepted to fulfill preceding semester scholastic requirements. (NSAA Bylaw 2.7.6)~~

2.7.6 NSAA Home School Bylaw

For home school students to participate in NSAA activities at Columbus High School the following eligibility requirements must be met:

- 1. Minimum Enrollment Requirement**

All students must be continuously enrolled in a minimum of **five (5) credit hours per semester at Columbus High School** to maintain eligibility.

- 2. Initial Enrollment as a 9th Grade Student**

A student enrolling in a member high school for the first time as a **9th-grade student** may enroll at **any NSAA member high school**, including Columbus High School, without impacting eligibility.

- 3. Transfer Students in Grades 10–12**

A student entering Columbus High School as a **10th, 11th, or 12th grader** is considered a **transfer student** and will be **ineligible for varsity competition for ninety (90) school days**, unless the student's home school is located **within the same school district** as Columbus High School.

- 4. Academic Credit Requirements for Transfer Students**

Students transferring to Columbus High School in grades 10 through 12 must have earned, or be granted, **twenty (20) credit hours** in the **immediate preceding semester**. These credits must be **accepted by Columbus High School** and recorded as part of the student's graduation requirements. Columbus High will evaluate and determine the acceptability of credits earned through a home school program.

- 5. Ongoing Eligibility for Home School Students**

Home school students who continue enrollment at Columbus High School in subsequent semesters must have successfully completed **20 credit hours** in the previous semester, with at least **five (5) of those credit hours earned through Columbus High School**.

- 6. Semester Eligibility Limitation**

Students who have attended a home school for any portion of grades 9 through 12 and later enroll at Columbus High School will be credited with

the number of semesters attended at the home school. A student may not exceed **eight (8) total semesters of school membership, beginning with their initial enrollment in grade 9 or its equivalent.**

Home school students must also meet all other member school and NSAA requirements to participate.

Section 6 “Team Selection” and “Playing Time”

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

1. School Representative. Student participants must demonstrate that they can and will represent themselves and their school in a manner, which reflects the development of high ideals and appropriate values, which shall include good citizenship in the school and in the community.
2. Success. Student participants must demonstrate that they can make the activity program more successful, both from a standpoint of competitive success and success in promoting a positive school spirit. Characteristics for purposes of these criteria include the student’s: (1) talent or skill, (2) desire to improve the student's own skills or talents as well as those of others in the activity, and (3) attitude of respect towards teammates, the coach, the school, and the community.

Section 7 Transportation to and From Events

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

A student involved in school activities may be allowed to ride to or from an out-of-town event with a signed note from his or her parents. Preferably, a note should be received by the Athletics and Activities Office no later than 24 hours before the beginning of the trip. No verbal approvals for alternate transportation will be allowed.

Students participating in school-sponsored activities are expected to remain at the activity venue until the event has officially concluded. Early departure is not

permitted unless prior approval has been granted by the activity sponsor or school administration. Departure will only be given if the reasons involve extenuating circumstances. This expectation promotes team unity and reflects the commitment required for participation in extracurricular programs at Columbus High School.

Furthermore, under no circumstances should a student involved in school activities be allowed to ride to or from an out-of-town event with anyone but his or her own parent/guardian without administrative approval. A student may be allowed to travel from the activity with a non-family member who is an adult and has been previously approved by the administration by the student's parent/guardian.

Transportation Policy

Activities may be conducted at a location other than Columbus High School. In some instances, Columbus High School will not provide transportation to the activity.

Columbus High School is not responsible when students are provided transportation by a vehicle driven by others. In these instances, the responsibility and liability of the school and school officials are limited to the period from the participant's arrival at the event site and contact with the coach, sponsor, or assigned staff member, until dismissal from the event. All other liability for the child's safety lies with the parent or their designated drivers.

The safety of the students is of utmost importance, and parents should exercise their wisdom, good judgment, and discretion when planning travel arrangements.

Transportation Liability Waiver

I have read the Extracurricular Transportation Policy and agree that I shall assume all liability for negligently caused injuries or damages and release the school and school officials from any liability for injury or damage resulting from the following situations involving extracurricular activities:

1. Where I transport my son/daughter;
2. Where I transport other students, or I, as a parent/guardian, give permission to another adult to transport my son/daughter;
3. Where my son/daughter transports himself/herself to a home event; or
4. Where my son/daughter transports other students to or from a practice or home scheduled event;
5. Where I, or a group of parents or other individuals, contract or arrange for transportation and the school does not directly contract for such transportation.

Section 8 Multiple Events on Same Day

NSAA District, State and Heartland Athletic Conference sponsored events take preference over non-state and non-conference sponsored events as to where the student shall compete. If there must be a choice made between two activities that exist on the same day, it will be made by the student with the knowledge that there will be no reprisal by the other sponsor. Under no circumstance will a student's grade be lowered, lose an award or be dismissed from the activity when that student returns. A student can be asked to challenge to retain his/her original position. Any event or performance always takes precedence over a practice. NSAA sponsored activity practices take preference over non-NSAA activity practices.

Furthermore, in-season activities always have precedence over out-of-season or non-school affiliated activities.

Example One: If there is a district music contest on the same day as a dual track meet, the student must represent our school at the district music contest.

Example Two: If a student has a regular-season basketball game on the same day as a SkillsUSA event, the student has the right to choose between events.

Example Three: If a student has a dance practice during dance season on the same day/time as a soccer open gym, the student must attend the dance practice.

Section 9 Relationships Between Parents and Coaches/Sponsors

Both parenting and coaching are very difficult vocations. By establishing an understanding between coaches and parents, both are better able to accept the actions of the other and provide a more positive experience for everyone.

Parents have the right to know the expectations placed on them and their children. Coaches and sponsors have the right to know that if parents have a concern, they will discuss it with the coach at the appropriate time and place.

Parents' Role in Interscholastic Athletics and Other Extracurricular Activities

Communicating with your children

- Make sure that your children know that win or lose, scared or heroic, you love them, appreciate their efforts, and are not disappointed in them. This will allow them to do their best without fear of failure. Be the person in their life they can look to for constant positive reinforcement.
- Try your best to be completely honest about your child's athletic ability, competitive attitude, sportsmanship, and actual skill level.

- Be helpful but don't coach them. It's tough not to, but it is a lot tougher for the child to be flooded with advice and critical instruction.
- Teach them to enjoy the thrill of competition, to be "out there trying," to be working to improve their skills and attitudes. Help them develop the feeling of competing, for trying hard, and for having fun.
- Try not to relive your athletic life through your child in a way that creates pressure. If they are comfortable with you win or lose, then they are on their way to maximum enjoyment.
- Don't compete with the coach. If your child is receiving mixed messages from two different authority figures, he or she will likely become disenchanted.
- Don't compare the skill, courage, or attitude of your child with other members of the team.
- Get to know the coach(es). Then you can be assured that his or her philosophy, attitudes, ethics, and knowledge are such that you are happy to have your child under his or her leadership.
- Always remember that children tend to exaggerate, both when praised and when criticized. Temper your reaction and investigate before overreacting.

Communicating with the coach

- Communication you should expect from your child's coach includes:
 - Philosophy of the coach
 - Expectations the coach has for your child
 - Locations and times of all practices and contests
 - Team requirements
 - Procedure should your child be injured
 - Discipline that results in the denial of your child's participation
- Communication coaches expect from parents
 - Concerns expressed directly to the coach
 - Notification of any schedule conflicts well in advance
 - Specific concerns in regard to a coach's philosophy and/or expectations
- Appropriate concerns to discuss with coaches:
 - The treatment of your child, mentally, and physically
 - Ways to help your child improve
 - Concerns about your child's behavior
 - Injuries or health concerns. Report injuries to the coach immediately!! Tell the coach about any health concerns that may make it necessary to limit your child's participation or require the assistance from trainers. Students are sometimes unwilling to tell coaches when they are injured, so please make sure the coach is told.

- Issues not appropriate to discuss with coaches:
 - Playing time
 - Team strategy
 - Play calling
 - Other student-athletes (except for reporting activity code violations)

- Appropriate procedures for discussing concerns with the coaches:
 - Call to set up an appointment with the coach
 - Do not confront a coach before or after a contest or practice (these can be emotional times for all parties involved and do not promote resolution)

- What should a parent do if the meeting with the coach did not provide a satisfactory resolution?
 - Call the Director of athletics and activities to set up a meeting with the coach, parent, and student present.
 - At this meeting, an appropriate next step can be determined, if necessary.

Section 10 Good Sportsmanship—Behavior Expectations of Spectators

Good sportsmanship is expected to be exhibited by all coaches, sponsors, students, parents, and other spectators. The school can be punished by NSAA for a lack of good sportsmanship at NSAA-sanctioned events. More importantly, activities are more enjoyable for the students when good sportsmanship is displayed.

Responsibilities of Spectators Attending Interscholastic Athletics and Other Extracurricular Activities

1. Show interest in the contest by enthusiastically cheering and applauding the performance of both teams.
2. Show proper respect for opening ceremonies by standing at attention and remaining silent when the National Anthem is played.
3. Understand that a ticket is a privilege to observe the contest, not a license to verbally attack others, or to be obnoxious. Maintain self-control.
4. Do not “boo,” stamp feet or make disrespectful remarks toward players or officials.
5. Learn the rules of the game, so that you may understand and appreciate why certain situations take place.

6. Know that noisemakers of any kind are not proper for indoor events.
7. Obey and respect officials and faculty supervisors who are responsible for keeping order. Respect the integrity and judgment of game officials.
8. Stay off the playing area at all times.
9. Do not disturb others by throwing material onto the playing area.
10. Show respect for officials, coaches, cheerleaders, and student-athletes.
11. Pay attention to the half-time program and do not disturb those who are watching.
12. Respect public property by not damaging the equipment or the facility.
13. Know that the school officials reserve the right to refuse attendance of individuals whose conduct is not proper.
14. Refrain from the use of alcohol and drugs on the site of the contest.

Section 11 Clearance to Participate & (Head) Injury Procedure

Based on legislation at the state and federal levels, Columbus High School will observe the following protocol for allowing students to participate in activities.

“In order to participate in any athletic event sponsored by CPS, students must have permission and clearance from each of the following six individual entities:

- 1) Student Themselves
- 2) Student’s Parent(s) and/or Guardian(s)
- 3) Student’s Family Physician/Medical Professional
- 4) Student’s Activity Sponsor/Coach
- 5) Columbus Public Schools Administration
- 6) Columbus Public Schools Athletic Trainer

During activity or athletic participation if a student is suspected to have suffered a head injury, displays concussion-like symptoms, or any injury that appears to be urgent, the student will be removed from any level of participation immediately, until a complete evaluation is performed by a licensed medical professional. Written notice and personal contact with a parent/guardian of such an interruption of participation will follow the injury. The head coach, athletic trainer, or designee is responsible for the notification of parents. Such notice will include specifics

regarding the time and location of the urgent injury, the signs/symptoms of a concussion/brain injury that were observed, and any actions taken with the student.

In the event that such ability to participate is interrupted at any time due to a diagnosed head injury, concussion, and/or any other urgent injury written clearance from both the student's parent(s)/guardian(s) and family physician/medical professional will be required before clearance to participate may be granted again. The responsibility of obtaining written clearance from a licensed medical professional is solely that of the student and his or her family.

Section 12 Summer Camps & Travel

On occasion, students have the opportunity to participate in trips that have an apparent connection to the District, but which in fact are not school-sponsored. Some examples: (1) travel with a club sports team, even though the club team may be coached by our high school coach; (2) a band traveling to an out-of-state band contest that is arranged by a Booster Club; and (3) a foreign language teacher taking students abroad during the summer.

These opportunities are often worthwhile and beneficial to students. The message we want to make clear, however, is that these opportunities are not school-sponsored activities. All arrangements for such trips, including all associated travel costs; supervision, and safety are the responsibility of the group or person making the trip available to students. Columbus Public Schools has no responsibility for such trips. Anyone who is uncertain as to whether or not a particular opportunity is school-sponsored should contact the superintendent, building principal, or the director of athletics and activities.

Section 13 Concussions

***Please see the following three pages for information regarding concussions.**

A FACT SHEET FOR Parents



What is a concussion?

A concussion is a type of brain injury that changes the way the brain normally works. A concussion is caused by a bump, blow, or jolt to the head. Concussions can also occur from a blow to the body that causes the head and brain to move rapidly back and forth. Even what seems to be a mild bump to the head can be serious. Concussions can have a more serious effect on a young, developing brain and need to be addressed correctly.

What are the signs and symptoms of a concussion?

You can't see a concussion. Signs and symptoms of concussion can show up right after an injury or may not appear or be noticed until hours or days after the injury. It is important to watch for changes in how your child or teen is acting or feeling, if symptoms are getting worse, or if s/he just "doesn't feel right." Most concussions occur without loss of consciousness.

If your child or teen reports one or more of the symptoms of concussion listed below, or if you notice the signs or symptoms yourself, seek medical attention right away. Children and teens are among those at greatest risk for concussion.

Signs & Symptoms of a Concussion

Signs Observed by Parents or Guardians

- Appears dazed or stunned
- Is confused about events
- Answers questions slowly
- Repeats questions
- Can't recall events *prior* to hit, bump, or fall
- Can't recall events *after* hit, bump, or fall
- Loses consciousness (even briefly)
- Shows behavior or personality changes
- Forgets class schedule or assignments

Symptoms Reported by Your Child or Teen

Thinking/Remembering

- Difficulty thinking clearly
- Difficulty concentrating or remembering
- Feeling more slowed down
- Feeling sluggish, hazy, foggy, or groggy

Physical

- Headache or "pressure" in head
- Nausea or vomiting
- Balance problems or dizziness
- Fatigue or feeling tired
- Blurry or double vision
- Sensitivity to light or noise
- Numbness or tingling
- Does not "feel right"

Emotional

- Irritable
- Sad
- More emotional than usual
- Nervous

Sleep*

- Drowsy
- Sleeps *less* than usual
- Sleeps *more* than usual

**Only ask about sleep symptoms if the injury occurred on a prior day.*

To download this fact sheet in Spanish, please visit: www.cdc.gov/HEADSUP. Para obtener una copia electrónica de esta hoja de información en español, por favor visite: www.cdc.gov/HEADSUP
January 2021



Danger Signs

Be alert for symptoms that worsen over time. Your child or teen should be seen in an emergency department right away if she or he has one or more of these danger signs:

- One pupil (the black part in the middle of the eye) larger than the other
- Drowsiness or cannot be awakened
- A headache that gets worse and does not go away
- Weakness, numbness, or decreased coordination
- Repeated vomiting or nausea
- Slurred speech
- Convulsions or seizures
- Difficulty recognizing people or places
- Increasing confusion, restlessness, or agitation
- Unusual behavior
- Loss of consciousness (even a brief loss of consciousness should be taken seriously)

Children and teens with a suspected concussion should NEVER return to sports or recreation activities on the same day the injured occurred.

They should delay returning to their activities until a healthcare provider experienced in evaluating for concussion says it's OK to return to play. This means, until permitted, not returning to:

- Physical Education (PE) class
- Sports practices or games
- Physical activity at recess

➤ What should I do if my child or teen has a concussion?

1. Seek medical attention right away.

A healthcare provider experienced in evaluating for concussion can determine how serious the concussion is and when it is safe for your child or teen to return to normal activities, including physical activity and school (concentration and learning activities).

2. Help them take time to get better.

If your child or teen has a concussion, her or his brain needs time to heal. Your child or teen may need to limit activities while s/he is recovering from a concussion. Exercising or activities that involve a lot of concentration, such as studying, working on the computer, or playing video games may cause concussion symptoms (such as headache or tiredness) to reappear or get worse. After a concussion, physical and cognitive activities—such as concentration and learning—should be carefully managed and monitored by a healthcare provider.

3. Talk to your child or teen about how they are feeling.

Your child may feel frustrated, sad, and even angry because s/he cannot return to recreation and sports right away, or cannot keep up with schoolwork. Your child may also feel isolated from peers and social networks. Talk often with your child about these issues and offer your support and encouragement.

To learn more, go to www.cdc.gov/HEADSUP or call 1.800.CDC.INFO

January 2021

➤ How can I help my child return to school safely after a concussion?

Most children can return to school within a few days. Help your child or teen get needed support when returning to school after a concussion. Talk with your child's teachers, school nurse, coach, speech-language pathologist, or counselor about your child's concussion and symptoms.

Your child's or teen's healthcare provider can use CDC's Letter to Schools to provide strategies to help the school set up any needed supports.

As your child's symptoms decrease, the extra help or support can be removed gradually. Children and teens who return to school after a concussion may need to:

- Take rest breaks as needed
- Spend fewer hours at school
- Be given more time to take tests or complete assignments
- Receive help with schoolwork
- Reduce time spent reading, writing, or on the computer
- Sit out of physical activities, such as recess, PE, and sports until approved by a healthcare provider
- Complete fewer assignments
- Avoid noisy and over-stimulating environments



A FACT SHEET FOR Athletes



This sheet has information to help you protect yourself from concussion or other serious brain injury and know what to do if a concussion occurs.

WHAT IS A CONCUSSION?

A concussion is a brain injury that affects how your brain works. It can happen when your brain gets bounced around in your skull after a fall or hit to the head.

What Should I Do If I Think I Have a Concussion?

Report It.

Tell your coach and parent if you think you or one of your teammates may have a concussion. You won't play your best if you are not feeling well, and playing with a concussion is dangerous. Encourage your teammates to also report their symptoms.



Get Checked Out by a Doctor.

If you think you have a concussion, do not return to play on the day of the injury. Only a doctor or other healthcare provider can tell whether you have a concussion and when it's OK to return to school and play.



Give Your Brain Time to Heal.

Most athletes with a concussion get better within a couple of weeks. For some, a concussion can make everyday activities, such as going to school, harder. You may need extra help getting back to your normal activities. Be sure to update your parents and doctor about how you are feeling.



GOOD TEAMMATES KNOW:
IT'S BETTER TO MISS ONE GAME THAN THE WHOLE SEASON.



cdc.gov/HEADSUP

How Can I Tell If I Have a Concussion?

You may have a concussion if you have any of these symptoms after a bump, blow, or jolt to the head or body:

-  **Get a headache**
-  **Feel dizzy, sluggish, or foggy**
-  **Are bothered by light or noise**
-  **Have double or blurry vision**
-  **Vomit or feel sick to your stomach**
-  **Have trouble focusing or problems remembering**
-  **Feel more emotional or “down”**
-  **Feel confused**
-  **Have problems with sleep**

A concussion feels different to each person, so it's important to tell your parents and doctor how you feel. You might notice concussion symptoms right away, but sometimes it takes hours or days until you notice that something isn't right.

How Can I Help My Team?

Protect Your Brain.

All your teammates should avoid hits to the head and follow the rules for safe play to lower chances of getting a concussion.

Be a Team Player.

If one of your teammates has a concussion, tell them that they're an important part of the team and they should take the time they need to get better.



The information provided in this document or through linkages to other sites is not a substitute for medical or professional care. Questions about diagnosis and treatment for concussion should be directed to a physician or other healthcare provider.

Revised January 2019

To learn more,
go to [cdc.gov/HEADSUP](https://www.cdc.gov/HEADSUP)



Nebraska Sports Concussion Network



www.NebSportsConcussion.org

Home Instructions for the Concussed Athlete

Athlete _____ Date of Injury _____ Time of Injury _____

Home phone _____ Parent/guardian name _____

Your son/daughter has sustained concussion while participating in _____. In some instances, the Signs & Symptoms of a concussion do not become apparent until several hours or even days after the injury. Therefore, they should be monitored closely. Please be especially observant for the following signs and symptoms.

1. Headache (especially one of increasing intensity*)
2. Nausea and vomiting*
3. Difference in pupil size from right to left eye, dilated pupils*
4. Decreased or irregular pulse OR respiration*
5. Blurry or double vision*
6. Slurred speech*
7. Seizure activity*
8. Noticeable changes in the level of consciousness (difficulty awakening, or losing consciousness suddenly)*
9. Mental Confusion or Behavior Changes
10. Balance Problems or Dizziness
11. Memory Loss or Difficulty Remembering
12. Fatigue
13. Feeling Slowed Down or Foggy
14. Drowsiness
15. Difficulty Concentrating
16. Sensitivity to Light or Noise

*** Seek immediate medical attention at the nearest emergency department.**

The best guideline is to note symptoms that worsen, and behaviors that seem to represent a change in your son/daughter. If you have any question or concern at all about the signs or symptoms you are observing, contact your family physician for instructions, or seek medical attention at the closest emergency department. Otherwise, you can follow the instructions outlined below.

It is OK to:

- Use acetaminophen (Tylenol) for headaches
- Use ice pack on head & neck as needed for comfort
- Eat a light diet
- Go to sleep
- Rest

There is NO need to:

- Check eyes with a flashlight
- Wake up every hour
- Test reflexes
- Stay in bed

DO NOT:

- Drink alcohol
- Drive vehicle while symptomatic
- Exercise or lift weights
- Take ibuprofen, aspirin, naproxen or other non-steroidal anti-inflammatory medications
- No strenuous activity including P.E., sports, video games or texting

Please remind your son/daughter to check in with the School Nurse prior to going to class on the first day he/she returns to school. They should then follow up with the Athletic Trainer after school.

Recommendations provided to: _____ Phone #: _____

Recommendations provided by: _____ Phone #: _____

Date: _____ Time: _____

Adapted from National Athletic Trainers Association Position Statement: Management of Sports-Related Concussion. J Athl. Trng. 2004;39(3):280-297.

Section 14: CHS HOMECOMING CONTRACT SENIOR STUDENTS

In order to be placed on the Homecoming ballot, eligible seniors must meet the eligibility requirements and confirm that you want to be considered for the honor of being nominated as a homecoming candidate. By signing this contract you are confirming your willingness to assume the responsibilities of this all-school honor, which includes your agreement to attend the entire Homecoming Football Game and Dance and represent the school properly. Whether or not a student is eligible for selection for Homecoming Royalty is ultimately the decision of the high school administrative team based on the criteria set forth in the Student Handbook.

Academic Qualifications for Eligibility:

- The student must maintain a cumulative GPA of 2.5 or greater.
- The student must have passed all courses during his or her junior year.
- The student is currently academically eligible for activities.

Conduct and Citizenship Qualifications for Eligibility:

- The student must not have violated the school's drug and alcohol policy.
- The student must not have been cited or admitted to a criminal offense (excluding routine/minor traffic violations)
- The student must not have had excessive violations of other school policies. This means 8 or fewer Level 0 and/or Level 1 violations and no Level 2 or Level 3 violations. Tardies will not be included.

Activity Participation Requirement for Eligibility:

- Seniors must have participated in and completed a CHS sponsored activity within the last year. Within the last year means, from last year's Homecoming until the date of application.
- All activities participated in within the last year must be verified by the coach or sponsor.

Directions:

- The student must list the activities participated in during their Junior year and all activities which they currently participate in.
- Refer to the back page of this document for all necessary signatures.

Activities/Years	Coach/Sponsor

Your Name (print)	Date
Signature	

To Be Completed by the Administration After Initial Vote by the Senior Class

1. The student was selected as one of the eight finalists. YES NO

If YES, continue to #2, #3, and #4

2. Student is in Good Standing in the following areas

Academic Qualifications (2.5 GPA) YES NO

Conduct and Citizenship YES NO

Activity Participation YES NO

3. Background Check Cleared YES NO

4. Final Verification by Building Administrator YES NO

RECEIPT OF Columbus HIGH SCHOOL
STUDENT-PARENT ACTIVITY HANDBOOK

We acknowledge receipt of the Student-Parent Activity Handbook.

We agree to abide by the extracurricular activity code of conduct set forth in the handbook and the other rules and regulations set forth in the handbook.

We agree to read the handbook. In the event we have a question on the meaning of any of the material in the handbook, we understand that we can request a conference with the Principal or the Director of Athletics and Activities to get an explanation.

_____ Student Name (print)	_____ Parent or Guardian Name (print)
_____ Student Signature	_____ Parent or Guardian Signature
_____ Date	_____ Date

Section 15: Drug Testing Procedures
COLUMBUS PUBLIC SCHOOLS
COLUMBUS, NE
DRUG TESTING POLICY

1. Need for Random Testing

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

2. Eligibility for Random Testing

Students who participate in school-sponsored competitive extracurricular activities, as defined in the student handbook at the middle school and high school (Grades 7-12) levels are eligible for random testing. Students who do not consent to participate in the testing program shall not be eligible to participate in school-sponsored competitive extracurricular and co-curricular activities. Parents/guardians may volunteer their child for participation in the testing program even if they do not participate in a school-sponsored competitive extracurricular activity.

Testing Procedure

a. Random Testing

The Superintendent or designee will ensure the testing of eligible students occurs on a scheduled basis through a confidential and random testing schedule.

b. Collection

The testing collection process will be conducted in a manner that protects student privacy, guards against tampered specimens, and ensures an accurate chain of custody. It is intended that the procedures are modeled on those applicable to the testing of DOT-covered employees, through methods other than testing of urine samples may be used. The tests are to be designed to detect only the use of illegal drugs, not medical conditions or the presence of authorized prescription medications.

4. Confidentiality

All activities related to the testing policy will be carried out in accordance with the requirements of the Family Educational Rights and Privacy Act (FERPA), the Protection of Pupil Rights Amendment (PPRA), and any other applicable confidentiality laws.

5. Consequences for Positive Tests

Any of the following shall be considered to be a positive test result:

- A confirmed positive drug test;
- Refusal to participate in testing when selected; and/or
- Tampering with the specimen collection process.

The following shall result from a positive test result:

- The student or the student's parents or guardians should contact the building principal or designee within 48 hours of notification of a positive test result.
- If there is no self-reporting within 48 hours by the student and/or their parents or guardian, the building principal or designee will call and set up a meeting to discuss the positive test result, with the objective of collaborating on a plan to assist the student in avoiding future substance abuse.
- The student's privilege of participating in extracurricular or co-curricular activities will be restricted as follows:
 - Positive results from a student tested based on probable cause or reasonable suspicion will receive consequences based on the student code of conduct as stated in the Columbus Public Schools student handbook.
 - The parents or guardians are responsible for the costs of any rehabilitation program, which includes substance abuse counseling and follow-up.
 - Positive results will not lead to the imposition of any academic consequence or disciplinary action, other than the above-described limitations on the privilege to participate in extracurricular activities.

6. Appeal and Due Process Procedures

A student or the student's parents/guardians or employee may challenge the results of a positive test through an appeal process to be developed by the Superintendent or designee. In the event a student or the student's parents/guardians wish to challenge a positive test on a basis other than the accuracy of the test result; an appeal may be made in accordance with the policy on extracurricular activity discipline and/or Columbus Public Schools Staff Handbook.

7. Process

The Superintendent or the Superintendent's designee is directed to develop specific testing procedures consistent with this policy.

Drug Testing Procedures

1. Student Eligibility for Random Testing

Students who participate in school-sponsored competitive extracurricular and co-curricular activities, as defined by the student handbook, at the middle and high school (Grades 7-12) levels are eligible for random testing. School-sponsored extracurricular and co-curricular competitive activities, as defined by the student handbook, are activities that are sponsored or approved by the Board, but are not required for credit towards graduation, and which involve competition, comparison, or judging of the individuals or groups with other individuals or groups as part of selection or participation.

To participate in a school-sponsored competitive extracurricular or co-curricular activity, students must submit a completed Consent to Test Form on or before the first practice or on or before the first event or meeting, whichever is applicable. The form must be signed by the student and the student's parent or guardian. Failure to submit a completed Consent to Test Form will result in ineligibility for participation in school-sponsored competitive extracurricular activities until the form is submitted.

Students remain eligible for testing from the date the Consent to Test Form is turned in until a Drop Form is completed, or until the student graduates or is otherwise no longer enrolled in the District. A student for whom a Drop Form has been submitted shall be ineligible for participation in school-sponsored extracurricular activities for twelve months from the date the Drop Form is submitted. Students have a fifteen (15) day grace period for reconsideration of a Drop Form.

Students who are not participants in a school-sponsored extracurricular activity may volunteer for participation in the testing program by submitting a completed Consent to Test Form.

2. Testing Procedure

a. Random Testing

A confidential testing schedule will be created by the Superintendent, designee, or contracted service agent to ensure that the testing of eligible students is conducted in a manner that is random. To maintain confidentiality and to maintain the integrity of the randomness of this program, the students eligible for testing will be identified by a unique personal identifier that does not make the student known to persons other than the school officials who are directly involved in the testing program.

No less than twenty percent (20%) of the pool of eligible students will be tested each school year. The Superintendent or designee shall have the authority to determine the percentage to test, subject to the minimum 20% level, dependent on the nature and extent of the prevailing problem with drug usage in the school community from time to time. Testing will take place throughout the school year.

b. Collection

The testing collection process will be conducted in a manner that protects student privacy, guards against tampered specimens, and ensures an accurate chain of custody of the specimen. The method of testing may involve the use of breath, saliva, urine, or hair samples. To the extent the testing involves the collection of urine, it shall be done by a certified collector in accordance with DOT urine drug screen collections policy/procedures. Such collection procedures may require a same-sex monitored collection should the urine sample show signs of adulteration, temperature out of range, or tampering.

It is intended that the procedures be modeled on those applicable to the testing of CDL employees, which include the testing of specimens for unlawful substances. The tests are to be designed to detect only the use of illegal drugs, including but not limited to amphetamine(methamphetamines), marijuana, K2, cocaine, PCP, and opiates, not medical conditions or the presence of authorized prescription medication.

Positive results will need to be confirmed by the contracting service. If any fees are associated with the confirmation, the fees will be assessed to the student and their family. The district is not responsible for re-test costs or confirmation costs.

3. Confidentiality

All activities related to the testing policy will be carried out in accordance with the requirements of the Family Educational Rights and Privacy Act (FERPA), the Protection of Pupil Rights Amendment (PPRA), and any other applicable confidentiality laws.

Test results will be shared with the student and his or her parents first. It is then up to the student and their parents to notify the school within 48 hours of being notified of a positive test. The building principal or designee will be notified by the contracting agent regarding a positive result after the 48-hour window. Only the building Principal or designee with a legitimate educational interest will be provided the information, on a "need to know" basis. Test results will not be turned over to any law enforcement authority in the absence of a court order, subpoena, or other legal process requiring such. If a student is tested based on probable cause/reasonable suspicion to be under the influence or in possession of any illegal substance during the academic day, law enforcement may be notified.

Test results will be kept in confidential disciplinary files separate from the students' academic records. The test results will be destroyed when no longer needed for individual student situations or for the overall testing program.

Columbus High School/Scotus Central Catholic/Lakeview High School
Cooperative Students

Scotus Central Catholic and Lakeview High School students who participate in cooperative sports with Columbus High School are subject to the same testing standards as Columbus High School activity participants. Scotus Central Catholic/Lakeview High School athletes will be included in the pool of Columbus High School students to be randomly tested.

**COLUMBUS PUBLIC SCHOOLS
COLUMBUS, NE
Consent to Test**

I fully understand that my performance as a student and the reputation of my school are dependent, in part, on my conduct as an individual. I hereby agree to accept and abide by the standards, rules and regulations set forth by the Board of Education of Columbus Public Schools, the administration, and the coaches and sponsors for the activities in which I participate.

_____ Student Name (print)	_____ Parent or Guardian Name (print)
_____ Student Signature	_____ Parent or Guardian Signature
_____ Date	_____ Date

I consent to and authorize Columbus Public Schools to conduct a drug test if my number is drawn from the random pool. I also authorize the release of information concerning the results of such tests to designated District personnel.

I understand that this form remains in effect until the submission of an Activity Drop Form or graduation and/or withdrawal from the District.

I plan to participate in one or more of the following school sponsored competitive extracurricular activit(ies):

_____ I am volunteering my son/daughter to be placed in the testing pool.

**COLUMBUS PUBLIC SCHOOLS
COLUMBUS, NE
Activity Withdrawal**

I will submit this form to the Director of Athletics and Activities. My name will be withdrawn from the testing pool on the date this is received by the Director of Athletics and Activities.

Completing this form will pertain to all school sponsored extracurricular activities. I understand that, by withdrawing, I can no longer participate in any school sponsored competitive extracurricular activities, and I may not receive recognition as a member of these activities or athletic programs. I may re-enter the testing pool after a period of one (1) calendar year by filling out a new Consent to Test form.

_____ Student Name (print)	_____ Parent or Guardian Name (print)
_____ Student Signature	_____ Parent or Guardian Signature
_____ Date	_____ Date

I UNDERSTAND THAT I HAVE 15 DAYS TO RECONSIDER THE DECISION AND RE-ENTER THE POOL.

Date: _____

Date of Receipt: _____

Director of Athletics and Activities

Policy Adopted: 08/19/13

COLUMBUS PUBLIC SCHOOLS
Columbus, NE

Section 16: Columbus Public Schools/Scotus Central Catholic/Lakeview Community Schools Cooperative Sports

Cooperative Agreement Guidelines Students from other schools who have been approved to co-op with Columbus Public Schools must comply with requirements that are requested of other students participating including (but not limited to):

1. Passing of physical examinations and insurance requirements.
2. Purchase a “C-Stamp” that is required of all students who participate in activities.
3. Students who participate in the cooperative who are not residents of the Columbus Public Schools boundaries will be required to pay a \$275 participation fee plus the “C-Stamp” price. Each additional activity a student participates in will require an additional \$275.
4. Fee’s will be payable to the school in which the student is enrolled and Columbus Public Schools will invoice the school where such student is enrolled for participation.
5. Students who choose to play a Cooperative Sport through Columbus High School must sign and have their parents sign a receipt that they understand the activity code of conduct for Columbus Public Schools. All students will be held to the same standard and consequences through the CHS Handbook.
6. Athletes from other schools will have the same consequences as CHS athletes should they break any of the rules set forth in the Code of Conduct.
7. If tryouts are to be conducted to warrant student release from the cooperative sport, a scoring system must be put in place for each sport and published as an exhibit to this regulation
8. All students will wear Columbus Discoverer attire or neutral clothing to practices and scrimmages. Clothing from other schools is not to be worn.
9. All students will wear Columbus Discoverer uniform attire clothing to all games and scrimmages. Clothing from other schools is not to be worn.
10. There will be no restrictions for student participation placed upon any cooping agreement. All students will be allowed to participate on an equal basis.

TO: Dr. Chip Kay and CPS Board of Education
FROM: Tim Kwapnioski, Director of Athletics and Activities
RE: Recommended Admission Prices, 2025-2026
DATE: July 14, 2024

Columbus High School is recommending the following fee structure for activities admission prices for the 2025-2026 school year.



Athletic Events

Event	2024-2025 Price		Proposed 2025-2026 Price	
	Adults	Students	Adults	Students
Varsity/JV Events	\$7.00	\$5.00	\$7.00	\$5.00
Other HS Events	\$7.00	\$5.00	\$7.00	\$5.00
CMS Events	\$5.00	\$4.00	\$5.00	\$4.00

Adult Season Passes

Pass Type	2024-2025 Price	2025-2026 Price
All Event, Full Season	\$100.00	\$115.00
10 Event Punch Pass	\$50.00	\$65.00

Student Activity Passes (“C” Stamp)

Student Pass Type	2024-2025 Price	2025-2026 Price
High School Student	\$40.00	\$40.00
Middle School Student	\$40.00	\$40.00
Elem. School Student	\$40.00	\$40.00

Fine Arts Performances

Performance	2024-2025 Price		2025-2026 Price	
	Adults	Students	Adults	Students
Fall Musical	\$7.00	\$5.00	\$7.00	\$5.00
Theatre Productions	\$7.00	\$5.00	\$7.00	\$5.00
Marching Festival	\$8.00	\$5.00	\$10.00	\$7.00



COLUMBUS PUBLIC SCHOOLS
COLUMBUS HIGH SCHOOL

TO: Columbus Public Schools Board of Education, Dr. Chip Kay

FROM: Dave Hiebner, Principal

RE: Course Description Updates - Medical Terminology Addition

Health Sciences III (semester)

Type: Elective

Prerequisites: Health Sciences I & II or CNA

Grades: 12

Credits: 5

CCC Credits: 3

Lab Fee: TBD

This is the capstone course in the Health Science pathway and is a continuation of Health Sciences I and II. This course will include work-based learning experiences and advanced career planning as a result of this experience. Students will learn the value of networking, create a personalized portfolio, and give a final presentation at the completion of the course. Medical Terminology will be included in this class and offered for dual credit through Central Community College and will have the cost for early college credit attached.

“Engaging All Learners to Achieve Success”

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

ColumbusPublicSchools.org



COLUMBUS PUBLIC SCHOOLS
COLUMBUS HIGH SCHOOL

TO: Columbus Public Schools Board of Education, Dr. Chip Kay

FROM: Dave Hiebner, Principal

RE: Course Description Updates - Addition of Honors Algebra II

Honors Algebra II (year)

Type: Graduation Requirement Elective

Prerequisite: Algebra I, Geometry with teacher recommendation

Grades: 10, 11, 12

Credits: 10

Lab Fee: None

Core Connections Honors Algebra 2 is the third course in a sequence of college preparatory mathematics. It aims to apply and extend what students have learned in previous courses by focusing on finding connections between multiple representations of functions, transformations of different function families, finding zeros of polynomials and connecting them to graphs and equations of polynomials, modeling periodic phenomena with trigonometry, and understanding the role of randomness and the normal distribution in making statistical conclusions.

On a daily basis, students in Core Connections Honors Algebra 2 use problem-solving strategies, questioning, investigating, analyzing critically, gathering and constructing evidence, and communicating rigorous arguments justifying their thinking. Under teacher guidance, students learn in collaboration with others while sharing information, expertise, and ideas. This honors course increases the rigor and depth of the proficiency scales as compared to Algebra II.

“Engaging All Learners to Achieve Success”

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

ColumbusPublicSchools.org

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 _____

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

Guidelines for Access to Specific Educational Materials

It is the policy of the District to provide full access to the parents, guardians and educational decisionmakers of students of the district to review:

1. textbooks
2. tests
3. their students' records 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 approval of training materials, learning materials, and activities;
8. other curriculum materials used in the school district; and
9. any surveys of students done by the school district.

Specific guidelines for access to the specific areas above:

- Summary information regarding the curriculum, testing, and surveys will be provided at the beginning of each school year. Requests for access to specific instructional materials should be addressed, in writing, to the teacher and building principal.
 - Testing is defined as the formal assessments or evaluations for services, not classroom assessments. Classroom assessments or state assessments will not be provided prior to being administered.
 - Curriculum is defined as textbooks, digital materials, websites, applications, teacher materials, and any other item deemed as other curriculum materials used in the school district.
 - Surveys are defined as any acquisition of information from a student by verbal or written means where the answers are collected for the purpose of a study and are administered by or at school during academic or instructional hours.
- Student records may be accessed by written request to the building Principal or designated school counselor. If the records requested are specific to a single class, the request should be made to the teacher first.
- Training materials used for any CPS employee may be reviewed by request, in writing, to the Superintendent of Schools.
- 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.
- Any other item that may qualify on the specific list of items above that is not specifically identified under the section of guidelines may be requested from the Building Principal or Superintendent of Schools, in writing.

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
1005.03 Parental and Family Involvement in the Schools

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.
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.

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.