Regular Meeting
Monday, July 8, 2024 6:30 PM
Dusters Restaurant, 2804 13th Street,
Columbus, NE 68601
2508 27th St.
Columbus, NE 68601

I. CALL TO ORDER

II. ROLL CALL OF THE BOARD

III. EXCUSE BOARD MEMBERS

IV. PLEDGE OF ALLEGIANCE

V. NOTICE OF OPEN MEETINGS ACT

V.A. President ensures all can hear proceedings

VI. MISSION STATEMENT

VII. PUBLIC COMMENT

VIII. GUEST PRESENTATIONS

IX. RECOGNITIONS BY BOARD

X. BUILDING OR DISTRICT PRESENTATIONS

XI. CONSENT AGENDA

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

XI.B. Meeting Minutes

XI.C. Finance Reports

XI.D. Staffing Reports

XI.E. Professional Travel

XI.F. Foundation Report

XII. DIRECTOR & SUPERINTENDENTS REPORTS OR UPDATES

XII.A. Director of Learning

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

XII.C. Director of Human Resources

XII.D. Director of Operations

XII.E. Superintendent

XIII. MONTHLY REVIEW OF POLICIES

XIV. DISCUSSION OF ACTION ITEMS FOR THE NEXT MEETING

XV. ACTION ITEMS FOR THIS MEETING

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

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

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

XV.D. CHS Student Handbook 2024-2025

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

XV.F. CHS Admission Prices for 2024-2025

XV.G. CMS Student Handbook 2024-2025

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

XV.I. Second Reading of Policy 204.07 Meeting Notice

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

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

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

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

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

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

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

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

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

XV.S. Fundraising Application

XV.T. Surplus

XV.U. Amended Classified Salary Schedule

XVI. BOARD REQUESTS FOR INFORMATION

XVII. BOARD SHARING

XVIII. EXECUTIVE SESSION

XIX. ADJOURN

Regular Meeting
Monday, June 17, 2024 5:30 PM Central

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

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

Present: 4, Absent: 2.

I. Board Meeting

I.A. Call to Order

I.B. Roll Call of Board

Motion to excuse board members Jeffryes and Brown. Passed with a motion by Doug Molczyk and a second by Candace Becher.
Mark Brown: Absent, Michael Jeffryes: Absent, Candace Becher: Yea, Doug Molczyk: Yea, Theresa Seipel: Yea, Douglas Willoughby: Yea
Yea: 4, Nay: 0, Absent: 2

I.C. Pledge of Allegiance

I.D. Notice of Open Meeting Posted

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

I.E. Mission Statement

Theresa Seipel read the Mission Statement.

I.F. Opportunity for Public to be Heard

I.G. Board Special Functions

I.G.1. Elementary Handbook for 2024-2025

Motion to approve the elementary handbook as presented. Passed with a motion by Candace Becher and a second by Theresa Seipel.
Mark Brown: Absent, Michael Jeffryes: Absent, Candace Becher: Yea, Doug Molczyk: Yea, Theresa Seipel: Yea, Douglas Willoughby: Yea
Yea: 4, Nay: 0, Absent: 2
JP Holys and Bob Hausmann, elementary principals, shared the changes being made to the Elementary Student Handbook for the 2024-2025 school year.

I.G.2. First Reading of Policy 201.02 Board Membership-Elections and Appointments (Class III)

The Superintendent recommends that the board approve the First Reading of Policy 201.02 Board Membership-Elections and Appointments (Class III), as submitted. Passed with a

motion by Theresa Seipel and a second by Candace Becher.
Mark Brown: Absent, Michael Jeffryes: Absent, Candace Becher: Yea, Doug Molczyk: Yea, Theresa Seipel: Yea, Douglas Willoughby: Yea
Yea: 4, Nay: 0, Absent: 2

Troy Loeffelholz, Superintendent, said this policy was cleaned up for the new legislation.

I.G.3. First Reading of Policy 204.07 Meeting Notice
The Superintendent recommends that the board approve the First Reading of Policy 204.07 Meeting Notice, as submitted. Passed with a motion by Douglas Willoughby and a second by Doug Molczyk.
Mark Brown: Absent, Michael Jeffryes: Absent, Candace Becher: Yea, Doug Molczyk: Yea, Theresa Seipel: Yea, Douglas Willoughby: Yea
Yea: 4, Nay: 0, Absent: 2
Motion to approve 1st reading. Passed with a motion by Douglas Willoughby and a second by Doug Molczyk.
Mark Brown: Absent, Michael Jeffryes: Absent, Candace Becher: Yea, Doug Molczyk: Yea, Theresa Seipel: Yea, Douglas Willoughby: Yea
Yea: 4, Nay: 0, Absent: 2

CPS already uses the Columbus Telegram and posts in 3 places within district boundaries.

I.G.4. First Reading of Policy 206.02 Board Association Membership
The Superintendent recommends that the board approves the First Reading of Policy 206.02 Board Association Membership, as submitted. Passed with a motion by Theresa Seipel and a second by Candace Becher.
Mark Brown: Absent, Michael Jeffryes: Absent, Candace Becher: Yea, Doug Molczyk: Yea, Theresa Seipel: Yea, Douglas Willoughby: Yea
Yea: 4, Nay: 0, Absent: 2

This policy specifies posting on our website any membership dues paid to organizations that work as a lobbying firm.

I.G.5. First Reading of Policy 204.12 Public Comment in Board Meetings
The Superintendent recommends that the board approve the First Reading of Policy 204.12 Public Comment in Board Meetings, as submitted with 3 minutes per speaker. Passed with a motion by Doug Molczyk and a second by Candace Becher.
Mark Brown: Absent, Michael Jeffryes: Absent, Candace Becher: Yea, Doug Molczyk: Yea, Theresa Seipel: Yea, Douglas Willoughby: Yea
Yea: 4, Nay: 0, Absent: 2
Dr. Loeffelholz said not much change from our policy. He said the attorney recommends 3 minutes. He agrees with that recommendation. Also note that it’s the board's decision, and it can be adjusted at each meeting by the Board President. The board can adjust the total amount of time, and/or time for each person. The new policy states that public comment must be available at every board meeting.

I.G.6. First Reading of Policy 504.03 Student Conduct

The Superintendent recommends that the board approve First Reading of Policy 504.03 Student Conduct with changes from staff to administration, as submitted. Passed with a motion by Theresa Seipel and a second by Doug Molczyk.
Mark Brown: Absent, Michael Jeffryes: Absent, Candace Becher: Yea, Doug Molczyk: Yea, Theresa Seipel: Yea, Douglas Willoughby: Yea
Yea: 4, Nay: 0, Absent: 2
This policy has some additional information that needs to be added for new legislation.

I.G.7. First Reading of Policy 504.05 Student Appearance
The Superintendent recommends that the board approve the First Reading of Policy 504.05 Student Appearance, as submitted. Passed with a motion by Douglas Willoughby and a second by Doug Molczyk.
Mark Brown: Absent, Michael Jeffryes: Absent, Candace Becher: Yea, Doug Molczyk: Yea, Theresa Seipel: Yea, Douglas Willoughby: Yea
Yea: 4, Nay: 0, Absent: 2

I.G.8. First Reading of Policy 504.10 Weapons
The Superintendent recommends that the board approve the First Reading of Policy 504.10 Weapons to include edged weapons, as submitted. Passed with a motion by Douglas Willoughby and a second by Candace Becher.
Mark Brown: Absent, Michael Jeffryes: Absent, Candace Becher: Yea, Doug Molczyk: Yea, Theresa Seipel: Yea, Douglas Willoughby: Yea
Yea: 4, Nay: 0, Absent: 2
This policy has changed because the concealed carry laws have changed. Discussion about sharp-edged weapons. A 3. 5-inch knife is considered a deadly weapon. Intent is an important factor. Language will need to be added for the second reading.

I.G.9. First Reading of Policy 607.10 Classroom Environment
The Superintendent recommends that the board approve the First Reading of Policy 607.10 Classroom Environment, as submitted. Passed with a motion by Doug Molczyk and a second by Candace Becher.
Mark Brown: Absent, Michael Jeffryes: Absent, Candace Becher: Yea, Doug Molczyk: Yea, Theresa Seipel: Yea, Douglas Willoughby: Yea
Yea: 4, Nay: 0, Absent: 2

This policy has changed based on legislation. CPS will need to buy new maps. Teresa Hausmann, Director of Curriculum, Instruction and Assessment, has reached out to companies regarding new maps to go along with some CPS curriculum.

I.H. Recognitions

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

I.J. Consent Agenda
Motion to approve the Consent Agenda Passed with a motion by Theresa Seipel and a second by Candace Becher.
Mark Brown: Absent, Michael Jeffryes: Absent, Candace Becher: Yea, Doug Molczyk: Yea, Theresa Seipel: Yea, Douglas Willoughby: Yea
Yea: 4, Nay: 0, Absent: 2

I.J.1. Approval of Minutes

I.J.2. Financial Reports M2, M3, M4a
Chip Kay, Director of Finance and Human Resources spoke briefly on financial reports. He said federal money is paid up, a little ahead in all balances. CPS has received the last state aid payment and special education payments. Dr. Kay said that the Depreciation Fund has been replenished. Nutrition Fund will end up barely in the black. There is $90,000 in unpaid accounts for student meals.

I.J.3. Financial Report M5
Dr. Kay said the budget was opened back up for purchases for next school year. Payments shown on the M5 Financial Report include SPED services and t-shirts for staff appreciation.

I.J.4. Certified Personnel
Dr. Kay shared that there are 2 hires listed on the memo. The SLP tech is a new hire.

I.J.5. Classified Personnel

The classified memo reflects a couple of para hires for next school year. Dr. Kay noted that there are many openings right now.

I.J.6. Professional Travel

The School Mental Health Conference in Omaha was noted.

I.K. Acceptance of Gifts/Donations
The Superintendent recommends that the Board accept the attached gifts/donations Passed with a motion by Candace Becher and a second by Theresa Seipel.
Mark Brown: Absent, Michael Jeffryes: Absent, Candace Becher: Yea, Doug Molczyk: Yea, Theresa Seipel: Yea, Douglas Willoughby: Yea
Yea: 4, Nay: 0, Absent: 2

Dr. Loeffelholz shared contribution totals $64,300.61 for the month $316,211.79 for the year.

I.L. Curriculum and Instruction

I.L.1. Policies

I.L.1.1. First Reading of Policy 611.07 Graduation Requirements
The Superintendent recommends that the board approve the First Reading of Policy 611.07 Graduation Requirements, as submitted. Passed with a motion by Doug Molczyk and a second by Candace Becher.
Mark Brown: Absent, Michael Jeffryes: Absent, Candace Becher: Yea, Doug Molczyk: Yea, Theresa Seipel: Yea, Douglas Willoughby: Yea
Yea: 4, Nay: 0, Absent: 2

Teresa Hausmann, and Dave Hiebner, CHS Principal, shared the changes made to this policy. Changes are in red, focusing on the 225 credits. Personal finance is required now. CHS will offer dual credit for personal finance.

I.L.2. Administrative Functions

I.L.3. Updates
Teresa Hausmann gave updates on teacher training and new elementary curriculum.

I.M. Business Operations and Human Relations

I.M.1. Policies

I.M.1.1. First Reading of Policy 802.05 Free or Reduced Cost Meals Eligibility and Meal Charges
The Superintendent recommends that the board approve First Reading of Policy 802.05 Free or Reduced Cost Meals Eligibility and Meal Charges, as submitted. Passed with a motion by Theresa Seipel and a second by Candace Becher.
Mark Brown: Absent, Michael Jeffryes: Absent, Candace Becher: Yea, Doug Molczyk: Yea, Theresa Seipel: Yea, Douglas Willoughby: Yea
Yea: 4, Nay: 0, Absent: 2

Dr. Kay talked about how we will need to handle the deficit in the Nutrition Fund. We will use the alternate meal plan, which will include a simple brown bag lunch. He also said we will need to make some changes to our point-of-sale locations at the buildings. Dr. Kay said to plan on more discussion on this at the retreat.

I.M.1.2. First Reading of Policy 1003.00 Public Examination of School District Records
The Superintendent recommends that the Board approve the First Reading of Policy 1003.00 Public Examination of School District Records, as submitted. Passed with a motion by Douglas Willoughby and a second by Doug Molczyk.
Mark Brown: Absent, Michael Jeffryes: Absent, Candace Becher: Yea, Doug Molczyk: Yea, Theresa Seipel: Yea, Douglas Willoughby: Yea
Yea: 4, Nay: 0, Absent: 2

This policy states set hours and required information that must be in policy for public requested information. Legislatively required to have this.

I.M.1.3. Approval of Wellness Policy 508.13
The Superintendent recommends that the board approve the Wellness Policy 508.13, as submitted. Passed with a motion by Douglas Willoughby and a second by Theresa Seipel.
Mark Brown: Absent, Michael Jeffryes: Absent, Candace Becher: Yea, Doug Molczyk: Yea, Theresa Seipel: Yea, Douglas Willoughby: Yea
Yea: 4, Nay: 0, Absent: 2

This policy was adopted in 2018, nothing has changed. We must pass an updated wellness policy every 3 years. This will be added to the annual policy review list.

I.M.2. Administrative Functions

I.M.2.1. Review and Set Prices for 24-25 School Meals
Motion to accept prices for 2024-2025. Passed with a motion by Doug Molczyk and a second by Theresa Seipel.
Mark Brown: Absent, Michael Jeffryes: Absent, Candace Becher: Yea, Doug Molczyk: Yea, Theresa Seipel: Yea, Douglas Willoughby: Yea
Yea: 4, Nay: 0, Absent: 2

Dr. Kay shared prices for nutritional services and used the paid lunch equity calculation. It is not allowable to raise prices by more than 10 cents. Our lunch prices went up 10 cents. He will apply for Kramer to be a free site. Adult meals are not reimbursable, and those meals went up substantially.

I.M.2.2. Review and Set Substitute Teacher Amount for 24-25
Motion to approve substitute pay rate. Passed with a motion by Doug Molczyk and a second by Candace Becher.
Mark Brown: Absent, Michael Jeffryes: Absent, Candace Becher: Yea, Doug Molczyk: Yea, Theresa Seipel: Yea, Douglas Willoughby: Yea
Yea: 4, Nay: 0, Absent: 2

I.M.2.3. Approve Administrator Wages for 24-25
Motion to approve administrative pay raises. Passed with a motion by Doug Molczyk and a second by Candace Becher.
Mark Brown: Absent, Michael Jeffryes: Absent, Candace Becher: Yea, Doug Molczyk: Yea, Theresa Seipel: Yea, Douglas Willoughby: Yea
Yea: 4, Nay: 0, Absent: 2

Dr. Kay said administrator wages have been increased by 3.2%.

I.M.2.4. Surplus Property
Motion to accept surplus property. Passed with a motion by Douglas Willoughby and a second by Doug Molczyk.
Mark Brown: Absent, Michael Jeffryes: Absent, Candace Becher: Yea, Doug Molczyk: Yea, Theresa Seipel: Yea, Douglas Willoughby: Yea
Yea: 4, Nay: 0, Absent: 2
Surplus items from Emerson Elementary needed space cleaned out and found these items that were no longer used or very old.

I.M.2.5. Fundraising Applications for Approval
Motion to approve band fund raiser. Passed with a motion by Douglas Willoughby and a second by Candace Becher.
Mark Brown: Absent, Michael Jeffryes: Absent, Candace Becher: Yea, Doug Molczyk: Yea, Theresa Seipel: Yea, Douglas Willoughby: Yea
Yea: 4, Nay: 0, Absent: 2

I.M.3. Updates
Dr. Kay updated on the request from Mac and Jake to finish out with them and set goals. He will check on some different options to give them feedback. He said it may be beneficial to facilitate the goal-setting meeting. Also discussed was the levy and valuations.

I.N. Buildings & Sites/Technology

I.N.1. Policies

I.N.2. Administrative Functions

I.N.2.1. HVAC Service Contract Approval for 2024-2025
The Superintendent recommends that the board approve the HVAC Service Contract for 2024-2025, as submitted. Passed with a motion by Douglas Willoughby and a second by Doug Molczyk.
Mark Brown: Absent, Michael Jeffryes: Absent, Candace Becher: Yea, Doug Molczyk: Yea, Theresa Seipel: Yea, Douglas Willoughby: Yea
Yea: 4, Nay: 0, Absent: 2

Leonard Kwapnioski, Director of Building/Sites and Technology, reported that the new contract is less than a $2000.00 increase. Very pleased with the partnership we have with them.

I.N.3. Updates

Mr. Kwapnioski shared information on CMS, and a problem with collapsed duct work between the gyms. Insurance is involved. The damage that was caused by the May storms. Pick up and drop off at Kramer needs to be addressed.

I.O. Student Services

I.O.1. Policies

I.O.2. Administrative Functions

I.O.3. Updates

I.P. Superintendent's Report

Dr. Loeffelholz said thanks for 14 years. We have accomplished a lot.

I.Q. Board Sharing

The Board shared many great memories and experiences with Dr. Loeffelholz. Many mentioned the lessons they had learned from him, and how thankful they are for having such a great steady forward-thinking leader and someone who always made decisions based on how it would affect the students. Dr. Loeffelholz made many hard decisions, but the group always had a lot of fun along the way as well.

II. Executive Session
The board did not go into Executive Session.

III. Adjourn
The meeting was adjourned at 7:52pm.

Columbus Public Schools
Summary of Cash Balances
June 30, 2024

	DESCRIPTION	BEGINNING BALANCE	MONTH TO DATE RECEIPTS	MONTH TO DATE EXPENDITURES	END OF MONTH BALANCE	YTD BALANCE PRIOR YEAR
General Fund	Attachment M4a			$ 3,639,254.93		
	Attachment M5 (prior Bd Mtg)			$ 327,735.30		
	Transfer to GP ICS Savings			$ 9,000,000.00		
	Transfer from GP ICS Savings		$ 7,000,000.00			
	Receipts GP checking		$ 8,000,955.26			
	GENERNAL FUND - GREAT PLAINS STATE BANK	$ 6,163,539.65	$ 15,000,955.26	$ 12,966,990.23	$ 8,197,504.68	$ 9,270,233.37
	Transfer to GP Checking			$ 7,000,000.00		
	Transfer from GP Checking		$ 9,000,000.00			
	Interest		$ 3,618.60			
	GEN FUND - GP ICS SAVINGS	$ 3,001,561.82	$ 9,003,618.60	$ 7,000,000.00	$ 5,005,180.42	
	General Fund - Cash Balance				$ 13,202,685.10	
Depr Fund	Sid Dillon Chevrolet			$ 68,255.00		
	Transfer in					
	Interest		$ 4,212.25			
	DEPRECIATION - GREAT PLAINS STATE BANK	$ 1,167,488.59	$ 4,212.25	$ 68,255.00	$ 1,103,445.84	$ 2,418,654.70
Temporary Funds -GF	**PAYROLL - PINNACLE BANK**	$ 404,402.66	$ 3,438,508.83	$ 3,505,382.13	$ 337,529.36	$ 320,181.52
	PAYFLEX - PINNACLE BANK	$ 60,487.16	$ 9,583.09	$ 9,302.74	$ 60,767.51	$ 56,422.10
Activities	Administration	$ 439,645.59	$ 13,611.71	$ 11,593.50	$ 441,663.80	$ 864,706.52
	Middle School	$ 130,285.96	$ 45.94	$ 1,232.60	$ 129,099.30	$ 138,550.16
	High School	$ 672,632.58	$ 24,789.83	$ 40,067.02	$ 657,355.39	$ 589,784.99
	ACTIVITY FUNDS - COLUMBUS BANK	$ 1,242,564.13	$ 38,447.48	$ 52,893.12	$ 1,228,118.49	$ 1,593,041.67
Nutrition Fund	Interest Income		$ 545.91			
	State Reimbursement		$ 9,461.23			
	Rct to Expenditures		$ 12,578.60			
	Student/ Staff meals		$ 11,937.35			
	NUTRITION FUND - CORNERSTONE BANK	$ 231,166.65	$ 34,523.09	$ 75,517.08	$ 190,172.66	$ 807,733.40
Bond Fund	Platte County Treasurer		$ 694,979.73			
	Butler County Treasurer		$ 1,012.18			
	Polk County Treasurer		$ 344.18			
	Dividends					
	Management Fees					
	Investment Gain		$ 9,630.33			
	BOND FUND - FNB	$ 2,613,061.48	$ 705,966.42	$ -	$ 3,319,027.90	$ 2,937,806.65
Special Building Fund	**Building Fund - FNB - account closed**	$ -			$ -	$ 405,650.45
	Receipts		$ 210,751.09			
	SPECIAL BLDG FUND - BANK OF THE VALLEY	$ 286,592.15	$ 210,751.09	$ -	$ 497,343.24	$ 350,537.31

Columbus Public Schools
General Fund Revenue Detail
June 30, 2024

Account Number	Description	Budget	Month to Date	Year to Date	Balance	Percent
01.1.01100.000.000	Property Taxes	($27,043,716.00)	($5,197,386.96)	($24,453,780.47)	($2,589,935.53)	90.42%
01.1.01115.000.000	Carline Taxes	($8,000.00)	($15,233.71)	($18,452.36)	$10,452.36	230.65%
01.1.01120.000.000	Public Power District Sales Ta	($850,000.00)	$0.00	$0.00	($850,000.00)	0.00%
01.1.01125.000.000	Motor Vehicle Taxes	($2,345,000.00)	($206,577.19)	($1,953,523.05)	($391,476.95)	83.31%
01.1.01125.733.001	Alternate Education	$0.00	$0.00	$0.00	$0.00	#DIV/0!
01.1.01312.000.000	Tuition, Summer School	$0.00	($3,250.00)	($3,250.00)	$3,250.00	#DIV/0!
01.1.01323.000.000	Tuition, SpEd School Age	$0.00	$0.00	$0.00	$0.00	#DIV/0!
01.1.01510.000.000	Interest	($15,000.00)	($13,644.66)	($74,786.94)	$59,786.94	498.58%
01.1.01540.000.000	Income from Real Property	$0.00	$0.00	($20,607.50)	$20,607.50	#DIV/0!
01.1.01801.000.000	CASP /Parent Fees	($35,000.00)	($421.00)	($73,454.00)	$38,454.00	209.87%
01.1.01910.000.000	Rental Fees	$0.00	$0.00	$0.00	$0.00	#DIV/0!
01.1.01911.000.000	Local License Fees	($25,000.00)	$0.00	($15,990.00)	($9,010.00)	63.96%
01.1.01990.000.000	Miscellaneous Local Receipts	$0.00	$0.00	$0.00	$0.00	#DIV/0!
01.1.02110.000.000	County Fines&License Fees	($150,000.00)	($47,676.71)	($228,332.91)	$78,332.91	152.22%
01.1.02120.733.001	School Counselors	$0.00	$0.00	$0.00	$0.00	#DIV/0!
01.1.02790.580.001	School Field Trips	$0.00	$0.00	$0.00	$0.00	#DIV/0!
01.1.03110.000.000	State Aid	($14,245,963.00)	($1,424,599.00)	($14,245,963.00)	$0.00	100.00%
01.1.03120.000.000	SpEd Receipts from the State	($5,253,927.00)	($1,029,482.00)	($5,275,397.00)	$21,470.00	100.41%
01.1.03125.000.000	SpEd Transportation Receipts f	$0.00	$0.00	$0.00	$0.00	#DIV/0!
01.1.03130.000.000	Homestead Exemption	$0.00	($423.49)	($10,681.69)	$10,681.69	#DIV/0!
01.1.03131.000.000	Property Tax Credit	$0.00	$0.00	($1,555,817.96)	$1,555,817.96	#DIV/0!
01.1.03155.000.000	Textbook Loan Receipts	$0.00	$0.00	($24,834.81)	$24,834.81	#DIV/0!
01.1.03180.000.000	Pro-Rate Motor Vehicle	($18,000.00)	$0.00	($52,622.28)	$34,622.28	292.35%
01.1.03400.000.000	State Apportionment	($777,521.00)	$0.00	($752,949.66)	($24,571.34)	96.84%
01.1.03500.110.000	Elementary Attendance Monitor	$0.00	$0.00	$0.00	$0.00	#DIV/0!
01.1.03535.000.000	High Ability Learner Allocatio	($25,000.00)	$0.00	($25,599.00)	$599.00	102.40%
01.1.03540.000.000	State Early Childhood Grant	($150,000.00)	$0.00	($22,082.00)	($127,918.00)	14.72%
01.1.03541.000.000	Early Childhood Endowment Gran	($164,500.00)	$0.00	($133,507.00)	($30,993.00)	81.16%
01.1.03551.000.000	CTE Grant	$0.00	$0.00	($19,416.00)	$19,416.00	#DIV/0!
01.1.03590.000.000	Opportunity Grant	$0.00	$0.00	$0.00	$0.00	#DIV/0!
01.1.03599.000.000	Education Quest College Access	$0.00	($776.71)	($22,282.40)	$22,282.40	#DIV/0!
01.1.03599.000.001	Education Quest College Access	$0.00	$0.00	$0.00	$0.00	#DIV/0!
01.1.03995.000.000	Nebraska VR	$0.00	$0.00	$0.00	$0.00	#DIV/0!
01.1.04421.000.000	IDEA (611) ARP B-21	$0.00	$0.00	($28,923.00)	$28,923.00	#DIV/0!
01.1.04423.000.000	IDEA (PRO) ARP NonPub	$0.00	$0.00	($13,810.00)	$13,810.00	#DIV/0!
01.1.04505.000.000	ESSA Title I Receipts	($595,719.00)	$0.00	($590,183.00)	($5,536.00)	99.07%
01.1.04509.000.000	ESSA Title II Receipts	($226,561.00)	$0.00	($65,980.00)	($160,581.00)	29.12%
01.1.04510.000.000	ESSA Title IV SSAE Grant	($41,513.00)	$0.00	$0.00	($41,513.00)	0.00%
01.1.04516.000.000	IDEA Preschool Enrollment/Pove	($25,203.00)	$0.00	($27,670.00)	$2,467.00	109.79%
01.1.04518.000.000	IDEA Enrollment/Poverty Grant	($985,568.00)	$0.00	($792,943.00)	($192,625.00)	80.46%
01.1.04521.000.000	IDEA Proportionate Share	($127,085.00)	$0.00	($112,750.00)	($14,335.00)	88.72%
01.1.04524.000.000	ECF	$0.00	$0.00	$0.00	$0.00	#DIV/0!

Columbus Public Schools
General Fund Revenue Detail
June 30, 2024

Account Number	Description	Budget	Month to Date	Year to Date	Balance	Percent
01.1.04525.000.000	Carl Perkins Grants	($45,199.00)	$0.00	($114,848.00)	$69,649.00	254.09%
01.1.04526.000.000	Perkins Revision Grant	$0.00	$0.00	$0.00	$0.00	#DIV/0!
01.1.04527.000.000	ESSA Title III LEP Grant	($104,492.00)	$0.00	($84,586.00)	($19,906.00)	80.95%
01.1.04528.000.000	Title III Immigrant	($23,541.00)	$0.00	($56,444.00)	$32,903.00	239.77%
01.1.04530.000.000	Federal Grant NC/FF/ECF	$0.00	$0.00	$0.00	$0.00	#DIV/0!
01.1.04531.000.000	ESSA Title IV Part B 21st Cent	($157,550.00)	$0.00	($149,163.00)	($8,387.00)	94.68%
01.1.04708.000.000	Medicaid in Public Schools/DS	($45,988.00)	($25,358.67)	($105,733.93)	$59,745.93	229.92%
01.1.04709.000.000	Medicaid in Public Schools/MAC	$0.00	($9,215.94)	($34,135.31)	$34,135.31	#DIV/0!
01.1.04969.000.000	ESSA Title IV SSAE Grant	$0.00	$0.00	($55,790.00)	$55,790.00	#DIV/0!
01.1.04988.000.000	ESSER - ELO/ASP	$0.00	$0.00	($35,983.00)	$35,983.00	#DIV/0!
01.1.04994.000.000	HYC Grant (6994)	($14,230.00)	$0.00	$0.00	($14,230.00)	0.00%
01.1.04995.000.000	FEMA/Federal Disaster Funds	($150,000.00)	$0.00	($11,795.02)	($138,204.98)	7.86%
01.1.04996.000.000	Carres Esser I	$0.00	$0.00	$0.00	$0.00	#DIV/0!
01.1.04997.000.000	CRRSA Esser II	$0.00	$0.00	($652,423.00)	$652,423.00	#DIV/0!
01.1.04998.000.000	ARP Esser III	($1,000,000.00)	$0.00	($3,722,817.00)	$2,722,817.00	372.28%
01.1.05200.000.000	Transfers from Other Funds	$0.00	$0.00	$0.00	$0.00	#DIV/0!
01.1.05301.000.000	Insurance Claims	$0.00	$0.00	($8,541.67)	$8,541.67	#DIV/0!
01.1.05690.000.000	Other Non-Revenue Receipts (Rt	$0.00	$0.00	$0.00	$0.00	#DIV/0!
		($54,649,276.00)	(7,974,046.04)	($55,647,848.96)	$998,572.96	101.83%
	Transfers		(7,000,000.00)			
	Reimbursements/ Refunds		(32,710.36)			
	Interest - other accounts		5,801.14			
	Total Revenue		(15,000,955.26)			

Check Number	Vendor	Amount
17548	SCHOOL DISTRICT #1-PAYROLL	$3,370,927.74
17549	ASSOCIATED STAFFING, INC	$3,189.23
17550	CENTRAL NEBRASKA REHAB. SERV	$41,251.02
17551	FIRST NATIONAL BANK OMAHA	$33.94
17552	FIRST NATIONAL BANK OMAHA	$15.81
17553	FIRST NATIONAL BANK OMAHA	$2,003.50
17554	FIRST NATIONAL BANK OMAHA	$6,068.26
17555	FIRST NATIONAL BANK OMAHA	$1,132.80
17556	HAMPTON INN-KEARNEY	$2,382.60
17557	INSPIRA FINANCIAL	$266.60
17558	NCE CONFERENCE	$340.00
17559	NOSWETT FENCING AND DECKS	$4,000.00
17560	PINNACLE BANK OMAHA	$165.00
17561	STEALTH BROADBAND	$2,611.90
17562	AMAZON CAPITAL SERVICES	$16,379.58
17563	HY-VEE FOOD STORES	$60.00
17564	SUPER SAVER	$236.72
17565	AMAZON CAPITAL SERVICES	$41.36
17566	DONOGHUE, TRACY	$412.45
17567	APPTEGY, INC	$500.00
17568	ASSOCIATED STAFFING, INC	$2,152.16
17569	CENGAGE LEARNING	$103.95
17570	CLARK & ENERSEN	$175.11
17571	COLUMBUS SCHOOL LUNCH FUND-CHS	$602.02
17572	ESU #7 SPECIAL EDUCATION	$36,465.34
17573	ESU #7	$8,032.41
17574	FATHER FLANAGAN'S BOYS' HOME	$22,636.80
17575	FEHRINGER & MIELAK, LLP	$767.00
17576	FIRST NATIONAL BANK OMAHA	$1,806.45
17577	FIRST NATIONAL BANK OMAHA	$104.88
17578	FIRST NATIONAL BANK OMAHA	$2,790.61
17579	HOLIDAY INN -KEARNEY	$249.90
17580	LINCOLN JOURNAL STAR	$44.48
17581	LOVE SIGNS	$27,116.48
17582	MAXIM HEALTHCARE SERVICES, INC.	$1,885.00
17583	MY CENTRAL SUPPLY	$518.70
17584	SCHOOL HEALTH CORPORATION	$28.20
17585	T-BONE TRUCK STOP	$5,434.83
17586	BLICK ART MATERIALS	$913.80
17587	BSN SPORTS	$62.60
17588	CAPITAL SANITARY SUPPLY	$1,188.22
17589	COFFEY, ALANNAH	$114.57
17590	COLE, CRYSTAL	$735.18
17591	COLUMBUS ARNOLD MOTOR SUPPLY	$476.92
17592	COLUMBUS TIRE & SERVICE CENTER	$654.51

Check Number	Vendor	Amount
17593	EAKES OFFICE SOLUTIONS	$2,784.69
17594	FIRST IMPRESSIONS	$250.00
17595	FOLLETT CONTENT SOLUTIONS, LLC	$390.64
17596	FRIENDZY, INC	$696.02
17597	GOPHER	$5,905.15
17598	HD SUPPLY	$48,907.80
17599	HEARTLAND SCENIC STUDIO, INC.	$1,063.75
17600	KULA, ELISSA	$385.92
17601	MCDOWELL, DEBORAH	$147.03
17602	MEAD LUMBER COMPANY	$36.44
17603	MENARDS-COL	$93.94
17604	OCCUPATIONAL HEALTH SERVICES	$195.00
17605	POSITIVE PROMOTIONS	$383.47
17606	PYRAMID SCHOOL PRODUCTS	$3,352.75
17607	REALLY GOOD STUFF, INC.	$115.86
17608	S & S WORLDWIDE	$290.80
17609	SCHIEFFER SIGNS	$76.00
17610	SHERWIN-WILLIAMS	$1,278.49
17611	SHIRTS ARE US, LLC	$408.00
17612	STAROSCIK, KRISTINE	$152.76
17613	TIRE OUTLET INC	$76.00
17614	TK ELEVATOR CORPORATION	$967.00
17615	TRUCK CENTER COMPANIES	$541.63
17616	TYLER TECHNOLOGIES	$1,550.00
17617	AMAZON CAPITAL SERVICES	$2,106.18
17618	CAPITAL ONE/WALMART	$20.98
	Total Fund Expenditures	$3,639,254.93

Professional Travel June 2024

Employee full Name	Job Start Date	Job Notes to Administrator
Chip Kay	2024-06-12	NASB Summer Law Conference
Amy Haynes	2024-06-25	Power of Positive Leadership Workshop in Norfolk

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, 2024

Doug Willoughby
Board of Education
Columbus Public Schools

Dear President Willoughby and Members of the Board:

The Foundation contributed the following items to Columbus Public Schools during the month of 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
$791.06 - Columbus After School Program
$5,055.90 - Grandparents Day

Band Boosters
$495.97 - Trailer Maintenance
$600.00 - Drum Major Academy Scholarship
$500.00 - Drumline Clinician
$500.00 - Percussion Inventory/Maintenance

Emerson PTO
$442.79 - Teacher Appreciation

$1,500.00 - Judy Temme Memorial Scholarship

Centennial PAC
$530.05 - Staff Appreciation
$15.00 - Advance Reader and Citizenship Plaques

CMS PAC
$877.50 - Scholarships

Sports Boosters
$780.90 - Soccer, Tennis, and Track State Meals
$61.19 - Girls Soccer and Boys Baseball Senior Flowers

The total contributions for the month of June was $12,150.36
The total contributions for the FY 2024 total is **$328,362.15**
**CPS Foundation's fiscal year is January 1 through December 31.*

Thank you for your consideration.
Sincerely,

Nicole Anderson

Nicole Anderson
Director of Marketing & Foundation

Columbus High School
Student Handbook 2024-25
Outline of Changes

Page Number	Description of Changes
● 10, 11	● The addition of new staff names
● 22	● Addition of: Technology may not be used for illegal or unlawful purposes, including impersonation of school employees or students, hacking, copyright infringement, obscenity, libel, slander, fraud, defamation, plagiarism, intimidation, forgery, illegal gambling, soliciting for illegal pyramid schemes, and computer tampering (e.g. spreading computer viruses).
● 24	● Addition of: using artificial intelligence to create slanderous content of students or staff. Examples include but are not limited to face swap, nude photos, voice impersonation, etc.
● 36	● Guardians are encouraged to alert the school of a student's absence before the absence occurs or on the day of the absence. However, guardians will be given up to one week from a student's absence to communicate with the school. If the student's absence is not excused by the guardian within one week, the student will be required to serve the detention time owed for their unverified absence from school. Extenuating circumstances, deemed by the administration, will be reviewed on a case-by-case basis.

Columbus High School
Student Handbook
2024-25

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

COLUMBUS HIGH SCHOOL

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

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

CHS Administration

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

FREQUENTLY ASKED QUESTIONS:

1. For attendance, prearranged absences, tardy arrivals to school, etc.
   -- Contact the Attendance Office 402-563-7050, Option 1

2. For transcripts, schedules, enrollment, address changes, good student auto discounts, or Social Security benefit verification
   -- Contact the School Counseling & Career Center Office 402-563-7050, Option 2

3. For questions about the school lunch program or the Free/Reduced Lunch Program
   -- Contact Food Service 402-563-7050, Option 5

4. For questions about sports, the activity program, or building rental
   -- Contact the Activities Director 402-563-7050, Option 3

5. For questions regarding a student's grades
   -- Contact the classroom teacher 402-563-7050, Option 0

6. For translation services or assistance:
   -- Contact EL Program 402-563-7000 and select, Option 7

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

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

Disclaimer Notice

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

Parent/Guardian Involvement and Participation

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

School-Home Communications

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

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

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

COPPA Notification

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

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

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

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

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

Notification of Nondiscrimination

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

Notification of Sexual Discrimination

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

Notification of American Disabilities Act

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

Title IX

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

Mission Statement of Columbus Public Schools

"Engaging All Learners to Achieve Success"

Vision of the Columbus Public Schools

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

To attain this vision, we are:

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

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CHS Bell Schedules

Regular Bell Schedule			
Period 1		8:10 - 9:02	
Period 2		9:06 - 9:59	
Period 3		10:03 - 10:55	
Period 4 10:55 - 12:52			
Seniors Lunch A: 10:55-11:22 HR: 11:25-11:52 Period 4: 11:55-12:52	**Juniors** HR: 10:58-11:25 Lunch B: 11:25-11:52 Period 4: 11:55-12:52	**Sophomores** Period 4: 10:58-11:55 HR: 11:58-12:25 Lunch D: 12:25-12:52	**Freshmen** Period 4: 10:58-11:55 Lunch C: 11:55-12:22 HR: 12:25-12:52
Period 5		12:56 - 1:48	
Period 6		1:52 - 2:44	
Period 7		2:48 - 3:40	

Wednesday Bell Schedule			
Period 1		8:10 - 8:51	
Period 2		8:55 - 9:38	
Period 3		9:42 - 10:23	
Period 4 10:23 - 12:20			
Seniors Lunch A: 10:23-10:50 HR: 10:53-11:20 Period 4: 11:23-12:20	**Juniors** HR: 10:26-10:53 Lunch B: 10:53-11:20 Period 4: 11:23-12:20	**Sophomores** Period 4: 10:26-11:23 HR: 10:26-11:53 Lunch D: 11:53-12:20	**Freshmen** Period 4: 10:26-11:23 Lunch C: 11:23-11:50 HR: 11:53-12:20
Period 5		12:24 - 1:05	
Period 6		1:09 - 1:50	
Period 7		1:54 - 2:35	

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

10:00 Late Start			
Period 1		10:00 - 10:34	
Period 2		10:38 - 11:12	
Period 4 11:12 - 1:09			
Seniors Lunch A: 11:12-11:39 HR: 11:42-12:09 Period 4: 12:12-1:09	**Juniors** HR: 11:15-11:42 Lunch B: 11:42-12:09 Period 4: 12:12-1:09	**Sophomores** Period 4: 11:15-12:12 HR: 12:15-12:42 Lunch D: 12:42-1:09	**Freshmen** Period 4: 11:15-12:12 Lunch C: 12:12-12:39 HR: 12:42-1:09
Period 3		1:13 - 1:47	
Period 5		1:51 - 2:25	
Period 6		2:29 - 3:03	
Period 7		3:07 - 3:40	

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

2024-25 Columbus High School Faculty

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

Ms. Danielle Tilley		Mr. Jhonny Beltran		
Ms. Jessie Wemhoff		Ms. Val Brown		**Speech Pathologist**
		Ms. Kim Loeffelholz		Ms. Judy Deepe
		Ms. Guadalupe Marino		
ELL				
Ms. Erica Earley		**Science**		
Ms. Rebecca Lenser		Mr. Kyle Anderson		**World Languages**
Ms. Laura Sprunk		Mr. Matt Bills		Ms. Blanca Alarcon
Ms. Jennifer Young		Ms. Sabrina Hamling		Ms. Lorena Miya
		Mr. Keegan McGill		Ms. Trinia Perigo
Health Services		Ms. Avery McKennan		Ms. Liliana Velasco
Ms. Laurie Swanson		Mr. Dane Pedersen		
		Ms. Kelsey Plance		
Instructional Media		Mr. Ryan Schroeder		
Ms. Valarie Wallin		Mr. Brian Townsend		

SECTION I
STUDENT RIGHTS AND RESPONSIBILITIES – UNDER NE STATUTES

I-A Responsibilities and Right to an Education

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

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

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

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

I-B Attendance Responsibility

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

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

I-C Academic Responsibility

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

I-D Health Examination and Immunizations

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

I-E Student Records

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

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

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

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

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

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

I-F Responsibility and Right to Freedom of Assembly

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

I-G Search and Seizure

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

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

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

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

I-H Responsibility and Right of Freedom of Expression

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

I-I Oral Expression

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

I-J Symbolic Expression and Related Activities

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

I-K Rights of Handicapped Students

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

I-L Pregnant or Parenting Students

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

SECTION II
DISCIPLINE – UNDER NE STATUTES or CHS POLICY

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

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

II-B Disciplinary Actions That Only Administrators May Assign:

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

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

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

property; or
3. causes or attempts to cause physical injury to another person except in self-defense; or threatens or intimidates any student for the purpose or intent of obtaining something of value from the student; or
4. possesses or transmits any firearm, knife, explosive or other dangerous object that is ordinarily considered a weapon; or
5. engages in the unlawful possession, selling, dispensing, or use of a controlled substance or an imitation controlled substance, as defined in section 28-401, a substance represented to be a controlled substance, or alcoholic liquor as defined in section 53-103 or being under the influence of a controlled substance or alcoholic liquor; or
6. commits public indecency as defined in Nebraska statute 28-806 if that student is at least twelve years of age but less than nineteen years of age; or
7. commits or attempts to commit sexual assault of any degree, that occurs on or off school grounds, function, activity, or event, (79-267.9) against any person. Which may include if a complaint has been filed by a prosecutor alleging the incident as required in Nebraska statute 79-267.8; or
8. engages in any other illegal activity which constitutes a danger to other students or interferes with school purposes; or engages in bullying as defined in section 79-2,137; or
9. repeatedly violates the policies, rules and standards of student conduct established by the district

- **Expulsion:** exclusion from school attendance in accordance with Neb. Rev. Stat. § 79-283.
- **Exclusion:** immediate withdrawal of a student from school for
  (a) presenting a clear threat to the physical safety of himself/herself or others or is so extremely disruptive as to make temporary removal necessary to preserve the rights of other students to pursue an education.
  (b) a dangerous communicable disease as cited in Neb. Rev. Stat. § 79-4,177.
  (c) any student who is suspended pursuant to this section may be given an opportunity to complete any classwork, including, but not limited to, examinations, missed during the period of suspension. Students will be given classwork by either paper or digital format.
- **Mandatory Reassignment:** Students may be reassigned to an alternative educational setting to complete instructional units.
- **Legal Action in a Court of Law**: Any disciplinary action taken against a student will comply with existing state laws and CPS Board policies and shall afford the student due process. [CPS Board Policy 504.01]

II-C After School Detention

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

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

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

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

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

All Tuesday/Thursday After School Detention Sessions will begin PROMPTLY at 3:45 pm and end at 5:45 pm.
All Wednesday After School Detention Sessions will begin PROMPTLY at 2:45 pm and end at 4:00 pm.

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

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

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

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

Students will NOT be permitted to accumulate more than 400 minutes without more significant discipline consequences being assigned INCLUDING a meeting with parents and administration.
Bonus minutes are assigned at the discretion of the grade-level administrator.

II-D Right to Due Process

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

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

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

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

The decision of the administrator shall be final.

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

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

8) a conference should be held with the parent/guardian at the time of the suspension and prior to the return of the educational placement.

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

SECTION III
SCHOOL RULES AND EXPECTATIONS

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

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

Administrative Discipline – Civic Expectations

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

Civic Expectation #1 - Contribute constructively to community

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

Supporting Guidelines

III-A Dress Code for Students

Columbus Public Schools believe that teaching principles of appropriate dress and appearance, good grooming, and cleanliness are a desirable component of the educational process. We are sensitive to the rapid changes in dress and grooming; however, we cannot accept those changes that depart from the standards of neat and appropriate appearance, good taste, modesty, and decency. Our school administration must weigh community standards along with individual rights. As a general rule, appearance that detracts from the learning environment cannot be permitted. It is our sincerest hope that students of Columbus High School will take pride in their appearance and their school.

Students who dress inappropriately will be given alternative attire (school T-shirt/shorts). Instructional time missed for clothing related issues (minimum of one half hour) will be made up in After School Detention.

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

1) Any article of clothing or other item brought to school by a student should not contain any printed wording or pictures that:
   a) includes profanity, vulgarity, or is found to be sexually explicit, indecent or lewd, or makes sexual innuendo (sexually suggestive)
   b) advertises the use or sale of tobacco or controlled substances in any manner
   c) promotes a business establishment whose primary business is drug paraphernalia or alcohol related
   d) would be found to be offensive to another ethnic background
   e) indicates any form of gang affiliation
   f) espouses questionable meaning or insinuates educationally inappropriate activities.
2) Students are expected to dress in a manner that is compatible with the requirements of a good learning environment. The standards will be those generally acceptable to the community as appropriate in a school setting.
   a) Students should not wear clothing that exposes parts of the body that would not be considered appropriate in a school setting.
   b) Students are not allowed to wear clothing/jewelry that would encourage horseplay or pose a risk to self or other students (i.e. spiked apparel and chains).
3) The type of clothing worn by a student must not jeopardize his/her safety or the safety of others (ex: STEM/FCS classes: no open-toed shoes, loose clothing, or dangling chains/jewelry).
4) Shoes and shirts are essential for proper *inside-the-building* attire. Hats, sweat bands, stocking hats, bandanas,

gloves, hoods, and sunglasses will not be considered proper building attire because they can be considered disruptive to the educational environment. Hats may be worn to school and kept in the locker during the academic school day. *Repeated violations will result in confiscation of the clothing item(s) as contraband. They may be held until the end of the school year.*

5) Dress identified by outside agencies (police and other law enforcement agencies) as gang-related and/or drug-related apparel is not allowed: ex: West Side, South Side, East Side, North Side, gang affiliated artist, do-rags or bandanas worn on the head or hung from clothing, long baggy coats, knit gloves or prominent display of gang-affiliated colors, and other clothing which promotes gang activity using slang, symbolism and cartoon caricatures, clothing depicting gloved "Mickey" hands forming gestures, Marilyn Monroe featured shirts/sweatshirts, or altered rosaries.
6) Exceptions to the Columbus High School Dress Code detailed above *may* be made for "spirit days." The administration will work with student organizations to determine this in advance.

The Columbus High School Dress Code is in alignment with CPS Board Policy 504.05. The items detailed in section III-A above are all items individual students may use or possess to express themselves. Columbus High School recognizes this and believes it is the right of each student to have, possess, and even display these items – just not in school.

III-B Non-Instructional Areas

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

III-C Loitering

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

III-D School-sponsored Activities - Suspensions

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

III-E Contraband / Electronic Devices

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

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

III-Ea Cell Phone Possession and Use

At Columbus High School, we believe every student is allowed to possess and utilize a personal cell phone. That privilege is limited, however, at the point that the device becomes a distraction or disruption to the school environment, is believed to have been used to harass other students, or the student becomes insubordinate regarding its appropriate use.

Appropriate times for cell phone use at CHS are prior to 8:10 a.m., passing periods on the way to class, lunch and after school. Appropriate locations for cell phone use are in the main office or entry area when checking out of school, the hallways, and the cafeteria. Inappropriate locations for cell phone use are **all locker rooms and restrooms**, any office area without prior permission, the IMC without prior permission, STEM and science lab areas, and any classroom without prior permission. Other areas in which cell phone use is considered inappropriate would be in the auditorium or gymnasium during assemblies or presentations.

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

Staff will confiscate cell phones when students receive or make phone calls, text message, or access the phone during the instructional period *without prior staff permission.* Cell phones or electronic devices must never be used to photograph

or record others *with or without their knowledge and/or permission* during the school day, *at any school event or activity*. If a student is found to have violated this rule, particularly if the resulting image or recording was of a verbal or physical altercation or utilized to harass, intimidate or demean another student, would be subject to an investigation procedure that may result in discipline, up to and including suspension and expulsion. (See III-O Harassment/Bullying/Intimidation). A student found to have engaged in bullying and/or harassment by law enforcement may be forced to surrender his/her phone as evidence to the School Resource Officer. Legal Reference: Neb. Rev. Stat. § 79-267

Because students are expected to work with their teacher regarding cell phone use/access in the classroom and because students have been granted access to their phones during passing periods and lunch, a refusal to turn over a cell phone to a staff member who requests to hold it for the period will result in a minimum, 2-hour After School Detention consequence for insubordination. A parent/guardian may be required to pick up the confiscated phone in the main office at the conclusion of the instructional day if the student is non-cooperative. Repeat offenses will result in further disciplinary consequences for insubordination and could result in specific cell phone restrictions for that particular student imposed by administration.

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

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

III-F Open Containers / Beverages other than Water

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

III-G Vandalism

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

III-H Skateboards

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

III-I Display of Affection

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

III-J Responsibilities of Students When Expressing Themselves

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

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

manner that the teacher and/or others hear/see the insult may be disciplined by school authorities.)

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

III-K Academic Dishonesty (Cheating)

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

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

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

Civic Expectation #2 – Interact effectively with others

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

Supporting Guidelines

III-M Insubordination

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

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

III-N Parking

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

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

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

III-Na Parking Lot Expectations

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

The following is a list of basic parking lot expectations:

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

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

III-O Harassment/Bullying/Intimidation

Harassment of students, staff or visitors by CHS students or staff will not be tolerated. This policy is in effect while students or staff are on school grounds, school district property, or on property within the jurisdiction of the school district;

while on school-owned and/or school-operated transportation; while attending or engaged in school activities; and while away from school grounds if the misconduct directly affects the good order, efficient management and welfare of the school or school district.

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

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

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

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

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

- report the matter to a teacher or counselor.
- write down exactly what happened, keep a copy, and give another copy to the counselor;
  - what, when and where it happened
  - who was involved
  - exactly what was said or what the harasser did
  - witnesses to the harassment
  - what the individual said or did, either at the time or later
  - how the individual felt and
  - how the harasser responded
  - provide screenshots and/or printouts of the alleged abuse (when appropriate)
- The counselor will then investigate the matter by interviewing witnesses and the alleged harasser and report the results of the investigation to the appropriate grade-level administrator.
- If the administrator determines that harassment is indeed occurring, appropriate consequences will be assigned as necessary based upon frequency and severity of the behavior.

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

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

III-Oa Hazing

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

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

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

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

III-P Inappropriate Behavior

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

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

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

III-Pa Sexual Harassment

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

Sexual Harassment

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

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

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

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

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

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

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

Sex Offender Law

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

Dating Violence

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

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

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

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

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

Date of Adoption: May 17, 2010

Civic Expectation #3 – Fulfill legal requirements

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

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

Supporting Guidelines

III-Q Reckless Endangerment

Students shall not engage in acts that create a substantial risk of physical injury to him/herself or another person.
Consequence: After-School Detention, restriction of privileges, schedule change, activities suspension/expulsion (where appropriate), ISS, OSS, alternative placement and/or expulsion.

III-Qa Snowballs

Students are not to throw snowballs while on school grounds, or on their way to and from school, or while attending school events.
Consequence: After-School Detention, restriction of privileges, schedule change, activities suspension/expulsion (where appropriate), ISS, OSS, alternative placement, and/or expulsion.

III-Qb Unauthorized Games / Activities

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

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

III-R Theft/Stealing

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

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

III-S Unauthorized Entry

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

III-T Fighting / Assaults

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

III-U Aiding and Abetting

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

III-V Computers / Technology Integration & Internet Use

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

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

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

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

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

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

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

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

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

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

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

Specific Internet-use guidelines are listed below:

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

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

III-Va Google Accounts

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

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

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

Classroom - a collaborative cloud-computing environment where teachers can post class assignments and through which students can turn work into their teachers
Mail - an individual email account for school use managed by Columbus Public Schools
Calendar – an individual calendar providing the ability to organize schedules, daily activities, and assignments
Drive – a collection of apps for word-processing, spreadsheet, drawing, and presentation that is very similar to Microsoft Office but also contains within it a cloud-storage area for student assignments and projects

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

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

Technology use in the Columbus Public Schools District is governed by federal laws including the following:
Children's Online Privacy Protection Act (COPPA)
COPPA applies to commercial companies and limits their ability to collect personal information from children under age 13. By default, advertising is turned off for Columbus Public School's presence in Google Apps for Education. No personal student information is collected for commercial purposes. This permission form allows the school to act as an agent for parents in the collection of information within the school context. The school's use of student information is solely for educational purposes. -- COPPA http://www.ftc.gov/privacy/coppafaqs.shtm.

Family Educational Rights and Privacy Act (FERPA)

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

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

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

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

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

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

III-W Damage of School or Private Property

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

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

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

III-X False Alarms

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

III-Y Alcohol-Tobacco-Drugs [CPS Board Policies 504.14 and 504.14R1, Legal Reference: Neb. Rev. Stat. § 79-267]
Students who violate the district tobacco/inhalant, alcohol, and drug policy will be referred to law enforcement officials.

III-Ya Use of Tobacco/Inhalant Products

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

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

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

III-Yb Alcohol and Drugs

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

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

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

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

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

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

III-Yc Prescription Drugs

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

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

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

III-Yd Non-Prescriptions Medications / Vitamins

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

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

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

III-Ye Records of Violations and Consequences

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

III-Z Rumors, Threats, and Prohibited Items

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

III-Za Improper Sharing of Content

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

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

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

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

III-Zc Bomb Threats

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

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

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

III-Ze Concealed Handgun Law

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

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

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

SECTION IV
ADMINISTRATIVE DISCIPLINE – STUDENT ATTENDANCE EXPECTATIONS

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

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

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

Supporting Guidelines

IV-A Attendance – Student Absences

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

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

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

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

IV-Aa Attendance - Extended Absences

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

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

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

IV-B Attendance - Activity Participation

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

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

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

IV-C Attendance - Following Activities

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

IV-D Attendance – Seniors' Final Month

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

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

Student Attendance Expectation #2 – Be aware of absence procedures

Supporting Guidelines

IV-E Absence Verification

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

IV-F Sign-Out Procedure

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

IV-G Makeup Work - Approved Absence

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

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

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

Supporting Guidelines

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

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

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

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

IV-H Tardy to School (Period 1)

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

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

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

IV-J School Response to Student Absences

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

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

[Reference CPS Board Policy 503.04]

SECTION V
ESTABLISHING A POSITIVE LEARNING EXPERIENCE

CHS Classroom Expectations

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

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

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

Supporting Guidelines

V-A Classroom Behavioral Expectations

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

Classroom/Teacher Response

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

SECTION VI
GENERAL INFORMATION

VI-A Activities – Dances/Socials

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

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

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

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

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

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

2. Prohibited substances: Alcoholic beverages, illegal drugs, and tobacco/inhaled products are prohibited.
    a. Anyone using these or showing the effects of use will not be allowed admission or, if discovered after admission, be removed from the dance. Law enforcement will be contacted.
    b. Students and their dates will be required to submit to a breathalyzer prior to gaining entrance. Those who choose not to submit to a breathalyzer will not gain entrance. Law enforcement will be contacted if there is reasonable suspicion that the student or a student's date is under the influence of alcohol or drugs.

3. Appropriate attire: Students and their guests must meet the dress code requirements established for each dance. Building principals will make the final decision as to whether or not a student's attire is appropriate. Students will be asked to change unacceptable items, which may mean that the student may have to return home to change the inappropriate clothing. It is advisable to check in advance of the dance with a building principal or staff sponsor for the event if you are uncertain about your attire.

VI-B Activities - Meetings

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

VI-C Graduation and Seniors' Final Week

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

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

VI-Ca Graduation Ceremony Expectations

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

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

VI-Cb Graduation – Mid Term

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

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

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

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

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

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

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

VI-E Fundraising

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

VI-F Grade Classification/Grades/Records

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

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

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

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

WF = Withdraw Failing
INC = Incomplete

VI-G Class Ranking and Grade Point Average

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

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

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

VI-H Grade Point Average (GPA)

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

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

INCOMPLETE GRADES

Incomplete grades are assigned in cases in which the student's work is incomplete at the end of the grading period. This may be the result of absence caused by illness or other excused reasons.

Students are reminded that incomplete grades received must be made up within a period of ten (10) school days of the close of the grading period. Incompletes are changed to an "F" after this time. Staff may use incompletes as conditional grades at the end of the first semester when a student's work is judged below passing but the instructor feels that credit may be earned if the student produces a passing grade in the second semester with the principal's permission.

Any student who has received an "Incomplete" grade during the Semester 1 grading period must have the "I" removed within ten (10) school days following the start of Semester 2 classes. The subject teacher is to issue a failing grade for only the work not completed and then compute the grade for the grading period. Any "Incomplete" on the end of the year report card must be changed within ten (10) days of the last day of school. It is the teacher's responsibility to finalize the incomplete grade during the ten (10) day grace period. Any extenuating circumstances are to be shared with the grade level administrator for approval of an extension to the deadline date.

VI-I Grades – Transcripts – Transferring out of District

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

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

VI-J Grades - Honor Roll

Honor roll is computed at the end of each semester.

A Honor Roll 4.0 or higher
B Honor Roll 3.5 or better with no grade below *B*

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

VI-K National Honor Society

Eligibility Requirements for National Honor Society

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

Good Standing, Discipline and Dismissal Due Process Guidelines

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

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

Graduation Ceremony Recognition

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

VI-L Student ID

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

VI-M Instructional Media Center

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

VI-N Lost and Found

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

VI-O Lunch Procedures

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

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

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

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

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

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

This institution is an equal opportunity provider.

VI-Oa Cafeteria Guidelines – Student Responsibilities

1. Sit properly at your table, using acceptable table manners.
2. Handle food and drink appropriately.
3. A maximum of eight (8) chairs/students at each round table and four (4) chairs/students at each square table are allowed.
4. Return chairs to the "in" position at the end of the breakfast or lunch period.
5. School rules for student conduct apply during the breakfast or lunch period.
6. Maintain order and cleanliness around your table area.
7. Respect the space of those around you. This includes avoiding loud talking and physical and/or verbal acts of aggression.
8. Clean up after yourself. Dispose of food and paper at the tray return area.
9. Students requesting restroom privileges are to use the restroom by the main office.
10. Students may spend only one period in the lunchroom each day.

Students who fail to abide by the designated cafeteria guidelines and student responsibilities may forfeit their right to dine in the cafeteria with their peers at administrative discretion.

VI-Ob CPS Unpaid Meal Policy

The purpose of this policy is to establish limitations on the number of breakfasts or lunches a student may receive when the account balance is not sufficient to cover those costs, to provide for alternate meals to be served to students when account balances reach certain limits, and to protect the District from such unpaid financial obligations.

Families are encouraged to keep account balances in the positive at all times. Deposits are accepted at each school building and at the Administration Building. Deposits may be made by cash or check or online through your family Wordware account. Account balances may be obtained through the parent access portal in Synergy. If online access is not available, the District Food Service office may be contacted at (402) 563-7000.

Each day that a student eligible for reduced price or paid meals brings the actual amount of the cost of the meal, that student will be provided a breakfast and/or lunch, and the amount received will be applied to the cost of that meal rather than to reduce a prior negative balance.

In the event that a student's account balance reaches -$15.00, the student will be offered an alternate meal meeting

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

To the extent possible, all actions pertaining to students with negative account balances will be handled as confidentially as possible. Communications regarding account balance concerns will be provided by text, phone, and e-mail through the family Wordware account. Communication in writing by assigned District personnel will only be done at the end of the semester. It is the parent's (or guardian's) responsibility to create a Wordware account and maintain a positive family balance in their account. Students will not be used as couriers of such information.

This policy shall be provided in writing on an annual basis to students and parents through the District website and also in the annual back to school mailing and in school handbooks. The policy shall also be provided in writing to households transferring into the District during the school year. It shall also be provided to school administrators and others charged with the enforcement of this policy.

This policy shall be reviewed and adopted on an annual basis. [CPS Board Policy 802.06]

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

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

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

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

CIVIL RIGHTS

1. School Food Authorities (SFAs) participating in the National School Lunch Program, School Breakfast Program, After School Snack Program or Special Milk Program must include the nondiscrimination statement in their student handbook in the section that addresses access to or information about the school meals program. It must also be included on the school's web site if school meal information is available.

Nondiscrimination Statement

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

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

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

(1) Mail: U.S. Department of Agriculture
Office of the Assistant Secretary for Civil Rights
1400 Independence Avenue, SW
Washington, D.C. 20250-9410

(2) Fax: (202) 690-7442; or

(3) Email: program.intake@usda.gov

This institution is an equal opportunity provider.

If the material is too small to permit the full statement to be included, the material will at a minimum include this statement, in print no smaller than the text: "This institution is an equal opportunity provider."

2. The USDA "And Justice for All" poster must be displayed at each feeding site in a location that is visible to students during meal service.

3. Provide appropriate translations of materials concerning the availability and nutritional benefits of the school meals program, as needed. This requirement can be met through the use of bilingual staff members, volunteers and/or informational materials in appropriate languages.

4. Follow this procedure for Accepting and Filing Complaints of Discrimination in the School Meals Program

- RIGHT TO FILE A COMPLAINT: Any person alleging discrimination based on race, color, national origin, sex, age or disability has a right to file a complaint within 180 days of the alleged discriminatory action.
- ACCEPTANCE: All complaints, written or verbal, shall be accepted by the School Food Authority

VI-Oc Closed-campus Lunch

All students are required to eat lunch at school. All food is to be consumed in the cafeteria. Areas of the building and grounds open to students during lunch periods are the cafeteria and restrooms closest to the cafeteria. All other areas are off limits to students during the lunch periods. No restaurant prepared food may be delivered for the purpose of consumption during a CHS lunch period.

VI-P Passes

Students in the hall during the instructional period must have an approved e-hall pass from a staff member and must be wearing their classroom lanyard pass. Students who fail to comply with this rule will have their pass privileges suspended for an amount of time based on frequency and severity of the offense. Administration may place limits on the number of students allowed in certain areas of the building (ex: restrooms, IMC) at any given time. **Unless for a medical emergency and/or an issue of safety, all student pass privileges will not be permitted during the first and last 10 minutes of each instructional period.**

VI-Pa Passes to the Nurse

During the instructional day, **which includes lunch, homeroom, and individual study periods,** students are not allowed in the nurse's office unless first receiving an approved pass. Students will be allowed to sign out to the nurse's office, at teacher discretion, only for medical, emergency and/or health related needs. If a student has a chronic medical condition (diabetes, asthma, hypoglycemia, etc.) a Red Pass can be obtained from the nurse with administrative approval to permit the student immediate access to the nurse, if medically necessary.

Students who have a substitute teacher must receive permission from the nurse's office prior to receiving a pass to the nurse. The substitute teacher will phone the nurse's office before the student is permitted to leave the classroom. A student with a Red Pass will be permitted to leave for the nurse's office immediately.

VI-Q Care of Building

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

Posters must be approved by the administration before being placed in the building. The group displaying the posters should remove the poster the first day of school following the advertised event. Three commercial flyers are permitted per event with the approval of an administrator in designated community announcement areas. Office officials will hang these flyers. Posters or displays should not be taped or posted on painted or varnished surfaces. Students must use the appropriate white board surfaces available for displays.

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

VI-R Schedule - Class Loads

Underclassmen must have the equivalent of 7 periods of classes each semester, unless administratively approved. Seniors may be scheduled for late start or early dismissal if the following required qualifications are met:

- The student must have 12th grade credit standing.
- The student must be enrolled in enough classes to cover graduation requirements. This could not include correspondence courses.
- To be eligible, the student must have earned a 2.5 (or better) GPA in the previous semester or a cumulative GPA of 3.0.
- The student must not have failed a class the previous semester.
- The student must submit a parent permission form to guidance before the first full day of classes in August or January. Due to scheduling issues, late forms cannot be accepted. Parent signatures will be verified through a telephone call.

VI-S Schedule Changes – Prior to the Start of School

The last opportunity to make any schedule changes for the 1st semester will be made during the first three days of classes. Students who make changes during those three days may, at the teacher's discretion, have to make up work for the new course. Any schedule change will require parental approval. Students are expected to accept responsibility for their decisions and remain accountable for these decisions. Any exceptions to this time frame must have school counselor AND administrative approval.

Because of all the complexities of the scheduling process, the following guidelines have been devised for making schedule changes:

- New students will be scheduled before any existing schedule is changed.
- Student needs will be met as mandated by their IEPs and/or Section 504 Plans, if applicable. The needs of these students will be monitored and reviewed.
- Freshmen and sophomore schedule changes will be considered only after juniors and seniors. The counselors will check teacher-student loads before adding students to classes.
- **No lunch or study hall changes will be made except for internships or by administrative request.**
- Extenuating circumstances must be present for an administrative request to occur.

VI-Sa Schedule Changes – After School Starts

Schedule Change Form REQUIRED:

Registration in the spring determines the classes and number of sections that are offered during the next school year. As a result, students who select year-long classes at registration will have to continue in those classes unless their first semester coursework resulted in a failing grade and/or their teacher recommends a schedule change. Students failing a semester of a year-long course must have done the following for a schedule change to occur:

1) met with the teacher to develop a corrective plan of assistance;
2) followed the plan of assistance;
3) attended a conference which included the teacher, counselor, and parent; and
4) completed all assignments, quizzes, and tests to the best of their ability.

With courses that contain varying levels (e.g. Accelerated Algebra II and Algebra II), students cannot move to an easier level if they have maintained a B or higher-grade average. Students who have a grade average lower than a B must have done the following for a schedule change to occur:

1) met with the teacher to develop a corrective plan of assistance;
2) followed the plan of assistance;
3) attended a conference which included the teacher, counselor, and parent; and
4) completed all assignments, quizzes, and tests to the best of their ability.

If a student continues to have difficulty after these interventions have occurred, the student will be allowed to move to an easier level of coursework. Exceptions to these procedures will only be considered if extenuating circumstances are evident.

Students who request to drop a year-long elective class, including the fourth year of math or science, but are not failing must have filled out a schedule change request by the course mid-point. In the request, the student must indicate why he/she wants to change the class. The teacher will have to indicate the current grade, level of effort, and/or any behavior issues. The counselors will review the schedule change requests with the appropriate administrator and see that there is space in the new class. Independent Study and requests to be a teacher aide are NOT options for dropping a class. The counselors will also contact parents regarding these requests.

VI-Sb Schedule Changes – Administrative

Students who drop a class due to academic or behavior issues will be assigned In-class Suspension and will receive a WP (withdrawn passing) or WF (withdrawn failing) as determined by the administrator. The withdrawal grade will appear on the transcript as a semester grade but will not be used to compute the student's GPA.

VI-T School Resource Officer

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

VI-U Visitors

Students may not bring visitors with them to classes during the regular school day. All other visitors to the building must have approval from a building administrator to remain in the building. All visitors to the building must check in at the front office and wear a visible visitor badge.

VI-V Parent/Guardian Involvement and Participation

- The Parent/Guardian and Student Handbook shall include Policy 1005.02 and provide parents/guardians with the information as to when and how they can access instructional materials.
- The Parent/Guardian and Student Handbook shall be mailed to the home sent home with students. If sent home with students, parents/guardians shall return to the school a signed form indicating that they have received the Parent/Guardian and Student Handbook.
- Parent/guardian permission is required for out-of-town field trips. Parent/guardian notification is required for in-town field trips. See also Policy 607.05.
- The Parent/Guardian and Student Handbook shall include an invitation to parents/guardians to attend and monitor instructional activities.
- Administrators shall notify parents/guardians in advance of special activities, such as assemblies, unless time does not permit.
- If a principal denies a parent's/guardian's request to attend and monitor instructional and/or special activities, the principal shall notify the parent/guardian of his/her rights of appeal as described in this regulation. Also, a full report including, but not limited to, the circumstances and rationale for the denial shall be sent to the Superintendent.

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

VI-W Non-school Sponsored Travel

On occasion, students have the opportunity to participate in trips outside the identified school calendar year that have an apparent connection to the District but which in fact are not school-sponsored. Some examples are (1) travel with a club sport team, even though the club team may be coached by our high school coach; (2) a band traveling to an out-of-state band contest that is arranged by a booster club; and (3) a world languages language teacher taking students abroad during the summer.

These opportunities are often worthwhile and beneficial to students. The message we want to make clear, however, is that these opportunities are not school-sponsored activities. All arrangements for such trips, including costs, travel, supervision, and safety are the responsibility of the group or person making the trip available to students. Columbus Public Schools has no responsibility for such trips. Anyone who is uncertain as to whether or not a particular opportunity is school-sponsored should contact the superintendent, building principal or activities director.

Every effort should be made to restrict summer travel to in-state camps and competitions. Special circumstances may arise where an event or opportunity for students is not offered within the state for certain activities. Under these circumstances, travel should be limited to regional travel that would include states that border Nebraska (i.e. Kansas, Iowa, South Dakota, and Colorado.

VI-X Social Media

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

VI-Y Concussions

FACTS FOR STUDENTS & ATHLETES
What is a concussion?

A concussion is a brain injury that:

- is caused by a bump, blow, or jolt to the head or body.
- can change the way your brain normally works.
- can occur during practices or games in any sport or recreational activity.
- can happen even if you haven't been knocked out.
- can be serious even if you've just been "dinged" or "had your bell rung."

All concussions are serious. A concussion can affect your ability to do schoolwork and other activities (such as playing video games, working on a computer, studying, driving, or exercising). Most people with a concussion get better, but it is important to give your brain time to heal.

What are the symptoms of a concussion?

You can't see a concussion, but you might notice one or more of the symptoms listed below or that you "don't feel right" soon after, a few days later, or even weeks after the injury.

- headache or "pressure" in head
- nausea or vomiting
- balance problems or dizziness
- double or blurry vision
- sensitivity to light or noise
- feeling sluggish, hazy, foggy, or groggy
- difficulty paying attention
- memory problems
- confusion

What should I do if I think I have a concussion?

- Tell your coaches and your parents. Never ignore a bump or blow to the head even if you feel fine. Also, tell your coach right away if you think you have a concussion or if one of your teammates might have a concussion.
- Get a medical check-up. A doctor or other healthcare professional can tell if you have a concussion and when it is OK to return to play.
- Give yourself time to get better. If you have a concussion, your brain needs time to heal. While your brain is still healing, you are much more likely to have another concussion. Repeated concussions can increase the time it takes for you to recover and may cause more damage to your brain. It is important to rest and not return to play until you get the OK from your health care professional that you are symptom-free.

How can I prevent a concussion?

Every sport is different, but there are steps you can take to protect yourself.

- Use the proper sports equipment, including personal protective equipment. In order for equipment to protect you, it must be the following;
  - the right equipment for the game, position, or activity
  - worn correctly and the correct size and fit
  - used every time you play or practice
- Follow your coach's rules for safety and the rules of the sport.
- Practice good sportsmanship at all times.

If you think you have a concussion:
Don't hide it. Report it. Take time to recover. It's better to miss one game than the whole season.

For more information and to order additional materials free-of-charge, visit: www.cdc.gov/Concussion.

U.S. Department of Health and Human Services Centers for Disease Control and Prevention
2010

FACTS FOR PARENTS
Parents, if your teen reports one or more symptoms of concussion listed below, or if you notice the symptoms yourself, keep your teen out of play and seek medical attention right away.

Signs Observed by Parents or Guardians	Symptoms Reported by Student

• appears dazed or stunned • is confused about assignment or position • forgets an instruction • is unsure of game, score, or opponent • moves clumsily • answers questions slowly • loses consciousness (even briefly) • shows mood, behavior, or personality changes • can't recall events prior to hit or fall • can't recall events after hit or fall	• headache or "pressure" in head • nausea or vomiting • balance problems or dizziness • double or blurry vision • sensitivity to light or noise • feeling sluggish, hazy, foggy, or groggy • concentration or memory problems • confusion • just not "feeling right" or is "feeling down"

How can you help your teen prevent a concussion?

Every sport is different, but there are steps your teens can take to protect themselves from concussion and other injuries.

- Make sure they wear the right protective equipment for their activity. It should fit properly, be well maintained, and be worn consistently and correctly.
- Ensure that they follow their coach's rules for safety and the rules of the sport.
- Encourage them to practice good sportsmanship at all times.

What should you do if you think your teen has a concussion?

1. Keep your teen out of play. If your teen has a concussion, her/his brain needs time to heal. Don't let your teen return to play the day of the injury and until a healthcare professional, experienced in evaluating for concussion, says your teen is symptom-free and it's OK to return to play. A repeat concussion that occurs before the brain recovers from the first—usually within a short period of time (hours, days, or weeks)—can slow recovery or increase the likelihood of having long-term problems. In rare cases, repeat concussions can result in edema (brain swelling), permanent brain damage, and even death.
2. Seek medical attention right away. A health care professional experienced in evaluating for concussion will be able to decide how serious the concussion is and when it is safe for your teen to return to sports.
3. Teach your teen that it's not smart to play with a concussion. Rest is key after a concussion. Sometimes athletes wrongly believe that it shows strength and courage to play injured. Discourage others from pressuring injured athletes to play. Don't let your teen convince you that s/he's "just fine."
4. Tell all of your teen's coaches and the student's school nurse about ANY concussion. Coaches, school nurses, and other school staff should know if your teen has ever had a concussion. Your teen may need to limit activities while s/he is recovering from a concussion. Things such as studying, driving, working on a computer, playing video games, or exercising may cause concussion symptoms to reappear or get worse. Talk to your health care professional, as well as your teen's coaches, school nurses, and teachers. If needed, they can help adjust your teen's school activities during her/his recovery.

If you think your teen has a concussion:
Don't assess it yourself. Take him/her out of play.
Seek the advice of a healthcare professional.

It's better to miss one game than the whole season.

For more information and to order additional materials free-of-charge, visit: www.cdc.gov/Concussion.

U.S. Department of Health and Human Services Centers For Disease Control And Prevention. June 2010

SECTION VII
COLUMBUS PUBLIC SCHOOLS HS STUDENT ACCEPTABLE USE AGREEMENT

VII-A Lost-Missing-Stolen Device

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

While at school: Call or report to the High School Office (402-563-7050) if the CHS Technology Associate is in the building, the call will be transferred to the Technology Office who will then notify the CHS administration and CPS Network Administrator.

If the CHS Technology Associate is not in the building, the information will then be shared directly to the administration, CPS Network Administrator, and CPS Technology Associate.

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

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

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

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

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

VII-B Receiving and Returning your Device

1. Receiving Your Device

Parent/Guardian Orientation (Required for all new students)

All parents/guardians and their student are required to sign the Columbus Public Schools Acceptable Use Agreement (AUA) before a device can be issued to their student.

Returning Students to CHS

Returning students should bring their fully charged Chromebook to school on the first day of classes.

Device Distribution / Transfer and New Students to CHS

Students and parents must sign the Acceptable Use Agreement (AUA) in order for a student to use a CPS issued device.

2. Returning Your Device

End of Year

Graduating seniors will turn in their clean, undamaged device, charger, and case.

Failure to turn in a device will result in the student's being charged the full replacement costs.

At the discretion of the superintendent, the district may also file a report of stolen property with the Columbus Police Department for any device and/or issued peripherals which are not returned.

Transferring/Withdrawing Students

Students who transfer out of or withdraw from the Columbus Public Schools must turn in their device and all peripheral items to the High School Technology Office on their last day of attendance as part of the high school check-out procedure (Pink Form).

Failure to turn in the device will result in the parent/guardian's being charged the full replacement costs for the device and peripherals. Unpaid fines and fees of students leaving the Columbus Public Schools may be turned over to a collection agency.

At the discretion of the superintendent, the district may also file a report of stolen property with the Columbus Police Department within 48 hours of the student's verified final day of attendance.

3. Equipment Repair and Replacement protection plan

Columbus Public Schools highly recommends that families purchase the Damage Protection Plan prior to the deployment of the device to students. The cost is $25.00 annually for each device. Each claim covered by the protection plan will be assessed with the district covering 85% of the repair cost and the student/parent/guardian covering 15% of the repair cost, on a per incident basis.

If a student withdraws from Columbus High School and then re-enrolls later in the current school year, the coverage purchased at the student's initial registration will be reinstated.

Disclaimer: Recurring incidents of a similar nature that result in damage to the device will be reviewed and may not continue to be covered by the Damage Protection Plan.

4. **Training**

Students will receive regular training during the school year to address care and usage of the device as well as usage of Google Apps (Discoverer Accounts).

Regular digital citizenship training will also be provided to address respectful, responsible, and ethical use of the Internet and digital tools.

VII-C Taking Care of Your Device

1. **Responsibility** [See Section III-W Damage of School or Private Property]

Students are responsible for the general care of the device they have been issued by the school. Devices that are broken or fail to work properly must be taken to the CHS Technology Office. If a loaner Chromebook is needed, one will be issued to the student if available.

- Use the CPS Technology Hotline to report a lost/stolen device: 402-563-7069.
- It is recommended that you keep your Chromebook clean.
    - Approved cleaning supplies and appropriate procedures are available in the high school media center.
- Keep food and drink away from your device while it is in use.
- Cords, cables, and removable storage devices must be inserted carefully into the device.
- Never carry your device while the screen is open.
- Keep pets away from your device and peripherals.
- Student devices must remain free of any writing, drawing, and inappropriate stickers, or labels. See guidelines on "Personalizing the Device" on the next page.
- Devices will be examined for cleanliness and wear at the time of check in.
- It is recommended that your device be shut down when not in use to conserve battery life.
- Shoving your device into a locker or wedging it into a book bag may damage the screen. The device should always be placed in a bookbag or backpack that has a specific pouch designed to protect digital devices.
- Heavy objects should never be placed on top of your student device.
- Exposing your student device to extreme hot or cold temperatures or direct sunlight for extended periods of time may cause damage to the device.
    - DO NOT leave the device in a vehicle overnight or over prolonged periods of hot or cold temperatures.
    - We recommend that you bring your device to room temperature prior to turning it on.
- Leaving your device unattended or unsecured could result in damage or theft for which you will be liable.

2. **Device Protection**

Each student will provide his/her own bag for his/her device. It should be used whenever the device is being transported or not in use.

The CPS-issued hard shell plastic covers must be in place on a student device for the damage protection plan to be considered in force.

3. **Carrying Your Device**

Always transport your device with care and in a manner that protects the device from damage.

- Never lift or carry your device by the screen.
- Never carry your device with the screen open.

4. **Screen Care**

The device screen can be easily damaged if subjected to heavy objects, rough treatment, some cleaning solvents, and other liquids. The screens are particularly sensitive to damage from excessive pressure.

- Do not put pressure on the top of the device when it is closed.
- Do not store a device with the screen open.
- Make sure there is nothing on the keyboard before closing the screen (e.g. pens, pencils, or disks).
- Clean the screen only with a soft, dry microfiber cloth or anti-static cloth.
    - Appropriate cleaning supplies are located at the IMC cleaning station.

VII-D Using Your Device

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

1. **Device Being Repaired**

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

2. **Charging the Device**
   - The device should be brought to school each day with a full charge.
   - Students should charge their device at home every evening.
   - A complimentary charging station with power adapter is available to students in the High School IMC on a first-come-first-served basis.
   - Students may also charge their device before school in the cafeteria at the counter.

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

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

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

6. **Using Your Device Outside of School**
   - Students are encouraged to use their device at home and other locations outside of school.
   - A WiFi Internet connection will be necessary for device use; however, some applications can be used while not connected to the Internet.
   - Students are bound by the Columbus Public Schools Use of Technology Policy, the Columbus High School. Student Handbook, and this Acceptable Use Agreement (AUA).

VII-E Operating System and Security

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

1. **No Expectation of Privacy**
   - Neither students nor their parents have any expectation of confidentiality or privacy with respect to any usage of a district device, regardless of whether that use is for District-related or personal purposes, other than as specifically provided by law. By using a District-provided device, students agree to such access, monitoring, and recording of their use.
   - The District may, without prior notice or consent, log into, supervise, access, view, monitor, and record use of the student device at any time for any reason. By using a District-provided device, students agree to such access, monitoring, and recording of their use.

2. **Monitoring Software**
   - Teachers, school administrators, and the technology department staff may use monitoring software that allows them to view the screens and activity on any student device. This software is designed to help students stay engaged and for teachers to provide guidance within the lessons. This software is not available outside of the classroom.

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

4. **Virus Protection**
   - There is no need for additional virus protection on the current district device - Google Chromebook.

5. **Content Filter**
   - The District utilizes an Internet content filter that is in compliance with the federally mandated Children's Internet Protection Act (CIPA). All Chromebooks, regardless of physical location (in or out of school), will have all Internet activity protected and monitored by the district. When a student comes across a website that is blocked in school, it will most likely be blocked out of school.

- If an educationally valuable site is blocked, students should contact the classroom teacher or media specialist who will, in turn, submit a Helpdesk ticket to request the site be unblocked.

6. Inspection

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

VII-F Software on Your Device

1. Originally Installed Software

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

2. Google Apps for Education (Discoverer Accounts)

- Chromebooks integrate with the Google Apps for Education suite of productivity and collaboration tools. This suite includes Google Docs (word processing), Sheets (spreadsheets), Slides (presentations), Drawings, Forms, Sites, Gmail, Groups and Blogger. All work is stored within Google Drive.
- Google accounts not in our @discoverers.org domain will not be able to sign into the device. (Example gmail.com accounts)

VII-G Repairing or Replacing Your Device

Technical Support

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

1. Vendor Warranty

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

2. Accidental Damage Protection

- Columbus Public Schools strongly encourages families to purchase the damage protection plan prior to the deployment of the device to your child. The cost is $25.00 annually for each student device. Each claim covered by the protection plan will be assessed on a per incident basis during the current school year at a rate of 85% liability to the district and 15% liability to the student.
- The Columbus Public Schools will require that a police report be submitted in cases of theft. Fraudulent reporting of theft will be turned over to the police for prosecution. A student making a false report will also be subject to disciplinary action as outlined in the Columbus High School Student Handbook.
- Columbus Public Schools will assess device damage and repair or replace the device if the damage is determined to be accidental and within the protection guidelines. The damage protection plan does not cover for loss of the device and/or its accessories or damages caused by misuse and abuse.
- Due to the changing of prices for parts for repairs, a parent may request a written estimate prior to the device being fixed.
- **Parents/Students will be charged for the full replacement cost of a device that has been damaged due to misuse or abuse as determined by the certified technicians.**

3. Chromebook Technical Support

- The CHS Technology Office will be the first point of contact for repair/troubleshooting of the device.
- Services provided include:
    - password recovery
    - user account support
    - coordination of warranty repair
    - distribution of replacement device
    - hardware maintenance and repair
    - restoring the device to factory default
    - OS updates

VII-H Safe and Acceptable Use of Your Device

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

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

3. **Compliance with the Law and Use of Computers / Internet** [See Section III-K Academic Dishonesty (Cheating)]
   - Students using the Internet will follow all laws, policies, and rules governing computers. This includes (but is not limited to) copyright laws, software publisher's rights, license agreements, acts of terrorism, assault, threats, and expectations for student and parent privacy.
   - Students at Columbus Public Schools shall receive instruction in Internet safety. This curriculum will include material related to appropriate access to the Internet by minors, appropriate use of social networking sites, cyber-bullying, and other topics as are relevant in encouraging digital citizenship.
   - A copy of the scope and sequence or other outline of the Internet Safety Curriculum may be found in the district Curriculum Office and each school media center.

4. **Access to the Internet by Minors (individuals under the age of 18) or Adults (or individuals over the age of 18)** [See Section III-V Computers / Technology Integration & Internet Use]
   - Minors or adults shall:
     - not access or transmit materials that is considered obscene, pornography, harmful to minors, or otherwise inappropriate for education and/or may be considered illegal activity.
     - not use Columbus Public Schools technology or Internet resources to engage in hacking or attempts to otherwise compromise any computer or network system's security.
     - not engage in any illegal activities on the Internet.
     - only use electronic mail, chat rooms, social networking sites, and other forms of direct electronic communications for the purposes related to education within the context of a Columbus Public Schools-related assignment or activity.

    - not attempt to override or bypass any protection measure that has been put in place by Columbus Public Schools to block and/or filter access to Internet sites that are not in accordance with policies of Columbus Public Schools.
    - not disclose personal identification information on the Internet.

5. **Policy Violations** [See Section III-V Computers / Technology Integration & Internet Use]
   - Any violation of this policy may result in the loss of access to the Internet by the student/adult involved. Additional disciplinary action may be determined in accordance with existing policies of the Columbus Public Schools, including applicable state and federal laws.
   - Details and definitions of the full Columbus Public Schools Acceptable Use Policy 504.09 & 606.06 can be reviewed at any media center in the Columbus Public Schools or online at http://columbuspublicschools.org.
   - Students shall be granted permission to access the Internet under the direction of a teacher upon proof of completion of the digital literacy curriculum from an administrator or media specialist.

6. **Acceptable Use** [See Section III-V Computers / Technology Integration & Internet Use]
   - We believe that access to the Internet is an important educational resource for our students.
   - We understand that although there are many valuable educational resources available, there are also unacceptable and offensive materials available on the Internet.
   - We require efficient, ethical, courteous and legal utilization of the equipment, computers, and network resources.
     - As a safety precaution, full names or addresses are not to be revealed online.
     - Computer and network resources have been provided for educational purposes; game playing and commercial uses are prohibited.
     - Sharing of individual accounts is prohibited.
     - Electronic mail (email) and other computer use or storage is not guaranteed to be private or confidential. Network or other computer use or storage areas are and will be treated as school property.
     - Computers, files, and communications may be accessed and reviewed by district personnel and may be accessed by other computer users.
     - Chain letters and inter-relay chat are misuses of the system.
     - Vandalism or "hacking" of any kind is prohibited.
     - The security of the system and the rights of other users are to be respected at all times.
   - Students or staff knowingly violating the terms of the agreement will be dealt with according to the discipline policies of the individual school building and Columbus Public Schools and/or civil authorities.
     - Such activities may result in termination of their account/access and/or expulsion from school and/or legal prosecution.
   - Any problems which arise from the use of an account are the liability or responsibility of the user. By using the computers or network system, participants agree to indemnify and hold Columbus Public Schools harmless from any claims or damages arising from such use. Columbus Public School District makes no warranties for the information or the services provided.

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

8. **Legal Propriety** [See Section III-K Academic Dishonesty (Cheating)]
   - All students and staff must comply with trademark and copyright laws and all license agreements. Ignorance of the law is not immunity. If you are unsure, ask the Media Specialist or the Executive Director of Technology & Operations if you are in compliance with the law.
   - Plagiarism is a violation of the Columbus High School code of conduct. Give credit to all sources used, whether quoted or summarized. This includes all forms of media on the Internet, such as graphics, movies, music, and text.

9. **Email** [See Section III-V Computers / Technology Integration & Internet Use]
   - Students' email access will be through a Google Gmail system managed by the Columbus Public Schools. This email system is monitored by the Columbus Public Schools Technology Department, and all messages sent or received through this system are archived and subject to filtering of inappropriate content.

- Always use appropriate language.
- Do not transmit language/material that is profane, obscene, abusive, or offensive to others.
- Do not send mass emails, chain letters, or spam.
- No private chatting during class is allowed without permission.
- Email is subject to inspection at any time by school administration, parent/guardian or designee.

10. Discipline Consequences [See Section III-V Computers / Technology Integration & Internet Use]

- The student whose name, system account and/or computer hardware is issued will be responsible at all times for its appropriate use. Non-compliance with the policies of the CHS Student Handbook or the Columbus Public School's Acceptable Use Policy will result in disciplinary action as outlined by the student code of conduct and/or other school policies for the user unless there is proof that another is responsible.
- Electronic mail, network usage, and all stored files shall not be considered confidential and may be monitored at any time by the Columbus Public Schools Technology Department to ensure appropriate use. The Columbus Public Schools cooperates fully with local, state, and federal officials in any investigation concerning or relating to violations of computer crime laws.
- As a response to chronic absenteeism or truancy (5 or more documented/consecutive days of truancy), the parent will be contacted to return the device to the principal's office. The student will be converted to daily check-out/check-in status through the remainder of the semester. If the student demonstrates improved and acceptable attendance through the remainder of the semester, the student's computer take-home status will be restored.

Appendix A CPS Chromebook Acceptable Use Agreement

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

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

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

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

Acceptance of Liability
* Please INITIAL ONE of the options below.

_____ PLAN #1: Purchase Damage Protection Plan

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

_____ PLAN #2: Reject Damage Protection Plan

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

This form is an example copy of the actual Acceptable Use Agreement form which must be on file in the CHS Technology Office.

_____

Print Full Student Name Here **Student ID Number**

Grade

_____

Student Signature

Date

_____

Parent/Guardian Signature (REQUIRED)

Date

Columbus High School

Athletics and Activity Guidelines

2024-2025 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 CF.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"

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.

<u>Safety</u>

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 $35.00. A C-Stamp will serve as an admission pass to all home activities not including GNAC 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, Art Club, 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 school 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 <u>may</u> 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.

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 alikes" 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.

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. Be enrolled in at least 20 credit hours in the semester of participation and receive twenty credit hours the immediate preceding semester. (Note: This includes seniors who are intending to "graduate early" or are participating in off-campus classes)

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 Activities Director 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.

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.

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 Drrector 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.**

HEADS UP CONCUSSION IN HIGH SCHOOL SPORTS

A FACT SHEET FOR ATHLETES

What is a concussion?

A concussion is a brain injury that:

- Is caused by a bump, blow, or jolt to the head or body.
- Can change the way your brain normally works.
- Can occur during practices or games in any sport or recreational activity.
- Can happen even if you haven't been knocked out.
- Can be serious even if you've just been "dinged" or "had your bell rung."

All concussions are serious. A concussion can affect your ability to do schoolwork and other activities (such as playing video games, working on a computer, studying, driving, or exercising). Most people with a concussion get better, but it is important to give your brain time to heal.

What are the symptoms of a concussion?

You can't see a concussion, but you might notice ***one or more*** of the symptoms listed below or that you "don't feel right" soon after, a few days after, or even weeks after the injury.

- Headache or "pressure" in head
- Nausea or vomiting
- Balance problems or dizziness
- Double or blurry vision
- Bothered by light or noise
- Feeling sluggish, hazy, foggy, or groggy
- Difficulty paying attention
- Memory problems
- Confusion

What should I do if I think I have a concussion?

- **Tell your coaches and your parents.** Never ignore a bump or blow to the head even if you feel fine. Also, tell your coach right away if you think you have a concussion or if one of your teammates might have a concussion.
- **Get a medical check-up.** A doctor or other health care professional can tell if you have a concussion and when it is OK to return to play.
- **Give yourself time to get better.** If you have a concussion, your brain needs time to heal. While your brain is still healing, you are much more likely to have another concussion. Repeat concussions can increase the time it takes for you to recover and may cause more damage to your brain. It is important to rest and not return to play until you get the OK from your health care professional that you are symptom-free.

How can I prevent a concussion?

Every sport is different, but there are steps you can take to protect yourself.

- Use the proper sports equipment, including personal protective equipment. In order for equipment to protect you, it must be:
  - The right equipment for the game, position, or activity
  - Worn correctly and the correct size and fit
  - Used every time you play or practice
- Follow your coach's rules for safety and the rules of the sport.
- Practice good sportsmanship at all times.

If you think you have a concussion:
Don't hide it. Report it. Take time to recover.

It's better to miss one game than the whole season.

For more information and to order additional materials *free-of-charge*, visit: **www.cdc.gov/Concussion**.

U.S. Department of Health and Human Services
Centers for Disease Control and Prevention

June 2010

HEADS UP CONCUSSION IN HIGH SCHOOL SPORTS

A FACT SHEET FOR **PARENTS**

What is a concussion?

A concussion is a brain injury. Concussions are caused by a bump, blow, or jolt to the head or body. Even a "ding," "getting your bell rung," or what seems to be a mild bump or blow to the head can be serious.

What are the signs and symptoms?

You can't see a concussion. Signs and symptoms of concussion can show up right after the injury or may not appear or be noticed until days after the injury. If your teen reports ***one or more*** symptoms of concussion listed below, or if you notice the symptoms yourself, keep your teen out of play and seek medical attention right away.

Signs Observed by Parents or Guardians	Symptoms Reported by Athlete
• Appears dazed or stunned • Is confused about assignment or position • Forgets an instruction • Is unsure of game, score, or opponent • Moves clumsily • Answers questions slowly • Loses consciousness *(even briefly)* • Shows mood, behavior, or personality changes • Can't recall events *prior* to hit or fall • Can't recall events *after* hit or fall	• Headache or "pressure" in head • Nausea or vomiting • Balance problems or dizziness • Double or blurry vision • Sensitivity to light or noise • Feeling sluggish, hazy, foggy, or groggy • Concentration or memory problems • Confusion • Just not "feeling right" or is "feeling down"

How can you help your teen prevent a concussion?

Every sport is different, but there are steps your teens can take to protect themselves from concussion and other injuries.

- Make sure they wear the right protective equipment for their activity. It should fit properly, be well maintained, and be worn consistently and correctly.
- Ensure that they follow their coaches' rules for safety and the rules of the sport.
- Encourage them to practice good sportsmanship at all times.

What should you do if you think your teen has a concussion?

1. **Keep your teen out of play.** If your teen has a concussion, her/his brain needs time to heal. Don't let your teen return to play the day of the injury and until a health care professional, experienced in evaluating for concussion, says your teen is symptom-free and it's OK to return to play. A repeat concussion that occurs before the brain recovers from the first—usually within a short period of time (hours, days, or weeks)—can slow recovery or increase the likelihood of having long-term problems. In rare cases, repeat concussions can result in edema (brain swelling), permanent brain damage, and even death.
2. **Seek medical attention right away.** A health care professional experienced in evaluating for concussion will be able to decide how serious the concussion is and when it is safe for your teen to return to sports.
3. **Teach your teen that it's not smart to play with a concussion.** Rest is key after a concussion. Sometimes athletes wrongly believe that it shows strength and courage to play injured. Discourage others from pressuring injured athletes to play. Don't let your teen convince you that s/he's "just fine."
4. **Tell all of your teen's coaches and the student's school nurse about ANY concussion.** Coaches, school nurses, and other school staff should know if your teen has ever had a concussion. Your teen may need to limit activities while s/he is recovering from a concussion. Things such as studying, driving, working on a computer, playing video games, or exercising may cause concussion symptoms to reappear or get worse. Talk to your health care professional, as well as your teen's coaches, school nurse, and teachers. If needed, they can help adjust your teen's school activities during her/his recovery.

If you think your teen has a concussion:
Don't assess it yourself. Take him/her out of play.
Seek the advice of a health care professional.

It's better to miss one game than the whole season.

For more information and to order additional materials ***free-of-charge***, visit: **www.cdc.gov/Concussion**.

U.S. Department of Health and Human Services
Centers for Disease Control and Prevention

June 2010

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

	Coach/Sponsor

Your Name (print)	Date
Signature	

_____

<u>To Be Completed by the Administration After Initial Vote by the Senior Class</u>

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

Homecoming Protocols Final Revisions March 2014

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.

File: 504.50

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, 2024-2025
DATE: July 8, 2024

Columbus High School is recommending the following fee structure for activities admission prices for the 2024-2025 school year.

Athletic Events

Event	2023-2024 Price		Proposed 2024-2025 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	2023-2024 Price	2024-2025 Price
All Event, Full Season	$100.00	$100.00
10 Event Punch Pass	$50.00	$50.00

Student Activity Passes ("C" Stamp)

Student Pass Type	2023-2024 Price	2024-2025 Price
High School Student	$35.00	$40.00
Middle School Student	$35.00	$40.00
Elem. School Student	$35.00	$40.00

Fine Arts Performances

Performance	2023-2024 Price		2024-2025 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	$8.00	$5.00

CMS Student Handbook
2024-25 Changes

General changes:

- Updated Administration (page 2)
- Updated 2024-25 School Calendar
- Updated the Table of Contents (pages 4-7)

Page 36 - Extracurricular Activities

Updated: The specific wrestling seasons.

- Girls Wrestling for 7th/8th grade.
- Boys Wrestling for 7th/8th grade
- Intramural Girls Wrestling for 6th grade.
- Intramural Boys Wrestling for 6th grade

Columbus Middle School

Engaging All Learners to Achieve Success!

Student Handbook

2024-2025

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

2024-2025 Calendar for Columbus Middle School

August 2024	
8/13	First Day 6th,7th,8th
8/14	First Day 5th
8/15	First Full Day All Grades
8/21	2:35 Early Dismissal
8/28	2:35 Early Dismissal
September 2024	
9/2	Labor Day - No School
9/4	2:35 Early Dismissal
9/11	2:35 Early Dismissal
9/18	2:35 Early Dismissal
9/25	2:35 Early Dismissal
9/27	Noon Dismissal
9/30	P/T Conferences
October 2024	
10/3	P/T Conferences - No School
10/4	No School
10/9	2:35 Dismissal
10/11	Noon Dismissal/1st Quarter Ends
10/14	No School
10/15	2nd Quarter Begins
10/16	2:35 Early Dismissal
10/23	2:35 Early Dismissal
10/30	2:35 Dismissal
November 2024	
11/6	2:35 Dismissal
11/8	No School
11/13	2:35 Dismissal
11/20	2:35 Dismissal
11/27-29	No School - Thanksgiving Break
11/29	2:35 Dismissal
December 2024	
12/4	2:35 Dismissal
12/11	2:35 Dismissal
12/13	No School
12/19	Noon Dismissal/2nd Quarter Ends
12/20	No School
12/23-12/31	No School - Christmas Break
January 2025	
1/1-1/2	No School/Christmas Break
1/3-1/6	No School
1/7	3rd Quarter Begins
1/8	2:35 Early Dismissal
1/15	2:35 Early Dismissal
1/22	2:35 Early Dismissal
1/24	No School
1/29	2:35 Early Dismissal
February 2025	
2/5	2:35 Early Dismissal
2/12	2:35 Early Dismissal
2/14	Noon Dismissal
2/18	P/T Conferences
2/20	P/T Conferences - No School
2/21	No School
2/26	2:35 Dismissal
March 2025	
3/6	3rd Quarter Ends
3/7	No School
3/10-3/14	No School - Spring Break
3/17	4th Quarter Begins
3/19	2:35 Dismissal
3/26	2:35 Dismissal
April 2025	
4/2	2:35 Dismissal
4/9	2:35 Dismissal
4/16	2:35 Dismissal
4/18-3/21	No School - Easter Break
4/23	2:35 Dismissal
4/25	No School
4/30	2:35 Dismissal
4/30	5th Gr No School/4th Gr Move Up Day
May 2025	
5/7	2:35 Dismissal
5/9	No School
5/20	Noon Dismissal - 4th Quarter Ends
5/21	No School

STUDENT HANDBOOK 2024-2025

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

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

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

Mission Statement of Columbus Public Schools

Engaging all learners to achieve success

Vision of the Columbus Middle School

The Discoverer Way: Creating a culture of learning for ALL

To the Parent/Guardian

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

Notification of Nondiscrimination

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

Notification of Sexual Discrimination

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

Notification of American Disabilities Act

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

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SECTION I STUDENT RIGHTS AND RESPONSIBILITIES – UNDER NE STATUTES

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

I-A Responsibilities and Right to an Education

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

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

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

I-B Attendance Responsibility

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

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

I-C Academic Responsibility

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

I-D Health Examination and Immunizations

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

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

I-E Student Records

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

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

I-F Freedom from Sexual Discrimination

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

I-G Responsibility and Right to Freedom of Assembly

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

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

1) General searches of school property (including personal items such as book bags, purses, coats, etc., found on school property) will be conducted at any time when there is reasonable cause for school employees to believe that something that violates a law or school rule is on school property. This search of school property may be made without the student being present.

2) Illegal items (e.g., firearms, knifes, 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.

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

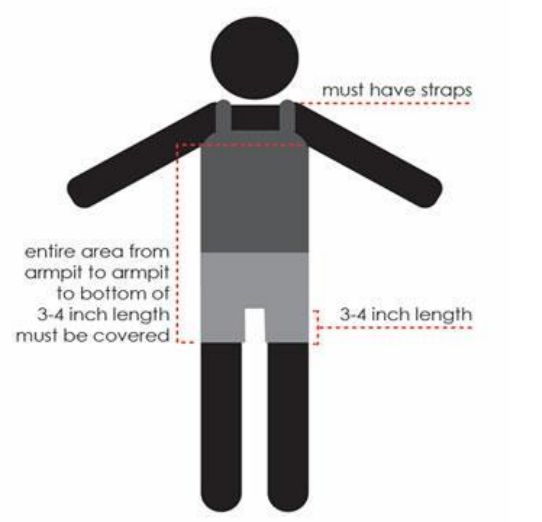
- Wear clothing that does not offend or disrupt others in the school community at school or school sponsored events.
- Act in a manner that does not offend or disrupt others in the school community.
- Refrain from possessing or using objects that may be disruptive or offensive to the school community.
- 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.

Minimum Requirements:

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



Additional Requirements:

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

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

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

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

IV-C Responsible Outdoor Behavior

1. Students need to respect the CMS property and be a good neighbor to the owners of the properties surrounding CMS. This includes:
    - Walking on sidewalks and avoid walking on the grass
    - Not climbing or hanging on/from trees and landscaping
    - Not otherwise interfering with landscaping (e.g., throwing landscaping rocks, picking flowers)

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

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

IV-E Student Transportation

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

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

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

IV-G Before and After School Waiting Area Procedures

- Students should enter the building as soon as they arrive on school grounds.
- Between 7:00 am and 7:30 am, students must report to the cafeteria for breakfast or study hall. After 7:30 am, students must report to breakfast or their assigned AM Waiting Area.
- Students should go to the waiting area assigned to their grade and find a seat. Students are to stay in that seat.
- Students should respect the personal safety, space, property, well-being and rights of all people in the waiting areas.
- Students need to immediately follow all school rules, waiting area procedures, and instructions (requests) from staff members exactly as they are given. If clarification is needed, students should ask a staff member appropriately.
- 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
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 in activities taking place within the building or unless they have written permission from a staff member.

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

IV-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	*ignoring requests	*laughing (at)
*excluding/shunning	*taunting	*starting rumors
*teasing	*exposing personal secrets	*threatening/ordering

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

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

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

You can report concerns to the following people:
* Your teacher
* A school counselor
* Online Bullying Report (goes to the school counselor)
* The principal or assistant principal
* Any adult staff member
* Your parent(s)/guardian(s)

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

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

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

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

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

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

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

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

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

It is the policy of Columbus Public Schools that no person shall, on the basis of sex, be excluded from participation in, be denied the benefits of, or be subject to discrimination under any of the school district's programs or activities. The school district is required by Title IX (20 U.S.C. § 1681) and 34 C.F.R. part 106 to not discriminate in such a manner. This non-discrimination policy extends to admission and employment, and inquiries about the application of Title IX and 34 C.F.R. part 106 to the district may be referred to the district's Title IX Coordinator, the Assistant Secretary for Civil Rights of the United States Department of Education, or both.
The full Title IX Policy of Columbus Public Schools may be found by following this link to Policy 103.00 Title IX.
https://meeting.sparqdata.com/public/Book/71?docTypeId=308&file=ae1069c0-0096-4dbe-abb4-ba0d567d0059
TITLE IX FLOW CHART
FORMAL COMPLAINT FORM
Training of all Title IX coordinators, investigators, decision makers and any person who facilitates an informal resolution process was completed on October 21, 2021 by KSB Law. Training materials may be found at
https://www.ksbschoollaw.com/new-events/2021/10/21/columbus-title-ix-admin-training.
The Columbus Public Schools Board of Education completed training on February 14, 2022 with KSB Law. https://5il.co/16254

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

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

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

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

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

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

Civic Expectation #3 – Fulfill legal requirements
All students are expected to perform according to the stated civic expectations and objectives.

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

IV-AL Technology Acceptable Use Policy
See MS Acceptable Use Agreement section at the end of this handbook.
Students have access to student issued devices along with computers throughout the building for educational use. Student access to computer labs will be subject to change at the discretion of the administration or staff responsible for the supervision of these areas. Use of the internet at school is available to research areas directly related to specific classroom assignments.
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 Material**s: Students will be required to furnish musical instruments for participation in optional music courses. Use of a musical instrument without charge is available under the District's fee waiver policy. The District is not required to provide for the use of a particular type of musical instrument for any student.

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

3) Extracurricular Activities–Specialized equipment or attire. Extracurricular activities means student activities or organizations which are supervised or administered by the District, which do not count toward graduation or advancement between grades, and in which participation is not otherwise required by the District. The District will generally furnish students with specialized equipment and attire for participation in extracurricular activities. The District is not required to provide for the use of any particular type of equipment or attire. Equipment or attire fitted for the student and which the student generally wears exclusively, such as dance squad, cheerleading, and music/dance activity (e.g. choir or show choir) uniforms and outfits, along with T-shirts for teams or band members,

will be required to be provided by the participating student. The cost of maintaining any equipment or attire, including uniforms, which the student purchases or uses exclusively, shall be the responsibility of the participating student. Equipment which is ordinarily exclusively used by an individual student participant throughout the year, such as golf clubs, softball gloves, and the like, are required to be provided by the student participant. Items for the personal medical use or enhancement of the student (braces, mouth pieces, and the like) are the responsibility of the student participant. Students have the responsibility to furnish personal or consumable equipment or attire for participation in extracurricular activities or for paying a reasonable usage cost for such equipment or attire. For musical extracurricular activities, students may be required to provide specialized equipment, such as musical instruments, or specialized attire, or for paying a reasonable usage cost for such equipment or attire.

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

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

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

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

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

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

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

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

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

13) Student Fee Fund. The School Board hereby establishes a Student Fee Fund. The Student Fee Fund shall be a separate school

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

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

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

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

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

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

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

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

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

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

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

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

The Board believes the substance abuse prevention program shall include:

•Age-appropriate, developmentally-based drug and alcohol curriculum for students in grades kindergarten through twelve, which address the legal, social, and health consequences of tobacco, drug and alcohol use and which provide information about effective techniques for resisting peer pressure to use tobacco, drugs or alcohol;

• A statement to students that the use of illicit drugs and the unlawful possession and use of alcohol is wrong and harmful;

• Standards of conduct for students that clearly prohibit, at a minimum, the unlawful possession, use, being under the influence of or distribution of illicit drugs and alcohol by students on school premises or as part of any of its activities;

• A clear statement that disciplinary sanctions, up to and including suspension or expulsion and referral for prosecution, will be imposed on students who violate the policy and a description of those sanctions;

• A statement that students may be required to successfully complete an appropriate rehabilitation program;

• Information about drug and alcohol counseling and rehabilitation and re-entry programs available to students;

• A requirement that parents and students be given a copy of the standards of conduct and the statement of disciplinary sanctions required; and

• Notification to parents and students that compliance with the standards of conduct is mandatory.

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

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

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

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

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

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

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

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

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

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

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

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

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

Columbus Middle School reserves the right to exercise control of the misuse, misrepresentation, distribution or selling of prescription

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

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

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

4) Over the Counter Drugs / Vitamins (Neb. Rev. Stat. § 79-267)
Definition: Any drug or chemical that can be purchased without a prescription and that does not fall under state or federal limitations (i.e. caffeine pills, aspirin, cough syrup, diet pills, substances that can be inhaled, etc.) Columbus Middle School reserves the right to exercise control over the misuse, misrepresentation, distributing or selling over-the-counter drugs. Students are not to misuse, misrepresent, distribute, or sell over-the-counter drugs.

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

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

Anecdotal notes or violations of the district drug policy will be shared between administrators from one year to another and from one attendance center to another and disciplinary action may carry over from one year to another and from one attendance center to another if the consequence was not completed. However, violations of the drug/alcohol policy are not cumulative from one year to another orhttps://docs.google.com/spreadsheets/d/1LopxppkgAC8MMAq7_M8BQ9lC4pNWx12_7tPxMVlVUqI/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 15 times, the parents will again be personally contacted by an administrator to discuss the problem, clarify guidelines for how future tardy arrivals will be handled, and assign appropriate disciplinary action.

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

V-G Administrative Response to Student Absences
All students are expected to attend school/class on a consistent basis. Students with unexcused absences will make up the time missed from school.

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

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

1. When the parent or guardian has not communicated to school officials with why a student is not in attendance, and all attempts to reach parents over a period of time have failed.

2. When the student in question has had significant, ongoing attendance problems, and all attempts to reach parents regarding an unreported absence have failed.

3. Said home visit may result in referrals to other agencies such as, but not limited to, Platte County Assessment Center including the Attendance Monitor program, Professional Partners organization, and the County Attorney's Office.

SECTION VI ACTIVITY STANDARDS AND REGULATIONS

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

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

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

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

2) Extracurricular Activities

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

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

		Quarter 1					Quarter 2					Quarter 3					Quarter 4				
Grade	Activity	Aug		Sept		Oct		Nov		Dec		Jan		Feb		March		April		May	
5th	Drumline	Drumline																			
	DI						Destination Imagination														
	Play			Play																	
6th	Drumline	Drumline																			
	Cheer	Cheer																			
	Intrmural Flag Football		Intrmural 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									
	Intramural Boys Basketball															Intramural Boys Basketball					
	Intramural Volleyball															Intramural Volleyball					
7th & 8th	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) Academic Eligibility

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

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

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

4) Activity Guidelines

Activity Guidelines will be distributed at the beginning of the season or activity. These guidelines will provide additional rules and expectations for participants. Students and their parent/guardians should refer to the sponsor for more information. If parents of

students have a concern related to the activity these concerns should be communicated following this chain of command: 1)Coach, 2)Athletic Director, 3)Administration

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

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

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

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

5) Clearance to Participate & (Head) Injury Procedure

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

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

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

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

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

6) Locker Room Policy

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

7) "Team Selection" and "Playing Time"

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

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

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

8) Transportation To and From Events

Team/group members travel to and from out-of-town events as a unit. Certain exceptions concerning travel can be made.
A student involved in school activities may be allowed to ride to or from an event with written permission from his or her parents. Preferably, written permission should be received by the activities director or coach/sponsor no later than 24 hours before the beginning of the trip. Under no circumstances should a student involved in school activities be allowed to ride to or from an out-of-town event with anyone but their own parents.

9) Activity Regulations

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

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

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

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

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

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

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

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

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

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

10) Drug/Alcohol Regulation for Activity Eligibility

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

- The student is found to have been involved in either selling, using, possessing or dispensing alcohol, narcotics, drugs, a controlled substance, or an inhalant; being under the influence of any of the above; possession of drug paraphernalia, or the selling, using possessing, or the dispensing of an imitation controlled substance as defined in 28-401 of the Nebraska statutes, or material represented to be alcohol, narcotics, drugs, a controlled substance or inhalant.

- The student was present where alcohol, narcotics, drugs, a controlled substance or an inhalant were being used where in the student had access to the items; or,

- The student admits to a violation as defined above; or,

- The student is cited, charged with being convicted with any controlled substances or alcohol related criminal offense.

10a) Consequences

First Violation of Drugs/Alcohol:

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

Second Violation of Drugs/Alcohol

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

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

A. The student will undergo a formal drug/alcohol evaluation at his or her own expense. The results of this evaluation will be shared with the school administration and the recommendation(s) made by the evaluation must be followed for reinstatement to stand.

B. The student will complete a community service project, including approximately 40 hours of service work, as to

be agreed upon by the school administration and the student. All expenses incurred for the completion of the community service project are to be the responsibility of the student. The student must complete the community service project prior to being reinstated.

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

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

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

Drug/Alcohol Suspension Table

First Offense	Second Offense	Third Offense
* Students is suspended for ⅓ of scheduled competitions and/or performances *Suspension is reduced to ¼ of scheduled competitions and/or performances if students self reports	* Student is suspended for activity participation for one calendar year. * Suspension is reduced to nine months if student self-reports * Students may apply for reinstatement, providing evaluation & community service project	* Student is suspended from participation in all activities for the remainder of their middle school and high school career

11) Tobacco/Inhalants Regulation for Activity Eligibility
Students determined to have possessed, used, distributed or sold tobacco shall receive the following consequences:

11a) Consequences

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

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

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

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

SECTION VII GENERAL INFORMATION

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

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

VII-B Asthma Protocol

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

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

VII-C Screenings

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

VII-D Automated Phone Calls

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

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

VII-E Care of Building

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

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

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

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

VII-G Grades - Honor Roll
Honor Roll is computed at the end of each grading term (this is not cumulative).
4.0 Honor Roll: 4.0 with no grade below "A"
3.5 Honor Roll: 3.5 or better with no grade below "B"

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

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

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

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

VII-J Head Injuries & Concussions
Columbus Middle School will follow the Return to Learn protocol for students that have been diagnosed with a head injury and/or a concussion.

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

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

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

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

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

VII-N Lanyards, ID Cards & Activity Stamps
Students are 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.

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 Wordware (an online application that also has family balance, payment, and meals charged information) since that information is used to determine eligibility and costs for several student programs. Free and reduced data is also a factor in determining state aid for the District.

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

For information on accessing your Wordware account or assistance with the Free and Reduced application process please contact the

Administration Building at 402-563-7000.

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 though the Federal Relay Service at (800) 877-8339. Additionally, program information may be made available in languages other than English.

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

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

This institution is an equal opportunity provider.

VII-S Parent/Guardian Involvement and Participation

1. The Parent/Guardian and Student Handbook shall include CPS Board Policy 1005.03 and provide parents/guardians with the information as to when and how they can access instructional materials.
2. The Parent/Guardian and Student Handbook is available online. Upon request, a paper copy of the handbook can be sent home with students. If sent home with students, parents/guardians shall return to the school a signed form indicating that they have received the Parent/Guardian and Student Handbook.
3. Parent/guardian permission is required for out of town field trips. Parent/guardian notification is required for out of town field trips. See also CPS Board Policy 607.05.
4. The Parent/Guardian and Student Handbook shall include an invitation to parents/guardians to attend and monitor instructional activities.
5. Administrators shall notify parents/guardians in advance of special activities, such as assemblies, unless time does not permit.
6. If a principal denies a parent's/guardian's request to attend and monitor instructional and/or special activities, the principal shall notify the parent/guardian of his/her rights of appeal as described in this regulation. Also, a full report including, but not limited to, the circumstances and rationale for the denial shall be sent to the Superintendent.
7. Administrators shall notify parents/guardians if a substitute teacher will teach their child for four or more weeks.
8. Administrators shall make the curriculums, instructional materials, and school climate surveys used in their schools available for parent/guardian access. Administrators shall provide additional opportunities for parents/guardians to review the materials. Parents/guardians shall be notified in advance of such opportunities.
9. Administrators shall take advantage of opportunities to inform parents/guardians of how they can be more involved in the schools by contacting school staff and/or the Volunteer Coordinator at the Administration Building.
10. Parents/guardians may obtain copies of curriculum for review by checking them out from the Professional Library located at the Administration Building. Parents/Guardians may obtain a personal copy of materials at their own expense.
11. Parents/guardians shall be notified in the parent/student handbook, that lessons may be taught by a school counselor in the classroom setting. Lessons shall follow the district's curriculum.
12. Parent/guardian permission is required for student participation in counseling groups or individual counseling sessions conducted by school counselors unless the student's safety is in question.
13. Parents/guardians are encouraged to attend conferences in the fall and spring.
14. Parents/guardians are encouraged to notify teachers if there are topics of concern to them. Teachers shall notify the parents/guardians in advance if these topics are to be used in planned lessons. The administrator shall be responsible for annually advising staff in August that there are subjects which may be sensitive or of concern to parents/guardians as part of classroom discussion. Such subjects which may arise that are not in the District curriculum may include, but are not limited to: death and dying; religious events and holidays; magic, witches, and sorcery. Teachers are also to be reminded by principals that any classroom discussion of a controversial topic should be in accordance with current Board Policy.
15. Parents/guardians shall be notified in advance of Family Life instruction involving human sexuality (grades 5-12). Permission slips will be included with the notification. If the notification is mailed to the home, the school shall require a parental/guardian response only if the parent/guardian does not give permission for the student to participate. If notification is sent home with the students, the school shall require a parent/guardian response indicating whether the student will or will not participate.
16. If a parent/guardian has an objection to any instructional material or school experience, the school shall provide the parent/guardian with an appropriate form which may be used to express his or her objection. Forms and appeal procedures may be obtained from building secretaries.
17. It shall be the responsibility of the administrator to notify parents/guardians in advance when their children will be taking standardized tests.
18. It shall be the responsibility of the administrator to notify parents/guardians in advance of school-sponsored surveys beyond the school climate surveys. If the notification is mailed to the home, the school shall require a parent/guardian response only if the parent/guardian does not give permission for the student to participate. If notification is sent home with the students, the school shall require a parent/ guardian response indicating whether the student will or will not participate.
19. The Board of Education shall hold an annual public hearing on Parent/Guardian Involvement and Participation in accordance with the statute. Neb. Rev. Stat. §79-533

VII-T Parent-Teacher Conferences
Parent-teacher conferences will be held at mid-1st quarter and mid-3rd quarter. There will also be an Open House with a Grade Level Orientation for parents to meet their child's teachers. Refer to the school calendar for the schedule. Conferences with teachers, at any other time, are possible by contacting the school office and making arrangements with the teachers.

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

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

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

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

VII-Y Smoke-Free Environment
All of our school buildings and grounds are smoke and tobacco-free.

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

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

VII-AB Student Schedule Changes
Students needing schedule changes should notify their School Counselor. Final approval of all schedule changes will be made by the Administration.

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

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

VII-AE Tobacco, Alcohol, and Drug - Education and Prevention
Columbus Middle School promotes comprehensive, age appropriate, developmentally based drug and alcohol education and prevention programs.

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

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

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

Columbus Public Schools - ILLNESS SUPPLEMENT

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

1. Symptoms of Illness. A student who experiences, or has experienced symptoms of a form of illness needs to be cautious of their health for their safety and others around them. For the benefit of all students, any student who experiences more than minor symptoms should stay home until they feel better. If a student displays more than minor symptoms while at school, the student may be sent home and it is the parent's responsibility to promptly retrieve the student from school. Students who miss school due to illness will generally not be counted as an unexcused absence, though the administration reserves the right to deem an absence as unexcused if the administration determines that a student has not been honest.

2. Preventing Exposure. In addition to a student staying home when they feel sick, each student is responsible for taking reasonable efforts to prevent the spread of illness. These efforts include, but are not limited to, washing hands, avoiding the sharing of food or drinks, avoiding others who are sick, practicing good hygiene, and the like. Although the District is not responsible in any way for a student becoming ill, and each parent and student assume the risk of illness every day by attending school, the District strongly encourages students and parents to proactively prevent exposure and the spread of any illness in school.

3. Make Up Work. A student who does not attend school due to illness must coordinate with their teacher(s) on any makeup work or missed assignments. Ordinarily, students will not be penalized academically if they miss school because they are legitimately sick. However, the student is ultimately responsible for communicating and following-up with their teacher(s) to make up any missed work and/or prevent receiving any penalties for missed work. Finally, the District does not offer remote learning when a student is unable to attend school in-person.

4. Activities. A student will not be permitted to participate in activities if the student has been sick on the day of the activity or if the administration determines that the student has symptoms of being sick.

5. Failure to be Honest. These rules and expectations are designed and will be implemented to ensure, to the extent practicable, the health and safety of all students and staff. The District will endeavor to balance the need to ensure the health and safety of school premises, while not intruding on a family's confidential medical information. With that in mind, students and families are expected to

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

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

Columbus Middle School

Acceptable Use Agreement

2022-2023

COLUMBUS PUBLIC SCHOOLS MS STUDENT ACCEPTABLE USE AGREEMENT

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COLUMBUS PUBLIC SCHOOLS STUDENT ACCEPTABLE USE AGREEMENT

LOST - MISSING - STOLEN CHROMEBOOK -

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

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

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

Outside the school day: Call the CPS Technology Hotline at 402-563-7069.
When calling in to report a lost or stolen device, please be prepared to provide the following information. If after hours, please leave the information on the answering machine

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

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

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

Receiving and Returning Your Chromebook

1. Receiving Your Chromebook

- **Parent/Guardian Orientation (Required for all students)**
  - All parents/guardians and their student(s) are required to sign the Columbus Public Schools Chromebook Acceptable Use Agreement (AUA) before a Chromebook can be issued to their student. All parents/guardians and their student(s) will also be required to attend the grade-level orientation at the beginning of the school year on acceptable use as well.
- **Device Distribution**
  - Students will receive their Chromebook during the first week of school upon receipt of their signed AUA.
- **Device Distribution / Transfer and New Students to CMS**
  - Devices will be distributed to students by grade levels during the first week of the school year. Students and parents must sign the Acceptance Use Agreement (AUA) in advance of receiving their Chromebook.
  - All students new to CMS, will be able to pick up their Chromebook from the Columbus Middle School Technology Office located across from the main office. Both students and

their parents/guardians must complete the digital literacy/citizenship requirements and sign the AUA prior to picking up a Chromebook.

2. Returning Your Chromebook

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

3. Equipment Repair and Replacement protection plan

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

4. Training

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

Taking Care of Your Chromebook

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

- Students are responsible for the general care of the Chromebook they have been issued by the school. Chromebooks that are broken or fail to work properly must be taken to the CMS Technology Office. If a loaner Chromebook is needed, one will be issued to the student if available.
  - **Use the CPS Technology Hotline to report a lost/stolen computer: 402-563-7069**.
  - It is recommended that you keep your Chromebook clean. Approved cleaning supplies and appropriate procedures are available in the Middle School Media Center.
  - Keep food and drink away from your Chromebook.

- Cords, cables, and removable storage devices must be inserted carefully into the Chromebook.
- Never carry your Chromebook while the screen is open.
- Keep pets away from your Chromebook and peripherals.
- Chromebook must remain free of any writing, drawing, and inappropriate stickers, or labels. See guidelines on “Personalizing the Chromebook” on the next page.
- Chromebook will be examined for cleanliness and wear at the time of check in.
- It is recommended that your Chromebook be shut down when not in use to conserve battery life.
- Shoving your Chromebook into a locker or wedging it into a book bag may damage the screen.
- Heavy objects should never be placed on top of Chromebook.
- Exposing your Chromebook to extreme hot or cold temperatures or direct sunlight for extended periods of time may cause damage to your Chromebook.
- Leaving your Chromebook unattended or unsecured could result in damage or theft for which you will be liable.
- We recommend that you bring your Chromebook to room temperature prior to turning it on.

2. Device Protection

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

3. Carrying Chromebook

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

4. Screen Care

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

Using Your Chromebook

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

1. Chromebook being repaired

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

2. Charging Chromebook

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

3. Personalizing the Chromebook

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

4. Sound

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

5. Logging into a Chromebook

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

6. Using Your Chromebook Outside of School

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

Operating System and Security

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

1. No Expectation of Privacy

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

2. Monitoring Software

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

3. Updates

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

4. Virus Protection

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

5. Content Filter

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

6. Inspection

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

Software on Chromebook

1. Originally Installed Software

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

2. Google Apps for Education (Discoverer Accounts)

- Chromebook integrates with the Google Apps for Education suite of productivity and collaboration tools. This suite includes Google Docs (word processing), Sheets

(spreadsheets), Slides (presentations), Drawings, Forms, Sites, Gmail, Groups and Blogger. All work is stored within Google Drive.

Repairing or Replacing Your Chromebook

Tech Support

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

1. Vendor Warranty

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

- **Estimated Costs - 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 <u>does not</u> 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.
  - As a safety precaution, full names or addresses are not to be revealed online.
  - Computer and network resources have been provided for educational purposes - game-playing and commercial uses are prohibited.
  - Sharing of individual accounts is prohibited.
  - Electronic mail (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.
  - Chain letters and inter-relay chat are misuses of the system.
  - Vandalism or "hacking" of any kind is prohibited.
  - The security of the system and the rights of other users are to be respected at all times.
- Students or staff knowingly violating the terms of the agreement will be dealt with according to the discipline policies of the individual school building and Columbus Public Schools and/or civil authorities.
  - Such activities may result in termination of their account/access and/or expulsion from school and/or legal prosecution.
- Any problems which arise from the use of an account are the liability or responsibility of the user. By using the computers or network system, participants agree to indemnify and hold

Columbus Public Schools harmless from any claims or damages arising from such use. Columbus Public School District makes no warranties for the information or the services provided.

7. Privacy and Safety

- 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

Appendix B

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 Wordware account. Account balances and purchase details by student may be obtained through the family access portal in Wordware. If online access to Wordware is not available, the District office may be contacted at (402) 563-7000.

Each day that a student eligible for reduced price or paid meals brings the actual amount of the cost of the meal, that student will be provided a breakfast and/or lunch and the amount received will be applied to the cost of that meal rather than to reduce a prior negative balance.

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

To the extent possible, all actions pertaining to students with negative account balances will be handled as confidentially as possible. Communications regarding account balance concerns will be provided by text, phone, and email through the family Wordware account. Communication in writing by assigned District personnel will only be done at the end of each semester. It is the parent's (or guardian's) responsibility to create a Wordware account and maintain a positive 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_____

BOARD MEMBERSHIP - ELECTIONS AND APPOINTMENTS

The biennial school election takes place on the first Tuesday after the first Monday in November. Terms shall be staggered so that at least three board members are elected at each general election. Members of the board will be elected (*at large; by ward or district*).

Incumbents must file for election at the Office of the County Clerk, _____ County, by February 15 prior to the date of the primary election. All other candidates must file for election by March 1 prior to the date of the primary election.

If a vacancy occurs on the board it may be filled within 45 days by appointment of a qualified registered voter by the remaining members of the board for the remainder of the unexpired term. If the board does not fill the vacancy by appointment, the vacancy may be filled by election at a special election or school district meeting called for that purpose. If a majority of the offices of the school board members are vacant, the Secretary of State will call a special school district election to fill the vacancies. Every candidate for a special district election shall file a candidate filing form according to state statutes.

It is prohibited to meet in closed session for discussion of the appointment or election of a new board member.

Legal Reference: Neb. Statute 32-501 et seq.

MEETING NOTICE

Reasonable advance public notice shall be given for meetings and work sessions held by the board in a local newspaper designated and recorded in the board minutes and, if available, on the newspaper's web site. If the newspaper refuses, neglects, or is unable to publish the notice on time, the district shall (1) post the notice on the newspaper's website, if available, and (2) post the notice in at least 3 places in the district. The Board Secretary shall keep a written record of the postings.

Public notice shall indicate the meeting's time, place and date, and shall include a statement that the agenda shall be readily available for public inspection at the district office. Agenda items shall be sufficiently descriptive to give the public reasonable notice of the matters to be considered at the meeting and a copy kept readily available for public inspection at the principal office of the district. Except for items of an emergency nature the agenda shall not be altered later than 24 hours before the meeting.

A copy of the public notice will be provided to those who have filed a request for notice with the superintendent. These requests for notice must be in writing. A copy of the public notice will also be accessible to employees and students.

In the case of special meetings, public notice shall be given in the same manner as for a regular meeting unless it is an emergency meeting. Public notice of emergency meetings shall be given as soon as practical and possible in light of the situation. Reasonable efforts shall be made to notify news media who have requested notification of meetings.

It shall be the responsibility of the superintendent to give public notice of board meetings and work sessions. The superintendent shall maintain a list of the news media requesting notification of meetings and shall make reasonable efforts to provide advance notification of the time and place of each meeting and the subjects to be discussed.

Legal Reference: Neb. Statute 84-1408 to 1414
79-554
79-560
79-561

Policy
Adopted: 12/8/03

COLUMBUS PUBLIC SCHOOLS
Columbus, Nebraska

Revised: 7/10/06
Revised: 2/15/21
Revised: 7/8/24

BOARD ASSOCIATION MEMBERSHIP

Participation in board member associations are beneficial to the board. The board shall maintain an active membership in the Nebraska Association of School Boards (NASB) and in organizations the board determines will be of benefit to the board and the school district.

The district shall publicly disclose the following on its website:

a) Membership dues paid annually to any association or organization such as NASB; and
b) Any fees other than membership dues paid to any individual lobbyist or lobbying firm.

Legal Reference: Neb. Statute 79-512

Cross Reference: 206.03 Board Member Development Opportunities

Policy
Adopted: 12/8/03

COLUMBUS PUBLIC SCHOOLS
Columbus, Nebraska

Revised: 7/8/24

Approved _____ Reviewed _____ Revised _____

PUBLIC COMMENT IN BOARD MEETINGS

The board recognizes the importance of citizen participation in school district matters and has created rules to assure citizens are heard and board meetings are conducted efficiently and in an organized manner. The board shall set time aside for public comment at each board meeting except closed sessions, at times specified by the board. The orderly process of the board meeting shall not be interfered with or disrupted. Hostile conduct and offensive or defamatory comments will not be tolerated.

The board has the discretion to limit the amount of time set aside for public comment. The board president shall specify the total amount of time available for public comment prior to opening the public comment period. If public comment is allowed prior to individual agenda items, that limit on the total comment period should also be defined. Individual comments will be limited to __ minutes for each participant. The board president will recognize these individuals to make their comments at the appropriate time. Only those speakers recognized by the board president shall be allowed to speak. Comments by others are out of order. If disruptive, the individual making the comments, or another individual causing disruption may be asked to leave the board meeting.

The board requires any member of the public desiring to address the body to identify himself or herself, including an address and the name of any organization represented by such person unless the board waives the address requirement to protect the security of the individual.

Individuals who have a complaint about employees or students who have complaints shall follow policies 403.05 and 504.01 respectively. The board will follow policy 1005.01 in handling public complaints.

Any written or printed materials to be circulated for a meeting of the school board must be submitted to the superintendent by the Wednesday preceding a Monday night meeting and such information will only be added to the agenda packet at the discretion of the superintendent after consultation with the board president.

Legal Reference: Nebraska Statute 84-1408 to 1414

Cross Reference: 201.07 Board Member Liability
403.05 Public Complaints about Employees
1005.01 Public Complaints

Policy
Adopted: 12/8/03

COLUMBUS PUBLIC SCHOOLS
Columbus, Nebraska

Revised: 8/11/08
Revised: 8/16/21
Revised: 11/21/22
Revised: 7/8/24

STUDENT CONDUCT

The board believes inappropriate student conduct causes serious disruption to the learning environment, interferes with the rights of others, and threatens the health and safety of students, employees and the public. The Superintendent and staff will develop and implement age-appropriate student codes of conduct to facilitate the educational process.

The district will not substantially burden the right to a student's religious exercise unless that religious exercise is disruptive to or interferes with the school learning environment, is detrimental to the health or safety of the student or another person or violates the permission of staff.

Students shall conduct themselves in a manner fitting to their age level and maturity and with respect and consideration for the rights of others while on school district property or on property within the jurisdiction of the school district. This policy will also apply while on school owned, operated or chartered transportation; while attending or engaged in school activities; and while away from school grounds if misconduct will directly affect the good order, efficient management and educational processes of the school district.

Students who violate this policy and the administrative regulations supporting it will be subject to disciplinary measures including, but not limited to, removal from the classroom, detention, suspension, probation and expulsion. The codes of conduct will include measures to prevent or discourage behavior which interferes with the educational program, behavior which disrupts the orderly and efficient operation of the school or the functioning of school activities, behavior which interferes with the maintenance of a learning environment, behavior that is violent or destructive, or behavior which interferes with the rights of other students to pursue their education. Procedures will be available to allow rights of due process for all students.

Every report of alleged violations of student conduct policies that can be interpreted at the outset to fall within the protections of laws against discrimination shall be handled as a joint, concurrent investigation into all allegations and coordinated with the full participation of the Compliance Officer and Title IX Coordinator. If, in the course of an ongoing student conduct investigation, potential issues of discrimination are identified, the Title IX Coordinator shall be promptly notified, and the investigation shall be conducted jointly and concurrently to address the issues of alleged discrimination as well as the incidents of alleged violations of student conduct policies.

This disciplinary process is designed to create the expectation that the degree of discipline imposed by the school will be proportionate to the severity of the behavior of the particular student, the previous discipline history of the student and other relevant

factors. It will also include parental involvement processes designed to enable parents, guardians, teachers and school administrators to work together to improve and enhance appropriate student behavior and academic performance. All student codes of conduct shall be submitted to the board for approval or review.

The code of conduct will be included in the student handbook, and a parent/guardian will sign and promptly return an acknowledgement of receipt of the handbook which specifically mentions the student code of conduct.

Legal Reference: Goss v. Lopez, 419 U.S. 565 (1975).
Neb. Statute 79-2,114 et seq. (Nebr. Equal Opportunity in Education Act)
79-254 et seq. (Student Discipline Act)

Cross Reference:
503 Student Attendance
505 Student Conduct
506 Student Activities
1005.03 Parental and Family Involvement in the Schools

Policy
Adopted: 9/11/06

COLUMBUS PUBLIC SCHOOLS
Columbus, Nebraska

Revised: 11/16/20
Revised: 7/8/24

STUDENT APPEARANCE

The board believes inappropriate student appearance causes material and substantial disruption to the school environment or presents a threat to the health and safety of students, employees and visitors.

Students are expected to adhere to standards of cleanliness, grooming and dress that are compatible with the requirements of a good learning environment. The standards will be those generally acceptable to the community as appropriate in a school setting.

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 who is a member of an indigenous tribe of the United States or another country may wear tribal regalia in any public or private location on the school grounds or at any school function where the person is otherwise authorized to be as long as the tribal regalia does not interfere with the educational process and is not detrimental to the health or safety of the student or another person.

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

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

Cross Reference: 501 Objectives for Equal Educational Opportunities for Students

Policy
Adopted: 9/11/06

Revised: 7/8/24

COLUMBUS PUBLIC SCHOOLS
Columbus, Nebraska

WEAPONS

The board believes weapons and other dangerous objects and look-a-likes in school district facilities including concealed weapons cause material and substantial disruption to the school environment or present a threat to the health and safety of students, employees and visitors on the school district premises or property within the jurisdiction of the school district.

This shall not apply to the issuance of firearms to or possession by members of the armed forces of the United States, active or reserve, National Guard of this state, or Reserve Officers' Officers Training Corps, peace officers, authorized law enforcement officers, or authorized retired law enforcement officers when on duty or training.

Weapons and other dangerous objects and look-a-likes shall be taken from students and others who bring them onto the school district property or onto property within the jurisdiction of the school district or from students who are within the control of the school district.

The term “dangerous object” shall include, but not limited to noxious or flammable material, fireworks, devices intended to administer an electric shock (tasers, electric batons, prods, or stun guns) chemical weapons (i.e. mace, pepper spray), martial arts weapons or other instruments including those which eject a projectile or substance of any kind, or any replica or facsimile of any of the above, whether functional or nonfunctional, whether designed for use as a weapon or for some other use. Edged weapons are considered dangerous objects if they can be described as a hand-held tool that by design has a bladed or sharpened point and are used for cutting, hacking, or slashing objects.

Parents of students found to possess weapons or dangerous objects or look-a-likes on school property shall be notified of the incident. Confiscation of weapons or dangerous objects including concealed weapons shall be reported to the law enforcement officials, and students will be subject to disciplinary action including suspension or expulsion.

Students bringing firearms as defined in 18 U.S.C. 921 to school or knowingly possessing firearms including concealed firearms at school may be expelled for a period of not less than one year. Students bringing to school or possessing dangerous weapons, including firearms, will be referred to law enforcement authorities. The superintendent shall have the authority to recommend this expulsion requirement be modified for students on a case-by-case basis. For purposes of this portion of this policy, the term "firearm" includes, but is not limited to, any weapon which is designed to expel a projectile by the action of an explosive, the frame or receiver of any such weapon, a muffler or silencer for such a weapon, or any explosive, incendiary or poison gas.

Weapons or dangerous objects under the control of law enforcement officials shall be exempt from this policy. This policy does not prohibit firearms contained in a private vehicle operated by a nonstudent adult or prohibited person that are locked inside the

glove box, trunk, or other compartment of the vehicle, a storage box securely attached to the vehicle, or, if the vehicle is a motorcycle, other than an autocycle, a hardened compartment securely attached to the motorcycle while the vehicle is in or on such parking area. Firearms also may be possessed by a person for the purpose of using them, with the approval of the school, in a historical reenactment, in a hunter education program, or as part of an honor guard. The principal may allow authorized persons to display weapons or other dangerous objects or look-a-likes for educational purposes and must be kept in a designated location during the school day. Such a display shall also be exempt from this policy. It shall be the responsibility of the superintendent, in conjunction with the principal, to implement this policy.

Legal Reference:
Neb. Statute 79-263
Neb. Statute 28-1204.04
Improving America's Schools Act of 1994, P.L. 103-382.
18 U.S.C. § 921 (1994).
McClain v. Lafayette County Bd. of Education, 673 F.2d 106 (5th Cir. 1982).

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

Policy
Adopted: 9/11/06

COLUMBUS PUBLIC SCHOOLS
Columbus, Nebraska

Revised: 7/8/24

CLASSROOM ENVIRONMENT

Classrooms are expected to be maintained in a safe, orderly manner at all times in keeping with providing an appropriate, healthy learning environment. Any items for display or use in the classroom shall meet this criterion. The use of essential oils or essential oil diffusers will not be permitted in district facilities by students, staff or visitors.

All items on display in the classroom such as posters, pictures, banners, charts, signs or flags must be related to the curriculum. Items unrelated to the curriculum or that may cause a disruption to the learning environment are prohibited. Staff members are expected to request the building principal's approval for display of items that may not meet this standard.

The district will display or use the Gall-Peters projection map (or a similar cylindrical equal-area projection map) or the AuthaGraph projection map in classrooms, although other types of maps are allowed in addition to it.

Policy
Adopted: 3/8/21

Revised: 7/8/24

COLUMBUS PUBLIC SCHOOLS
Columbus, Nebraska

Approved _____ Reviewed _____ Revised _____

GRADUATION REQUIREMENTS

Students must successfully complete the courses required by the board and the Nebraska Department of Education in order to graduate.

It shall be the responsibility of the superintendent to ensure that students complete grades one through twelve and that high school students complete *225* credits prior to graduation. The following credits will be required:

Class of 2024 & Beyond	
Subject	**Credits Required**
English	35
Speech	5
Mathematics	30
Science	30
Geography	5
World History	10
US History	10
American Government	5
Economics	5
Physical Education	10
Health	5
*Fine & Applied Arts	5
Personal Finance	5
Career Seminar	5
Electives	60
Total Credits	225

Each student must complete at least one five-credit course in personal finance prior to graduation. The required courses of study will be reviewed by the board annually.

Each student shall complete and submit a Free Application for Federal Student Aid (FAFSA) prior to graduating unless the required opt-out form is submitted by either: (1) the parent or legal guardian; (2) the Principal, if the Principal determines good cause exists for not requiring the student to complete the FAFSA; or (3) an emancipated student or a student of at least 19 years of age.

Graduation requirements for special education students will be in accordance with the prescribed course of study as described in their Individualized Education Program (IEP). Each student's IEP will include a statement of the projected date of graduation at least 18 months in advance of the projected date and the criteria to be used in determining whether graduation will occur. Prior to the special education student's graduation, the IEP team shall determine whether the graduation criteria have been met.

IDEA Considerations

Graduating with a regular high school diploma or reaching the maximum age of eligibility both result in termination of a student's eligibility for Special Education (IDEA) services. Procedurally, the student's Individualized Education Program (IEP) team must meet to review the student's status and issue the appropriate coding for the student, specifically 210 or 211 as described in the ADVISER Data Elements Manual, a reasonable time before the student's eligibility is terminated. These meetings may be held via the telephone or through a virtual platform (e.g. Zoom, Google, etc.) and should include the student (if possible). The school district must also provide the student with a summary of performance prior to graduation or ending services because of age. Some IEP teams may have already provided a Notice of Graduation or Notice of Ending Services Due to Age to certain students. As this is an issue of IDEA eligibility, the Nebraska Department of Education recommends that school districts make every effort to complete these steps in a timely manner.

Requirements Related to American Civics (Nebraska Revised Statute 79-724)

The requirements within Nebraska Revised Statute 79-724 took effect on September 1, 2019, and the NDE considers 2019-2020 a transition year for implementation. Even so, opportunities may exist in an alternate learning environment to meet requirements within 79-724.

- If a district intends to administer the civics portion of the U.S. Citizenship and Immigration Service Naturalization Test, students are required to take the test twice - once prior to completing 8th grade and a second time prior to completing 12th grade. It may be possible for seniors to complete the second testing in an alternate learning environment. For example, the University of Nebraska High School is offering "Citizenship 101" for free (non-credit), and it prepares students to take the naturalization test at the completion.

- For districts that intend to have students attend/participate in a meeting of a public body OR complete a project/paper and class presentation as outlined in 79-724, those requirements may also be met in an alternate learning environment.

Legal Reference: Nebraska Statute 79-526

Policy
Adopted: 12/11/06

Revised: 8/10/09
Revised: 4/20/20
Revised: 7/8/24

COLUMBUS PUBLIC SCHOOLS
Columbus, Nebraska

FREE OR REDUCED COST MEALS ELIGIBILITY AND MEAL CHARGES

The district shall comply with all state and federal laws applying to providing free and reduced meals under the National School Lunch Program, School Breakfast Program, and other related federal grant programs.

Free or Reduced Meals Eligibility

Families of students enrolled in the district who wish to qualify for free or reduced price meals may submit an application on or after July 1 for the current school year. If the financial situation of a household changes during the school year, they may submit a new application to become eligible. Applications are available at the Central Administrative Office of the school building.

Meal Charges

The written meal charge policy and guidelines shall be in place before the beginning of each school year and parents shall be advised of the available payment systems and meal prices. The district will encourage pre-payment of meal balances but the district must include a method for adding funds during the school day such as cash payments at the school office. A qualifying student with money to purchase a reduced price meal must be provided the meal; the district may not use that money for previously unpaid charges if the student intended to buy a meal that day.

All balances remaining in accounts shall carry over to the next month. Balances of households qualifying for free or reduced meals with funds remaining in the account at the end of the school year shall receive a refund. The district shall attempt to contact the household of all students transferring out or graduating from the district to return any unused funds remaining in the student's account. The district may set varying meal charge guidelines for students of different grade levels including charges relating to alternate meals, ala carte items and limits on charges that a parent may set for a student's daily lunch expenditures.

The district must set written guidelines regarding the collection of delinquent meal charges such as the amount of delinquent meal charges which initiate an established collection process, providing notice to households of those students and carrying out appropriate follow-up. Unpaid meal charges are classified as "delinquent debt" and remain on the food service accounting documents until they are collected or written off as uncollectible.

The district will not use a debt collection agency to directly or indirectly collect, or attempt to collect, debts due or assessed to be owed on a school lunch or breakfast account of any student nor will it assess or collect any interest, fees, or other monetary penalties for outstanding debts on a school lunch or breakfast account of any student.

Guidelines must also cover how the district will handle situations where children eligible

for reduced price meals do not have money in their accounts to cover the cost of their meal at the time of service. Households must be notified of all payment methods used by the district, including any fees. At least one payment method must be free of charge. The district cannot solely require the use of an online payment system; another option must be available.

Confidentiality

The information provided by families on the free and reduced price application will be used only for determining eligibility for meal or milk benefits and verification of eligibility. Only staff members and organizations carrying out the activities of the School Lunch Act shall have access to this information.

The district should use methods of lunch payment systems such as pre-payment to avoid openly identifying children who qualify for free or reduced meals. Meal cards, tickets, tokens or other methods of payment must not be coded or colored to identify such status.

Policy Communication

This policy will be provided in writing to all households at the start of each school year and to households that transfer to the district during the school year.

This policy will also be provided annually to all district staff responsible for enforcing the policy including food service professionals. Staff members such as counselors, school nurses, homeless liaisons, and others assisting students in need should also be informed of the policy.

The district will maintain documentation of the annual distribution of this policy.

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

Legal Reference: 42 U.S.C. §§ 1751 et seq.
7 C.F.R. §§ 210 et seq.
USDA Unpaid Meal Charges, SP 46-2016, 47-2016 and 57-2016.

Cross Reference: 504.19 Student Fees

Policy
Adopted: 4/16/07

COLUMBUS PUBLIC SCHOOLS
Columbus, Nebraska

Revised: 7/8/24

PUBLIC EXAMINATION OF SCHOOL DISTRICT RECORDS

Public records of the school district may be viewed by the public during the regular business hours of the administration offices of the school district. These hours are 8:00 a.m. to 4:30 p.m. Monday through Friday, except for holidays and recesses.

Records defined by law as confidential records shall be viewed or copied upon receipt of written permission by the administration office from the person or entity whose confidential records are being requested. Lacking such permission, the superintendent will issue a written denial of the request.

Persons wishing to view the school district's public records shall contact the central administration office and make arrangements for the viewing. The office personnel will make arrangements for viewing the records as soon as practicable, and within 4 business days if possible.

Nebraska residents wanting copies shall submit a written request and may be assessed a fee for the copies not to exceed the actual costs. If responding to the request is expected to cost more than $50.00 or require more than eight cumulative hours of searching, identifying, physically redacting, or copying, the office may obtain an advance deposit equal to the estimated cost. Records will not be made available in any form in which that record is not already maintained or produced. Persons making requests to use their own copying equipment must make arrangements satisfactory to the administration office.

Nonresidents shall submit a written request and may be charged fees including public employee salaries and attorneys' fees as allowed by state law.

It shall be the responsibility of the administration office to maintain accurate and current records of the school district. It shall be the responsibility of the office to respond in a timely manner to requests for viewing and receiving public information of the school district. If the office is unable to provide the requested records within 4 business days, the secretary will issue a written explanation with a revised date for completion, an estimate of cost, and allow the requester to modify or prioritize the information request.

Legal Reference: Nebraska Statutes 84-712.0 et seq.

Cross Reference: 507.01 Student Records Access

Policy
Adopted: 2/12/07

Revised: 7/8/24

COLUMBUS PUBLIC SCHOOLS
Columbus, Nebraska

Columbus Public Schools **Date:**

School Fundraising Application

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

School: Columbus High School **Name:** Megan Gaston

Fund Raising Company (if applicable): CHS Diamond Dance Team

(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? We will be selling advertisements to be displayed at Jam the Gym.

Approximately how much does your school/group expect to earn from this project?
Approximately, $2000.

How will this money be used?
We will use the money to help with our trip to Nationals and Diamonds-related expenses.

What are the proposed dates? Now until January 2025.

Is this a recurring activity? □ Yes **X** 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? X Tickets **X** Product □ Neither
(If you selected product, please specify the product that you are selling.) Certain sponsors will receive their business name on our program/t-shirts/banner and others will receive a ticket for our Jam the Gym Raffle.

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

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

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

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

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

Does the building principal give full approval for this plan? □ Yes □ No **Principal's Signature**
Date 6/18/23

(for district use only)

Approved by_Date

Approved subject to the following conditions

School Name

Columbus High School

DATE	6/21/24
BUILDING	CHS
PROGRAM	Cafeteria Seating
PRINCIPAL/DIRECTOR SIGNATURE	David Hiebner
Description of materials to surplus: 10 Lunchroom Booths	

IMAGE INSERTED (If available)	DESCRIPTION	HOW WILL ITEMS BE DISPOSED OF
To insert an image here, place your cursor in this box and select insert from the menu bar, then select image and choose the appropriate image.	Give a description and the reason the item is being declared surplus property.	Examples: trash, recycle, donated, etc. Items being moved to other CPS locations should not be declared surplus property.
	10 Tables and cafeteria booths from the lunch room that were taken out during COVID. They replaced with tables and chairs that increased the amount of seating in the cafeteria	We will dispose of them through Sale/Maintenance.

School Name

_____

DATE	JULY 3, 2024
BUILDING	COLUMBUS MIDDLE SCHOOL
PROGRAM	
PRINCIPAL/DIRECTOR SIGNATURE	
Description of materials to surplus: Classroom Chairs.	

IMAGE INSERTED (If available)	DESCRIPTION	HOW WILL ITEMS BE DISPOSED OF
To insert an image here, place your cursor in this box and select insert from the menu bar, then select image and choose the appropriate image.	Description of materials to surplus: Classroom Chairs. Wheels are broken, backs are broke, material is coming off.	Trash.

School Name

_____

DATE	JULY 3, 2024
BUILDING	COLUMBUS MIDDLE SCHOOL
PROGRAM	
PRINCIPAL/DIRECTOR SIGNATURE	
Description of materials to surplus: Computer Chairs	

IMAGE INSERTED (If available)	DESCRIPTION	HOW WILL ITEMS BE DISPOSED OF
To insert an image here, place your cursor in this box and select insert from the menu bar, then select image and choose the appropriate image.	Description of materials to surplus: Computer Chairs. Wheels are broken, backs are broken, material is coming off. Material is very dirty and cannot be cleaned.	Trash.

School Name

_____

DATE	JULY 3, 2024
BUILDING	COLUMBUS MIDDLE SCHOOL
PROGRAM	
PRINCIPAL/DIRECTOR SIGNATURE	
Description of materials to surplus: Grade 5 and Grade 6 outdated materials.	

IMAGE INSERTED (If available)	DESCRIPTION	HOW WILL ITEMS BE DISPOSED OF
To insert an image here, place your cursor in this box and select insert from the menu bar, then select image and choose the appropriate image.	Description of materials to surplus: Grade 5 and Grade 6 outdated materials.	Willing to donate or trash.

School Name

_____

DATE	JULY 3, 2024
BUILDING	COLUMBUS MIDDLE SCHOOL
PROGRAM	
PRINCIPAL/DIRECTOR SIGNATURE	
Description of materials to surplus: Main Office office chairs.	

IMAGE INSERTED (If available)	DESCRIPTION	HOW WILL ITEMS BE DISPOSED OF
To inse rt an image here, place your cursor in this box and select insert from the menu bar, then select image and choose the appropriate image.	Description of materials to surplus: Main Office office chairs. The seats are torn, sides of chairs or off and steel is showing.	Trash.

School Name

_____

DATE	JULY 3, 2024
BUILDING	COLUMBUS MIDDLE SCHOOL
PROGRAM	
PRINCIPAL/DIRECTOR SIGNATURE	
Description of materials to surplus: Computer Table.	

IMAGE INSERTED (If available)	DESCRIPTION	HOW WILL ITEMS BE DISPOSED OF
To insert an image here, place your cursor in this box and select insert from the menu bar, then select image and choose the appropriate image.	Description of materials to surplus: Computer Table. Table leg is broken and cannot be reattached to the actual table.	Trash.

School Name

_____

DATE	JULY 3, 2024
BUILDING	COLUMBUS MIDDLE SCHOOL
PROGRAM	
PRINCIPAL/DIRECTOR SIGNATURE	
Description of materials to surplus: Classroom Chairs and STEM Stools.	

IMAGE INSERTED (If available)	DESCRIPTION	HOW WILL ITEMS BE DISPOSED OF
To insert an image here, place your cursor in this box and select insert from the menu bar, then select image and choose the appropriate image.	Description of materials to surplus: Classroom Chairs and STEM Stools. Chairs and Stools are broken, bent and missing legs and a back of a chair.	Trash.