

Regular Meeting
Monday, July 13, 2026 6:30 PM
Kramer Education Center
2410 16th Street, Suite A
Columbus, NE 68601

- I. CALL TO ORDER
- II. ROLL CALL OF THE BOARD
- III. EXCUSE BOARD MEMBERS
- IV. PLEDGE OF ALLEGIANCE
- V. MEETING COMPLIANCE
 - V.A. DISTRICT MISSION STATEMENT
 - V.B. OPEN MEETINGS ACT
 - V.B.1. President ensures all can hear proceedings
 - V.C. PUBLICATION OF MEETING NOTICE
- VI. PUBLIC COMMENT
- VII. GUEST PRESENTATIONS
- VIII. RECOGNITIONS BY BOARD
- IX. BUILDING OR DISTRICT PRESENTATION
- X. CONSENT AGENDA
 - X.A. Items to be removed from the Consent Agenda
 - X.B. Meeting Minutes
 - X.C. Finance Reports
 - X.D. Staffing Reports
 - X.E. Professional Travel

XI. FOUNDATION REPORT

XII. DIRECTOR & SUPERINTENDENTS REPORTS OR UPDATES

XII.A. Director of Special Education

XII.B. Assistant Director for Student Services

XII.C. Director of Human Resources

XII.D. Director of Operations

XII.E. Director of Teaching and Learning

XII.F. Superintendent

XIII. MONTHLY REVIEW OF POLICIES

XIV. DISCUSSION ITEMS

XIV.A. CHS Out of State Band Trip Request

XIV.B. Secondary Grading Policy

XV. ACTION ITEMS FOR THIS MEETING

XV.A. Discuss and take action on Board Policies by Section

XV.A.1. Second Reading of Board Policy Changes for Section 200

XV.A.2. Second Reading of Board Policy Changes for Section 400

XV.A.3. Second Reading of Board Policy Changes for Section 500

XV.A.4. Second Reading of Board Policy Changes for Section 600

XV.A.5. Second Reading of Board Policy Changes for Section 700

XV.A.6. Second Reading of Board Policy Changes for Section 1000

XV.B. Adopt the 25-26 Amended Budget

XV.C. Approve Early Graduation Request

XV.D. Approve BlazerWorks Provider Agreement for 2026-2027

XV.E. Approval of Fundraising Applications

XVI. BOARD REQUESTS FOR INFORMATION

XVII. BOARD SHARING

XVIII. EXECUTIVE SESSION

XIX. ADJOURN

Special Meeting

Mission: "Engaging All Learners to Achieve Success"

The Special Meeting started at 5:30 PM on Friday, June 26, 2026. The meeting was held at

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

I. CALL TO ORDER by Board President Michael Jeffries at 5:34 pm

II. ROLL CALL OF THE BOARD

Candace Becher, Present

Michael Jeffries, Present

Marv Zoucha, Present

Doug Willoughby, Present

Doug Molczyk, Present

Theresa Seipel, Absent

III. EXCUSE BOARD MEMBERS

Motion to excuse Theresa Seipel by Doug Molczyk, second by Candace Becher, passed 5-0.

IV. PLEDGE OF ALLEGIANCE

V. MEETING COMPLIANCE

V.A. OPEN MEETINGS ACT

V.B. PUBLICATION OF MEETING NOTICE

VI. PUBLIC COMMENT

VII. HEARING

Steve Williams, attorney from KSB School Law, presided over the grievance hearing. The grievance was filed by Kimberly Schoenberner in part with her role as CEA co-president. The respondent was Dr. Chip Kay, Superintendent.

VIII. EXECUTIVE SESSION

The board entered executive session at 9:02 pm to deliberate with a motion by Molczyk and a second by Becher, passed 5-0.

The board exited executive session at 10:22 pm.

IX. FINDINGS

A motion by Doug Willoughby and a second by Doug Molczyk on the disposition: "The grievance is hereby denied".

Roll call vote of the board:

Candace Becher, Nay

Michael Jeffreys, Yes

Marv Zoucha, Yes

Doug Willoughby, Yes

Doug Molczyk, Yes

Theresa Seipel, Absent

The disposition is upheld by a 4-1 vote.

X. ADJOURN

Motion to adjourn at 10:30 pm by Marv Zoucha, second by Doug Molczyk passed 5-0.

I, the undersigned, being the duly qualified Secretary for the School District No. 1 of Columbus, Nebraska, certify that the preceding is a true and correct copy of the minutes of the Regular School Board meeting of Friday, June 26, 2026.

President

Secretary

Regular Meeting
Monday, June 15, 2026 5:30 PM Central

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

Candace Becher: Present
Michael Jeffries: Absent
Doug Molczyk: Present
Theresa Seipel: Present
Douglas Willoughby: Absent
Marv Zoucha: Present
Present: 4, Absent: 2.

I. CALL TO ORDER

II. ROLL CALL OF THE BOARD

III. EXCUSE BOARD MEMBERS

Motion to excuse board members. Passed with a motion by Theresa Seipel and a second by Doug Molczyk.

Michael Jeffries: Absent, Douglas Willoughby: Absent, Candace Becher: Yea, Doug Molczyk: Yea, Theresa Seipel: Yea, Marv Zoucha: Yea
Yea: 4, Nay: 0, Absent: 2

IV. PLEDGE OF ALLEGIANCE

V. MEETING COMPLIANCE

V.A. DISTRICT MISSION STATEMENT

Marv Zoucha read the Mission Statement.

V.B. OPEN MEETINGS ACT

V.B.1. President ensures all can hear proceedings

V.C. PUBLICATION OF MEETING NOTICE

VI. PUBLIC COMMENT

VII. GUEST PRESENTATIONS

VIII. RECOGNITIONS BY BOARD

IX. CONSENT AGENDA

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

Michael Jeffries: Absent, Douglas Willoughby: Absent, Candace Becher: Yea, Doug Molczyk: Yea, Theresa Seipel: Yea, Marv Zoucha: Yea
Yea: 4, Nay: 0, Absent: 2

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

IX.B. Meeting Minutes

IX.C. Finance Reports

IX.D. Staffing Reports

IX.E. Professional Travel

X. FOUNDATION REPORT

Motion to approve the Foundation Report, as submitted. Passed with a motion by Theresa Seipel and a second by Candace Becher.

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

Yea: 4, Nay: 0, Absent: 2

XI. DIRECTOR & SUPERINTENDENTS REPORTS OR UPDATES

XI.A. Director of Teaching and Learning

Teresa Hausmann, Director of Teaching and Learning shared her report. She thanked the board for adopting the FrogStreet Curriculum for preschool, it was very successful. She said the new biology curriculum has been fully implemented. Chemistry is being worked on, and Brooke Kavan, the new director will continue that work. A lot of work has been done on the K-6 math data points based on the updated proficiency scales. Mrs. Hausmann said there have been 2672 touchpoints this year.

XI.B. Director of Special Education

XI.C. Assistant Director for Student Services

XI.D. Director of Human Resources

Jason Schapmann, Director of Human Resources and Fiscal Support, said the budget proposal for 26-27 will be coming in July.

XI.E. Director of Operations

XI.F. Superintendent

XII. DISCUSSION ITEMS

XII.A. Review of the Community Meeting information from Kordica

Chip Kay, Superintendent, shared the feedback from the community meetings regarding the capacity concerns for the growing community. People that came to the meeting may not have been engaged previously.

The biggest concerns are about costs and keeping elementary students together. They have requested more information to be available before a bond vote. The district's concerns are getting information out to all voters and confusion about taxation. Dr. Kay would like to release and plan in September and wait a couple of months to see the feedback.

XII.B. Proposals for Facility Condition and Functional Capacity Data

XII.C. Review of Policy 508.13 School Wellness Policy

There have been no changes to this policy.

XIII. ACTION ITEMS FOR THIS MEETING

XIII.A. Discuss and take all necessary action to increase FTE for Nursing support PK-12

Motion to approve to Increase FTE for Nursing support PK-12. Passed with a motion by Doug Molczyk and a second by Theresa Seipel.

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

Yea: 4, Nay: 0, Absent: 2

Sara Colford, Assistant Director of Student Services, has requested an additional LPN at CHS. She said there are definitely more need with diabetic situations, seizures, illness, sports injuries, etc.

XIII.B. Discuss and take all necessary action to accept the bid from Centegix for a safety and security system that includes mapping, crisis alert and visitor management

Motion to accept the bid from Centegix for a safety and security system. Passed with a motion by Doug Molczyk and a second by Theresa Seipel.

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

Yea: 4, Nay: 0, Absent: 2

Dr. Kay gave information around costs and capabilities of the Centegix Safety and Security System. Some of the discussion was about the timing of this purchase.

XIII.C. Approval of the Athletic Trainer(s) Contract with Columbus Community Hospital

Motion to approve the Athletic Trainer(s) Contract with Columbus Community Hospital.

Passed with a motion by Doug Molczyk and a second by Marv Zoucha.

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

Yea: 4, Nay: 0, Absent: 2

Dr. Kay gave some information on how the Athletic Trainer Contract has worked in the past. This was a free service CPS received from the hospital. As costs have gone up there will be a cost to the district.

XIII.D. Breakfast/Lunch Price Recommendation for 2026-2027

Motion to approve the Breakfast/Lunch Prices for 2026-2027. Passed with a motion by Candace Becher and a second by Doug Molczyk.

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

Yea: 4, Nay: 0, Absent: 2

Mr. Schapmann CPS prices are lower than the recommendation.

XIII.E. Approval of Surplus Requests

Motion to approve Surplus Requests, as submitted. Passed with a motion by Theresa Seipel and a second by Doug Molczyk.

Michael Jeffries: Absent, Douglas Willoughby: Absent, Candace Becher: Yea, Doug Molczyk: Yea, Theresa Seipel: Yea, Marv Zoucha: Yea
Yea: 4, Nay: 0, Absent: 2

XIII.F. Discuss and take all necessary action on language support procedures

Motion to approve the Translation Policy, as submitted. Passed with a motion by Doug Molczyk and a second by Candace Becher.

Michael Jeffries: Absent, Douglas Willoughby: Absent, Candace Becher: Yea, Doug Molczyk: Yea, Theresa Seipel: Yea, Marv Zoucha: Yea
Yea: 4, Nay: 0, Absent: 2

Dr. Kay said that our French population has dropped. We won't be required to have all documents in French any longer. We will still provide documents in any native language when requested.

XIII.G. Discuss and take necessary action on Graduation Requirements for the Compass Academy at Columbus Public Schools

Motion to approve graduation requirements for the Compass Academy Passed with a motion by Doug Molczyk and a second by Marv Zoucha.

Michael Jeffries: Absent, Douglas Willoughby: Absent, Candace Becher: Yea, Doug Molczyk: Yea, Theresa Seipel: Yea, Marv Zoucha: Yea
Yea: 4, Nay: 0, Absent: 2

Dr. Kay discussed and answered questions regarding graduation requirements for the Compass Academy at the Non-Traditional Building. The requirements meet the state and statutory requirements. Diplomas earned will be recognized by the NDE.

XIII.H. Discuss and take all necessary action on all Student Handbooks

Motion to approve all Student Handbooks, as submitted. Passed with a motion by Doug Molczyk and a second by Candace Becher.

Michael Jeffries: Absent, Douglas Willoughby: Absent, Candace Becher: Yea, Doug Molczyk: Yea, Theresa Seipel: Yea, Marv Zoucha: Yea
Yea: 4, Nay: 0, Absent: 2

All student handbooks were reviewed, and any additions and changes were discussed. New this year, preschool has their own handbook.

XIII.I. Discuss and take necessary actions on all Staff Handbooks-Certified, Classified and Substitute

Motion to approve all Staff Handbooks for 2026-2027, as submitted. Passed with a motion by Theresa Seipel and a second by Doug Molczyk.

Michael Jeffries: Absent, Douglas Willoughby: Absent, Candace Becher: Yea, Doug Molczyk: Yea, Theresa Seipel: Yea, Marv Zoucha: Yea
Yea: 4, Nay: 0, Absent: 2

Mr. Schapmann said the staff handbooks were basically just cleaned up.

XIII.J. Approval of the Outside Agency Handbook for 2026-2027

Motion to approve the Outside Agency Handbook for 2026-2027, as submitted. Passed with a motion by Theresa Seipel and a second by Candace Becher.

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

Mr. Schapmann talked about the Outside Agency Handbook. He highlighted some expectations that people need to know.

XIII.K. 2026-2027 Facilities Usage Handbook

Motion to approve the 2026-2027 Facilities Usage Handbook. Passed with a motion by Theresa Seipel and a second by Candace Becher.

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

Leonard Kwapnioski, Director of Operations, said the Facilities Use Handbook is a work in progress to align agreements within board policy. He also shared that we have a new scheduler that should be active on July 1.

XIII.L. Discuss and take necessary action on the Administrator Handbook & Work Agreement
Motion to approve the administrator handbook and work agreement Passed with a motion by Theresa Seipel and a second by Marv Zoucha.

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

Dr. Kay said this handbook serves as a work agreement. It is not part of the certified agreement anymore. This handbook applies to 21 people in the district. The information in the handbook defines jobs, and includes evaluation information. Dr. Kay discussed the PTO system for the administrators. All of this information will be presented at the Administrator Retreat in July.

XIII.M. Recommended Admission Prices for 2026-2027

Motion to approve the Recommended Admission Prices for 2026-2027. Passed with a motion by Doug Molczyk and a second by Marv Zoucha.

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

Tim Kwapnioski, CHS Activities/Athletics Director, reported that the admission prices are the same as last year.

XIII.N. Athletics and Activities Handbook 2026-2027

Motion to approve the Athletic and Activities Handbook for 2026-2027, as submitted. Passed with a motion by Candace Becher and a second by Doug Molczyk.

Michael Jeffries: Absent, Douglas Willoughby: Absent, Candace Becher: Yea, Doug Molczyk: Yea, Theresa Seipel: Yea, Marv Zoucha: Yea
Yea: 4, Nay: 0, Absent: 2

There was a name change made in the handbook, that was the only edit.

XIII.O. Approval of the Continuation of Boys and Girls Swimming and Diving Co-op with Scotus and Lakeview

Motion to approve the Boys and Girls Swimming & Diving Co-op Renewal with Scotus and Lakeview for 2026-2027 & 2027-2028. Passed with a motion by Doug Molczyk and a second by Marv Zoucha.

Michael Jeffries: Absent, Douglas Willoughby: Absent, Candace Becher: Yea, Doug Molczyk: Yea, Theresa Seipel: Yea, Marv Zoucha: Yea
Yea: 4, Nay: 0, Absent: 2

XIII.P. Discuss and take necessary action on the Superintendents Contract

Motion to approve the Superintendent's Contract. Passed with a motion by Doug Molczyk and a second by Candace Becher.

Michael Jeffries: Absent, Douglas Willoughby: Absent, Candace Becher: Yea, Doug Molczyk: Yea, Theresa Seipel: Yea, Marv Zoucha: Yea
Yea: 4, Nay: 0, Absent: 2

XIII.Q. Discuss and take action on Board Policies by Section

Dr. Kay explained changes that were made for statutory requirements. Also discussion regarding policies that needed to be reviewed because of outdated information.

XIII.Q.1. First Reading of Board Policy Changes for Section 200

Motion to approve the First Reading of Board Policies in Section 200. Passed with a motion by Doug Molczyk and a second by Theresa Seipel.

Michael Jeffries: Absent, Douglas Willoughby: Absent, Candace Becher: Yea, Doug Molczyk: Yea, Theresa Seipel: Yea, Marv Zoucha: Yea
Yea: 4, Nay: 0, Absent: 2

XIII.Q.2. First Reading of Board Policy Changes for Section 400

Motion to approve the First Reading of Board Policies in Section 400. Passed with a motion by Doug Molczyk and a second by Candace Becher.

Michael Jeffries: Absent, Douglas Willoughby: Absent, Candace Becher: Yea, Doug Molczyk: Yea, Theresa Seipel: Yea, Marv Zoucha: Yea
Yea: 4, Nay: 0, Absent: 2

XIII.Q.3. First Reading of Board Policy Changes for Section 500

Motion to approve the First Reading of Board Policies in Section 500. Passed with a motion by Doug Molczyk and a second by Theresa Seipel.

Michael Jeffries: Absent, Douglas Willoughby: Absent, Candace Becher: Yea, Doug Molczyk: Yea, Theresa Seipel: Yea, Marv Zoucha: Yea
Yea: 4, Nay: 0, Absent: 2

XIII.Q.4. First Reading of Board Policy Changes for Section 600

Motion to approve the First Reading of Board Policies in Section 600. Passed with a motion by Doug Molczyk and a second by Candace Becher.

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

XIII.Q.5. First Reading of Board Policy Changes for Section 700

Motion to approve the First Reading of Board Policies in Section 700. Passed with a motion by Candace Becher and a second by Marv Zoucha.

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

XIII.Q.6. First Reading of Board Policy Changes for Section 1000

Motion to approve the First Reading of Board Policies in Section 1000. Passed with a motion by Doug Molczyk and a second by Theresa Seipel.

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

XIV. BOARD REQUESTS FOR INFORMATION

XIV.A. 2026-2027 Board of Education Schedule

XV. BOARD SHARING

XVI. EXECUTIVE SESSION

The board did not go into Executive Session.

XVII. ADJOURN

Motion to adjourn Passed with a motion by Marv Zoucha and a second by Doug Molczyk.

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

The meeting was adjourned at 8:41pm.

I, the undersigned, being the duly qualified Secretary for the School District No. 1 of Columbus, Nebraska, certify that the preceding is a true and correct copy of the minutes of the Regular School Board meeting of Friday, June 15, 2026.

President

Secretary

6	DESCRIPTION	BEGINNING BALANCE	MONTH TO DATE RECEIPTS	MONTH TO DATE EXPENDITURES	END OF MONTH BALANCE	YTD BALANCE PRIOR YEAR
General Fund	Attachment M4a			\$ 3,815,548.65		
	Attachment M5 (prior Bd Mtg)			\$ 416,554.39		
	Transfer to GP ICS Savings		\$ (2,000,000.00)			
	Transfer from GP ICS Savings		\$ 4,000,000.00			
	Receipts GP checking		\$ 4,017,697.80			
	GENERAL FUND - GREAT PLAINS STATE BANK	\$ 4,220,220.51	\$ 6,017,697.80	\$ 4,232,103.04	\$ 6,005,815.27	\$ 9,365,741.79
	Transfer to GP Checking		\$ (4,000,000.00)			
	Transfer from GP Checking		\$ 2,000,000.00			
	Interest		\$ 30,084.48			
	GEN FUND - GP ICS SAVINGS	\$ 17,338,266.71	\$ (1,969,915.52)	\$ -	\$ 15,368,351.19	\$ 11,033,809.33
	General Fund - Cash Balance				\$ 21,374,166.46	
Depreciation						
	Commwealth Electric Midwest			\$ 34,160.00		
				\$ -		
				\$ -		
	Receipts		\$ -			
	Interest		\$ 7,982.58			
	DEPRECIATION - GREAT PLAINS STATE BANK	\$ 2,802,013.71	\$ 7,982.58	\$ 34,160.00	\$ 2,775,836.29	\$ 909,116.99
Temporary Funds - GF						
	PAYROLL - PINNACLE BANK	\$ 511,869.56	\$ 3,677,918.76	\$ 3,764,894.06	\$ 424,894.26	\$ 385,046.75
	HSA/FSA - PINNACLE BANK (Employee Benefit Fund)	\$ 83,433.31	\$ 12,621.72	\$ 10,240.01	\$ 85,815.02	\$ 73,409.35
Activities						
	Administration	\$ 712,210.85	\$ 6,777.01	\$ 18,946.73	\$ 700,041.13	\$ 719,639.60
	Middle School	\$ 193,736.58	\$ 378.17	\$ 2,827.73	\$ 191,287.02	\$ 140,756.37
	High School	\$ 738,173.54	\$ 13,391.87	\$ 41,990.00	\$ 709,575.41	\$ 642,068.44
	ACTIVITY FUNDS - COLUMBUS BANK	\$ 1,644,120.97	\$ 20,547.05	\$ 63,764.46	\$ 1,600,903.56	\$ 1,502,464.41
Nutrition Fund						
	Attachment M6			\$ 188,539.87		
	Interest Income		\$ 685.62			
	State Reimbursement		\$ 128,231.64			
	Rct to Expenditures		\$ 5,673.19			
	Student/ Staff meals/ a la carte sales		\$ 3,183.00			
	NSF		\$ (25.00)			
	NUTRITION FUND - CORNERSTONE BANK	\$ 329,043.79	\$ 137,748.45	\$ 188,539.87	\$ 278,252.37	\$ 60,209.62
Bond Fund						
	BOK Financial			\$ 378,446.97		
	Platte County Treasurer		\$ 200,459.64			
	Butler County Treasurer		\$ 817.71			
	Polk County Treasurer		\$ 735.87			
	Investment Gain		\$ 9,030.70			
	BOND FUND - FNB	\$ 4,105,908.80	\$ 211,043.92	\$ 378,446.97	\$ 3,938,505.75	\$ 3,644,837.22
Building Fund						
	CAPITAL ONE PUBLIC FUNDING			\$ 220,856.87		
	Rct to Expenditures					
	Receipts		\$ 85,005.69			
	BLDG FUND - BANK OF THE VALLEY	\$ 1,513,005.51	\$ 85,005.69	\$ 220,856.87	\$ 1,377,154.33	\$ 886,087.73
12-Student Fees Fund						
	Columbus School Lunch-CHS			\$ 25.00		
	Receipts		\$ 8,520.27			
	STUDENT FEES FUND - ONE UNITED FEDERAL CREDIT UNION	\$ 13,492.58	\$ 8,520.27	\$ 25.00	\$ 21,987.85	\$ 12,890.10

Columbus Public Schools
General Fund Revenue Details
June 30, 2026

Attachment M3
1

Account Number	Description	Budget	Month to Date	Year to Date	Balance	Percent
01.1.01100.000.000	Property Taxes	(\$26,625,735.00)	(\$936,032.07)	(\$17,664,665.83)	(\$8,961,069.17)	66.34%
01.1.01115.000.000	Carline Taxes	(\$8,000.00)	\$0.00	(\$11,070.92)	\$3,070.92	138.39%
01.1.01120.000.000	Public Power District Sales Tax	(\$900,000.00)	\$0.00	\$0.00	(\$900,000.00)	0.00%
01.1.01125.000.000	Motor Vehicle Taxes	(\$1,145,000.00)	(\$212,451.55)	(\$2,056,163.57)	\$911,163.57	179.58%
01.1.01323.000.000	Tuition, SpEd School Age	(\$3,250.00)	\$0.00	\$0.00	(\$3,250.00)	0.00%
01.1.01510.000.000	Interest on Investments	(\$105,638.00)	(\$37,717.09)	(\$211,483.67)	\$105,845.67	200.20%
01.1.01911.000.000	Local License Fees	(\$25,000.00)	\$0.00	(\$17,772.50)	(\$7,227.50)	71.09%
01.1.01990.000.000	Miscellaneous Local Receipts	(\$20,000.00)	\$0.00	\$0.00	(\$20,000.00)	0.00%
01.1.02110.000.000	County Fines & License Fees	(\$161,000.00)	(\$23,396.36)	(\$217,826.02)	\$56,826.02	135.30%
01.1.03110.000.000	State Aid	(\$18,156,653.00)	(\$1,803,107.00)	(\$18,156,653.00)	\$0.00	100.00%
01.1.03120.000.000	SpEd Receipts from the State	(\$6,500,000.00)	(\$792,411.00)	(\$6,775,966.00)	\$275,966.00	104.25%
01.1.03130.000.000	Homestead Exemption Allocation	\$0.00	(\$191,120.47)	(\$764,481.88)	\$764,481.88	#DIV/0!
01.1.03131.000.000	Property Tax Credit	\$0.00	\$0.00	(\$8,502,274.07)	\$8,502,274.07	#DIV/0!
01.1.03180.000.000	Pro-Rate Motor Vehicle	(\$32,000.00)	\$0.00	(\$57,334.45)	\$25,334.45	179.17%
01.1.03400.000.000	State Apportionment	(\$1,000,000.00)	\$0.00	(\$1,109,548.74)	\$109,548.74	110.95%
01.1.03535.000.000	High Ability Learners Allocation	(\$25,599.00)	\$0.00	(\$20,309.00)	(\$5,290.00)	79.34%
01.1.03540.000.000	State Early Childhood Grant	(\$130,730.00)	\$0.00	(\$194,467.00)	\$63,737.00	148.75%
01.1.03541.000.000	Early Childhood Endowment Grant	(\$174,500.00)	\$0.00	(\$106,898.00)	(\$67,602.00)	61.26%
01.1.03551.000.000	CTE Grant	\$0.00	\$0.00	(\$17,056.00)	\$17,056.00	#DIV/0!
01.1.03590.000.000	Extended Learning Opportunity	\$0.00	\$0.00	(\$1,423.04)	\$1,423.04	#DIV/0!
01.1.03599.000.000	State Categorical Programs	\$0.00	\$0.00	(\$2,084.35)	\$2,084.35	#DIV/0!
01.1.04505.000.000	ESSA Title I Part A: Improving	(\$700,176.00)	\$0.00	(\$389,619.00)	(\$310,557.00)	55.65%
01.1.04509.000.000	ESSA Title II Part A Supporting	(\$113,178.00)	\$0.00	(\$168,399.00)	\$55,221.00	148.79%
01.1.04510.000.000	ESSA Title IV Part A Student	\$0.00	\$0.00	\$0.00	\$0.00	#DIV/0!
01.1.04516.000.000	IDEA Preschool Enrollment/Poverty	(\$25,599.00)	\$0.00	(\$25,237.00)	(\$362.00)	98.59%
01.1.04518.000.000	IDEA Part B (611) Base Enrollment	(\$1,350,000.00)	\$0.00	(\$1,346,396.00)	(\$3,604.00)	99.73%
01.1.04521.000.000	IDEA Part-B Proportionate Share	(\$164,500.00)	\$0.00	(\$144,379.00)	(\$20,121.00)	87.77%
01.1.04525.000.000	Carl Perkins Grants	(\$41,471.00)	\$0.00	(\$49,309.00)	\$7,838.00	118.90%
01.1.04527.000.000	ESSA Title III Part A English	(\$96,146.00)	\$0.00	(\$48,355.00)	(\$47,791.00)	50.29%
01.1.04528.000.000	ESSA Title III Immigrant	(\$28,744.00)	\$0.00	(\$35,112.00)	\$6,368.00	122.15%
01.1.04531.000.000	ESSA Title IV Part B 21st Century	(\$117,000.00)	\$0.00	(\$81,066.00)	(\$35,934.00)	69.29%
01.1.04708.000.000	Medicaid in Public Schools	(\$164,500.00)	(\$13,641.44)	(\$166,388.02)	\$1,888.02	101.15%
01.1.04709.000.000	Medicaid Administrative Activity	\$0.00	\$0.00	(\$13,812.27)	\$13,812.27	#DIV/0!
01.1.04969.000.000	ESSA Title IV-A Student Support	(\$48,269.00)	\$0.00	(\$41,853.00)	(\$6,416.00)	86.71%
01.1.05300.000.000	Proceeds from Disposal of Real	\$0.00	\$0.00	(\$27,490.00)	\$27,490.00	#DIV/0!
01.1.05690.000.000	Other Non-Revenue Receipts	\$0.00	\$0.00	(\$23,027.00)	\$23,027.00	#DIV/0!
01.1.09001.000.000	Repayment of Interfund Loan from Gen Fund	\$0.00	\$0.00	(\$50,000.00)	\$50,000.00	#DIV/0!
		(\$57,862,688.00)	(\$4,009,876.98)	(\$58,497,920.33)	\$635,232.33	101.10%
	Transfers		(\$2,000,000.00)			
	Reimbursements/Refunds		(\$39,183.02)			
	Interest - other accounts		\$31,362.20			
	Total Revenue		(\$6,017,697.80)			

Check Number	Payee	Amount	Column1
22879	STELLING BRASS & WINDS INC.	\$1,650.00	
22880	ESU #7	\$48.77	
22882	SCHOOL DISTRICT #1-PAYROLL	\$3,610,474.70	
22884	AMAZON CAPITAL SERVICES	\$3,046.63	
22885	HY-VEE FOOD STORES	\$532.44	
22886	SUPER SAVER	\$33.12	
22887	EAKES OFFICE SOLUTIONS	\$9,846.10	
22888	GODFATHERS -COLUMBUS	\$133.95	
22889	IMAGE TECH & PRINTING	\$52.00	
22890	MAXIM HEALTHCARE SERVICES, INC.	\$2,340.00	
22891	MID-AMERICAN RESEARCH CHEMICAL	\$9,516.45	
22892	SLP TOOLKIT	\$1,350.00	
22893	UPS STORE	\$14.83	
22894	PITNEY BOWES - RESERVE ACCOUNT	\$840.63	
22883	BLUE CROSS/BLUE SHIELD OF NE	\$352,759.12	
22895	ASSOCIATED STAFFING, INC	\$1,899.72	
22896	CARNES, ADRIANA	\$45.76	
22897	Dostal, Alexander J	\$33.09	
22898	ESU #7	\$7,984.13	
22899	HIRERIGHT	\$306.60	
22900	HUTCHINSON, CATHY	\$148.63	
22901	LINCOLN JOURNAL STAR	\$2,689.95	
22902	OCCUPATIONAL HEALTH SERVICES	\$165.00	
22903	PLUNKETTS PEST CONTROL	\$919.80	
22904	SEIPEL, THERESA	\$314.21	
22905	STELLING BRASS & WINDS INC.	\$1,510.00	
22906	WOODRIVER ENERGY LLC	\$9,490.59	
22907	FIRST NATIONAL BANK OMAHA	\$2,667.01	
22908	FIRST NATIONAL BANK OMAHA	\$560.79	
22909	FIRST NATIONAL BANK OMAHA	\$104.88	
22910	FIRST NATIONAL BANK OMAHA	\$1,763.45	
22911	FIRST NATIONAL BANK OMAHA	\$1,470.54	
22912	FIRST NATIONAL BANK OMAHA	\$90.39	
22913	FIRST NATIONAL BANK OMAHA	\$725.00	
22914	FIRST NATIONAL BANK OMAHA	\$994.40	
22915	FIRST NATIONAL BANK OMAHA	\$619.08	
22916	FIRST NATIONAL BANK OMAHA	\$921.66	
22917	FIRST NATIONAL BANK OMAHA	\$2,393.20	
22918	COMFORT INN-KEARNEY	\$419.85	
22919	TUNINK, KARI	\$168.20	
22920	AMAZON CAPITAL SERVICES	\$4,639.26	
22921	HY-VEE FOOD STORES	\$323.00	
22922	ARNOLD MOTOR SUPPLY-COLUMBUS	\$246.84	
22923	BOMGAARS	\$4.76	
22924	CAPITAL SANITARY SUPPLY	\$41,197.66	

Check Number	Payee	Amount	Column1
22925	CASEY'S MAIL AND PRINT SERVICES	\$300.00	
22926	COMMONWEALTH ELECTRIC MIDWEST	\$411.75	
22927	EAKES OFFICE SOLUTIONS	\$5,565.70	
22928	ESU #7 SPECIAL EDUCATION	\$40,614.92	
22929	FIRST IMPRESSIONS	\$625.00	
22930	IMAGE TECH & PRINTING	\$575.96	
22931	INNOVATIVE OFFICE SOLUTIONS	\$28.48	
22932	LOZANO, GABRIELA	\$81.35	
22933	LUNCHTIME SOLUTIONS, INC	\$155.32	
22934	MENARDS-COL	\$16.99	
22935	PIONEER MANUFACTURING COMPANY	\$160.01	
22936	SCHIEFFER SIGNS	\$323.00	
22937	SHEVLIN SUPPLY	\$5,399.28	
22938	TIRE OUTLET INC	\$15.00	
22939	TWIG EDUCATION, INC	\$20,999.30	
22940	ALLO COMMUNICATIONS	\$197.50	
22941	CENTRAL COMM COLLEGE-COL	\$612.00	
22942	CITY OF COLUMBUS WATER & SANITATION D	\$6,590.98	
22943	COLUMN SOFTWARE PBC	\$293.28	
22944	EDUPOINT EDUCATIONAL SYSTEMS	\$2,286.00	
22945	HAYNES, AMY	\$33.39	
22946	KISSELL, MICHELLE	\$36.04	
22947	LA QUINTA KEARNEY	\$645.00	
22948	NASB (NE. ASSOCIATION OF SCHOOL BOARDS	\$1,750.00	
22949	U AND I SANITATION LLC	\$2,235.00	
22950	LEGACY 23 APARTMENTS	\$1,702.33	
22951	LEGACY 23 APARTMENTS	\$1,706.00	
22952	NEBRASKA COUNCIL OF SCHOOL ADMINISTR/	\$300.00	
		\$4,171,115.77	
	void Previously reported on M5 ck# 22871	-\$2,808.00	
	ck 22883 Blue Cross - payroll liability	-\$352,759.12	corrected in July
	Total Fund Expenditures	\$3,815,548.65	

Check Number	Payee	Amount
22953	AGiREPAIR, INC	\$712.00
22954	CITY OF COLUMBUS-TRANSFER STATION	\$73.31
22955	COLUMBUS CUSTOM EMBROIDERY	\$207.00
22956	COLUMN SOFTWARE PBC	\$313.96
22957	CULLIGAN	\$10.00
22958	ESU #7	\$499.00
22959	KSB SCHOOL LAW	\$4,141.00
22960	LINCOLN JOURNAL STAR	\$99.00
22961	LOUP POWER DISTRICT	\$65,966.54
22962	LOUP POWER DISTRICT	\$121.54
22963	LOUP POWER DISTRICT	\$37.42
22964	NACIA (NE ASSOC. FOR CURRICULUM INSTR.)	\$80.00
22965	ONE SOURCE	\$317.00
22966	PERRY, GUTHERY, HAASE, & GESSFORD, P.C.	\$2,888.00
22967	QA TECHNOLOGIES, INC	\$5,228.45
22968	THRYV	\$27.10
22969	VERIZON WIRELESS	\$357.36
22970	AMAZON CAPITAL SERVICES	\$2,519.87
22971	HY-VEE FOOD STORES	\$93.51
22972	TREVIPAY-WALMART	\$587.00
22973	ABC MOBILE STORAGE	\$4,382.00
22974	ACE HARDWARE-COLUMBUS	\$16.35
22975	ADVANCE AUTO PARTS	\$107.28
22976	AG SPRAY EQUIPMENT	\$90.26
22977	ANDERSON AUTO BODY	\$500.00
22978	ARNOLD MOTOR SUPPLY-COLUMBUS	\$167.83
22979	AUGUSTA LAWN CARE OF COLUMBUS	\$25,866.00
22980	BLAZER MANUFACTURING CO.INC.	\$150.00
22981	BLUEPRINT IT LLC	\$5,035.25
22982	BOMGAARS	\$431.15
22983	CENTRAL COMM COLLEGE-COL	\$1,242.00
22984	COLUMBUS MUSIC	\$60.00
22985	EAKES OFFICE SOLUTIONS	\$624.77
22986	ELECTRICAL ENGINEERING & EQUIP	\$912.74
22987	EPCO LTD., INC	\$420.00
22988	FOLLETT CONTENT SOLUTIONS, LLC	\$26.44
22989	GREAT PLAINS BUILDING SUPPLY CO.	\$744.79
22990	HD SUPPLY	\$212.44
22991	HUNT IRRIGATION INC	\$2,408.19
22992	INTERSTATE ALL BATTERY CENTER	\$416.70
22993	KELLY SUPPLY CO.	\$13.71
22994	KOCH EXCAVATING CO.	\$126.21
22995	LOVCI CONSTRUCTION & FABRICATION LLC	\$4,750.00
22996	M & E PLASTIC REPAIR	\$2,453.00
22997	MADDEN THERAPY LLC	\$1,127.50

Check Number	Payee	Amount
22998	MENARDS-COL	\$2,385.24
22999	MIDWEST ALARM SERVICES	\$1,342.82
23000	NEBRASKA HARVESTORE SYSTEMS	\$550.94
23001	NIPPON SANSO MATHESON INC	\$42.50
23002	O'REILLY AUTO PARTS-COL	\$20.24
23003	SERVICEMASTER BY SHEVLIN	\$27,439.25
23004	SHERWIN-WILLIAMS	\$2,004.99
23005	THE ZONES OF REGULATION, INC	\$406.00
23006	VOSS LIGHTING	\$704.50
23007	5 STAR PUMPING SEPTIC SERVICES	\$1,530.00
23008	ARNOLD MOTOR SUPPLY-COLUMBUS	\$90.21
23009	Brightman, Adia S	\$152.25
23010	ESU #7	\$953.61
23011	GO PHYSICAL THERAPY, LLC	\$11,334.78
23012	TK ELEVATOR CORPORATION	\$26,473.30
23013	WILKE LANDSCAPE CENTER	\$1,361.24
Total Expenditures		Total: \$213,355.54

Check Number	Vendor		Amount
3495	AMAZON CAPITAL SERVICES	\$	58.24
3496	ASSOCIATED STAFFING, INC	\$	1,468.55
3497	GONZALES-GOMEZ, ELVIA	\$	28.40
3498	LUNCHTIME SOLUTIONS, INC	\$	119,509.37
3499	MENARDS-COL	\$	81.94
3500	MILLER, TIFFANY	\$	22.10
3501	VERIZON WIRELESS	\$	32.90
3502	SCHOOL DISTRICT #1-PAYROLL	\$	66,166.34
3503	AMAZON CAPITAL SERVICES	\$	172.03
3504	HY-VEE FOOD STORES	\$	1,000.00
	Total Fund Expenditures	\$	<u>188,539.87</u>

1

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

PROFESSIONAL TRAVEL REPORT

June 2026

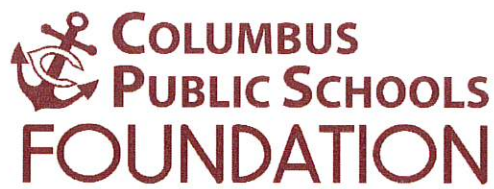
Prepared for the Columbus Public Schools Board of Education

13 TOTAL TRIPS	10 STAFF MEMBERS TRAVELING	24 TOTAL TRAVEL DAYS
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Travel Detail

Employee	Start Date	End Date	Days	Purpose / Notes
Angela Leifeld	June 2, 2026	June 2, 2026	1	*NPERS
Michael Ziola	June 4, 2026	June 4, 2026	1	Networking Conference
Chip Kay	June 8, 2026	June 9, 2026	2	*NCSA Advocacy Trip / Washington, DC
Chip Kay	June 10, 2026	June 10, 2026	1	*NASB School Law (Kearney)
Leonard Kwapnioski	June 12, 2026	June 12, 2026	1	NATA Meeting (Lincoln)
Katie Rose	June 15, 2026	June 17, 2026	3	BIST Training in Omaha with Admin Team
Adriana Carnes	June 15, 2026	June 17, 2026	3	BIST Training in Omaha with Admin Team
Amy Haynes	June 15, 2026	June 17, 2026	3	BIST Training in Omaha with Admin Team
Alexander Dostal	June 15, 2026	June 17, 2026	3	BIST Training in Omaha with Admin Team
Jordon Anderson	June 15, 2026	June 17, 2026	3	BIST Training in Omaha with Admin Team
Nicole Anderson	June 16, 2026	June 16, 2026	1	*NAPSF Meeting (Lincoln)
Leonard Kwapnioski	June 17, 2026	June 17, 2026	1	NITC Meeting (Lincoln)
Chip Kay	June 25, 2026	June 25, 2026	1	*NCSA Advocacy Conference Speaker (Lincoln)

*No Cost to Columbus Public Schools (if known)



2410 16th Street, Suite A, P.O. Box 947, Columbus, NE 68602-0947 Phone: 402-563-7000, Ext. 13033 Fax: 402-563-7005

July 7, 2026

Mike Jeffryes
Board of Education
Columbus Public Schools

Dear President Jeffryes and Members of the Board:

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

Foundation

\$6,751.36 - Columbus After School Program
\$300.00 - Specie Dual Credit Scholarships
\$4,604.90 - CHS Outdoor Scoreboard

\$1,605.00 - Dual Credit Scholarships
\$808.00 - Para to Teacher Scholarship
\$364.00 - STS Dual Credit Scholarships

Centennial PAC

\$690.90 - Ribbons and Metals

North Park PTO

\$157.91 - End of Year Picnic Supplies
\$335.00 - Field Trip
\$102.32 - Classroom Support Supplies
\$40.70 - AR Supplies

Vocal Music Boosters

\$90.00 - Middle School Trophies

The total contributions for the month of June was \$15,850.09

The total contributions for the FY 2026 total is **\$128,951.95**

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

Thank you for your consideration.

Sincerely,

Nicole Anderson
Communication & Foundation Director

CPS BOE Update Special Education

July 13, 2026

October 1, 2025 Special Education Counts

Nebraska Department of Education

SPECIAL EDUCATION ACTIVE STUDENT COUNTS - [As of October 1st (Locked)]

School Year: 2026-06-30

DISTRICT: COLUMBUS PUBLIC SCHOOLS (71-0001-000)

School	Count of Special Education Students
CENTENNIAL ELEMENTARY SCHOOL (012)	92
COLUMBUS HIGH SCHOOL (001)	191
COLUMBUS MIDDLE SCHOOL (002)	275
EMERSON ELEMENTARY SCHOOL (003)	90
KRAMER EDUCATION CENTER (013)	65
LOST CREEK ELEMENTARY SCH (011)	87
NORTH PARK ELEMENTARY (006)	62
WEST PARK ELEMENTARY (007)	69
District Total	931

June 30, 2026 Special Education Counts

Nebraska Department of Education

SPECIAL EDUCATION ACTIVE STUDENT COUNTS - [End of Year (Locked)]

School Year: 2026-06-30

DISTRICT: COLUMBUS PUBLIC SCHOOLS (71-0001-000)

School	Count of Special Education Students
CENTENNIAL ELEMENTARY SCHOOL (012)	98
COLUMBUS HIGH SCHOOL (001)	162
COLUMBUS MIDDLE SCHOOL (002)	260
EMERSON ELEMENTARY SCHOOL (003)	117
KRAMER EDUCATION CENTER (013)	69
LOST CREEK ELEMENTARY SCH (011)	98
NORTH PARK ELEMENTARY (006)	67
WEST PARK ELEMENTARY (007)	81
District Total	952

Testing Data

Type of Evaluation	Number
Initial Evaluations	160
Transfer In Students	33
Revaluations	254

26-27 Non-Public Meeting

Proportionate Share Numbers Reported on 10/1/25

- **108** Non-public students ages 3-21 receiving special education services
- **5** Homeschooled students ages 5-21 receiving special education services
- **810** public school students ages 3-21 receiving special education services
- **0** public school students ages 3-21 eligible for special education services, but are not receiving them
- **923** Total Number of eligible children both public and non-public
- Percent of Non-Public Children **12.24%**
- Estimated IDEA Funds 3-21 the public school will receive **\$991,018**
- Proportionate Share **\$121,327**

Other Items

- Writing the 2026-2027 IDEA Grant
- Writing the 2026-2027 Sixpence Grant
- Assigning Caseloads to Special Education Staff for New School Year



COLUMBUS PUBLIC SCHOOLS
ADMINISTRATION OFFICE

TO: Columbus Public Schools Board of Education

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

DATE: July 13, 2026

SUBJECT: Repayment of Funds

This memo is to notify the Board of Education of a repayment of the Depreciation Fund from the Building Fund as noted in the 2024-2025 audit. Findings from the audit are below:

2024-004 Unallowable Transfer from Depreciation Fund

Condition: During our audit testing, we completed a year over year comparison to review prior year transfers with current year transfers. It was noted that during the school year 2022-23 the district had transferred \$1,000,000 out of the Depreciation Fund to the Special Building Fund. This transfer was presented on the prior year audit report with no corrective action.

Criteria: Per Nebraska statute 79-1088, the state department of education shall prescribe a uniform system of accounting to which all public school districts in the State of Nebraska shall adhere to. The Nebraska Department of Education's School Policy presented in Rule 2 states that a coding structure must be developed which distinguishes revenues from expenditures, identifies objects of expenditures, and for school districts, identifies expenses at the school building level. NDE does provide school districts with a coding manual and an allowable list of codes that should be followed. The Depreciation Fund is only considered to be a component of the General Fund and therefore, money should only be transferred back to the General Fund if the district no longer needs to restrict the funds for a specific replacement cost. Review of the allowable list of codes will also show there is no code available for transfers to any other funds other than the General Fund.

Cause: By approving this transfer, it results in misuse of funds in the Depreciation Fund.

Potential Effect: By incorrectly transferring money from the Depreciation Fund to the Special Building Fund, this can result with the District not having the funds to repay back the misused funds.

Recommendation: After discussion with NDE, we recommend the district have an approved plan on the repayment of the \$1,000,000. When the repayments are made into the General Fund for the interfund loan, the money will then be moved from General Fund to Depreciation Fund for reimbursement.

"Engaging All Learners to Achieve Success"

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

ColumbusPublicSchools.org



COLUMBUS PUBLIC SCHOOLS
ADMINISTRATION OFFICE

District's Response: The district is planning to discuss a repayment plan at their next board meeting and will provide documentation to the auditors. The district stated they do not have the funds to repay the \$1,000,000 within the 2-year requirement which is stated in Nebraska Statute 79-1070 and in the NDE coding manual. The district also stated they will not be able to have the interfund loan paid off for 4-5 years.

As stated in the District's Response, we have made the transfer from the Building Fund to the Depreciation Fund in collaboration with the District's auditor and the Nebraska Department of Education to formulate the appropriate payment process. Below is the code structure that will track the transaction of \$250,000:

1. 08-2-09001-001: NON-PROGRAM EXPENDITURES - INTERFUND LOAN TO GENERAL FUND
2. 01-1-09001-000: REPAYMENT OF INTERFUND LOAN FROM THE GENERAL FUND
3. 01-2-09000-950: Special Items
4. 02-1-09000-000: NON-PROGRAM RECEIPTS

"Engaging All Learners to Achieve Success"

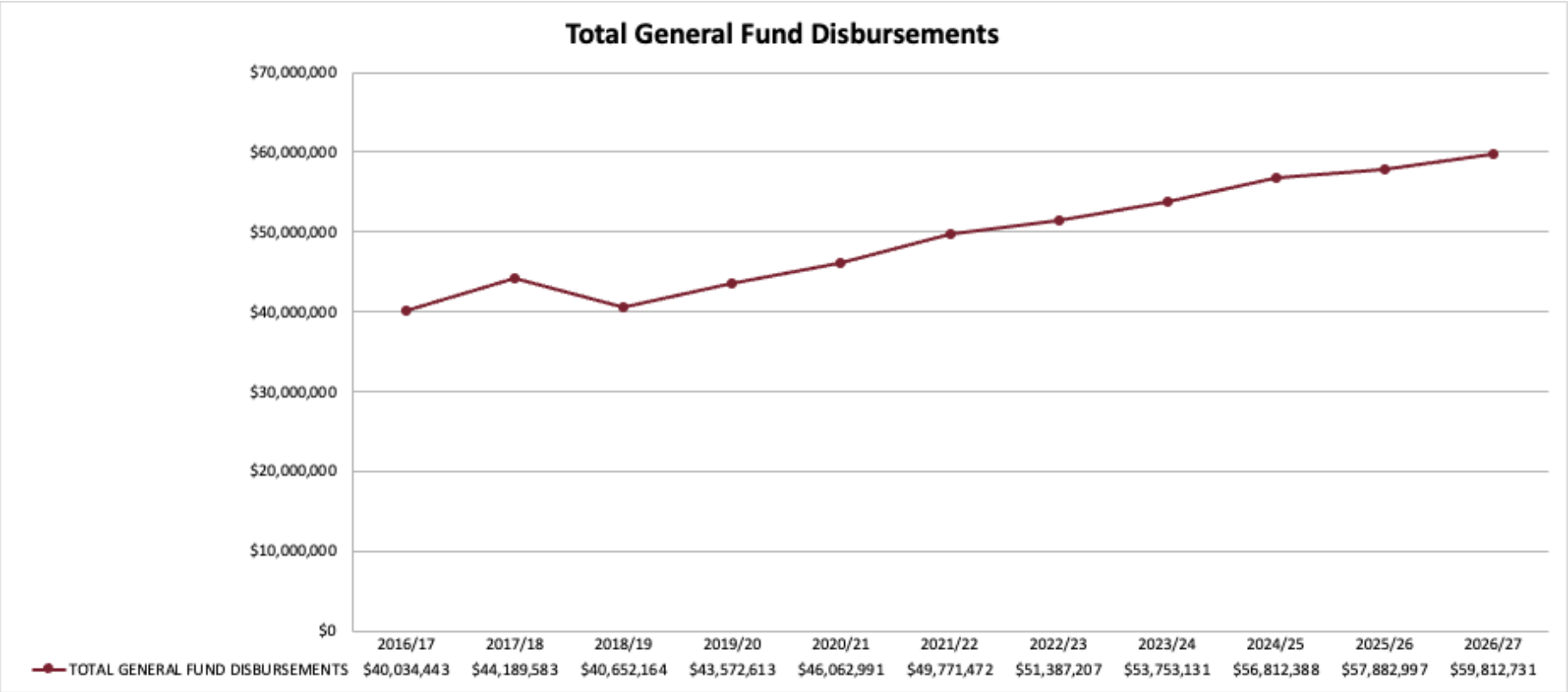
2410 16th Street, Suite A | Columbus, Nebraska, 68601 | Ph: 402.563.7000 | Fx: 402.563.7005

ColumbusPublicSchools.org

2026-2027 Budget Proposal

July 13, 2026

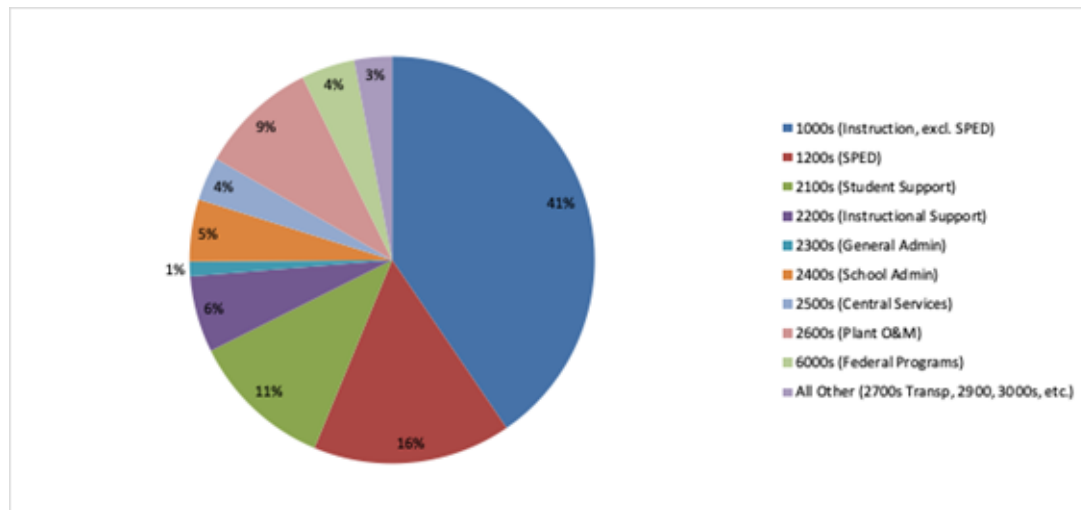
Historical General Fund Expenditures



2026-27 Total General Fund Expenditures

- 1000s (Instruction, excl. SPED): \$24,191,005
- 1200s (SPED): \$9,465,031
- 2100s (Student Support): \$6,798,673
- 2200s (Instructional Support): \$3,638,758
- 2300s (General Admin): 696,213
- 2400s (School Admin): \$2,948,979
- 2500s (Central Services): \$2,071,505
- 2600s (Oper/Cust):\$5,647,292
- 6000s (Federal Programs): \$2,550,965
- All Other (2700s Transp, 2900, 3000s, etc.): \$1,804,310

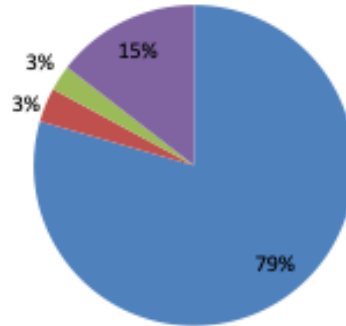
\$59,812,731 Total Expenditures
3.33% increase from 2025-26



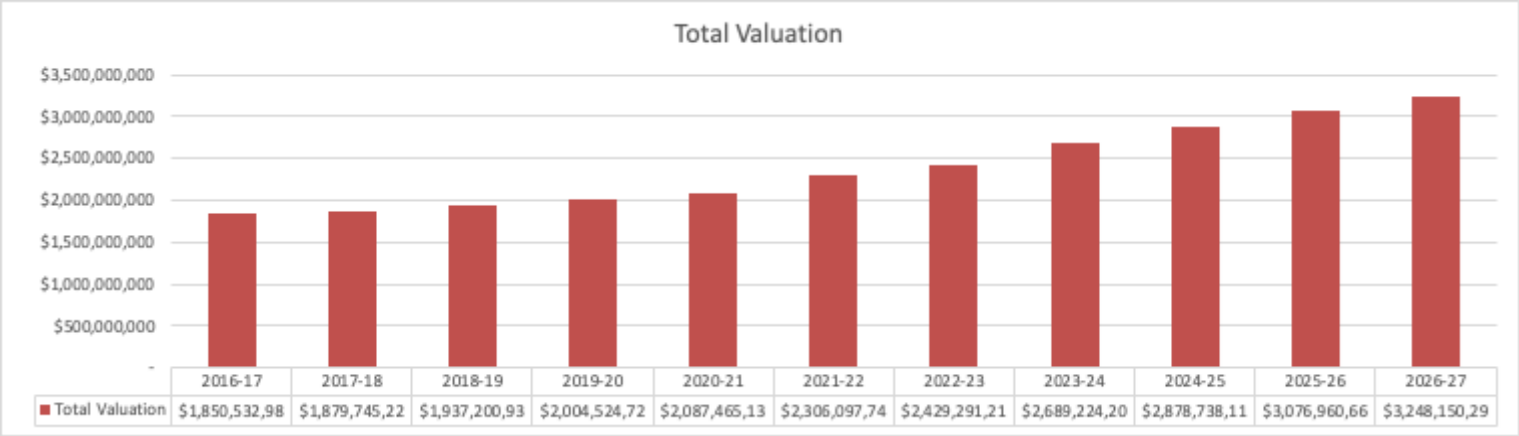
General Fund Staffing vs Operational Expenses

Staff + Object 320/340 vs. All Other Expenditures

■ Staff (salaries & benefits) ■ Object 320 — Prof. Educational Services
■ Object 340 — Other Professional Services ■ All Other Expenditures



Valuation Changes



Projected 5.6% increase for 2026-27

Taxation and Levies

Projected Valuation (5.6% increase): \$3,248,150,291

General

- Asking: \$26,894,682 (\$0 increase)
- Levy: \$0.828000

Building

- Asking: \$1,947,049 (\$0 increase)
- Levy: \$0.059943

Bond

- Asking: \$3,664,814 (\$3,327 decrease)
- Levy: \$0.112828

QCPUF

- Asking: \$859,392 (\$300 decrease)
- Levy: \$0.26458

- Asking: \$33,365,937
- Levy: \$1.027229

Revenue Cap

Property Tax Authority (General and Building Funds)

- \$28,123,115

Additional Property Tax Authority Allowed (5%)

- \$2,904,881

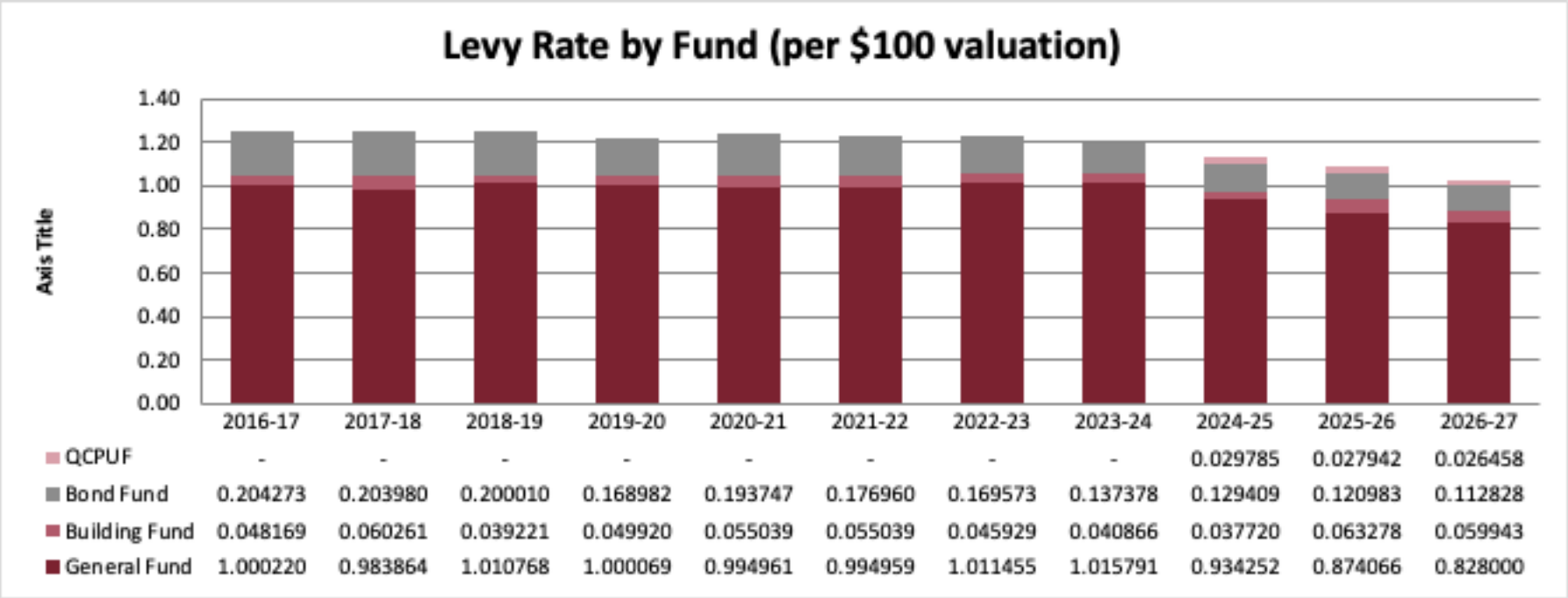
Proposed Building & General Fund Asking

- \$28,841,731

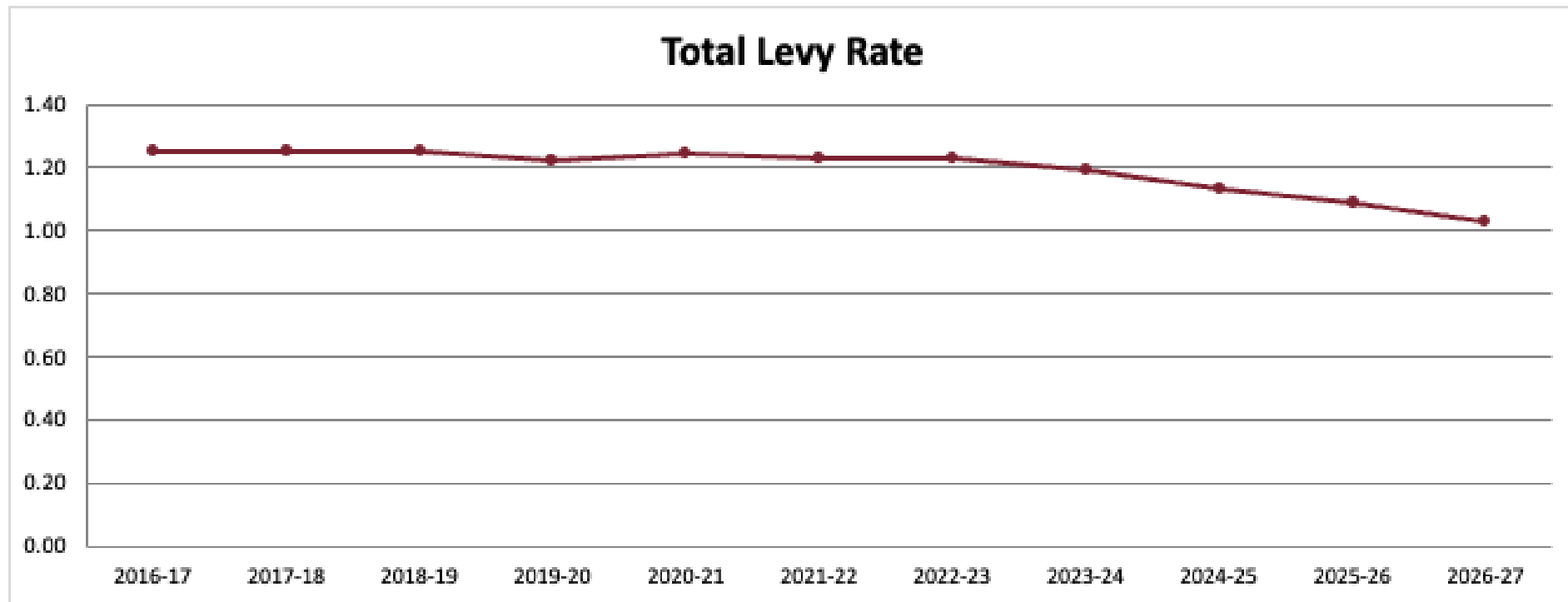
Additional Authority for Proposed Budget

- \$718,616

Tax Levy By Fund

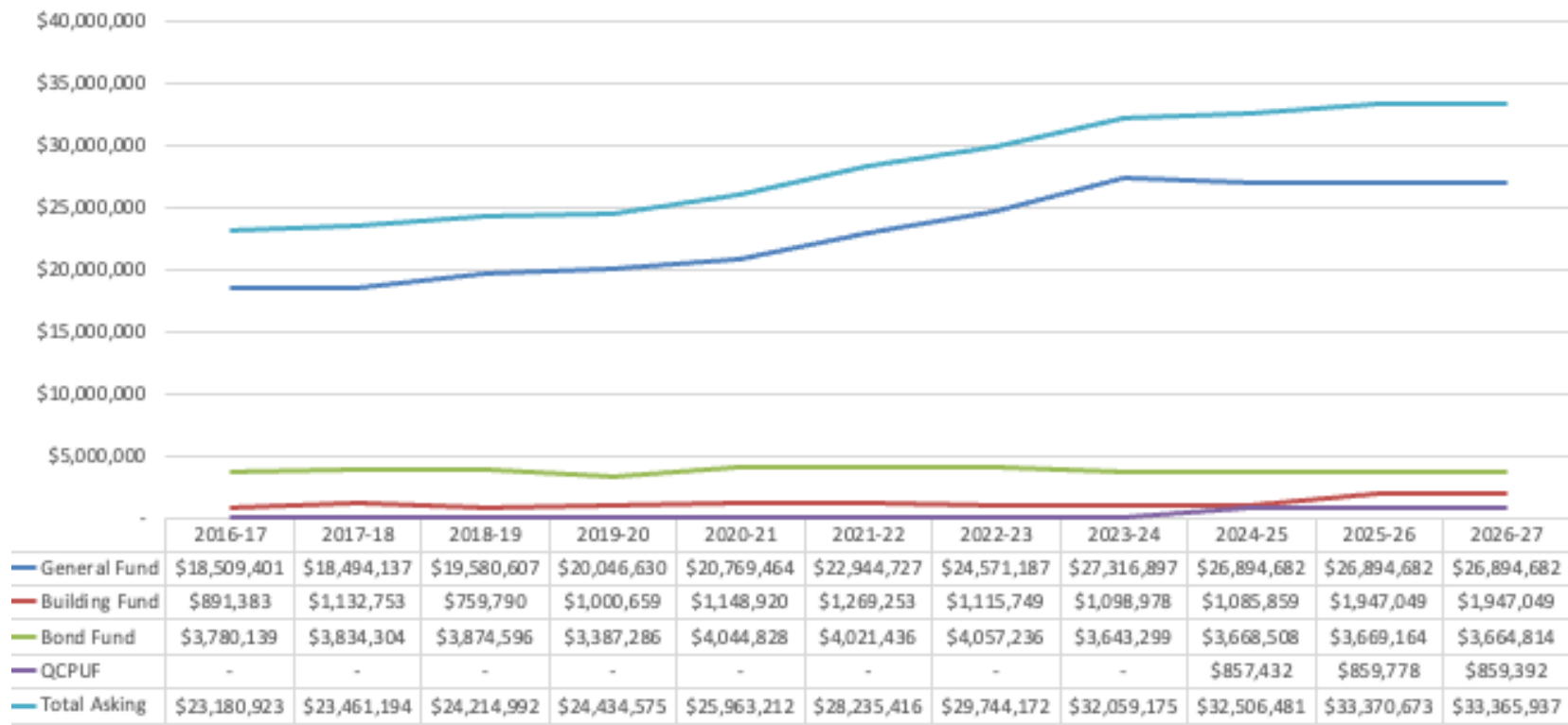


Total Levy Rate



Total Tax Asking

Total Tax Asking



2025 Effective Tax Rate for Non-Bond Taxes

Adopted Budget

- Total Valuation: \$3,077,229,414
- Levied Taxes: \$29,704,101
- Levy: 0.965286

Property Tax Credits from the State

- Homestead Credit: \$1,279,190
- Real Property Tax Credit: \$2,074,218
- School Tax Credit: \$7,442,210

Effective Tax Outcome to Property Owner

- Net Tax: \$18,908,483
- Effective Levy: 0.614465

Projected 2026 Effective Tax Rate for Non-Bond Taxes

Projected Budget

- Total Projected Valuation (5.6%): \$3,248,150,191
- Levied Taxes: \$29,701,123
- Levy: 0.914401

Property Tax Credits from the State

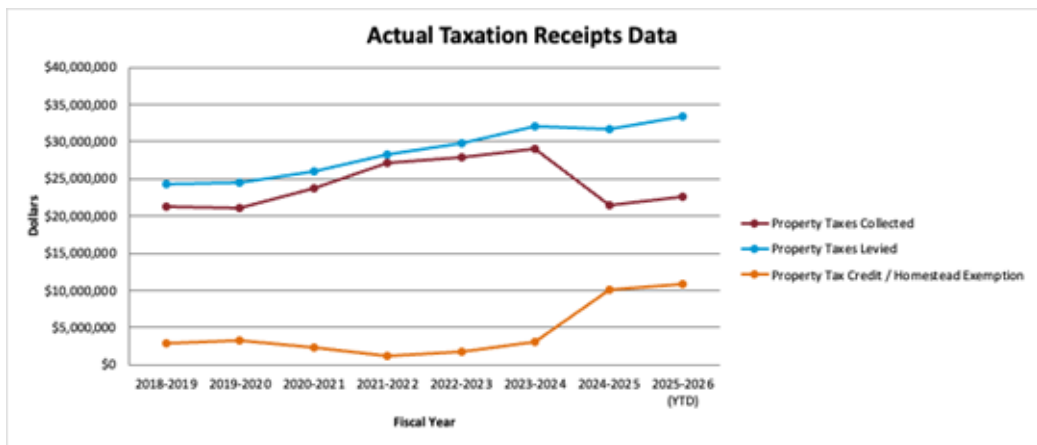
- Homestead Credit: \$1,279,061
- Real Property Tax Credit: \$2,074,010
- School Tax Credit: \$7,442,464

Effective Tax Outcome to Property Owner

- Net Tax: \$18,906,588
- Effective Levy: 0.585072

Taxes Levied vs Taxes Received

Fiscal Year	Property Taxes Collected	Property Taxes Levied	Amount Paid by Property Tax Credit / Homestead Exemption
2018–2019	\$21,313,190	\$24,214,992	\$2,901,802
2019–2020	\$21,105,875	\$24,434,575	\$3,328,700
2020–2021	\$23,709,256	\$25,963,212	\$2,253,956
2021–2022	\$27,091,926	\$28,235,416	\$1,143,490
2022–2023	\$27,904,677	\$29,744,172	\$1,839,495
2023–2024	\$28,963,598	\$32,059,175	\$3,095,577
2024–2025	\$21,496,758	\$31,649,049	\$10,152,291
2025–2026 (YTD)	\$22,593,807.33	\$33,370,673.00	\$10,776,865.67



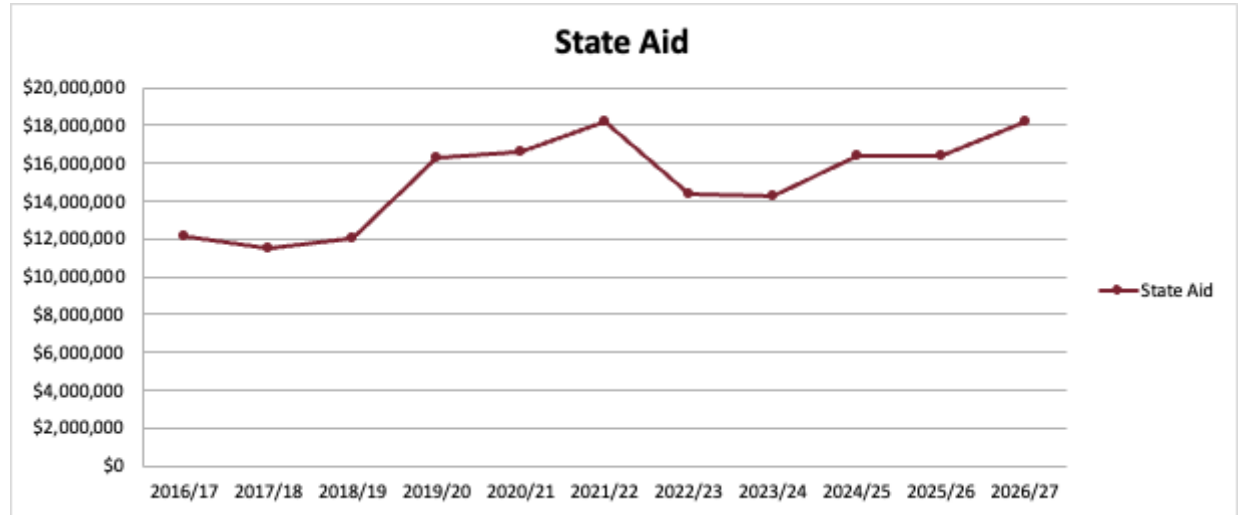
Projected Net Taxation

- General, Building Fund, QCPUF: \$18,906,588
- Bond Fund: \$3,664,814
- Net Taxation: \$22,571,402

Tax Asking: \$33,365,937

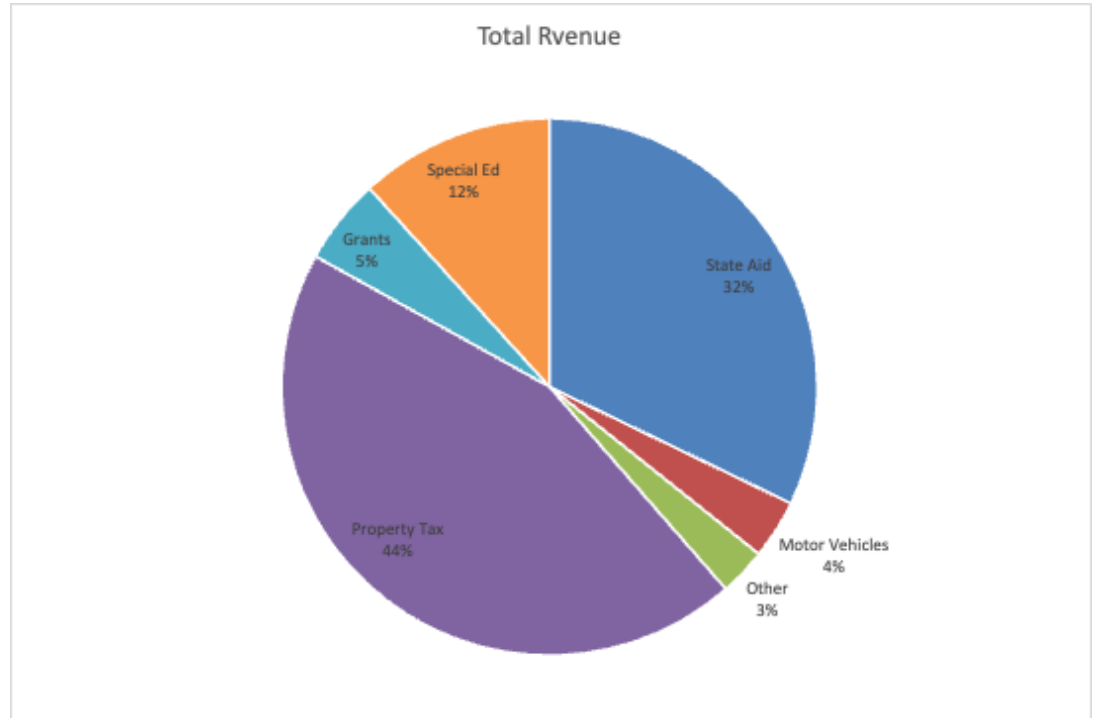
State Aid

- 2016/17: \$12,172,933
- 2017/18: \$11,523,048
- 2018/19: \$12,047,354
- 2019/20: \$16,269,523
- 2020/21: \$16,616,319
- 2021/22: \$18,184,815
- 2022/23: \$14,316,378
- 2023/24: \$14,245,963
- 2024/25: \$16,417,109
- 2025/26: \$16,417,109
- 2026/27: \$18,156,653



2026-27 General Fund Revenue Sources

- State Aid: \$19,226,146
- Motor Vehicles: \$2,128,190
- Other: \$1,711,250
- Property Tax & Other State Sources: \$26,625,735
- Grants: \$3,094,963
- Special Ed: \$7,026,447



Building Fund

Lease Payment: \$1,074,497

- Repayment to Depreciation: \$250,000
- Capital Projects: \$603,082
- Net: \$1,927,579
- Necessary Tax Asking: \$1,947,049 (\$0 increase)

Qualified Capital Purchasing Undertaking Fund (QCPUF)

QCPUF Payment Obligation: \$850,798

- Necessary Tax Asking: \$859,392 (-\$300)

Bond Fund

Bond Payment Obligation: \$3,628,166

- Necessary Tax Asking: \$3,664,814 (-\$3,327)

Teaching & Learning Department Updates



☀️ July 2026 ☀️

HELLO! 🖐️

MS teacher → MS Admin → MS teacher → ESU 7
21 years! 🎉
Masters & EdSpec

"Engaging All Learners to Achieve Success"



Teaching & Learning Leadership & Transition

"Engaging All Learners to Achieve Success"



Chris Johnson - T&L Assistant

Julie Kreikemeier - PK-12 Math Coach

Brandi Fleming - PK-12 Learning Coordinator

 Allie Goering - PK-12 Literacy Coach

 Mindi Struebing - PK-12 Learning & EL Coordinator

 Brooke Kavan - Director of Teaching & Learning

May - June 8

One-on-One Transition
Meetings

June 18 - 30

Intensive Office &
Role Transition for DofL

July 1

Full-time start for DofL

Aug 1

Full-time Start for New
Coordinator & New Coach



Chemistry *Experience Chemistry by Savvas*

Implementation plans
are a work in progress
and professional
learning is still being
finalized

K-6 Math *Amplify Desmos, mCLASS Math & BOOST*

- 300+ Summer working hours by teachers with our team resulting in:
 - 193 math data points refined and or created
 - Grades K-6 pacing guides created and proficiency scales updated
- All Professional Learning has been scheduled for the 2026-27 school year.

Teaching & Learning Leadership & Transition

"Engaging All Learners to Achieve Success"



First days on the job so far...

- Lots of: Helpdesk tickets, questions, learning, investigating, inquiring, digging, pondering, hypothesizing, proving, asking again...
- Curriculum work with Elem, MS and HS staff; meetings with Dr. Kay; group meetings with principals; individual meetings with principals; AQuESTT training & rabbit holes; individual meetings with T&L members; Amplify Desmos Math professional learning and Q&A; ACT webinars; getting to know people's first (and last) names!

Teaching & Learning Leadership & Transition

"Engaging All Learners to Achieve Success"



Looking to the future...

-  Visit every CPS classroom in Q1
-  Meet with each principal, one-on-one, before school begins
-  Visibility on each campus within the first seven days of school
-  T&L Team: Build Relationships. Gather Information. Investigate projects & priorities. Reflect on data. Clarify vision & build upon current momentum.



BOARD OF EDUCATION & SUPERINTENDENT RETREAT

DRAFT AGENDA FOR GUIDANCE

 DATE: July 20, 2026 |  TIME: 5:30 PM |  LOCATION: KEC 177

TIME	AGENDA ITEM	FOCUS	LEAD
5:30 – 5:35 PM (5 MIN)	1. Welcome & Retreat Objectives	- Review purpose of the retreat - Review desired outcomes - Overview of agenda and process	Board President
5:35 – 5:45 PM (10 MIN)	2. By Request of the Superintendent	Superintendent presents topics, opportunities, challenges, or issues requiring Board input that are not otherwise on the agenda.	Superintendent
5:45 – 5:50 PM (5 MIN)	3. By Request of the Board of Education	Opportunity for Board members to raise topics for discussion or provide direction on emerging issues.	Board President
5:50 – 6:20 PM (30 MIN)	4. Strategic Plan Review & District Priorities	- Review progress toward strategic priorities - Student outcome data and key indicators - Major accomplishments and challenges - Adjustments to priorities for the year ahead - Confirm 2–4 Board priority areas	Superintendent
6:20 – 6:50 PM (30 MIN)	5. Superintendent Goal Setting	- Review previous year goals and progress - Align goals with Strategic Plan priorities - Establish 3–5 measurable Superintendent goals - Define success indicators and evidence - Set progress checkpoints and timeline	Board President & Superintendent
6:50 – 7:10 PM (20 MIN)	6. Board Self-Assessment Review	- Review results of NASB Board Self-Assessment - Celebrate strengths - Identify governance improvement opportunities - Establish 2–3 Board improvement priorities	Board President (Leads Discussion)
7:10 – 7:25 PM (15 MIN)	7. Board–Superintendent Communication	- Communication expectations - Board packet process and timelines - Information requests and response - Emergency communications - Public messaging and media inquiries - Expectations for Board discussions and decisions	Board President & Superintendent
7:25 – 7:30 PM (5 MIN)	8. Summary & Next Steps	- Confirm actions and agreements - Assign responsibilities - Set timeline for follow-up and reporting	Board President



EXPECTED OUTCOMES

At the conclusion of the retreat, the Board will have:

- ✓ Reviewed and affirmed Strategic Plan priorities.
- ✓ Established measurable Superintendent goals aligned to the Strategic Plan.
- ✓ Identified Board governance improvement priorities through the Self-Assessment.
- ✓ Agreed upon Board–Superintendent communication expectations.
- ✓ Addressed key topics requested by the Superintendent and the Board.
- ✓ Confirmed next steps and timeline for progress monitoring.

This agenda is a draft for guidance. Items and times may be adjusted to meet the needs of the Board and District.



DISTRICT EXECUTIVE PROFILE

COLUMBUS PUBLIC SCHOOLS | NEBRASKA
4DX PARTNER & COLLABORATOR



4DX PARTNER

Leader in Me:
DISTRICT



STRATEGIC PLAN
2024-2029


4,171
STUDENTS
PK-12


9
SCHOOLS
8 Schools + NTLSC


669
TOTAL STAFF (FTE)
Teachers, Administrators
& Support Staff


292
TEACHERS (FTE)


16.2:1
STUDENT/TEACHER
RATIO

Source: Nebraska Education Profile (2024-25) & Columbus Public Schools

DISTRICT SNAPSHOT



Superintendent
Dr. Chip Kay



Grades Served
Preschool - 12



District Mission
Engaging All Learners To Achieve Success.



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



Strategic Plan
2024-2029



Leader in Me® District
Implementing Leader in Me across all 8 schools.



4DX Partner
Partnering with FranklinCovey to build a culture of execution and drive measurable results.

DISTRICT HIGHLIGHTS

- ✓ Pathway programs that distinguish our district in career readiness.
- ✓ K-12 curriculum aligned to state standards across the district.
- ✓ College prep and dual-credit opportunities preparing students for postsecondary success.
- ✓ Lowest chronic absenteeism rate since before COVID.
- ✓ Doubled the number of community engagement events over the past two years.
- ✓ Strong district culture with open communication and timely response to stakeholder feedback.
- ✓ Parent Square and new district website strengthening family communication.

STRATEGIC PRIORITIES 2024-2029

1



STUDENT PROGRAMMING

The District will commit to developing and maintaining programming to meet the needs of our students.

2



SAFE LEARNING ENVIRONMENTS & GROWTH

The District will strive to provide campuses that create safe learning environments and address the growing needs of our community.

3



STAFF ENGAGEMENT, DEVELOPMENT & RETENTION

The District will invest in the resources and efforts necessary to support staff engagement, development, and retention.

4



SCHOOL & COMMUNITY PARTNERSHIPS

The District will be dedicated to the engagement of school and community partners for the purpose of fostering connections and building relationships.

2025-26 WILDLY IMPORTANT GOAL SUCCESS



WIG:

Improve proficiency in PK-12 from
76% (May 2025) to
81% (May 2026).

BASELINE

76%
May 2025

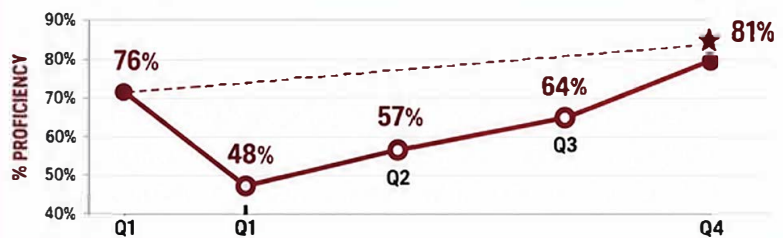


GOAL

81%
May 2026



GOAL
ACHIEVED!



GROWTH RANGED
FROM

3%

TO

8%

ACROSS ALL
BUILDINGS.

STRATEGIC FOCUS 2026-2029



COMMUNITY ENGAGEMENT

Expand engagement and launch a public progress dashboard to keep stakeholders informed.



FACILITIES & BOND PLANNING

Pursue a bond to support growth and address long-term facility needs.



LEADER IN ME IN ACTION

Move from training to embedded practice across all 8 schools.



MTSS FIDELITY

Implement MTSS with consistent fidelity, including Pre-K.



ATTENDANCE & STUDENT SUCCESS

Address attendance and family engagement with concrete, building-level actions.



TALENT OPTIMIZATION

Shift from satisfaction to performance and strengthen recruitment & retention.



WHY COLUMBUS PUBLIC SCHOOLS IS A PREMIER 4DX PARTNER

Columbus Public Schools demonstrates a mature execution culture through its alignment of strategic planning, Leader in Me, MTSS, community engagement, and measurable Wildly Important Goals. The district's successful achievement of its 2025-26 WIG (76% → 81%) illustrates an organizational commitment to disciplined execution and continuous improvement. We are proud to partner with FranklinCovey to strengthen leadership capability, drive results, and build a legacy of success for every learner.

FIELD TRIP OR EXCURSION APPROVAL FORM
Activities That Result In Loss Of Student Days
Out of State Activities

Date: 6/30/2026

Proposed Excursion date: 11/4/2027 - 11/8/2027

Requesting Individual: Mr. Jeff Peabody

Student group for which request is made: Marching Band

Purpose of trip:
Participation in the National Veterans Day Parade in Washington D.C.

Educational Benefit:
Marching Band performance skills and participation in a national event in the nation's capital.

Nature of Request (Check One) ☒ 1 time only ☐ Annual

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

Cost of trip: Roughly \$2500 per student

Cost to district: None

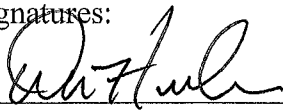
How will funds be raised: To be determined

Timelines of event: See attached itinerary

Number of student school days forfeited: 5

Other pertinent information: See attached itinerary.

Approval Signatures:

Principal: 

Date: 7/6/26

Superintendent: _____ Date: _____

School Board President: _____

Date of Formal Board Approval: _____

Attach the following information along with this request.

1. *A Detailed Budget Including Expenses and Revenue.*
2. *Travel Information.*
3. *Parental Permission Form.*
4. *NSAA Waiver for Competitions In Excess of 600-miles Round Trip.*

Internal Board Policies – Methods of Operation

Designated Method of Giving Notice of Meetings

The Board of Education will give advance notice of meetings by a method designated by the Board at the Board's organizational meeting each January, or as otherwise determined by the Board. The designated method will be recorded in the Board's meeting minutes.

In addition, at least four times per calendar year, the Board will publish in a newspaper of general circulation the following information: (1) the regular meeting schedule, (2) the location of regular board meetings, and (3) the method of advanced notice designated by the Board. Notwithstanding the foregoing, the Board reserves the right to change the regular meeting schedule or location if circumstances require such a change.~~one of the following methods:~~

~~1. Publishing in a newspaper of general circulation within the District's jurisdiction, posting on the newspaper's website, if available, and posting on a statewide website established and maintained as a repository for such notices by a majority of Nebraska newspapers; or~~

~~2. Posting to the newspaper's website, if available, and posting to a statewide website established and maintained as a repository for such notices by a majority of Nebraska newspapers if no edition of the newspaper will be finalized for print prior to the time and date of the meeting.~~

~~The Superintendent is delegated the authority to determine which method of notice to use for a board meeting.~~

~~If a newspaper refuses, neglects, or is unable to timely publish such notice, then notice may be given by (1) posting on the District's website, (2) posting notice on the statewide website established and maintained as a repository for such notices by a majority of Nebraska newspapers, and (3) posting such notice in a conspicuous public place within the District. The Board Secretary shall keep a written record of such postings.~~

Notice shall be given a reasonable time in advance of the meeting. Two (2) days advance notice shall be considered sufficient.

For an emergency meeting, notice shall not be required to be given; however, the Board will complete minutes for such an emergency meeting as required by law. An emergency has been defined as any event or occasional combination of circumstances which calls for immediate action or remedy; pressing necessity; exigency; a sudden or unexpected happening; an unforeseen occurrence or condition.

The Secretary of the Board of Education, or the Secretary's designee, shall maintain a list of the news media requesting notification of meetings and shall make reasonable efforts to provide advance notification to such news media of the time and place of each meeting and the subjects to be discussed at the meeting.

Legal Reference: Neb. Rev. Stat. §§ 79-554; 79-555 & 84-1411.

Date of Adoption: ~~[Insert Date]~~7/13/26

Internal Board Policies – Organization

Annual Organizational Meeting

- A. An organizational meeting of the ~~[Name]~~Columbus School District Board of Education shall be held on or before the third Monday of January of each year for the purposes of seating any new members and electing officers.

The following are procedures for election of officers and other business to take place at the annual organizational meeting of the Board:

1. After new Board members are sworn in, the Board will elect from its members a President, Vice President, Secretary and Treasurer, and if it is determined by the Board of Education to be needed an ex officio secretary and treasurer and those elected will assume office at the organizational meeting.

Upon call for nominations for each office by the Chair, nominations shall be made by written or oral ballot. Voting will be by oral or written ballot on all members nominated and repeated until a majority is achieved for a nominee. If no member receives a majority of votes after ~~_____six (6)~~ ballots or ~~_____four (4)~~ hours, the Board member who was the President of the Board during the immediately preceding term shall continue as President. In the event that the previous Board President is no longer a Board member, then the Vice President from the immediately preceding term shall become the President. In the event that both the prior President and Vice President are no longer members of the Board, then the longest tenured Board member shall serve as President. The vote may be taken by secret ballot, but the total number of votes for each candidate shall be recorded in the minutes of the meeting.

2. The President shall assume the chair immediately upon the President's election.
3. The motions for the officer elections should read: Move that _____ be elected as _____ (name of office) to serve a term of one year, or until the person's successor is elected and qualified.

- B. The order of business for meeting, at minimum, should be as follows:

1. Call to Order and Roll Call
2. Oath of office for most recently elected
3. Elections
 - a. President

- b. Vice President
 - c. Treasurer
 - d. Secretary
4. Approval of committees, positions, and designations
- a. Consider, discuss and take action to elect Committees as determined by the BOE
 - b. Consider, discuss and take action to select Depository bank(s)
 - c. Designate the method of advance notice of Board meetings~~Consider, discuss and take action to select District newspaper(s) of record~~
5. Approval of current Board policies and regulations
6. Designate date for the annual review of BOE policies
7. Dissemination to each Board member of conflict of interest statutes
8. Appoint the superintendent or another qualified employee as the district's affirmative action coordinator for the year
98. Adjournment

COLUMBUS PUBLIC SCHOOLS

Social Media Guidance for Employees

School-Related Social Media Accounts

Section 1: Purpose

This policy establishes guidelines for the creation, management, and use of social media accounts that represent Columbus Public Schools, its schools, programs, teams, clubs, groups, or students. The purpose of this policy is to protect the privacy and safety of students and staff while ensuring consistent, professional, and appropriate representation of the district on social media platforms.

Section 2: Scope

This policy applies to all employees who create, manage, or post content to social media accounts on behalf of Columbus Public Schools. Covered platforms must be approved by the Board of Education and may include, but are not limited to:

- LinkedIn
- Facebook
- X (formerly Twitter)
- Instagram
- TikTok
- YouTube/G suite

Platforms must permit access and archive by the school district, which may require posts to be made through specific district software and directly with the platform.

Section 3: Account Authorization and Requirements

1. **Prior Approval Required:** All social media accounts/classes created to share school-related information, including accounts for teams, clubs, groups, activities, or student organizations, must be approved by the Superintendent or designee prior to creation.
2. **School Email Requirement:** All approved social media accounts must be registered using the employee's official Columbus Public Schools email address. Personal email addresses shall not be used for school-related social media accounts.
3. **Account Documentation:** Employees must maintain and provide to administration upon request all login credentials and account information for approved social media accounts and provide the Communications Director administrator privileges to the account.
4. **Account Transition Upon Separation:** Upon separation from the school district, whether through resignation, retirement, transfer, or termination, the employee must ensure that all school-related social media accounts are deleted, removed,

or transferred to a designated school district employee as directed by administration. Failure to comply with this requirement may result in legal action.

5. **Deletion** of posts, comments, etc. may not be made by the site manager and only by permission of the Superintendent for extenuating circumstances.
6. **Translation** for graphics and pdfs must meet district policy for languages.
7. **ADA Compliance** for all official district social media posts must meet WCAG 2.1 Level AA accessibility standards — including alt text for images, captions for video, and accessible formatting — as required under the DOJ's updated Title II ADA rule for state and local governments.

Section 4: Content Standards and Responsibilities

Employee Responsibility: The employee designated as the account administrator is solely responsible for all content posted to or appearing on the social media account.

Directory and Media Policy Compliance: The use of student names, photographs, videos, and other identifying information must comply with the Columbus Public Schools Directory Information and Media Release Policy (507.02). Students who are opted out may NOT be featured in social media content.

Prohibited Content: The following content is strictly prohibited on school-related social media accounts:

- Profanity, vulgarity, or obscene language
- Slang or innuendos that may be interpreted as inappropriate
- Explicit, suggestive, or sexual images or content
- False, misleading, or unverified information
- Personal attacks on individuals, teams, schools, or organizations
- Content that promotes discrimination, harassment, or bullying
- Any content that violates federal, state, or local law

Section 5: Privacy and Legal Compliance

FERPA Compliance: Employees must ensure that all social media content complies with the Family Educational Rights and Privacy Act (FERPA). No personally identifiable information from student education records shall be disclosed without proper consent.

HIPAA Compliance: Employees must ensure that all social media content complies with the Health Insurance Portability and Accountability Act (HIPAA). No protected health information shall be disclosed through social media.

Permanent Restriction: Violation of FERPA or HIPAA regulations through the use of social media will result in the permanent restriction of the employee from using social media for school district purposes, in addition to any other disciplinary action deemed appropriate.

Section 6: Violations and Disciplinary Action

Violations of this policy, including but not limited to posting inappropriate content such as profanity, slang or innuendos, explicit or sexual images, false information, or

personal attacks on individuals, teams, or schools, will result in immediate disciplinary action.

Disciplinary action may include, but is not limited to: verbal or written warning, removal of social media privileges, suspension, and/or termination of employment. The severity of the disciplinary action will be determined based on the nature and extent of the violation.

Section 7: Policy Acknowledgment

All employees who manage or intend to manage school-related social media accounts must acknowledge receipt and understanding of this policy by signing below.

Section 8: Board Policy

This guidance is in conjunction with school board policy 402.12.05 and does not replace or supersede any additional language found in such policy.

Employee Signature

Printed Name

Date

For Administrative Use Only

Superintendent/Designee Approval Signature

Date

STAFF SOCIAL MEDIA POLICY

Columbus Public School District realizes the importance of all district personnel, students and parents engaging, collaborating, learning, and sharing in digital environments as a part of 21st-century learning. This policy and attached regulation is to provide direction for CPS personnel, board members, volunteers, and sponsors when participating in online social media or digital platforms. The CPS District social media guidelines define a need for a distinct separation between personal and professional social media accounts.

This social media policy applies to all CPS personnel, board members, volunteers, and sponsors. This policy covers all digital communications such as social media, digital media platforms, social networks, blogs, photo sharing, wikis, online forums, and video sharing. CPS personnel, board members, volunteers, and sponsors are not permitted to encourage students (preK-12) enrolled at CPS to create social media accounts of any kind.

All CPS employees, board members, volunteers, and sponsors who choose to utilize social media or any other digital platforms as an educational tool, to provide classroom or activity information, or to communicate to students and parents must create a professional page. The professional use scope applies within school facilities, transportation, or school-sponsored activities where one is acting as a school representative. All professional accounts or pages must be connected to your assigned district email. No other email account should be associated. Posts must be exclusively about classroom learning or school-related activities and used to promote your classroom, school, and district where appropriate.

The district reserves the right to periodically conduct Internet searches to determine if employees have posted inappropriate materials online. If inappropriate use of computers and websites is discovered, the Superintendent and his or her designee will download the offensive material and promptly bring misconduct to the attention of the Superintendent.

An employee who uses a personal social media account while identifying themselves as a CPS employee, or in a manner that associates them with the district, is subject to the same standards and responsibilities as if a district account were being used. The use of a personal account does not exempt an employee from compliance with this policy or from the professional expectations applicable to all district personnel. The school administration may develop additional guidance, regulations, or procedures in response to changing technology, emerging platforms, or evolving best practices related to social media use.

Policy
Adopted: 9/16/19

COLUMBUS PUBLIC SCHOOLS
Columbus, Nebraska

STUDENT ACTIVITIES FUNDS

The Student Activities Funds of each school will include athletic and student organization funds and any other funds belonging to any student or class group or activity.

Student Activity Funds are those funds raised or collected by and/or for school-approved student groups, and may include gate receipts and student activity card fees. Student activity funds will be collected and expended for the purpose of supporting the school's extracurricular activities program. Student body representation should be encouraged whenever possible.

Monies raised by students through student body organizations, receipts from activity tickets and gate receipts, are subject to the control and management by the school board.

The principal of each ~~junior-high~~ **middle** and high school is responsible for all school/student accounts and accommodation funds. The principal will assign one or more school staff member(s) who are designated as an assistant treasurer by the school board to share the responsibility for assuring that accounting records are maintained in accordance with district guidelines.

The principal will be responsible for supervising the accounting functions to be performed at the building level. The building level accounting procedures will be consistent with the accounting functions performed at the district office level.

Secondary schools may establish bank demand and savings accounts in institutions that have been designated as depositories of school district funds by the school board. Materials and equipment purchased by student activity funds become district property. Projects for raising student activity funds should in general contribute to the educational experience of students and should not conflict with, but add to the instructional program and comply with district guidelines.

Employees of the school district should not be paid for services, any stipends, or any wage related compensation through the activities funds. Reimbursements to employees using funds from the activity fund account must follow district policy.

Any unencumbered class or activity funds will automatically revert to the general activity fund of the school when a class graduates or an activity is discontinued.

The district treasurer, or designee, may request all necessary financial information needed for review or required by the school board. These funds shall be examined annually as part of the district audit.

Cross Reference: 506.08 Student Fund Raising
 704.04 Audits

SCHOOL-SUPPORTING ORGANIZATIONS

The board encourages parent participation in all aspects of student life in the district. Parents and others who wish to support school programs are encouraged to participate in the various school-supporting organizations, hereinafter “SSO(s)”, including, but not limited to, booster clubs and other parent organizations that play such an important role in supporting, encouraging and advancing school programs.

The following rules and regulations have been established by the board as basic guidelines for the establishment and operation of all SSO(s), that support the district.

1. The sole purpose of an SSO is to support a school and its programs. Accordingly, all SSOs must be approved by the superintendent **and Board of Education**. To operate as an independent SSO, the supported school or program must have a minimum of 50 students or student participants. Those individuals looking to form an SSO with fewer student participants must join an existing SSO.
2. A copy of each SSO's: (1) bylaws, (2) **anticipated** budget, and (3) listing of officers and board members (with contact information) must be submitted to the appropriate principal/administrator **and CPS Foundation** before ~~September~~ **October** 1 each year. It is recommended that each SSO include as part of their bylaws a written purpose statement with clearly defined objectives to be implemented by the SSO.
3. As required by board policy 506.07, all fund raisers, projects and activities to be conducted by an SSO must be planned in conjunction with, and have the prior written approval of the principal, ~~and the Executive Director of Finance Business/Human Relations~~, and **CPS Foundation** evidenced by signature on a completed School Fund Raising Application (exhibit 506.07E1). SSOs must follow state law and all applicable district policies, including board policy 1005.10. All questions by SSO members concerning policies of the district should be directed to the principal or the superintendent.
4. The principal, or a designated representative, is ~~strongly encouraged~~ to attend all SSO meetings of the general membership and may attend other meetings at his/her discretion. The “school sponsor”, or his/her designated representative, will attend each organization meeting. The “school sponsor” is the person on the staff of the school who has been identified and named by the principal to work with an SSO in some capacity. The principal, the school sponsor and the SSO will work together to ensure that all meetings are scheduled at a mutually convenient date, site and time.
5. ~~At least thirty days~~ Prior to the election, the SSO will announce to its general membership, the principal and sponsor, its election for officers. The school district strongly recommends that, at the time of his/her election, each officer of an SSO is a parent or guardian of a student currently enrolled in the school that the SSO supports.
6. SSO activities must not conflict with, or detract from, instructional time.

7. Each SSO will develop a written yearly budget, with input from the school sponsor and the principal. The SSO's budget will be designed to support the program needs that cannot be met by the school.

~~Each SSO will obtain, at their own expense, an annual audit of their accounts by an independent auditing firm. At a minimum, the principal and the SSO members will receive from the SSO a written copy of the SSO's quarterly financial reports. The superintendent may order, at any time, that the SSO's financial records be audited, at the school district expense, by an independent accounting firm or accountant designated by the superintendent.~~

8. Each SSO will obtain an annual audit of their accounts by an independent auditing firm. Fees paid to the CPS Foundation help offset the cost of this annual audit; however, SSOs may be charged the difference if the audit cost exceeds the amount covered. Audits shall be kept on file with the SSO and the CPS Foundation. At a minimum, the principal and the SSO members will receive from the SSO a written copy of the SSO's quarterly financial reports. The superintendent may order, at any time, that the SSO's financial records be audited, at the school district expense, by an independent accounting firm or accountant designated by the superintendent.
9. All organizations are required to ~~join an organization~~ **be a subsidiary of the CPS Foundation**, who can provide the SSO with 501(c)(3) nonprofit, charitable status in accordance with IRS regulations. ~~or become incorporated and attain their own 501(c)(3) nonprofit, charitable status.~~ No SSO may use the federal employer identification number (EIN) of the district. The district recommends that prior to funds being collected at the start of the school year, all SSOs that handled funds in excess of \$1,000.00 during the previous school year must ensure that its officers and employees are adequately bonded. Deficit financing and deferred payments are not allowed.
10. SSOs **The CPS Foundation** ~~must ensures~~ that ~~they~~ **SSOs** comply with all state and federal requirements for tax filings and accounting. SSO funds must never be commingled with student activity funds or other school or school district funds. All funds collected from an SSO fundraiser or otherwise obtained by the group must be deposited into the SSO's bank account **designated by the CPS Foundation**. Disbursement from the SSO's bank account will be *by check only* and all disbursements will be properly documented, i.e., receipts, invoices, etc. ~~Each check written by an SSO must contain two signatures of individuals who are authorized in the organization's bylaws to act as a signatory for the SSO.~~ **Each payment request submitted by an SSO must contain two authorized signatures from individuals designated in the organization's bylaws to act as a signatory for the SSO. Checks written by the CPS Foundation in support of that request will also require two signatures.** SSOs may donate funds to a school or to the school district. When these funds are deposited in a school or school district account, the SSO relinquishes all control over these funds.

11. All gifts given to the school by an SSO must be accepted by the board (or the board of the district foundation, if the district prefers), at the superintendent's recommendation, with a signed statement, a copy of which shall be given to the SSO, indicating that the gift has become the property of the district (or the foundation), with the school becoming the custodian of the gift.
12. No member of the school or school district's faculty, administration or staff may appear on a signature card for any such SSO bank account or sign checks for the SSO. Any financial obligation incurred by such an SSO shall be solely that of the SSO.
13. The superintendent, at his/her sole discretion, may publicly disassociate the school and district from any SSO that does not follow these guidelines, including, but not limited to, those that exhibit serious financial irregularities. Furthermore, the Board of Education, or their designee, may refuse to accept any contributions from any disassociated SSO unless such contributions are given as part of the dissolution of assets in accordance with the bylaws of the organization and the laws of the State of Nebraska.

Cross Reference: 506.07 Fund Raising Activities
 506.07E1 School Fund Raising Application
 1005.10 Distribution or Posting of Materials

Policy
Adopted: 09-17-12
Updated: 6-15-26

COLUMBUS PUBLIC SCHOOLS
Columbus, Nebraska

Public Gifts to Staff, Schools, and District

The Board of Education recognizes the educational value of appropriate gifts to schools from the Columbus Public Schools Foundation, Parent Teacher Organizations (PTO or PAC), booster clubs, civic groups, corporations, or individuals, and encourages their use to enrich the instructional program. Therefore, gifts, which may serve to enhance and extend the work of the schools, may be received by the district as approved and set forth.

Although a school district is not considered a 501(c)(3) charitable organization, gifts to staff, schools, or district may be tax deductible under provisions of the IRS code through the Columbus Public Schools Foundation.

Generally, district employees are discouraged from receiving or accepting any personal gifts, compensation, commission, expense---paid trips, or anything of value (more than \$50.00) from individuals or companies supplying equipment, or materials required in the operation of the District.

From time to time, however, memorials, gifts and/or donations, may be presented to the district. The memorials, gifts and/or donations shall be made known to the Superintendent in writing who shall bring the information regarding the memorial, gift and/or donation to the Board for their acceptance by a majority vote of the members present at a regular and/or special meeting of the Board. All final approvals regarding the use and disposition of said memorials, gifts and/or donations shall be made by the Board.

Standards for Accepting Gifts

The primary purpose of the gift must be to benefit the district, not to assist the donor with a tax-deductible contribution.

- The gift should pose no hazard to students or staff and, if the gift will be used for students, be appropriate for the age of the students.
- Other costs such as installation, maintenance, repair, potential liability and any increase in workload should be considered
- All property received as a gift will become property of the District. The District reserves the right to reassign items to another location or sell donated property at any time without donor's consent.

Required Approvals

- The Superintendent and **Director of Operations or** Buildings and Grounds must approve gifts involving modifications to school facilities or grounds.
- The Superintendent and **Director of Operations** or Director of Technology must approve gifts of computers or technology equipment.
- The Superintendent and Director of Finance must approve any vehicle, trailer or other item that may be pulled or driven on a public road.
- The Superintendent should approve any other non-monetary gift.
- The board must approve any gift valued at ~~\$1,000~~ **\$10,000** or more.

Memorials

Memorials are a special type of gift given in memory of a deceased individual. No memorial gifts shall be accepted without prior approval of the Superintendent. Please refer to policy 509.02, Memorial Protocol.

Cross Reference: ~~1005.02 Parent Relations Goals~~
509.02 Memorial Protocol

Policy Adopted: 09/11/06
Revised: 03/18/19
Updated: 06/15/2026

Columbus Public Schools
Columbus, Nebraska

Name, Image & Likeness (NIL) Policy

For Students Participating in NSAA and School Sanctioned Activities in Grades 7-12

Policy Code	Administrative Regulation to Support BOE Policy 509.03
Board Adopted	[Date]
Last Revised	[Date]
Legal References	NSAA Bylaw 3.7.1; Nebraska LB 1046 (109th Legislature); Neb. Rev. Stat. §48-3601 et seq.

Section 1: Purpose

The purpose of this policy is to establish guidelines governing student Name, Image, and Likeness (NIL) activities at [District Name]. This policy is designed to:

- Comply with NSAA Bylaw 3.7.1 and its approved rulings regarding amateurism and NIL;
- Align with the requirements of Nebraska LB 1046, which directs school districts to adopt policies relating to student NIL rights;
- Protect students from exploitation while preserving their ability to benefit from NIL opportunities;
- Ensure that NIL activities do not interfere with the educational mission of the school district; and
- Maintain competitive equity among NSAA member schools.

Section 2: Definitions

Name, Image, and Likeness (NIL): The use of a student's name, photograph, visual depiction, voice, or other personal identifying attribute for commercial or promotional purposes.

NIL Activity: Any arrangement, agreement, or contract in which a student receives compensation—monetary or otherwise—in exchange for the use of their NIL.

Compensation: Any form of payment or consideration, including but not limited to cash, gift cards, merchandise, free or discounted products or services, or other items of value.

Student: Any student in grades 7–12 who participates in one or more NSAA or school-sanctioned activities at Columbus Public Schools.

Third-Party Entity: Any individual, business, organization, NIL collective, or other entity that enters into or facilitates an NIL arrangement with a student.

Section 3: Student NIL Rights

Consistent with NSAA Bylaw 3.7.1 and Nebraska law, student at Columbus Public Schools may engage in NIL activities under the following conditions:

- a. NIL activities must be conducted on an individual basis and may not suggest or reasonably suggest (or obligate) the endorsement or sponsorship of the NSAA member school.
- b. NIL activities may NOT include an image or likeness of the student in a school uniform, or other clothing or gear depicting the name or logo of Columbus Public Schools or its schools.
- c. NIL activities must be consistent with applicable Nebraska state law.
- d. Engaging in permissible NIL activities shall not, on its own, affect a student's eligibility to participate in NSAA or school-sanctioned activities.

Section 4: Prohibited NIL Activities

In alignment with LB 1046 and NSAA bylaws, the following NIL activities are prohibited for student:

- Endorsement of alcohol, tobacco, nicotine, vaping products, or any other age-restricted or illegal product or substance.
- Endorsement of gambling, sports betting, or any activity prohibited by Nebraska law.
- Any NIL activity that references, uses, or implies the endorsement of Columbus Public Schools, its schools, mascots, logos, or other intellectual property.
- Any NIL activity that uses school facilities, equipment, or resources.
- Any NIL arrangement that is contingent upon athletic performance, specific game outcomes, or enrollment at a particular school.
- Any NIL activity that conflicts with the educational mission of the school district.
- Any NIL activity involving sexual, violent, or otherwise inappropriate content.
- Any NIL arrangement that constitutes an inducement to recruit or transfer a student to or from a specific school.

Section 5: Disclosure and Reporting Requirements

As required by LB 1046, the district shall maintain a reporting and disclosure process for student NIL activities:

5.1 Student and Parent/Guardian Obligations

- Prior to engaging in any NIL activity, the student and their parent or legal guardian must complete and submit a NIL Disclosure Form to the Activities Director.
- The disclosure must include: the identity of the third-party entity, a description of the NIL activity, the anticipated compensation, the duration of the agreement, and a copy of any written contract or agreement.
- Any material changes to a previously disclosed NIL arrangement must be reported within five (5) school days.

- Because students are minors, a parent or legal guardian must co-sign all NIL contracts or agreements.

5.2 District Record-Keeping

- The Activities Director shall maintain a confidential log of all disclosed NIL activities.
- Records shall be retained for a minimum of three (3) years following the student's graduation or departure from the district.
- NIL disclosure information shall be treated as a confidential student record and shall not be made public except as required by law.

Section 6: Review and Compliance

6.1 Activities Director Review

Upon receipt of a NIL Disclosure Form, the Activities Director (and/or Principal) shall review the proposed NIL activity for compliance with this policy, NSAA bylaws, and applicable law. The Activities Director shall notify the student and parent/guardian within ten (10) school days if any concerns are identified.

6.2 Non-Compliance

If a student engages in a NIL activity that violates this policy or NSAA Bylaw 3.7.1, the following may occur:

- The student will be notified in writing of the violation and required to immediately cease the prohibited activity.
- The Activities Director, in consultation with the building principal and the Superintendent or designee, shall determine whether the violation may result in a determination of ineligibility for NSAA activity participation, consistent with NSAA Bylaw 3.7.1.
- The NSAA may be notified as required by its rules and regulations.
- The student shall have the right to appeal any determination of ineligibility through the district's established grievance or appeal process.

Section 7: Education and Support

The district is committed to educating students and their families about NIL rights and responsibilities:

- The Activities Director shall provide annual NIL education to all students and their families, which may include topics such as contract basics, financial literacy, brand building, social media responsibility, and compliance obligations.
- Students are encouraged to consult with a parent or guardian, attorney, financial advisor, or other trusted professional before entering into any NIL arrangement.
- The district may partner with community organizations to provide NIL-related resources and workshops.

Appendix A: NIL Disclosure Form

This form must be completed and submitted to the Activities Director prior to engaging in any NIL activity.

Student Information	
Student Name	
Grade	
Sport(s)/Activity	
Parent/Guardian Name	
Parent/Guardian Phone	
Parent/Guardian Email	

NIL Activity Details	
Third-Party Entity Name	
Description of NIL Activity	
Type of Compensation	
Estimated Value	
Start Date	
End Date	
Written Contract Attached?	☐ Yes ☐ No

Certification: By signing below, we certify that this NIL activity complies with the [District Name] NIL Policy, NSAA bylaws, and applicable Nebraska law. We understand that failure to disclose or comply may result in a review of eligibility.

Student Signature / Date	Parent/Guardian Signature / Date

For Office Use Only

Received by	
Date Received	
Review Status	☐ Approved ☐ Concerns Identified ☐ Denied
Notes	

BOARD POLICY 509.03

Student Name, Image & Likeness (NIL)

Policy Code	509.03
Admin. Regulation	509.03-AR: Student-Athlete NIL Administrative Regulation

Policy Statement

The Board of Education recognizes that students may earn compensation for the use of their name, image, and likeness (NIL) in accordance with participation in school-sponsored activities, NSAA bylaws and Nebraska state law. The Board supports student NIL rights while maintaining the educational mission of the district, protecting students from exploitation, and preserving competitive equity among NSAA member schools.

Definitions

Name, Image, and Likeness (NIL): The use of a student's name, photograph, visual depiction, voice, or other personal identifying attribute for commercial or promotional purposes.

NIL Activity: Any arrangement, agreement, or contract in which a student-athlete receives compensation—monetary or otherwise—in exchange for the use of their NIL.

Compensation: Any form of payment or consideration, including but not limited to cash, gift cards, merchandise, free or discounted products or services, or other items of value.

Student: Any student in grades 7–12 who participates in one or more NSAA or school-sanctioned activities at Columbus Public Schools.

Third-Party Entity: Any individual, business, organization, NIL collective, or other entity that enters into or facilitates an NIL arrangement with a student-athlete.

Guidelines

The Board establishes the following principles to govern student NIL activities within the district:

1. **Permissible Activity.** Students in grades 7–12 may engage in NIL activities that are conducted on an individual basis and that do not suggest or reasonably suggest (or obligate) the endorsement or sponsorship by any district school, consistent with NSAA Bylaw 3.7.1.
2. **School Intellectual Property.** No NIL activity shall include the use of district or school names, logos, mascots, uniforms, facilities, or other intellectual property.
3. **Prohibited Endorsements.** Students shall not enter into NIL arrangements that promote alcohol, tobacco, nicotine, vaping products, gambling, sports betting, or any other age-restricted, illegal, or otherwise inappropriate product or service.
4. **No Recruiting Inducements.** NIL compensation shall not be contingent upon athletic performance, game outcomes, or enrollment at a particular school, and shall not be used as a recruiting inducement.
5. **Parental Involvement.** Because students are minors, a parent or legal guardian must co-sign all NIL contracts and participate in the disclosure process.

6. **Disclosure and Reporting.** All NIL activities must be disclosed to the Activities Director prior to commencement, as detailed in the accompanying Administrative Regulation.
7. **Staff Neutrality.** No district employee, booster, or volunteer shall serve as an agent or intermediary in any student-athlete NIL arrangement, nor shall any employee direct or pressure a student-athlete regarding NIL decisions.
8. **Education.** The district may provide annual NIL education to students and families covering contract basics, financial literacy, and compliance obligations.
9. **Gifts.** Gifts by businesses to booster clubs, teams/groups, individuals, coaches, or sponsors are not permissible under this policy that circumvent the NIL procedures or administrative regulations.

Administrative Delegation

The Superintendent or designee is authorized to develop and maintain an Administrative Regulation implementing this policy, including disclosure forms, review procedures, record-keeping requirements, compliance protocols, and enforcement provisions consistent with NSAA bylaws and Nebraska law. The Administrative Regulation shall be reviewed annually and updated as needed.

Compliance and Enforcement

Violations of this policy or the accompanying Administrative Regulation may result in a review of the student's eligibility for NSAA activity participation, consistent with NSAA Bylaw 3.7.1. In the event of a conflict between this policy and NSAA bylaws or Nebraska state law, the NSAA bylaws and state law shall control.

Annual Review

This policy shall be reviewed annually by the Superintendent or designee and presented to the Board of Education for any necessary revisions.

Legal References	NSAA Bylaw 3.7.1; Nebraska LB 1046 (109th Legislature); Neb. Rev. Stat. §48-3601 et seq.
Policy Adopted	[Date]

TOBACCO/ALCOHOL/DRUGS

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

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

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

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

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

The Board believes the substance abuse prevention program shall include:

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

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

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

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

Consequences:

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

Under the Influence of Drugs/Alcohol:

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

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

Possession/Distribution:

1st Offense: 19 days of out-of-school suspension. This may be reduced to 5- days of out-of-school suspension and 5 days of in-school suspension upon the successful completion of a substance abuse evaluation.

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

Tobacco Use/Possession/Distribution:

Consequences as spelled out in building student handbooks.

Activity Policy:

Beginning in 9th grade, ~~ALL violations~~ Any violation(s) of the activity policy will carry over from year to year and are enforced **in grades** 9-12. Activity consequences for alcohol, drug, and tobacco violations are determined in accordance with the activity discipline policy and regulations established by the administration. The consequences include activity suspensions.

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

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

Policy
Adopted: 8/14/06
Revised: 2/11/08
Updated: 6/15/26

COLUMBUS PUBLIC SCHOOLS
Columbus, Nebraska

TOBACCO/ALCOHOL/DRUGS

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

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

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

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

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

Policy
Adopted: 8/14/06
Revised: 2/11/08
Updated: 6/15/26

COLUMBUS PUBLIC SCHOOLS
Columbus, Nebraska

Student Attendance

Policy No. 503.04

Students

Attendance Policy and Excessive Absenteeism

Regular and punctual student attendance is required. The administration is responsible for developing further attendance rules and regulations, and all staff are expected to implement this policy and administrative rules and regulations to encourage regular and punctual student attendance. The District will maintain an accurate record of student attendance. This policy is developed and annually reviewed in collaboration with the county attorney for the District's principal office location to address the barriers to student attendance.

Commented [C1]: Restored from current 503.04 (statutory clause: policy developed and annually reviewed in collaboration with the county attorney to address barriers to attendance).

A. Attendance and Absences.

1. Circumstances of Absences – Definitions. The circumstances for all absences from school will be identified as School Excused or Not School Excused. Absences should be cleared through the Principal's office in advance whenever possible. All absences, except for illness and/or death in the family, typically require advance approval.
 - a. School Excused. Any of the following circumstances that lead to an absence will be identified as a School Excused absence, provided the required attendance procedures have been followed:
 - (1) Impossible or impracticable barriers outside the control of the parent or child prevent a student from attending school. The parent may be required to provide the school with documentation to demonstrate the absence was beyond the control of the parent or child. This could include, but is not limited to documented illness (including physical or mental illness), court, death of a family member, or suspension.
 - (2) Absences for recognized religious observances, school-sponsored or school-approved activities, and pandemic or other public-health occurrences identified by local health authorities or clinics.
 - (2)(3) Other absences as determined by the principal or the principal's designee.
 - b. Not School Excused. Absences that are not school excused may result in a report to the county attorney and may be classified as follows:
 - (1) Parent acknowledged absences are those in which the parent communicated with the school in the prescribed manner that the child is absent and is the parent's responsibility for the extent of the school day. This includes vacations or other events that do not meet the criteria for a School Excused absence.

Commented [C2]: Restored from current 503.03 (exemptions list -- religious observances, school-sponsored activities, pandemic/public-health occurrences).

Student Attendance

Policy No. 503.04

- (2) Other absences are those in which the parent has not communicated a reason for the student's absence.
2. Absence Procedure. In its Student Information System, the District may identify many different codes that provide greater definition to the circumstances of a child's absence, but all of the codes need to be identified to parents and students as fitting into one of the above defined absence circumstances.
3. Mandatory Ages of Attendance. A child is of mandatory age if the child will reach age 6 prior to January 1 of the then-current school year and has not reached 18 years of age.

Exceptions for Younger Students. Attendance is not mandatory for a child who has reached 6 years of age prior to January 1 of the then-current school year, but will not reach age 7 prior to January 1 of such school year, if the child's parent or guardian has signed and filed with the school district in which the child resides an affidavit stating either: (1) that the child is participating in an education program that the parent or guardian believes will prepare the child to enter grade one for the following school year; or (2) that the parent or guardian intends for the child to participate in a school which has elected or will elect pursuant to law not to meet accreditation or approval requirements and the parent or guardian intends to provide the Commissioner of Education with a statement pursuant to section 79-1601(3) on or before the child's seventh birthday.

Exceptions for Older Students. Attendance is also not mandatory for a child who: (1) has obtained a high school diploma by meeting statutory graduation requirements or its recognized equivalent, including a General Equivalency Diploma (GED); (2) has completed the program of instruction offered by a school which elects pursuant to law not to meet accreditation or approval requirements; or (3) has reached the age of 16 years and has been withdrawn from school in the manner prescribed by law.

Excusal from the Full-Time Requirement (Ages 14 to 16). The Superintendent may excuse a child who is between 14 and 16 years of age and who has completed the work of the eighth grade from the full-time requirement of the compulsory education law when legal employment has been obtained by the student due to necessity and a written request has been made by the student's parent or guardian.

Commented [C3]: Restored from current 503.01 (14-to-16 employment-necessity excusal from the full-time requirement).

Early Withdrawal for Students Enrolled in Accredited or Approved Schools. A person who has legal or actual charge or control of a child who is at least 16 but less than 18 years of age may withdraw such child from school before graduation and be exempt from the mandatory attendance requirements if an exit interview is conducted and a withdrawal form is signed.

Exit Interview. The process is initiated by a person who has legal or actual charge or control of the child submitting a withdrawal form. The form is to be as

prescribed by the Commissioner of Education. Upon submission of the form, the Superintendent or Superintendent's designee shall set a time and place for an exit interview if the child is enrolled in [Name]Columbus Public Schools or resides in the [Name]Columbus Public School District and is enrolled in a private, denominational, or parochial school.

The exit interview shall be personally attended by:

- The child, unless the withdrawal is being requested due to an illness of the child making attendance at the exit interview impossible or impracticable;
- the person who has legal or actual charge or control of the child who requested the exit interview;
- the Superintendent or Superintendent's designee;
- the child's principal or the principal's designee if the child at the time of the exit interview is enrolled in a school operated by the school district; and
- any other person requested by any of the required parties who agrees to attend the exit interview and is available at the time designated for the exit interview which may include, for example, other school personnel or the child's principal if the child is enrolled in a private school.

At the exit interview, the person making the written request must present evidence that (a) the person has legal or actual charge or control of the child and (b) the child would be withdrawing due to either:

- financial hardships requiring the child to be employed to support the child's family or one or more dependents of the child, or
- an illness of the child making attendance impossible or impracticable.

The Superintendent or Superintendent's designee shall identify all known alternative educational opportunities, including vocational courses of study, that are available to the child in the school district and how withdrawing from school is likely to reduce potential future earnings for the child and increase the likelihood of the child being unemployed in the future. Any other relevant information may be presented and discussed by any of the parties in attendance.

At the conclusion of the exit interview, the person making the written request may sign a withdrawal form provided by the school district agreeing to the withdrawal of the child or may rescind the written request for the withdrawal.

Withdrawal Form. Any withdrawal form signed by the person making the written request shall be valid only if:

- the child also signs the form, unless the withdrawal is being requested due to an illness of the child making attendance at the exit interview impossible or impracticable, and
- the Superintendent or Superintendent's designee signs the form acknowledging that the interview was held, the required information was provided and discussed at the interview, and, in the opinion of the

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Superintendent or Superintendent's designee, the person making the written request does in fact have legal or actual charge or control of the child and the child is experiencing either (i) financial hardship, or (ii) an illness making attendance impossible or impracticable.

Early Withdrawal for Students Enrolled in an Exempt School (Home Schools). A person who has legal or actual charge or control of a child who is at least 16 but less than 18 years of age may withdraw such child from school before graduation and be exempt from the mandatory attendance requirements if such child has been enrolled in a school that elects not to meet the accreditation or approval requirements by filing with the State Department of Education a signed notarized release on a form prescribed by the Commissioner of Education.

4. Reporting and Responding to Excessive Absenteeism. Any District staff member or board member who knows of any failure on the part of any child of mandatory school attendance age to attend school regularly without lawful reason, shall within three days report such violation to the Superintendent or Superintendent's designee to be the attendance officer. The attendance officer shall immediately cause an investigation into any such report to be made. The attendance officer shall also investigate any case when of his or her personal knowledge, or by report or complaint from any resident of the district, the attendance officer believes there is a violation of the compulsory attendance laws. The school shall render all services in its power to compel such child to attend school.
5. Excessive Absenteeism. Students who accumulate five (5) unexcused absences in a quarter which are Not School Excused shall be deemed to have "excessive absences." Such absences shall be determined on a per day (or hourly equivalent) basis for elementary students and on a per class basis for secondary students. When a student has excessive absences, school officials will have verbal or written communication with the person or persons who have legal or actual charge or control of any child.

When a student continues thereafter to have absences of at least twenty days which are Not School Excused, one or more meetings will be held between the school, the child's parent or guardian, and the child, when appropriate, to address the barriers to attendance. The result of the meeting or meetings shall be to develop a collaborative plan to reduce barriers identified to improve regular attendance. The plan shall include, if agreed to by the person who is responsible for making educational decisions on behalf of the child, an educational evaluation to determine whether any intellectual, academic, physical, or social-emotional barriers are contributing factors to the lack of attendance. The plan shall also consider, but not be limited to:

- (a) The physical, mental, or behavioral health of the child.
- (b) Educational counseling;
- (c) Referral to community agencies for economic services;
- (d) Family or individual counseling; and

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- (e) Assisting the family in working with other community services.

If the parent/guardian refuses to participate in such meeting, the principal shall place documentation of such refusal in the child's attendance records.

6. Reporting Excessive Absenteeism to the County Attorney.

The school may report to the county attorney of the county in which the person having control of the student resides when the school has documented the efforts to address excessive absences, the collaborative plan to reduce barriers identified to improve regular attendance has not been successful, and the student has accumulated more than twenty (20) unexcused absences per school year. The school shall notify the child's family in writing prior to making the referral to the county attorney. Absences due to illness, including physical or mental illness, that make attendance impossible or impracticable, and that are documented by a credentialed health professional, shall not be the basis for referral to the county attorney. In cases of chronic illness, such documentation will be reviewed each semester.

B. Make-Up Work and Participation in Activities.

Students who are absent shall make up the work missed and receive full credit for the missed school work, within the guidelines of the student handbook. It shall be the responsibility of the student to initiate a procedure with the student's teacher to complete the work missed.

Students who wish to participate in school-sponsored activities must attend school for the full day on the day of the activity unless permission has been given by the principal for the student to be absent.

C. Disciplinary Action for Excessive Absenteeism.

Students are subject to disciplinary action for excessive absenteeism, including suspension and expulsion. It shall be within the discretion of the principal to determine, in light of the circumstances, whether a student may make up work missed because of excessive absenteeism. Disciplinary action for students receiving special education services will be assigned in accordance with the goals and objectives of the student's Individualized Education Program.

D. Reporting to the Commissioner of Education.

The Superintendent shall report to the Commissioner of Education as directed by the Commissioner regarding the number of and reason for any long-term suspension, expulsion, or excessive absenteeism of a student; referral of a student to the office of the county attorney for excessive absenteeism; or contacting of law enforcement officials other than school resource officers by the District relative to a student enrolled in the District. The Superintendent shall report annually to the Commissioner the required data for the number of students who have dropped out of school.

Commented [C4]: Restored from current 503.03 (make-up work for full credit; full-day attendance on activity days).

Commented [C5]: Restored from current 503.04 (disciplinary action for excessive absenteeism; principal make-up discretion; special-education discipline per the student's IEP).

Commented [C6]: Restored from current 503.04 (Superintendent's annual reporting to the Commissioner of Education).

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Legal Reference: Neb. Rev. Stat. Sections 79-201, ~~79-205 to 79-207~~, 79-208, and 79-209
NDE Rule 10.012.01B

Commented [C7]: Restored citations: 79-205 to 79-207 (records, from 503.02) and NDE Rule 10.012.01B (from 503.03).

Cross Reference: 411.03 Attendance Officer
503.04R1 Attendance Intervention Record (Excessive Absenteeism Report)
503.05 Student Release During School Hours
503.06 Students of Legal Age

Date of Adoption: 7/13/26

COLUMBUS PUBLIC SCHOOLS

Office of the Superintendent • Columbus, Nebraska

BOARD POLICY MEMORANDUM

TO: Board of Education & Principals
FROM: Chip Kay, Superintendent
DATE: June 15, 2026
RE: Adoption of Amended Policy Original 503.04 (Student Attendance) and Disposition of the Current 503.01, 503.02, 503.03, and Original 503.04 Attendance Policies

Recommendation

Adopt Policy Amended 503.04, *Student Attendance – Attendance Policy and Excessive Absenteeism*, as a single consolidated attendance policy; rescind current Policies 503.01, 503.02, 503.03, and Original 503.04, which Amended 503.04 absorbs; and retain Policies Original 503.04R1, 503.05, and 503.06, which Amended 503.04 does not address. The attached redline of Amended 503.04 restores the substantive provisions from the rescinded policies that the clean draft had omitted.

Background

Policy Amended 503.04 modernizes and consolidates the District's attendance rules under the new numbering scheme and aligns them with current Nebraska statute (Neb. Rev. Stat. §§ 79-201 and 79-209), including the School Excused / Not School Excused framework, mandatory-age provisions, the early-withdrawal and exit-interview process, excessive-absenteeism thresholds, and county-attorney reporting. A clause-by-clause crosswalk confirmed that Amended 503.04 reproduces the core of four current policies – notably, the excessive-absenteeism, attendance-officer, collaborative-plan, and county-attorney sections are a near-verbatim modernization of Original 503.04, Addressing Barriers to Attendance. The crosswalk also identified several existing provisions that Amended 503.04 had left out. Those gaps have been folded back into the attached redline so that no current protection, practice, or statutory requirement is dropped on adoption.

Policies Replaced by Amended 503.04 (recommend rescind)

Current Policy	Subject	Where it lives in Amended 503.04
503.01	Compulsory Attendance	Mandatory ages, younger/older exceptions, early withdrawal, exit interview, withdrawal form
503.02	Student Attendance Records	Opening paragraph (District maintains an accurate record)
503.03	Student Absences	Absence definitions, exemptions, and county-attorney reporting
Original 503.04	Addressing Barriers to Attendance	Reporting/attendance officer (§4), collaborative plan (§5), county-attorney referral (§6); remaining provisions restored in redline

Policies Retained (no counterpart in Amended 503.04)

Current Policy	Subject	Reason to retain
Original 503.04R1	Attendance Intervention Record (Excessive Absenteeism Report)	Operational form/regulation supporting Amended 503.04; re-link reference to Amended 503.04
503.05	Student Release During School Hours	Separate topic not addressed anywhere in Amended 503.04
503.06	Students of Legal Age	Tuition/records-access topic; carries its own FERPA citations

Amended 503.04 now carries a Cross Reference to all three retained items so the relationship is documented on the face of the policy.

Gaps Folded Back Into Amended 503.04 (shown as tracked changes in the redline)

From 503.01–503.03:

- **Restored exemptions** (from 503.03): recognized religious observances, school-sponsored/approved activities, and pandemic or public-health occurrences added as School Excused circumstances.
- **Make-up work and activity participation** (from 503.03): new subsection B restoring full-credit make-up work and the full-day-attendance rule for activity days.
- **GED equivalence** (from 503.01): added to the older-student attendance exception.
- **Ages 14–16 employment excusal** (from 503.01): restored the Superintendent's authority to excuse from the full-time requirement for documented employment necessity.
- **Records citations** added: §§ 79-205 to 79-207 (from 503.02) and NDE Rule 10.012.01B (from 503.03); [Name] placeholders set to Columbus.

From Original 503.04 (Addressing Barriers to Attendance):

- **County-attorney collaboration clause** added to the opening statement – the statutory requirement that the policy be developed and annually reviewed with the county attorney to address barriers to attendance.
- **New subsection C, Disciplinary Action for Excessive Absenteeism:** suspension/expulsion, principal discretion on make-up work, and special-education discipline per the student's IEP.
- **New subsection D, Reporting to the Commissioner of Education:** the Superintendent's annual reporting on suspensions, expulsions, excessive absenteeism, county-attorney referrals, law-enforcement contacts, and dropout data.
- **§ 79-208** added to the legal references, and 411.03 Attendance Officer added to the Cross Reference.

Items Requiring Separate Action

- **Kindergarten minimum age / DIAL-4:** this admissions provision sat in 503.01 but does not belong in an attendance policy. It is intentionally NOT carried into Amended 503.04; confirm it is housed in the admissions policy (502) before rescinding 503.01.
- **Adoption date:** the Date of Adoption field is set when the Board acts.
- **Retained-policy numbering:** if Original 503.04R1/.05/.06 are renumbered into the 5000 scheme, update the Cross Reference accordingly.

Suggested Motion

"I move to adopt Policy Amended 503.04, Student Attendance, as presented in the redline; to rescind Policies 503.01, 503.02, 503.03, and Original 503.04 effective upon adoption; and to retain Policies Original 503.04R1, 503.05, and 503.06."

Attachments:

1. Amended 503.04 – Redline (tracked changes restoring the items above)
2. Amended 503.04 – Cross-Check (margin notes mapping each clause to its 503 source)

Resident Students**Student Residence, Admission and Contracting for Educational Services**

Students shall be admitted to the School District, upon request and without charge, who are:

1. Residents of the School District for purposes of school enrollment. A student is a resident of the School District if the student resides in the School District or at least one of the student's parents resides in the School District;
2. Homeless students. The following definition shall be used to determine which students fit this category:

A homeless individual is one who (1) lacks a fixed, regular, and adequate nighttime residence and (2) has a primary nighttime residence in a supervised publicly or privately operated shelter designed to provide for temporary accommodations (including welfare hotels, congregate shelters, and transitional housing for the mentally ill), an institution providing temporary residence for individuals intended to be institutionalized, or a public or private place not designated for, or ordinarily used as, a regular sleeping accommodation for human beings. The term "homeless" or "homeless individual" does not include any individual imprisoned or otherwise detained by an Act of Congress or State law;

3. Approved for option enrollment into the School District; or
4. Are otherwise legally entitled to enroll in the School District.

Students may be admitted to the School District, or continue in enrollment, where:

1. The student is not a resident of the School District and is a resident of Nebraska. Such enrollment shall be pursuant to a contract between the Boards of Education of the School District and the school district in which the student is a resident and upon the collection of tuition pursuant to such contract. The amount of tuition shall be no less than the average cost per pupil as determined by the previous year's financial report.
2. The student is not a resident of the School District and is a resident of another State. Such enrollment shall be subject to collection of tuition in advance at a rate determined by the School Board. The amount of tuition shall be no less than the average cost per pupil as determined by the previous year's financial report.
3. The student is participating in an approved Foreign Exchange Program.
4. The student is a child of a member of the military on active duty and residing on certain property ceded to the United States and stationed in, near or adjacent to the School District, and children of employees of the federal government residing in Nebraska on national parks or national monuments within the State in, near or adjacent to the School District. Such discretionary admission shall be without charge for tuition.

5. The student's residency in the School District ceases during the school year. In such case, the student may be allowed to continue attending the School District for the remainder of that school year.

A child who is a ward of the state or court and (1) has been placed in the School District but had resided in a different school district at the time the child became a ward and does not reside in a foster family home, or (2) has been placed in an institution which maintains a State-approved special education program, may be enrolled in the School District to the extent required by law. In such event, costs of education and transportation are to be paid by the State, but not in advance. The child remains a resident of the school district in which the child resided at the time the child became a ward.

A child who is a ward of the state or court who resides in the School District in a foster family home licensed or approved by the Department of Health and Human Services ("Department") or a foster home maintained or used by the Department, remains a resident of the school district in which the child resided at the time the child became a foster child. This is subject to a determination being made in accordance with the Foster Care Review Act that the child will not attend such school district. If such a determination is made, the child is deemed to be a resident of the School District and will be admitted as a resident student.

A child who is not a ward of the state or court and who is residing in a residential setting in the School District for reasons other than to receive an education is subject to the following: First, if the residential setting does not maintain an interim-program school, the School District will provide the educational services to the child pursuant to a contract with the school district in which the child resided immediately prior to such placement, as and to the extent required by law. This is subject to the parent or guardian and such other school district agreeing to have such other school district provide the educational services. Second, if the residential setting does maintain an interim-program school, the child's educational services will be provided by the interim-program school without the School District's involvement. However, the School District may provide educational services to the child pursuant to a contract with the school district in which the child resided immediately prior to such placement.

All admissions are subject to the condition that admission requirements other than residency be satisfied to the extent required by law and that the School District is legally responsible for or authorized to admit the child or provide educational services to the child.

Restrictions on Transfer or Disenrollment During Certain Investigations

Notwithstanding any other provision of this policy, upon receipt of notice from the Department of Health and Human Services that a student is the subject of a report of child abuse or neglect involving the student's parent or guardian, the District shall not process or facilitate any request by such parent or guardian to transfer or disenroll the student for a period of 14 days following the District's receipt of the notice, or until the District receives further direction from DHHS, whichever occurs first. If the District receives a request to transfer or disenroll the student during this period by the parent or guardian, the District will promptly notify DHHS.

Final Determination of Residency

Each case involving the determination of residence of a student will be decided upon its individual merits by the superintendent. The burden of proof to supply the necessary documents to demonstrate legal residence shall rest with the person claiming legal residence in the district. The superintendent shall determine the specific documents required for collecting enrollment, admission, and related information needed for any student to attend and they may be provided through electronic means or other means specified by the Nebraska Department of Education.

Legal Reference: Neb. Rev. Stat. Sec. 79-215 (residency and admission)
 Neb. Rev. Stat. Sec. 79-215 (children of military or federal employee
 parent)
 Neb. Rev. Stat. Sections 79-232 to 79-246 (option enrollment)
 42 U.S.C. § 11431 et. seq. (McKinney–Vento Homeless Assistance Act)
 NDE Rule 19
[LB 937 \(2026\)](#)

Date of Adoption: ~~[Insert Date]~~ July 13, 2026

STUDENT DISCIPLINESUSPENSIONS/EXPULSIONS

- A. Development of Uniform Discipline System. It shall be the responsibility of the Superintendent to develop and maintain a system of uniform discipline. The discipline which may be imposed includes actions which are determined to be reasonably necessary to aid the student, to further school purposes, or to prevent interference with the educational process, such as (without limitation) counseling and warning students, parent contacts and parent conferences, rearrangement of schedules, requirements that a student remain in school after regular hours to do additional work, restriction of extracurricular activity, or requirements that a student receive counseling upon written consent of the parent or guardian, or in-school suspension. The discipline may also include out-of-school suspension (short-term or long-term) and expulsion.
1. Short-Term Suspension: Students may be excluded by the Principal or the Principal's designee from school or any school function for a period of up to five school days (short-term suspension) on the following grounds:
 - a. Conduct that constitutes grounds for expulsion, whether the conduct occurs on or off school grounds; or
 - b. Other violations of rules and standards of behavior adopted by the Board of Education or the administrative or teaching staff of the school, which occur on or off school grounds, if such conduct interferes with school purposes or there is a nexus between such conduct and school.

The following process will apply to short-term suspensions:

- a. The Principal or the Principal's designee will make a reasonable investigation of the facts and circumstances. A short-term suspension will be made upon a determination that the suspension is necessary to help any student, to further school purposes, or to prevent an interference with school purposes.
- b. Prior to commencement of the short-term suspension, the student will be given oral ~~or~~and written notice of the charges against the student. The student will be advised of what the student is accused of having done, an explanation of the evidence the authorities have, and be afforded an opportunity to explain the student's version of the facts.
- c. Within 24 hours or such additional time as is reasonably necessary, not to exceed an additional 48 hours, following the suspension, the Principal or administrator will send a written statement to the student and the student's parent or guardian describing (i) the student's conduct, misconduct, or violation of the rule or standard-and; (ii) the reasons for the action taken; (iii) the actions taken by the school to attempt to address or alleviate the behavior prior to suspension; (iv) resources the school is able to provide or recommend to assist the student; and (v) how the school plans to address

the behavior moving forward, including strategies to maximize the student's continued participation in school..

- d. An opportunity will be given to the student, and the student's parent or guardian, to have a conference with the Principal or administrator ordering the short-term suspension before or at the time the student returns to school. The Principal or administrator shall determine who in addition to the parent or guardian is to attend the conference. The Principal shall document their attempt to make a reasonable effort to hold a conference with the parent or guardian.
 - e. A student who is on a short-term suspension shall not be permitted to be on school grounds without the express permission of the Principal.
2. Long-Term Suspension: A long-term suspension means an exclusion from school and any school functions for a period of more than five school days but less than twenty school days. A student who is on a long-term suspension shall not be permitted to be on school grounds without the express permission of the Principal. A notice will be given to the student and the parents/guardian when the Principal recommends a long-term suspension. ~~The notice will include a description of the procedures for long-term suspension; the procedures will be those set forth in the Student Discipline Act.~~The notice will include a description of (i) the student's conduct, misconduct, or violation of the rule or standard; (ii) the reasons for the action taken; (iii) the actions taken by the school to attempt to address or alleviate the behavior prior to suspension; (iv) resources the school is able to provide or recommend to assist the student; and (v) how the school plans to address the behavior moving forward, including strategies to maximize the student's continued participation in school..
3. Expulsion:
- a. Meaning of Expulsion. Expulsion means exclusion from attendance in all schools, grounds and activities of or within the system for a period not to exceed the remainder of the semester in which it took effect unless the misconduct occurred (a) within ten school days prior to the end of the first semester, in which case the expulsion shall remain in effect through the second semester, or (b) within ten school days prior to the end of the second semester, in which case the expulsion shall remain in effect for summer school and the first semester of the following school year, or (c) unless the expulsion is for conduct specified in these rules or in law as permitting or requiring a longer removal, in which case the expulsion shall remain in effect for the period specified therein. Such action may be modified or terminated by the school district at any time during the expulsion period. A student who has been expelled shall not be permitted to be on school grounds without the express permission of the Principal. A notice will be given to the student and the parents/guardian when the Principal recommends an expulsion. ~~The notice will include a description of the procedures for expulsion; the procedures will be those set forth in the Student Discipline Act.~~The notice will include a description of: (i) the

student's conduct, misconduct, or violation of the rule or standard; (ii) the reasons for the action taken; (iii) the actions taken by the school to attempt to address or alleviate the behavior prior to suspension; (iv) resources the school is able to provide or recommend to assist the student; and (v) how the school plans to address the behavior moving forward, including strategies to maximize the student's continued participation in school.. All cases of expulsion shall be preceded by a short-term suspension and its related procedures, or by the invocation of emergency exclusion as defined in this policy. When a student is recommended for expulsion, the notice provided to the student and parent or guardian shall also include: (a) a statement that the student has a right to a hearing upon request on the specified charges; (b) the right of the student, the student's parent or guardian, and legal counsel to examine the student's academic and disciplinary records and any affidavits to be used at the hearing concerning the alleged misconduct; (c) the right to know the identity of the witnesses to appear at the hearing and the substance of their testimony; and (d) a form on which the student or the student's parent or guardian may request a hearing.

- b. Suspensions Pending Hearing. When a notice of intent to discipline a student by long-term suspension, expulsion, or mandatory reassignment is filed with the Superintendent, the student may be suspended by the principal until the date the long-term suspension, expulsion, or mandatory reassignment takes effect if the principal determines that the student must be suspended immediately to prevent or substantially reduce the risk of (a) interference with an educational function or school purpose or (b) a personal injury to the student himself or herself, other students, school employees, or school volunteers. If the student is suspended pending the outcome of the hearing, the student may complete classwork and homework, including, but not limited to, examinations, missed during the period of suspension. During this period, the student will not be required to attend the alternative programs for expelled students in order to complete classwork or homework.
- c. Summer Review. Any expulsion that will remain in effect during the first semester of the following school year will be automatically scheduled for review before the beginning of the school year in accordance with law.
- d. Alternative Education: Students who are expelled may be offered an alternative education program that will enable the student to continue academic work for credit toward graduation. A student will not be required to attend the alternative education program in order to complete classwork and homework. In the event an alternative education program is not provided, a conference will be held with the parent, student, the Principal or another school representative assigned by the Principal, and a representative of a community organization that assists young people or that

is involved with juvenile justice to develop a plan for the student in accordance with law.

- e. Suspension of Enforcement of an Expulsion: Enforcement of an expulsion action may be suspended for a period of not more than one full semester in addition to the balance of the semester in which the expulsion takes effect. As a condition of such suspended action, the student and parents will be required to sign a discipline agreement.
- f. Students Subject to Juvenile or Court Probation. Prior to the readmission to school of any student who is less than nineteen years of age and who is subject to the supervision of a juvenile probation officer or an adult probation officer pursuant to the order of the District Court, County Court, or Juvenile Court, who chooses to meet conditions of probation by attending school, and who has previously been expelled from school, the Principal or the Principal's designee shall meet with the student's probation officer and assist in developing conditions of probation that will provide specific guidelines for behavior and consequences for misbehavior at school (including conduct on school grounds and conduct during an educational function or event off school grounds) as well as educational objectives that must be achieved. If the guidelines, consequences, and objectives provided by the Principal or the Principal's designee are agreed to by the probation officer and the student, and the court permits the student to return to school under the agreed-to conditions, the student may be permitted to return to school. The student may, with proper consent, upon such return, be evaluated by the school for possible disabilities and may be referred for evaluation for possible placement in a special education program. The student may be expelled or otherwise disciplined for subsequent conduct as provided in Board policy and state statute.
- g. Returning from Expulsion. At the conclusion of an expulsion, the District will reinstate the student and accept nonduplicative, grade-appropriate credits earned by the student during the term of expulsion from any Nebraska accredited institution or institution accredited by one of the six regional accrediting bodies in the United States. Only the Board of Education may take action to readmit a student who has been expelled. The principal shall maintain records of all expulsions in addition to the Board's records of such actions.
- h. Exception for Pre-Kindergarten through Second Grade Students. Notwithstanding the foregoing, ~~no~~ pre-kindergarten through second grade student ~~may~~shall not be suspended ~~from school,~~ unless the student (1) brings a deadly weapon ~~onto~~ school grounds, ~~in~~ a school vehicle, or ~~to~~ a school activity. ~~Instead,~~ or (2) engages in violent behavior capable of causing physical harm to another student or school employee. In all other circumstances, the Principal or ~~Principal's~~ designee ~~may~~shall implement appropriate alternative disciplinary measures on a case-by-case basis ~~if a~~

~~pre-kindergarten through second grade student engages in misconduct that would otherwise result in a short-term suspension. If a pre-kindergarten through second grade, A student who brings a deadly weapon on school grounds, in a school vehicle, or to a school activity, then the student may be suspended or may be~~ expelled in accordance with this Policy's disciplinary procedures.

- i. Religious Freedom. The District will not substantially burden a student's right to religious exercise unless the student's religious exercise is disruptive to the school environment, not permitted by staff, may pose a safety risk, or would otherwise interfere with the school day.
4. Emergency Exclusion: A student may be excluded from school in the following circumstances:
 - a. If the student has a dangerous communicable disease transmissible through normal school contacts and poses an imminent threat to the health or safety of the school community; or
 - b. If the student's conduct presents 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.

Any emergency exclusion shall be based upon a clear factual situation warranting it and shall last no longer than is necessary to avoid the dangers described above.

If the emergency exclusion will be for five school days or less, the procedures for a short-term suspension shall be followed. If the Superintendent or his or her designee determines that an emergency exclusion shall extend beyond five days, a hearing may be held, upon a parent's timely request, and a final determination made within ten school days after the initial date of exclusion. Such procedures shall substantially comply with the procedures set forth in this policy for a long-term suspension or expulsion, and be modified only to the extent necessary to accomplish the hearing and determination within this shorter time period.

5. Other Forms of Student Discipline: Administrative and teaching personnel may also take actions regarding student behavior, other than removal of students from school, which are reasonably necessary to aid the student, further school purposes, or prevent interference with the educational process. Such actions may include, but are not limited to, counseling of students, parent conferences, rearrangement of schedules, requirements that a student remain in school after regular hours to do additional work, restriction of extracurricular activity, or requirements that a student receive counseling, psychological evaluation, or psychiatric evaluation upon the written consent of a parent or guardian to such counseling or evaluation. The actions may also include in-school suspensions. When in-school suspensions, after-school assignments, or other disciplinary measures are assigned, the student is responsible for complying with such disciplinary measures. A failure to serve

such assigned discipline as directed will serve as grounds for further discipline, up to expulsion from school.

- B. Student Conduct Expectations. Students are not to engage in conduct which causes or which creates a reasonable likelihood that it will cause a substantial disruption in or material interference with any school function, activity or purpose or interfere with the health, safety, well being or rights of other students, staff or visitors.
- C. Grounds for Short-Term Suspension, Long-Term Suspension, Expulsion or Mandatory Reassignment. The following conduct has been determined by the Board of Education to have the potential to seriously affect the health, safety or welfare of students, staff and other persons or to otherwise seriously interfere with the educational process. Such conduct constitutes grounds for long-term suspension, expulsion, or mandatory reassignment, and any other lesser forms of discipline. The conduct is subject to the consequence of long-term suspension, expulsion, or mandatory reassignment where it occurs on school grounds, in a vehicle owned, leased, or contracted by the school and being used for a school purpose or in a vehicle being driven for a school purpose by a school employee or an employee's designee, or at a school-sponsored activity or athletic event. Mandatory reassignment shall be subject to the same procedural requirements and protections as long-term suspension and expulsion.
1. Willfully disobeying any reasonable written or oral request of a school staff member, or the voicing of disrespect to those in authority.
 2. Use of violence, force, coercion, threat, intimidation, harassment, or similar conduct in a manner that constitutes a substantial interference with school purposes or making any communication that a reasonable recipient 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 of substantial value, 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 any 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 some other person shall not constitute a violation of this subdivision.
 5. Threatening or intimidating any student for the purpose of or with the intent of obtaining money or anything of value from such student or making a threat which causes or may be expected to cause a 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.
 7. Engaging in selling, using, possessing or dispensing of alcohol, tobacco, narcotics, drugs, controlled substance, or an inhalant; being under the influence of any of the above; possession of drug paraphernalia, or the selling, using, possessing, or 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. Tobacco means any tobacco product (including but not limited to cigarettes, cigars, and chewing tobacco), vapor products (such as

- e-cigarettes), electronic nicotine delivery systems, alternative nicotine products, tobacco product look-alikes, and products intended to replicate tobacco products either by appearance or effect. Use of a controlled substance in the manner prescribed for the student by the student's physician is not a violation. The term "under the influence" 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 illegal substances 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.
8. Public indecency or sexual conduct. This includes "deep fakes" or other computer-generated images of other students or staff intended to bully, harass, intimidate, or humiliate another student or staff member.
 9. Engaging in bullying, which includes any ongoing pattern of physical, verbal, or electronic abuse on school grounds, in a vehicle owned, leased, or contracted by a school being used for a school purpose by a school employee or a school employee's designee, or at school-sponsored activities or school-sponsored athletic events.
 10. Sexually assaulting or attempting to sexually assault any person. This conduct may result in an expulsion regardless of the time or location of the offense if a complaint alleging such conduct is filed in a court of competent jurisdiction.
 11. Engaging in any activity forbidden by law which constitutes a danger to other students or interferes with school purposes. This conduct may result in an expulsion regardless of the time or location of the offense if the conduct creates or had the potential to create a substantial interference with school purposes, such as the use of the telephone or internet off-school grounds to threaten.
 12. A repeated violation of any rules established by the school district or school officials if such violations constitute a substantial interference with school purposes, including (but not limited to) a violation of the District's dress code and electronic communication device rules.
 13. Truancy or failure to attend assigned classes or assigned activities; or tardiness to school, assigned classes or assigned activities.
 14. The use of language, written or oral, or conduct, including gestures, which is profane or abusive to students or staff members. 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, disability, national origin, or religion.
 15. Willfully violating the behavioral expectations for riding school buses or vehicles.

A student who engages in the following conduct shall be expelled for the remainder of the school year in which it took effect if the misconduct occurs during the first semester, and if the expulsion for such conduct takes place during the second semester, the expulsion shall remain in effect for the first semester of the following school year, with the condition that such action may be modified or terminated by the school district during the expulsion period on such terms as the administration may establish:

- a. The knowing and intentional use of force in causing or attempting to cause personal injury to a school employee, school volunteer, or student, except if caused by accident, self-defense, or on the reasonable belief that the force

- used was necessary to protect some other person and the extent of force used was reasonably believed to be necessary, or
- b. The knowing and intentional possession, use, or transmission of a dangerous weapon other than a firearm. The expulsion for conduct described in this paragraph shall be for a period not to exceed the remainder of the school year in which it took effect if the misconduct occurs during the first semester; if the expulsion takes place during the second semester, the expulsion may remain in effect for the first semester of the following school year. The Superintendent may modify the expulsion period for conduct described in this paragraph on a case-by-case basis, provided that such modification is in writing. The one-year mandatory minimum expulsion period applies exclusively to firearm offenses as set forth below; it does not apply to dangerous weapon offenses or use-of-force offenses under this paragraph.

Knowingly and intentionally possessing, using, or transmitting a firearm on school grounds, in a school-owned or utilized vehicle, or during an educational function or event off school grounds, or at a school-sponsored activity or athletic event. This conduct shall result in an expulsion for one calendar year. "Firearm" means a firearm as defined in 18 U.S.C. 921, as that statute existed on January 1, 1995. That statute includes the following statement: "The term 'firearm' means (a) any weapon (including a starter gun) which will or is designed to or may readily be converted to expel a projectile by the action of an explosive; (b) the frame or receiver of any such weapon; (c) any firearm muffler or firearm silencer; or (d) any destructive device." The Superintendent may modify such one year expulsion requirement on a case-by-case basis, provided that such modification is in writing. Bringing a firearm or other dangerous weapon to school for any reason is discouraged; however, a student will not be subject to disciplinary action if the item is brought or possessed under the following conditions: The one-year mandatory minimum expulsion period applies exclusively to firearm offenses under this paragraph and does not apply to any other category of expellable conduct, including dangerous weapon offenses or use-of-force offenses under this policy. All other expellable conduct is subject to the semester-based expulsion framework set forth in this policy.

- a. Prior written permission to bring the firearm or other dangerous weapon to school is obtained from the student's teacher, building administrator and parent.
- b. The purpose of having the firearm or other dangerous weapon in school is for a legitimate educational function.

For purposes of this policy, the term "dangerous weapon" includes any personal safety or security device (such as tasers, mace and pepper spray). If a student desires to carry or possess a personal safety or security device, the student must obtain prior approval from the building principal before bringing such device on school grounds. If a student obtains prior approval from the building principal, the student must store the device during the school day in the student's locker, in the main office or in another secure location designated by the building principal. A student shall not carry a personal safety or security device during the school day.

D. Additional Student Conduct Expectations and Grounds for Discipline. The following additional student conduct expectations are established. Failure to comply with such rules is grounds for disciplinary action. When such conduct 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, the conduct is grounds for long-term suspension, expulsion or mandatory reassignment.

1. Student Appearance: Students are expected to dress in a way that is appropriate for the school setting. Students should not dress in a manner that is reasonably forecasted to interfere with the learning environment or teaching process in our school. Following is a list of examples of attire that will not be considered appropriate, such list is not exclusive and other forms of attire deemed inappropriate by the administration may be deemed inappropriate for the school setting:
 - a. Clothing that shows an inappropriate amount of bare skin or underwear or clothing that is too tight, revealing or baggy, or tops and bottoms that do not overlap or any material that is sheer or lightweight enough to be seen through, or otherwise of an appropriate size and fit so as to be revealing or drag on the ground.
 - b. Clothing or jewelry that advertises or promotes beer, alcohol, tobacco, or illegal drugs.
 - c. Clothing or jewelry that could be used as a weapon (chains, spiked apparel) or that would encourage “horse-play” or that would damage property (e.g. cleats).
 - d. Head wear including hats, caps, bandannas, and scarves.
 - e. Clothing or jewelry which exhibits nudity, makes sexual references or carries lewd, indecent, or vulgar double meaning.
 - f. Clothing or jewelry that is gang related

A student who is a member of an indigenous tribe of the United States or another country may wear tribal regalia in any location where the student is authorized to be on such school grounds or at any school function, as long as the tribal regalia does not interfere with the educational process and does not endanger another person, as determined by the administration. Further, students will also be permitted to wear attire, including religious attire, natural and protective hairstyles, adornments or other characteristics associated with race, national origin, or religion, as long as the attire does not interfere with the educational process and does not endanger another person, as determined by the administration.

No student shall be disproportionately affected by a dress code or grooming policy enforcement because of the student's gender, race, color, religion, disability, or national origin.

No school staff shall permanently or temporarily alter or cut a student's hair.

The final decision regarding attire and grooming will be made by the Principal or Superintendent. In the event a student is uncertain as to whether a particular item

or method of grooming is consistent with the school's guidelines, the student should contact the Principal for approval, and may also review such additional posting of prohibited items or grooming which may be available in the Principal's office.

A student dress code violation will be treated as a minor rule violation and may not require the student to miss substantial classroom time, instructional time, or school activities. However, a repeated violation of school rules may subject the student to further discipline, as outlined in this Policy.

2. Academic Integrity.

- a. Policy Statement: Students are expected to abide by the standards of academic integrity established by their teachers and school administration. Standards of academic integrity are established in order for students to learn as much as possible from instruction, for students to be given grades which accurately reflect the student's level of learning and progress, to provide a level playing field for all students, and to develop appropriate values.

Cheating and plagiarism violate the standards of academic integrity. Sanctions will be imposed against students who engage in such conduct.

- b. Definitions: The following definitions provide a guide to the standards of academic integrity:

(1) "Cheating" means intentionally misrepresenting the source, nature, or other conditions of academic work so as to accrue undeserved credit, or to cooperate with someone else in such misrepresentation. Such misrepresentations may, but need not necessarily, involve the work of others. Cheating includes, but is not limited to:

(a) Tests (includes tests, quizzes and other examinations or academic performances):

(i) Advance Information: Obtaining, reviewing or sharing copies of tests or information about a test before these are distributed for student use by the instructor. For example, a student engages in cheating if, after having taken a test, the student informs other students in a later section of the questions that appear on the test.

(ii) Use of Unauthorized Materials: Using notes, textbooks, pre-programmed formulae in calculators, or other unauthorized material, devices or information while taking a test except as expressly permitted. For example, except for "open book" tests, a student engages in cheating if the student looks at personal notes or the textbook during the test.

(iii) Use of Other Student Answers: Copying or looking at another student's answers or work, or sharing

- answers or work with another student, when taking a test, except as expressly permitted. For example, a student engages in cheating if the student looks at another student's paper during a test. A student also engages in cheating if the student tells another student answers during a test or while exiting the testing room, or knowingly allows another student to look at the student's answers on the test paper.
- (iv) Use of Other Student to Take Test. Having another person take one's place for a test, or taking a test for another student, without the specific knowledge and permission of the instructor.
 - (v) Misrepresenting Need to Delay Test. Presenting false or incomplete information in order to postpone or avoid the taking of a test. For example, a student engages in cheating if the student misses class on the day of a test, claiming to be sick, when the student's real reason for missing class was because the student was not prepared for the test.
- (b) Papers (includes papers, essays, lab projects, and other similar academic work):
- i) Use of Another's Paper: Copying another student's paper, using a paper from an essay writing service, or allowing another student to copy a paper, without the specific knowledge and permission of the instructor.
 - (ii) Re-use of One's Own Papers: Using a substantial portion of a piece of work previously submitted for another course or program to meet the requirements of the present course or program without notifying the instructor to whom the work is presented.
 - (iii) Assistance from Others: Having another person assist with the paper to such an extent that the work does not truly reflect the student's work. For example, a student engages in cheating if the student has a draft essay reviewed by the student's parent or sibling, and the essay is substantially re-written by the student's parent or sibling. Assistance from home is encouraged, but the work must remain the student's.
 - (iv) Failure to Contribute to Group Projects. Accepting credit for a group project in which the student failed to contribute a fair share of the work.

- (v) Misrepresenting Need to Delay Paper. Presenting false or incomplete information in order to postpone or avoid turning in a paper when due. For example, a student engages in cheating if the student misses class on the day a paper is due, claiming to be sick, when the student's real reason for missing class was because the student had not finished the paper.
- (c) Alteration of Assigned Grades. Any unauthorized alteration of assigned grades by a student in the teacher's grade book or the school records is a serious form of cheating.
- (2) "Plagiarism" means to take and present as one's own a material portion of the ideas or words of another or to present as one's own an idea or work derived from an existing source without full and proper credit to the source of the ideas, words, or works. Plagiarism includes, but is not limited to:
 - (a) Failure to Credit Sources: Copying work (words, sentences, and paragraphs or illustrations or models) directly from the work of another without proper credit. Academic work frequently involves use of outside sources. To avoid plagiarism, the student must either place the work in quotations or give a citation to the outside source.
 - (b) Falsely Presenting Work as One's Own: Presenting work prepared by another in final or draft form as one's own without citing the source, such as the use of purchased research papers or use of another student's paper.
- (3) "Contributing" to academic integrity violations means to participate in or assist another in cheating or plagiarism. It includes but is not limited to allowing another student to look at your test answers, to copy your papers or lab projects, and to fail to report a known act of cheating or plagiarism to the instructor or administration.
- c. Sanctions: The following sanctions will occur when a student engages in cheating, plagiarism, or contributing to an academic integrity offense:
 - (1) Academic Sanction. The instructor will refuse to accept the student's work in which the academic integrity offense took place, assign a grade of "F" or zero for the work, and require the student to complete a test or project in place of the work within such time and under such conditions as the instructor may determine appropriate. In the event the student completes the replacement test or project at a level meeting minimum performance standards, the instructor will assign a grade which the instructor determines to be appropriate for the work.

(2) Report to Parents and Administration. The instructor will notify the Principal of the offense and the instructor or Principal will notify the student's parents or guardian.

(3) Student Discipline Sanctions. Academic integrity offenses are a violation of school rules. The Principal may recommend sanctions in addition to those assigned by the instructor, up to and including suspension or expulsion. Such additional sanctions will be given strong consideration where a student has engaged in serious or repeated academic integrity offense or other rule violations, and where the academic sanction is otherwise not a sufficient remedy, such as for offenses involving altering assigned grades or contributing to academic integrity violations.

E. Law Violations

1. Any act of a student which is a basis for expulsion and which the principal or designee knows or suspects is a violation of the Nebraska Criminal Code will be reported to law enforcement as soon as possible. Conduct to be reported for law enforcement referral includes conduct that may constitute a felony, conduct which may constitute a threat to the safety or well-being of students or others in school programs and activities, and conduct that the legal system is better equipped to address than school officials. Conduct that does not need to be reported for law enforcement referral includes typical adolescent behavior that can be addressed by school administrators without the involvement of law enforcement. In making the decision of whether to report, consideration should be given to the student's maturity, mental capacity, and behavioral disorders, where applicable. When appropriate, it shall be the responsibility of the referring administrator to contact the student's parent of the fact that the referral to legal authorities has been or will be made.

The foregoing reporting standards shall be reviewed annually by the school Board on or before August 1 of each year, be annually reviewed in collaboration with the County Attorney each year, be distributed to each student and his or her parent or guardian at the beginning of each school year, or at the time of enrollment if during the school year, and shall be posted in conspicuous places in each school during the school year.

2. When a principal or other school official releases a minor student to a peace officer (e.g., police officer, sheriff, and all other persons with similar authority to make arrests) for the purpose of removing the minor from the school premises, the principal or other school official shall take immediate steps to notify the parent, guardian, or responsible relative of the minor regarding the release of the minor to the officer and regarding the place to which the minor is reportedly being taken, except when a minor has been taken into custody as a victim of suspected child abuse, in which case the principal or other school official shall provide the peace officer with the address and telephone number of the minor's parents or guardian.
3. Special Education Students. When a student with a disability is subject to suspension or expulsion proceedings, the district shall comply with all applicable requirements of the Individuals with Disabilities Education Act (IDEA), 20 U.S.C.

§§ 1400 et seq., and its implementing regulations, including 34 C.F.R. §§ 300 et seq. A staffing team shall conduct a manifestation determination to determine whether the student's conduct was caused by, or had a direct and substantial relationship to, the student's disability, or whether the conduct was the direct result of the district's failure to implement the student's IEP. If the conduct is determined to be a manifestation of the student's disability, the student may not be expelled and any change of placement must be made pursuant to the district's special education placement procedures. If the conduct is determined not to be a manifestation of the disability, the student may be disciplined in the same manner as a non-disabled student, subject to required procedural protections. Discussions and conclusions of the manifestation determination meeting shall be documented. The district shall continue to provide a free appropriate public education (FAPE) to a student with a disability during any period of suspension or expulsion.

4. Discrimination and Title IX Coordination. 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 coordinated with the full participation of the district's 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 both the alleged violations of student conduct policies and the issues of alleged discrimination.
5. Records; Confidentiality. All records and documentation regarding student suspensions and expulsions shall be destroyed within three years of the student's continuous absence from school. No information regarding a suspension or expulsion shall be communicated to any person not directly involved in the disciplinary proceedings. The right of appeal to the Board of Education in cases involving student suspension under this policy does not extend to a suspension from a student extracurricular activities program or other disciplinary action affecting participation in an extracurricular activities program.

Legal Reference: Neb. Rev. Stat. Sections 79-254 to 79-296
 Neb. Rev. Stat. Section 79-2,160

Date of Adoption: JULY 13, 2026
Replaces Prior Versions of: BOE Policy 505.02 and 505.03

Option Enrollment

A. Process and ~~Time Lines~~ Timelines to Option In

For a student to attend Columbus Public Schools as an option enrollment student, the student's parent or legal guardian must submit an application to the Board of Education of the Columbus Public School District between September 1 and March 15 for enrollment ~~during~~ in the following ~~and subsequent~~ school ~~years~~ year (the "application period"), unless otherwise permitted by law.

Upon receipt of an application, the Superintendent or the Superintendent's designee shall provide the resident school district or, if the student attends a different district as an option student, the option district with the name of the applicant on or before April 1 or, in the case of an application submitted after March 15, within sixty days after submission.

Provisions for Waiver of Application Deadline

The application deadline ~~will~~ may be waived by the School District for applications to option into the Columbus Public School District, provided that the application contains a release approval from the resident district or, if the student is an option student attending a different district, the option district attended by the student and satisfies any other requirements of law. Further, the application deadline shall not be waived if the application is for enrollment in any program, class, grade level or school building or in any special education programs operated by this School District which have been determined by the School District to be at capacity in accordance with the capacity standards (Appendix "1"), and no waiver of the deadline shall be made for such an application regardless of whether such capacity determinations are declared invalid for any reason.

B. Rejection of Applications; Reasons

1. Capacity: An option enrollment application shall be rejected ~~in the event if~~ the capacity of a program, class, grade level, or school building operated by the School District would be exceeded by ~~acceptance of~~ accepting the application, and an option enrollment application shall be rejected in the event the application is for enrollment in a program, class, grade level, or school building which has been declared unavailable to option students due to lack of capacity.

The Director of Special Education shall review on a case-by-case basis all option applications for students that would receive or could be eligible to receive special education or related services. If the Director or designee determines that the District does not have the capacity to provide the student with the appropriate services and accommodations, then the Director or designee shall send a denial notice to the parent(s) or guardian(s) and include a description of services and accommodations that the District does not have the capacity to provide.

2. Timeliness: An option enrollment application shall be rejected ~~in the event if~~ the application is not filed on or before ~~the April 1st immediately preceding the school~~

| ~~year in which enrollment is sought~~March 15, and the filing deadline has not been waived.

3. Previous Option Enrollment: An option enrollment application shall be rejected ~~in the event if~~ the student has exhausted ~~their~~the number of allowable option enrollments ~~in other school districts, as determined by~~under state law.
4. Other Reasons: An option enrollment application may be rejected in the event the Superintendent, the Superintendent's designee, or the School District determines: The application is not ~~submitted on a form prescribed by the State Department of Education, is not~~ completely and accurately ~~filled in~~submitted, is not received within the time required by law, or any additional information requested to be supplied is not supplied to the School District within the time lines indicated; or in the event acceptance of the application is not required by law. Matters which are legally prohibited from being considered as standards for acceptance or rejection of applications (including "previous academic achievement, athletic or extracurricular ability, disabilities, proficiency in the English language, or previous disciplinary proceedings" and further including, without limitation, race, national origin, and gender) shall not be considered as reasons for acceptance or rejection.

C. Siblings

~~Notwithstanding anything to the contrary in this policy, the application of a sibling of a student who currently attends the District will be automatically accepted. For purposes of this policy, a "sibling" means a child residing in the same household on a permanent basis who has the same mother or father or who are stepbrother or stepsister to each other. The Superintendent or designee has the discretion to waive the deadline for a sibling's application received after the deadline.~~

D. Priority of Acceptance

Priority shall be ~~accorded in the following order: (1) afforded to~~ those applications required to be given priority by law, ~~(2) those with a sibling in attendance at [Name] Public Schools, with priority within this group being given to those who had earliest filed applications, and (3) those without an option student sibling in attendance at [Name] Public Schools, with priority within this group to those who had earliest filed applications.~~

Filing date determinations are made by the Superintendent, or the Superintendent's designee. In the event applications within a group are received at the same or substantially at the same time, priority as between such same-date applications shall be determined on the basis of random drawing.

~~D~~E. Determination of Capacity

The School District will determine and set, on an annual basis, the maximum number of option enrollment applications the School District will accept in any program, class, grade level or school building operated by this School District, based upon available staff, facilities, projected enrollment of resident students, projected number of students with which this School District will contract based on existing contractual arrangements, and may declare a program, class or school unavailable to option students due to lack of capacity. Such determinations may be made in the

form of an Appendix “1” to this Policy. The determination and declaration made for any school year shall continue in effect for the next and subsequent school years unless otherwise determined and/or declared. The capacity for special education services shall be determined on a case-by-case basis as determined by the Director of Special Education or designee.

EF. Releases for Options Out

A request for release of a resident student or option student currently attending Columbus Public School District who submits an option application after March 15 will be granted, unless the administration is considering or has recommended expulsion of the student at the time the application is filed, and the administration determines it is appropriate to complete the expulsion process.

The Superintendent or the Superintendent’s designee is hereby authorized to execute such releases on behalf of the School District and the School District.

FG. Notification of Acceptance or Rejection

In the case of an application to option enroll into the School District, the Superintendent or the Superintendent’s designee shall notify, in writing, the parent or legal guardian of the student, and the resident school district or, if the student is an option student attending a different district, that option district whether the application is accepted or rejected on or before April 1 or, in the case of an application submitted after March 15, within sixty days after submission.

If an option enrollment application or a request for release is rejected by the Columbus Public School District, the Superintendent or the Superintendent’s designee shall provide written notification to the parent or guardian stating the reasons for the rejection and the process for appealing such rejection to the State Board of Education.

GH. Status of Option Student

A student who is admitted under the enrollment option program shall be treated as a resident student, and in such regard shall be required to provide such enrollment information and documentation as is required for enrollment of other students (e.g., certified birth certificate and evidence of physical examination, visual evaluation and immunization), shall be required to be enrolled on a full-time basis, and shall be required to adhere to student conduct rules. The building assignment for an option student, as well as classroom and grade level assignments, shall be determined solely by the administration.

An option student shall not be entitled to transportation except as required by law. Transportation or transportation reimbursement will be provided only in the following circumstances:

1. The Columbus Public School District may, upon mutual agreement with the parent or legal guardian of an option student, provide transportation to the option student on the same basis as provided for resident students. The school district may charge

the parents of each option student transported a fee sufficient to recover the additional costs of such transportation.

2.

Option students who qualify for free lunches are eligible for either free transportation or transportation reimbursement from the option school district. The District's policy is that the District selects which service (transportation or reimbursement) is to be provided to students.

3.2. For option students receiving special education services, the transportation services required in the student's Individualized Education Plan shall be provided by the resident school district.

HI. Information Regarding Schools, Programs, Policies and Procedures

As part of the option enrollment program, the administration shall make information about the Columbus Public Schools and ~~its~~the school, programs, policies and procedures available to all interested persons and shall have a copy of the option enrollment policy and regulations available at each school building.

J. Incomplete Applications

A school district that receives an incomplete application shall notify the applicant within ten (10) business days after receipt of such incomplete application that the application is incomplete and will be automatically rejected if not corrected.

K. Minimum Length of Option

Under §79-237 the option student shall attend the option district until graduation unless the student relocates in a different resident school district, transfers to a private or parochial school, or chooses to return to the resident school district, or options into a subsequent option school district, except that no student may use the enrollment option program other than as provided in §79-234.

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

L. Cancellation of Option Enrollment

Under §79-237(7), requires that in each case of cancellation pursuant to subsections (5) and (6), the student's parent or legal guardian shall provide written notification to the Superintendent or designee of the option school district and the resident school district on forms prescribed by the Commissioner of Education in advance of such cancellation.

Legal Reference: Neb. Rev. Stat. Sections 79-232 to 79-246

OPTION ENROLLMENT

Policy No. 502.02

Date of Adoption: July 13, 2026

RESOLUTION

WHEREAS, the School Board is required by law to adopt by resolution policies and specific standards for acceptance or rejection of option enrollment applications by October 15th for the following school year; and,

WHEREAS, the School Board has received and reviewed evidence and information submitted by the administration and other sources and made determinations thereon with respect to standards for acceptance or rejection and with respect to the capacity of this school district to accept option enrollment students based upon available staff, available facilities, projected enrollment, and availability of special education programs for the following school year; and,

WHEREAS, the School Board has determined that the educational interests of this school district would be best served by adoption of the resolutions, and the policies and specific standards herein contained.

NOW, THEREFORE, BE IT RESOLVED that the Option Enrollment Policy presented to the School Board as Policy ~~5006~~502.02, and Appendix "1" to such Policy ~~5006~~502.02, should be and the same are hereby adopted, and any previous policy or interpretation or application of the option enrollment program which is or has been inconsistent with the Policy 502.02~~5006~~, and Appendix "1" to such Policy 502.02~~5006~~, are repealed effective on the date of the passage of this resolution,

BE IT FURTHER RESOLVED that all paragraphs, subparagraphs, and portions of words of this Resolution, of Policy 502.02~~5006~~, and Appendix "1" to such Policy 502.02~~5006~~ are severable and that in the event any of the same are determined to be invalid for any reason, such determination shall not affect the validity of any of the remainder of the same.

BE IT FURTHER RESOLVED that policies and specific standards for acceptance or rejection of option enrollment applications should be and are hereby adopted, for applications filed after adoption of this resolution, and are hereinafter set forth:

The above Resolution, having been read in its entirety, member _____ moved for its passage and adoption, member _____ seconded the same. After discussion and on roll call vote, the following members voted in favor of passage and adoption of the above Resolution: _____.

The following members voted against the same: _____.

The following members were absent or not voting: _____. The Resolution having been consented to and approved by a majority of the members of the School Board, was declared as passed and adopted by the President at a duly held and lawfully convened meeting in full compliance with the Nebraska open meetings law.

DATED this ____ day of _____, 20__.

[NAME] PUBLIC SCHOOLS

Attest: _____
Secretary

By: _____
President

Appendix “1” to Option Enrollment Policy

The following is Appendix “1” to Policy ~~502.025006~~ for the current school year. The Board of Education hereby sets forth the maximum number of option students for the current school year in any program, class, grade level or school building or in any special education programs operated by this school district, based upon available staff, facilities, projected enrollment of resident students, projected number of students with which this school district will contract based on existing contractual arrangements, and availability of appropriate special education programs. Any program, class, grade level, or school building which has “0” as the No. of Option Students is hereby declared unavailable to option students due to lack of capacity.

PROGRAM	PROGRAM CAPACITY	PROJECTED ENROLLMENT	NO. OF OPTION STUDENTS
Kindergarten			
First			
Second			
Third			
Fourth			
Fifth			
Building Capacity, Elementary			
Sixth			
Seventh			
Eighth			
Building Capacity, Middle School Attendance Center			
Ninth			
Tenth			
Eleventh			
Twelfth			
Building Capacity, Sr. High School Attendance Center			

* Special education capacity will be determined on a case-by-case basis in accordance with state law and the available resources as determined by the District’s Director of Special Education or designee.

** Siblings of current option students are exempt from any capacity limits.

Student EnrollmentsFull-time and Part-time EnrollmentFull-time Enrollment

Students must be enrolled in ~~[Name]~~Columbus Public Schools on a full-time basis. Full-time basis is defined as attending classes for the full instructional day within the public school system.

Exceptions are permitted only for:

1. enrolled students attending another state accredited institution such as a vocational-technical school or a college or university for school credit;
2. enrolled students taking the limited number of credits needed to graduate in the school year;
3. enrolled students in need of modified school attendance as an accommodation for a disability or similar unique circumstance;
4. enrolled students receiving special education services where the student's IEP requires a modified schedule, or non-enrolled students receiving special education services or other legally mandated services required to be provided to eligible resident children under state and federal laws and regulations;
5. students from other school districts participating in programs offered by the District pursuant to an interlocal agreement or other arrangement approved by the School Board; and
6. non-public school students in accordance with the policies and procedures set forth in this policy.

Part-Time Enrollment of Non-Public School Students

The School Board shall allow the part-time enrollment of students who are residents of the school district, or admitted to the District pursuant to state law, and who are also enrolled in a private, denominational, or parochial school or in a school which elects pursuant to section 79-1601 not to meet accreditation or approval requirements. Such students are referred to herein as “non-public school students.”

The School Board establishes the following guiding principles for enrollment of non-public school students:

- (1) The primary school for a non-public school student is the student's private, denominational, parochial or home school.
- (2) Enrollment of a non-public school student in ~~[Name]~~Columbus Public Schools is allowed for the purpose of providing enhanced educational opportunities not otherwise available to the non-public school student. It is not to supplant programming of the student's primary school.
- (3) Non-public school students are not to be given priority over full-time students.
- (4) Non-public school students are to be enrolled only in programs or courses that are educationally appropriate for the student.
- (5) Enrollment of non-public school students is not to negatively affect the educational

services to be provided to full-time students.

The School Board establishes the following specific policies and procedures for enrollment of non-public school students. In the event the specific policies and procedures require interpretation or do not fully resolve an issue, the above established guiding principles are to be considered.

A. Non-Public School Student Enrollment Application Procedures.

1. Application. Parent or guardian must submit an Application of Non-Public School Student for Part-Time Enrollment to the principal of the school the student desires to attend.
2. Deadline for Applications. The application must be received by August 1st preceding the school year the student wishes to enroll.
 - a. Change of Residence Exception: The application deadline for a student who becomes a resident of the District after the school year has commenced is: 20 calendar days after the student becomes a resident of the District. The principal may delay enrollment until the next following quarter or semester starts, or at such other time as determined to be educationally appropriate.
 - b. High School Course Exception: The application deadline for a student who desires to enroll in a second semester high school course is December 1st.
3. Action on Applications. The principal will review the application and will notify the parent of the approval or denial of the application within 2 weeks of receipt of the application or 2 weeks prior to the start of school or 2 weeks prior to the start of the next semester, whichever is later.
4. Appeals. The parent or guardian may appeal the principal's action to deny their application. Any such appeal must be submitted to the Superintendent within 14 calendar days from the date of the principal's action. The appeal shall be in writing and shall be decided on the basis of the written submission. The Superintendent may request the parent or guardian to provide further explanation or information and the appeal may be denied in the event the parent or guardian fails to fully respond on a timely basis. The Superintendent shall decide the appeal within 10 calendar days of the submission of the appeal. The Superintendent may make a decision later than the 10 days in the event good reason for delay exists. Good reason includes but is not limited to the Superintendent being unable to gather the information the Superintendent determines necessary to make the decision within the decision period.
5. Annual Applications. Part-time enrollment is determined annually. Application must be made each school year. There will be no guarantee

that enrollment will be continued from one year to the next.

B. Non-Public School Student Admission

1. Admission Requirements. Students must meet the normal admission requirements. This includes the requirements that the student: be a resident of the District, be of school attendance age and not have graduated or have received a GED.
2. Admission Process. Students must complete the normal enrollment process and forms required by the District and/or the building for enrollment of all children. This includes the requirements relating to: birth certificates, immunizations, physical examinations, and visual evaluations.

C. Non-Public School Student Enrollment Standards

1. Maximum Enrollment. [Subject to Paragraph D.9. of this Policy,](#) students may not typically enroll in more than 2 middle school or high school courses during any one semester. Elementary students may not enroll in programming of greater than 90 minutes of instruction each day.
2. Capacity Limits. Enrollment will ordinarily be subject to capacity limits. Any grade level, program, or course which has been determined to be at capacity for option enrollment purposes will ordinarily not be available for non-public school students.
3. Integrated Courses. Students must meet prerequisite requirements to be enrolled in a course by appropriate credits earned through an accredited program. The principal may on a discretionary basis allow prerequisite requirements to be satisfied where the student provides reasonable indications that the academic criteria have been met, such as results from achievement tests or other indications of adequate preparation.
4. Educationally Appropriate Programs and Courses. Students will not be allowed to enroll in programs or courses which the school administration determines to not be educationally appropriate for the student. Determination of whether a program or course is educationally appropriate will be made based on the standards the District uses for making academic placement decisions.
5. Selection of Courses. Subject to Paragraphs 1 through 4 of this Paragraph C, and all other applicable provisions of this Policy, non-public school students may select their courses.

D. Non-Public School Student Policies

1. General Standard. Non-public school students who are enrolled part-time are to be subject to the same standards as full-time enrolled students except where appropriate to reflect their part-time status.
2. Building assignment. Students must enroll in the attendance center that serves the student's residence, provided that the administration reserves the authority to make a different attendance center assignment. A student may request assignment to an attendance center other than that of the student's residence under the intra-district transfer procedures.
3. No Partial Part-Time Enrollment. Students must apply for enrollment and attend the entire school year for which enrollment is made or, for high school courses, for the full length of the course. Once enrolled, part-time students will be required to participate in all activities, programs, and tests related to the program or course for which the student is enrolled, ~~including as applicable State or District wide assessments, as full-time students.~~
4. Student Conduct Policies. Students enrolled on a part-time basis shall be required to follow all school policies that apply to other students at any time the part-time student is present on school grounds or at a school-sponsored activity or athletic event. This includes the District's student conduct policies. Students enrolled on a part-time basis shall be subject to discipline, including suspension or expulsion, for violation of student conduct rules.
5. Attendance. Students enrolled on a part-time basis are not exempt from the compulsory attendance laws or from the District's attendance policies. Students who engage in excessive absenteeism as defined in Board policy are to be reported under the truancy laws.
6. Presence on School Grounds. Students enrolled on a part-time basis are to be present on school grounds during the school day only at the times required for their attendance in the program or course in which they are enrolled. Exceptions may be made in the discretion of the principal or the principal's designee. Students must sign in and out of the school by following the building level procedure. Students are responsible for being aware of any changes in the school schedule during inclement weather or for other reasons.
7. Transportation. Students enrolled on a part-time basis are not entitled to transportation or transportation reimbursement, unless otherwise required by law. Full-time students will be given first consideration for parking on the high school campus.

8. Academic Honors. Students enrolled on a part-time basis will not be eligible to graduate or receive a diploma from the District or receive academic honors (for example, class rank and honor roll) except to the extent the student meets all requirements of the District's policies for such, including attainment of minimum credits and semesters of attendance.
9. Extracurricular Activities. Any student who is a resident of the District and who is enrolled in a school which elects pursuant to section 79-1601 not to meet accreditation or approval requirements may participate in any of the District's extracurricular activity programs to the same extent and subject to the same requirements, conditions, and procedures as a full-time student in the District. Non-resident students may only be admitted on a part-time basis or permitted to participate in a school-sponsored extracurricular activity when required by law. The District's Activities Director will coordinate with the student's parent or guardian to secure assurances of compliance with these expectations. ~~Any student covered by this subsection must enroll in five credit hours through the District in the semester in which the student participates in an extracurricular activity.~~ There shall be no preference given to any student participating in any extracurricular activity based off their status as a full-time or part-time student. Part-time students will be expected to comply with the same or similar expectations as full-time students to participate in any activity, including team rules. Participation in activities that are subject to the bylaws of the Nebraska School Activities Association (NSAA) will be limited to those students who meet the NSAA bylaws.

Part-time students participating in extracurricular activities shall meet the following enrollment requirements, consistent with state law:

- (a) For activities regulated by an athletics or activities association (including the Nebraska School Activities Association), the student shall be enrolled in five credit hours offered by the District during each semester of participation. The student may elect to enroll in more than five credit hours.
- (b) For activities governed by a national or state organization other than the NSAA, the student shall be enrolled in the minimum number of credit hours required by such organization. The student may elect to enroll in more than five credit hours.
- (c) For activities not governed by the NSAA or a national or state organization, the student must enroll in at least five credit hours or the equivalent for middle school students.

Legal Reference: Neb. Rev. Stat. Sec. 79-215, 79-2,136 & 79-526
Title 92, Nebraska Administrative Code, Chapter 10

| Date of Adoption: ~~{Insert Date}~~July 13, 2026

Early Graduation

A student who wishes to graduate from high school in less time than the ordinary eight (8) semester, grade 9-12 sequence, may request permission to complete graduation requirements on an alternate schedule.

The student and parents/guardians will consult with **their** high school **guidance counselor** to develop a graduation plan. The student's intention to accomplish this shall be stated in writing to the **high school principal and the school counselor**. The student's parent or legal guardian must submit a letter in support of the student's written request **to the high school principal**. The request letters to the **high school principal and school counselor** are to be submitted no later than the start of the 7th or final semester of the student's high school program. **The written request for early graduation will be reviewed by the Columbus Public Schools Board of Education. The approval or denial of the early graduation request will be provided in writing to the student and parent/guardian by the high school principal.**

A student who graduates early must complete all graduation requirements established by the board. The student who chooses early graduation will be allowed to participate in the junior/senior prom, ~~honor night~~, and spring graduation ceremonies, unless they choose to receive their diploma upon completion of the 7th semester. In all other school activities, the early-out graduate will be treated as a graduated student unless given special permission by CHS administration.

File: 611.07

GRADUATION REQUIREMENTS

Redline key: ~~struck-through~~ = removed; **red** = added to align with the 2026-27 Course Description Handbook; **blue** = new provision from model Policy 5205; **maroon** = Compass Academy alternative-program requirements.

Students must successfully complete the courses required by the CPS Board of Education 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 ~~[200; other]~~ **two hundred twenty-five (225)** credits prior to graduation. The following credits will be required:

Class of 2020		Class of 2021 & 2022		Class of 2023 & Beyond Current	
Subject	Credits	Subject	Credits	Subject	Credits
English	35	English	35	English	35
Speech	5	Speech	5	Speech	5
Mathematics	30	Mathematics	30	Mathematics	30
Science	30	Science	30	Science	30
Geography	5	Geography	5	Geography	5
World History	10	World History	10	World History	10
US History	10	US History	10	US History	10
Am Gov't	5	Am Gov't	5	American Government	5
Economics	5	Economics	5	Economics	5
Physical Education	10	Physical Education	10	Physical Education	10
Health	5	Health	5	Health	5
Fine & Applied Arts	5	Fine & Applied Arts	5	Fine & Applied Arts	5
Career Education or JAG	5	Career Education or JAG	5	Personal Finance	5
				Career Seminar	5
Electives	75	Electives	65	Electives	65 60
Total Credits	235	Total Credits	225	Total Credits	225

Commented [1]: State law (Neb. Rev. Stat. § 79-729) sets the minimum at 200 high school credit hours, of which at least 80% must be core curriculum. Columbus Public Schools' local requirement is 225. The original "[200; other]" was an unfilled template placeholder and should state the district figure.

Commented [2]: Class of 2020 and Class of 2021 & 2022 columns removed - those cohorts have graduated, so the prior-year tiers are no longer operative. The surviving tier is relabeled "Class of 2024 & Beyond" and reconciled to the 2026-27 Course Description Handbook: Career Seminar (5) added as a required course and Electives reduced 65 to 60 to hold the total at 225.

Commented [3]: Career Seminar (5 credits) added as a required course to match the 2026-27 Course Description Handbook, which lists it as required for freshmen. Electives are reduced from 65 to 60 below so the total remains 225.

The required courses of study will be reviewed by the board annually.

In addition, each student shall complete and submit a Free Application for Federal Student Aid (FAFSA) prior to graduation, unless the required opt-out form is completed by: (1) the student's

parent or legal guardian; (2) the Principal, upon a determination that good cause exists; or (3) an emancipated student or a student who is at least nineteen (19) years of age.

Students are required to participate in one year of Physical Education. Five credits are required and five credits may be waived if the student completes two sports seasons by the end of his/her freshman year.

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 eighteen (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.

Notwithstanding any other provision of this policy, a student who is or was under the jurisdiction of a juvenile court and placed in out-of-home care at any time during the student's high school enrollment shall be eligible to graduate from the District if (1) the student, at any point in time, was enrolled in high school in the District, and (2) the student has met the minimum graduation requirements established by state law.

Compass Academy. Students assigned to the Columbus Public Schools Compass Academy, the District's non-traditional learning and support center, satisfy graduation requirements by completing the Nebraska state minimum of two hundred (200) credit hours rather than the two hundred twenty-five (225) credits required at Columbus High School. Of the 200 hours, at least one hundred thirty (130) must be earned in the Rule 10 core curriculum (Language Arts 40, Mathematics 30, Science 30, and Social Studies/History 30), and each student must complete the five-credit personal finance or financial literacy requirement and the five-credit computer science and technology requirement. Each Compass Academy student must also complete a Columbus Public Schools workforce readiness requirement of ten (10) credit hours, which is satisfied within the elective coursework and does not add to the 200-hour total.

Class of 2020 Graduation Requirements

Grading and Class Promotion

Course grades and promotion for the Class of 2020 are determined by local school board policies and not by state requirements. The District has latitude in determining what grades to award, if any, for coursework and what coursework is required for credit.

Alternate Learning Environments, Changes in Instruction, and Graduation

Some students in the Class of 2020 may fall in the following categories regarding graduation credits: students who have attained the district graduation requirements; students who have completed the state-required credits but not all district requirements (with local options to modify policy, award credit, or provide alternate environment opportunities); students who had not met the minimum state-required credits but were on track prior to entering an alternate learning environment; and students further behind, for whom a Continuity of Learning Plan and summer opportunities may be provided.

Requirements Related to American Civics (Nebraska Revised Statute 79-724)

Beginning the 2020-2021 school year, Students were **are** to meet one of the following: Option 1 - Test: administration of the entire civics portion of the Naturalization Test (100 questions) prior to completion of 8th grade and completion of 12th grade; Option 2 - Service Project: attendance or participation in a public meeting followed by completion of a project paper between 8th and 12th grade; or Option 3 - Project: completion of a project or paper and a class presentation on a

Commented [4]: FAFSA completion is a state graduation requirement under Neb. Rev. Stat. § 79-729, effective with the graduating Class of 2025, and is stated in the 2026-27 Course Description Handbook ("the FAFSA must be completed to meet state graduation requirements"). The opt-out language tracks § 79-729 and model Policy 5205; confirm exact wording with district counsel / the NCSA policy service before adoption.

Commented [5]: New provision carried in from model Policy 5205 (tracked insertion by Justin Knight, April 2026) addressing graduation eligibility for students who are or were in out-of-home care under juvenile-court jurisdiction.

Commented [6]: Compass Academy paragraph added per the CPS Compass Academy Graduation Requirements document. Compass Academy graduates at the Neb. Rev. Stat. § 79-729 state minimum of 200 credit hours, not the District's 225-credit CHS standard. Rule 10 core = 130 hours (LA 40 / Math 30 / Science 30 / Social Studies 30). Note: the source document's summary table lists "140" for core included in the state minimum, which is inconsistent with the 130 stated elsewhere in that document - confirm the intended figure with Compass Academy before adoption. The computer science / technology requirement (§ 79-3304) is phasing in by 2027-28.

Commented [7]: Entire "Class of 2020 Graduation Requirements" section removed. This is COVID-19-era content tied to a cohort that has long since graduated (grading latitude, alternate learning environments, Continuity of Learning Plans) and is no longer operative.

Commented [8]: The civics requirement has changed. Amended § 79-724 now frames civics as instruction delivered in at least two high school courses tied to the social studies standards (§ 79-760.01), not a per-student naturalization-test or project graduation gate. It is now a curriculum / instruction obligation and belongs in the District's instruction policy, not the graduation policy. The former three-option language is obsolete and should not be re-adopted here.

person or event commemorated by a holiday listed in 79-724 subsection 6 between 8th and 12th grade. **This will be determined by the High School Principal.**

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. The IEP team must meet to review the student's status and issue the appropriate coding (~~240 or 244 per the ADVISER Data Elements Manual~~) in a reasonable time before eligibility is terminated; meetings may be held by telephone or virtual platform and should include the student if possible. The district must also provide a summary of performance prior to graduation or ending services due to age.

Legal Reference: Neb. Rev. Stat. § 79-729
Neb. Rev. Stat. § 79-3003
NDE Rule 10

Cross Reference: 604.3 Special Education
611 Academic Achievement

Policy	COLUMBUS PUBLIC SCHOOLS
Adopted: 12/11/06	Columbus, Nebraska
Revised: 8/10/09	Reviewed: 8/10/09
Revised: 4/20/2020	
Revised: __/__/2026 (pending board adoption)	

Commented [9]: This paragraph sat inside the COVID-era Class of 2020 section. The core IEP graduation requirement is retained above. Still-valid IDEA exit elements - the summary of performance and ADVISER exit coding 210/211 - should be maintained in the Special Education policy (formerly cross-referenced as 604.3), not in the graduation policy.

Commented [10]: Legal references added / updated. § 79-729 (graduation credit hours and FAFSA), § 79-3003, and NDE Rule 10 per model Policy 5205. The former in-text § 79-724 reference was removed with the obsolete civics section; civics now lives in instruction policy under amended § 79-724 and § 79-760.01.

Commented [11]: If the District migrates to the model's 5000-series codification (graduation becomes Policy 5205), renumber these cross-references to the corresponding new policy numbers.

Commented [12]: Add the adoption date once the board approves this revision.

Business OperationsRecords Management and Disposition

1. General Standard. Records should generally be organized, managed, retained and disposed of in accordance with law and the Secretary of State's schedules for retention and disposition of public records.
2. Records Officer. The Superintendent is hereby designated as the records officer of the school district for purposes of this policy. Any questions about the type or category of a record or the required retention period for it should be addressed to the records officer.
3. Electronic Records, Messages, and Data. ~~District records may be created, stored, and maintained in paper or electronic format. Electronic records may include, but are not limited to, (a) email and other electronic communications; (b) digital documents and databases; (c) audio and video recordings; and (d) cloud-based and third-party hosted data. Electronic communications, documentation, and data are District records when they relate to District business and will be retained in accordance with the applicable record retention schedules. Due to system storage limitations, certain categories of electronic data (such as surveillance video or system logs) may be retained for shorter periods than other records, unless required to be preserved by law or otherwise determined by the Superintendent or designee. The District will implement reasonable measures to ensure that electronic records remain accessible, retrievable, and secure for the duration of their required retention period. Employees are responsible for retaining records within their control when they are aware, or reasonably should be aware, that such records may be subject to a records request, audit, investigation, or possible litigation. The District's server(s) have storage limitations. Certain types of files (like emails) may be retained for longer than other types of files (like video recordings) due to these storage limitations. In situations where the District is promptly made aware of the need to save a certain file, the District may take steps to download or save such file before the file is eliminated.~~
4. ~~Electronic Records. All books, papers, documents, reports, and records kept by the District may be retained as electronic records. Minutes of the meetings of the school Board may be kept as an electronic record.~~
- 5.4. Litigation Holds. When litigation against the District or its employees is filed or threatened, the District will take all reasonable action to preserve all documents and records that pertain to the issue.

As soon as the District is made aware of pending or threatened litigation, a litigation hold directive will be issued by the records officer or designee. The directive will be given to all persons suspected of having records that may pertain to the litigation issue. Employees who receive notice of a litigation hold are to preserve all records that pertain to the litigation issue. This includes preserving electronic messages that would otherwise be deleted by the computer system; such messages are to be converted by the recipients of the litigation hold

to hard copy (printed) or electronic format which can be retrieved and interpreted (downloaded) for the duration of the litigation hold.

The litigation hold directive overrides any records retention schedule that may otherwise call for the disposition or destruction of the records until the litigation hold has been lifted.

No employee who has been notified of a litigation hold may alter or delete an electronic or other record that falls within the scope of the hold. Violation of the litigation hold may subject the employee to disciplinary actions, up to and including dismissal, as well as personal liability for civil and/or criminal sanctions by the courts or law enforcement agencies.

6.5. Settlement Agreements. A public written or electronic record of all settled claims shall be maintained.

The record for all such claims settled in the amount of fifty thousand dollars or more (or one percent of the total annual budget of the School District, whichever is less) shall include a written executed settlement agreement. The settlement agreement shall contain a brief description of the claim, the party or parties released under the settlement, and the amount of the financial compensation, if any, paid by or to the School District or on its behalf. Any such settlement agreement shall be included as an agenda item on the next regularly scheduled public meeting of the School Board for informational purposes or for approval, if required.

Any such settled claim or settlement agreement shall be a public record. Nonetheless, specific portions of the record may be withheld from the public to the extent permitted or provided by statute.

Article 3 Records Management and Disposition ~~BUSINESS OPERATIONS~~
Policy No. 3560701.01

State Records Administrator Guidelines:

Schedule 10: Records of Local School Districts

Schedule 24: Local Agencies General Records

Date of Adoption: [Insert Date] July 13, 2026

Replaces: Policy 804.02

DATA OR RECORDS RETENTION SCHEDULE

School district records shall be housed in the central administration office of the school district. It shall be the responsibility of the superintendent **or designee** to oversee the maintenance and accuracy of the records. The following records shall be kept and preserved according to the schedule below:

• Secretary's financial records	Permanently
• Treasurer's financial records	Permanently
• Minutes of the Board of Directors	Permanently
• Annual audit reports	Permanently
• Annual budget	Permanently
• Permanent record of individual pupil	Permanently
• Records of payment of judgments against the school district	20 years
• Bonds and bond coupons	10 years
• Written contracts	10 years
• Cancelled warrants, check stubs, bank statements, bills, invoices, inventories and related records	5 years
• Program grants	As determined by the grant
• Nonpayroll personnel records	5 years
• Payroll records	3 years

Employees' records shall be housed in the central administration office of the school district. The employees' records shall be maintained by the superintendent **or designee**, the building administrator and the employee's immediate supervisor.

The permanent and cumulative records of students currently enrolled in the school district shall be housed in the central administration office of the attendance center where the student attends. Permanent records must be housed in a fireproof vault.

The superintendent may permit the use of microfilm, microfiche, **or digital** school district records and may destroy paper copies of the records if they are more than three years old.

Cross Reference: 203.04 Secretary
 204.11 Meeting Minutes
 402.06 Employee Records
 507 Student Records
 701.01 Records Management
 1003 Public Examination of District Records

Policy
 Changed: 7/13/26

COLUMBUS PUBLIC SCHOOLS
 Columbus, Nebraska

DISTRICT ANNUAL REPORT

The superintendent or designee shall annually prepare a written report informing the public of the following areas of district characteristics and student achievement results:

- ~~Student~~ **School system** demographics, including enrollment by grade, **class size/ratio**, and ~~site~~, ~~number of students receiving free or reduced meals and~~ ~~number of special education students~~, and **staffing data including teacher education and experience**.
- **Student demographics to include: race, poverty status, high mobility status, attendance, and limited English proficiency.**
- District financial information including levy, total budgeted **expenditures**, ~~valuation per pupil~~, per pupil costs, and local, state and federal revenue.
- Student academic performance including results of ~~standardized tests~~ **state assessments and any national assessments**.
- **General information regarding special education, early childhood programs, federal programs, and targeted education programs.**
- **School improvement goals and progress.**
- ~~Graduation requirements and survey results of recent graduating classes.~~
- ~~Satisfaction survey information.~~

The annual report shall be communicated, **at minimum**, to the public on the district web page and at a regularly scheduled board meeting.

Legal Reference: NDE Rule 10.004.01A4
NDE Rule 10.004.06A1

Cross Reference: 1001 Principles and Objectives for Community Relations
1004 Press, Radio and Television News Media
1005 Public Participation in the School District

Adopted: 2/12/07
Updated:

Columbus, Nebraska

NEWS CONFERENCES AND INTERVIEWS

The superintendent, on behalf of the board and the school district, may hold a news conference or respond to a request for an interview with the news media.

The superintendent shall respond accurately, openly, honestly, and objectively to inquiries from the news media about the school district.

News conferences and interviews planned or pre-arranged for school district activities shall include the board and the superintendent. News conferences for issues requiring an immediate response may be held by the superintendent. It shall be within the discretion of the superintendent to determine whether a news conference or interview shall be held to provide an immediate response to an issue.

It shall be the responsibility of the superintendent to keep the board apprised of news conferences and interviews.

Information about school activities and issues will be provided to the community in a way which will create and maintain a dignified and professionally responsible image for the district.

The procedures listed below will be followed in giving official information to the news media:

1. The board president will be the official spokesman for the board, unless this duty is delegated;
2. News releases that are of district-wide interest or that pertain to established district policy will be the responsibility of the superintendent;
3. The superintendent will establish regulations for the dissemination of news releases pertaining to the district.
4. The Communications Director shall serve as the primary point of contact for receiving and coordinating media requests on behalf of the school district. The Communications Director shall work in coordination with the superintendent to facilitate timely and accurate responses to media inquiries and to support the preparation and distribution of news releases pertaining to district activities and programs.

When individual board members receive requests from press media representatives for information about board meetings or actions, members will refer these representatives to the board president, who is the spokesman for the board. The president may designate others to speak on behalf of the board at his/her discretion.

Press conferences will be authorized by the board president.

Nothing in this policy is intended to limit the rights of individual board members to speak their personal opinions.

MEDIA ACCESS AT DISTRICT-HOSTED EVENTS

News conferences and interviews conducted in conjunction with an athletic contest, fine arts performance, or other publicly broadcast events in which students or staff are representing Columbus Public Schools are hereby authorized as part of such events. Media entities intending to conduct a news conference or interview at an event hosted by Columbus Public Schools shall provide advance notice to the Communications Director and the Activities Director. This notice shall allow the district to coordinate appropriate access, ensure participant readiness, and maintain the orderly conduct of the event. The Communications Director and Activities Director shall work collaboratively to establish reasonable parameters for media access consistent with the safety, dignity, and educational interests of students and staff.

Policy
Adopted: 2/12/07
Updated: 6/15/26

COLUMBUS PUBLIC SCHOOLS
Columbus, Nebraska

COMMUNITY RELATIONS GOALS

The school-community relations program is a responsibility of both the Board of Education and the total school staff. Within the bounds of legal and ethical responsibilities to pupils, the school district will attempt to keep the community well informed about the operations and needs of the school district. The school district recognizes the necessity of involving citizens in the work of the schools and of two-way communications with the schools' internal and external publics.

The board will work closely with school district-community groups, including, but not limited to, the booster club and parent-teacher organizations. The Board expects all district staff to demonstrate commitment to the involvement of parents and community members in education.

Prior to any purchase of, or fund raising for, goods or services for the school district, the group shall confer with the superintendent or designee to assist the group in purchasing goods or services to meet the school district's needs.

Funds raised by these groups for the school district ~~may be kept as part of the accounts of the school district~~ **are kept with the Columbus Public Schools Foundation, who will serve as the fiscal agent.**

It shall be the responsibility of the building principal to be the liaison with the school district-community groups affiliated with the building principal's attendance center.

DISTRIBUTION OR POSTING OF MATERIALS

The Board recognizes that students, employees, parents or citizens may want to distribute materials within the school district that are noncurricular. Noncurricular materials to be distributed must be **delivered to the District Administration Office for approval and disbursement.** ~~approved by the building principal and~~ **The printed materials must** meet certain standards prior to their distribution.

It shall be the responsibility of the superintendent, ~~in conjunction with the building principals~~ to draft administrative regulations regarding this policy.

Materials shall be reviewed based on legitimate educational concerns. Such concerns include: the material is or may be defamatory; the material is inappropriate based on the age, grade level and/or maturity of the reading audience; the material is poorly written, inadequately researched, biased or prejudiced; the material contains information that is not factual; the material is not free of racial, ethnic, religious or sexual bias; or the material contains advertising that violates public school laws, rules and/or policy, is deemed inappropriate for students or that the public might reasonably perceive to bear the sanction or approval of the district.

The superintendent or designee shall determine distribution procedures for noncurricular materials. Such procedures may include:

1. **A draft copy is approved by the Superintendent or designee prior to printing.**
2. **The correct number of printed copies is delivered to the district administration office for disbursement.**
3. **Copies are brought in all board approved languages.**
4. Distribution to each student before or after class if materials are not directly related to the instructional goals;
5. Notification to students or parents of the availability of the materials in a specified location if this procedure is deemed less disruptive to the educational process; or
6. Solicitation of school-related groups such as parent organizations to distribute materials.

The practice of distributing pamphlets, booklets, flyers, brochures and other similar materials shall be periodically reviewed to ensure that the mere volume of requests has not become an interruption to the educational process.

The facilities, the staff or the students of the district shall not be used in any manner to advertise or promote commercial, cultural, organizational or other non-school interests except that the district may:

1. Utilize films and other instructional aids furnished by private sources when the advertising content is reasonable in the judgment of the ~~building principal~~ **Superintendent or designee;**
2. Cooperate through ~~announcements and~~ distribution of program material with nonprofit

community organizations that supplement the school program when such cooperation will not interfere with the school program;

3. Permit participation on a student option basis in essay, art, science and similar contests sponsored by outside interests when such activities parallel the curriculum and contribute to the educational program;
4. Release promotional material for non-school athletic and cultural events only through appropriate school departments;
5. Accept limited advertising on extracurricular activity schedules and programs at the discretion of the ~~principal of the school involved~~ **Superintendent or designee**;
6. Permit other exceptions when, in the judgment of the superintendent, students of the district will benefit. The superintendent may, at his/her option, refer specific cases to the board for decision.

Signs and Banners: Signs and banners will be allowed in or upon buildings and other district facilities only with the prior written approval of the **Superintendent or designee** with consideration for the health, safety and welfare of staff and students.

The following guidelines shall be applied in considering requests to display signs or banners:

1. Signs and banners on sticks require special authorization;
2. Signs and banners fastened to any structure of a building or structures immediately adjacent to an open space shall not be allowed without specific prior written permission;
3. Signs and banner presenting recognizable health or safety hazards are prohibited;
4. Signs and banners presenting false information shall be prohibited.

Digital, E-Mail, or Social Media Posting: Any content created, shared, transmitted, or published by a district employee, student, or authorized representative through an electronic platform accessible to an audience beyond the original author, including but not limited to social networking sites, microblogging platforms, video-sharing services, photo-sharing applications, online forums, blogs, podcasts, messaging applications with broadcast capability, school website, and district-managed digital communication channels. For purposes of this district policy, digital or social media posting includes activity conducted on personal devices and personal accounts when such activity:

1. References or identifies the district, its students, staff, programs, or facilities;
2. Is conducted during compensated work time or on district property; or
3. Reasonably could be attributed to the district or to an individual in their capacity as a district employee or representative.

Columbus Public Schools will not distribute digital materials for non-school activities without permission of the Superintendent.

Cross References:	504.03	Student Conduct
	504.08	Freedom of Expression
	506	Student Activities

604.10

Academic Freedom

Policy

Adopted: 2/12/07

Updated: 6/15/26

COLUMBUS PUBLIC SCHOOLS

Columbus, Nebraska

POLICY 1008.01

COMMERCIAL ADVERTISING AND SPONSORSHIPS

Policy Number: 1008.01

Cross-Reference: Policy 1004.01E1 (Media Relations); Board Policy 0100 (Mission)

Adoption Date: _____

Reviewed By: Board of Education

I. PURPOSE

Columbus Public Schools (the “District”) recognizes that commercial advertising and business sponsorships, when carefully managed, can generate revenue that benefits District programs, activities, and facilities. The District also recognizes its obligation to maintain an educational environment free from inappropriate commercial influence. This policy establishes the authority, standards, approval processes, and permissible locations for commercial advertising and sponsorships on District property, at District events, and in District publications.

II. DEFINITIONS

For purposes of this policy, the following definitions apply:

“Commercial Advertising” means any message, image, name, logo, or promotion placed by or on behalf of a business, corporation, for-profit organization, or individual whose primary purpose is the sale of goods or services. This includes, but is not limited to, signage, banners, digital displays, program advertisements, sponsor recognition, and product placement.

“Sponsorship” means a financial or in-kind contribution made by a business or organization in exchange for recognition, naming rights, or other promotional consideration associated with a District team, program, activity, facility, or event.

“District Property” means all real property, buildings, facilities, vehicles, publications, websites, and electronic media owned, operated, or controlled by the District.

“Academic Space” means any classroom, library, instructional laboratory, hallway adjacent to classrooms, or other area of a District building used primarily for instruction during the school day.

III. GENERAL RULE – NONPUBLIC FORUM

The District operates as a nonpublic forum. Except as expressly permitted by this policy and any accompanying administrative procedures, commercial advertising is prohibited on District property, at District events, and in District publications. This policy does not prohibit speech or expression that is otherwise protected by law.

All commercial advertising and sponsorships permitted under this policy must:

- Support the District's educational mission and be consistent with District values;
- Not compromise the integrity of the educational program or the District's reputation;
- Comply with all applicable federal and state laws and regulations; and
- Receive the appropriate level of prior approval as described in this policy.

IV. APPROVAL AUTHORITY

The District establishes a tiered approval structure for commercial advertising and sponsorship agreements:

A. Board of Education Approval Required

The following require approval of the Board of Education prior to execution:

- Any commercial advertising or sponsorship agreement with a total value exceeding \$10,000, whether in cash, in-kind, or a combination thereof;
- Any agreement involving naming rights or the prominent association of a company's name or brand with a District facility, team, or program;
- Any agreement with an extended term of more than one (1) year that cannot be economically terminated, including but not limited to gymnasium floor agreements, facility naming agreements, or multi-year scoreboard contracts;
- Any exclusive vendor or pouring rights contract;
- Any advertising or sponsorship in academic spaces, as defined in this policy; and
- Any agreement not otherwise covered that the Superintendent determines should be submitted for Board review.

B. Superintendent Approval Required

The following require prior written approval of the Superintendent or designee:

- Any commercial advertising or sponsorship agreement with a total value between \$1,000 and \$10,000;
- Any advertising agreement involving District-wide publications, the District website, electronic marquees, or District-owned social media accounts;
- Any advertising or sponsorship associated with a District-wide event, activity, or program; and
- Any agreement that is associated with or requires a "special project" as defined in District administrative procedures.

C. Building Principal Approval

Building principals may approve commercial advertising agreements with a total value not exceeding \$1,000, provided the advertising:

- Is limited to the facility or publications under the principal's direct authority;
- Does not involve academic spaces;
- Does not require a special project as defined in District administrative procedures;
- Is consistent with this policy and all applicable administrative procedures; and
- Is reported to the Superintendent or designee prior to execution.

All advertising contracts, regardless of approval level, shall be on District-approved contract forms. Contracts shall identify the District as the contracting party and shall not identify an individual school or building as the contracting party unless otherwise authorized by the Superintendent.

V. PERMITTED LOCATIONS AND VENUES

A. Athletic and Extracurricular Facilities

Commercial advertising and sponsorships are permitted in District-owned athletic facilities and extracurricular spaces, including stadiums, gymnasiums, auditoriums, competition fields, tennis courts, performance venues, and similar areas, subject to the approval requirements of this policy. Advertising in these venues should be primarily directed at members of the public attending events, not at students during instructional time.

B. Academic Spaces

Commercial advertising in academic spaces—including classrooms, instructional laboratories, libraries, and hallways adjacent to academic areas—is strongly discouraged and requires Board of Education approval. When approved, advertising in academic spaces shall:

- Serve a direct educational purpose or support an instructional program;
- Not create a distraction from the educational environment; and
- Be limited in scope, size, and duration as established by accompanying administrative procedures.

C. District Publications and Media

Commercial advertising may be permitted in District-wide publications, school-level publications (including student newspapers, yearbooks, event programs, and newsletters), the District website, and electronic marquees, subject to the appropriate level of approval. Elementary school publications are not permitted to carry commercial advertising unless specifically approved by the Superintendent.

D. District Vehicles and Equipment

Commercial advertising is not permitted on District vehicles or equipment unless specifically approved by the Board of Education.

E. Sponsorship of Teams, Groups, and Activities

Business sponsorships of District-sanctioned teams, clubs, performing arts groups, academic programs, or other student activities are not permitted. Advertising of this type shall be limited to recognition of the sponsor's name, logo, and contact information in a location other than school owned uniforms or equipment. This shall not constitute an endorsement of the sponsor's products or services.

VI. CONTENT STANDARDS AND RESTRICTIONS

All commercial advertising and sponsorship materials, regardless of location or approval level, must comply with the following content standards. The District reserves the sole and absolute right to determine the acceptable content of any commercial advertising or sponsorship. Commercial advertising and sponsorship content shall not:

- Be false, misleading, or deceptive;
- Be libelous, slanderous, or defamatory;
- Be obscene, profane, lewd, or sexually suggestive;
- Be pervasively indecent or vulgar;
- Discriminate against, demean, harass, or ridicule any person or group based on race, ethnicity, religion, sex, national origin, disability, or any other protected characteristic;
- Promote hostility, disorder, or violence;
- Promote the use of alcohol, tobacco, electronic cigarettes, controlled substances, firearms, or gambling;
- Advertise any product or service that is illegal for minors;
- Promote or oppose any political candidate, ballot measure, or public question;
- Promote or oppose any religious or political viewpoint;
- Be inconsistent with the District's mission, values, or educational standards; or
- Display content that is inappropriate for school-age children.

Additionally, the following standards apply:

- Commercial sponsorship of activities or programs is preferred over direct advertising of goods or services;
- Advertising shall not be principally directed at students unless approved by the Board for a specific instructional purpose;
- Any modification to District property or facilities for advertising purposes shall be minor and subject to prior approval;
- Electronic advertising, including on District websites and digital platforms, shall not link directly to third-party sites containing additional advertising; and
- The names, logos, or images of the District, its schools, Board members, staff, or students shall not be used for commercial advertising without express written approval.

VII. DISCLAIMER OF ENDORSEMENT

The acceptance of commercial advertising or a sponsorship agreement by the District shall not constitute or imply the District's approval, recommendation, or endorsement of any product,

service, organization, activity, or viewpoint. This disclaimer shall be included in all advertising contracts and, where practical, in published materials carrying commercial advertising.

VIII. CURRICULUM AND INSTRUCTIONAL AUTHORITY

No commercial advertising or sponsorship agreement shall limit or impair the authority of the Board of Education, the Superintendent, administrators, or teachers to determine the curriculum and instructional content presented to students. Educational materials bearing identification of a producing company or sponsor may be used in instructional settings only when such materials have been reviewed and determined to have genuine educational value, and such use shall not constitute commercial advertising for purposes of this policy.

IX. REVENUE

All revenue received from commercial advertising or sponsorships shall be deposited into appropriate District accounts and distributed as directed by the Superintendent or designee. Revenue derived from advertising in specific facilities or associated with specific programs shall be accounted for and used for purposes consistent with the terms of the advertising agreement and any applicable Board of Education and/or Superintendent direction.

X. ADMINISTRATIVE PROCEDURES

The Superintendent is authorized and directed to develop and maintain administrative procedures implementing this policy. Such procedures shall address, at minimum:

- Application and approval processes for commercial advertising and sponsorships;
- Approved contract forms and contract terms;
- Permissible size, location, and design standards for signage and other advertising media at each type of facility;
- Standards for advertising in academic spaces, if approved on a case-by-case basis;
- Reporting requirements for building principals;
- Renewal and termination provisions; and
- Procedures for handling complaints regarding commercial advertising content.

XI. LEGAL REFERENCES

- Neb. Rev. Stat. § 79-526 (Board Authority for Supervision and Control)
- Neb. Rev. Stat. § 79-8,100 (Teachers; Solicitation by Agents)
- Family Educational Rights and Privacy Act, 20 U.S.C. § 1232g
- Protection of Pupil Rights Amendment, 20 U.S.C. § 1232h

MEDIA RELATIONS

The Board recognizes the value of and supports open, fair and honest communication with the news media. The board will maintain a cooperative relationship with the news media. As part of this cooperative relationship, the board and the media will develop a means for sharing information while respecting each party's limitations.

Members of the news media are encouraged and welcome to attend open board meetings. The board president shall be the spokesperson for the board, and the superintendent shall be the spokesperson for the school district. It shall be the responsibility of the board president and superintendent to respond to inquiries from the news media about the school district.

Through the support of the District Marketing Communications Office, board members, school administrators and other district employees as necessary will be available for news interviews.

NEWS CONFERENCES AND INTERVIEWS

Procedures for news conferences and interviews of board members, employees, or students of Columbus Public Schools are outlined in Board Policy 1004.02.

~~The superintendent or designee, on behalf of the board and the school district, may hold a news conference or respond to a request for an interview with the news media.~~

~~The superintendent shall respond accurately, openly, honestly, and objectively to inquiries from the news media about the school district.~~

~~News conferences and interviews planned or pre-arranged for school district activities shall include the board and the superintendent. News conferences for issues requiring an immediate response may be held by the superintendent. It shall be within the discretion of the superintendent to determine whether a news conference or interview shall be held to provide an immediate response to an issue.~~

~~It shall be the responsibility of the superintendent to keep the board apprised of news conferences and interviews.~~

~~Information about school activities and issues will be provided to the community in a way which will create and maintain a dignified and professionally responsible image for the district.~~

~~The procedures listed below will be followed in giving official information to the news media:~~

- ~~1. The board president will be the official spokesman for the board, unless this duty is delegated;~~

- ~~2. News releases that are of district-wide interest or that pertain to established district policy will be the responsibility of the superintendent;~~
- ~~3. The superintendent will establish regulations for the dissemination of news releases pertaining to the district.~~

~~When individual board members receive requests from press media representatives for information about board meetings or actions, members will refer these representatives to the board president, who is the spokesman for the board. The president may designate others to speak on behalf of the board at his/her discretion.~~

~~Press conferences will be authorized by the board president.~~

~~Nothing in this policy is intended to limit the rights of individual board members to speak their personal opinions.~~

LIVE BROADCAST OR VIDEOTAPING

Within the limitations described below, individuals **with permission of the school district** may broadcast or videotape public school district events, including open board meetings, as long as it does not interfere with or disrupt the school district event and it does not create an undue burden in adapting the buildings and sites to accommodate the request.

It shall be within the discretion of the superintendent **or designee** to determine whether the request is unduly burdensome and whether the broadcast or videotaping will interfere with or disrupt the school district event.

In addition to limitations on recording or transmitting image or sound in policy 504.12 referenced below, anyone recording or transmitting any sound or image of any person (including themselves) must have the prior consent of the person or persons being recorded or whose image or sound is being transmitted. This requirement applies to all persons, including staff, students, volunteers, and community members, at district facilities or attending district sponsored events. This policy does not apply to District-sponsored athletic events or activities where the focus of the recording or transmission is on the student performances or activity. Nothing in this policy shall prohibit the recording of an Individualized Education Program meeting when necessary to implement parental rights as guaranteed by the Individuals with Disabilities Education Act or in conducting meetings to implement Section 504.

News media coverage of sports and other special events is encouraged.

- Radio, streaming, or television broadcasts of non-sporting events will be arranged through the superintendent's office of the communications director.
- Radio, streaming, or television broadcasts of sporting events should be made through the school's activities director and district communication director.
- Videotaping, streaming, or photographing of classroom school activities open to the public will be allowed at the discretion of the Superintendent, based on copyright laws.
- Parents will be notified prior not be permitted to videotaping of videotape, stream, or photograph classroom activities. (Due to the student privacy policy)
- Permission to allow and the location of personnel present for photographs, radio, streaming, or television of any school district event is at the sole discretion of Columbus Public Schools.

It shall be the responsibility of the superintendent to implement this policy and for handling requests for other broadcasting or videotaping activities through District Marketing Communications Director.

Cross Reference: 504.12 Regulated Electronic Devices

Policy
Adopted: 2/12/07

COLUMBUS PUBLIC SCHOOLS
Columbus, Nebraska

Revised: 11/16/2020

Reviewed: 9/16/2019

Revised: 06/15/2026

MEDIA RELATIONS

Community Relations:

The District will inform the staff and the public on matters of district wide significance, through District sponsored mediums of communications as well as through the news media. The Superintendent or designee will serve as a resource in the development and implementation of the public relations program of each school in the District. District publications (including newsletters, newspapers, pamphlets, brochures and other similar print materials and electronic mediums) shall contain the District logo on the front page or back cover. Promotional materials such as bumper stickers and banners will contain the school or District logo.

Public Participation in the School District

Advertising:

Commercial Advertising may be permitted, however, district facilities, staff or students will not be used for advertising purposes or promotion of non-school interests or individuals.

Commercial advertising for the purpose of this policy is defined to be commercial promotion, acknowledgments and recognition of persons, firms or corporations or other business associations for promotion of products or services. The acknowledgements, recognition or advertising shall not interfere with nor disrupt the operation of schools, use of facilities, school activities or the educational process. The Superintendent shall develop procedures and guidelines to be followed by school staff in determining if any form of commercial advertising can be approved.

No part of this policy is intended to create or establish an open or public forum and the superintendent reserves the sole and absolute right to determine the acceptable content of any and all such commercial advertising or advertisements within the District.

Procedure

The District may use educational materials bearing identification of the persons, firms, corporations, or other business associations responsible for producing any educational materials used in district classrooms and educational settings.

Commercial advertising may also be approved as long as it does not impair the educational program of the District. Such advertising must meet one of the following criteria:

- A. Media or other educational materials that relate directly to and support the approved district curriculum.
- B. In school announcements and support of any outside lecture, activity or program of educational worth or public interest if approved by the Superintendent.
- C. The appearance or participation of any school group in an outside activity of special public interest. No participation will be allowed if the benefit to the outside activity is greater than the educational or personal growth experience received by the students taking part.
- D. The sponsorship of administrative approved services.
- E. The sponsorship of administrative approved staff activity.
- F. The name of a company or organization in newsletters, flyers or other materials distributed to students and parents if that company or organization is formally recognized as a partner of the school involved.
- G. The recognition of contributions supporting the District and/or Columbus Public Schools Foundation. Such advertising in exchange for contributions shall be limited to areas and location approved in accordance with district procedures, state statutes and applicable regulations, and applicable city ordinances.
- H. Exclusive contracts with specific vendors if approved by the Superintendent.
- I. The subsidy of the production cost of school sponsored publications.
- J. The promotion of community activities targeted at youth are advertised in the school monthly newsletter.

In addition, the following standards are set forth and shall apply to any and all commercial advertising that is submitted to the Superintendent for approval.

- A. Standards:
 - a. The District does not, by this procedure, create or establish an open or public forum and reserves the sole and absolute right to determine the acceptable content of any and all such commercial advertising or advertisements within the District.
 - b. The content of any commercial advertising must meet with prior approval from the Superintendent or designee.
 - c. The commercial advertisements shall not contain statements or commercial messages which the District determines, in its sole discretion, is contrary to educational values, is vulgar, obscene, defamatory, discriminatory, religious, political or ideological or which relates to a controversial topic or viewpoint.
 - d. Commercial advertising or advertisements shall not relate to a product or service, which the District determines, in its sole discretion, to be inappropriate or illegal for minors, or violates any provisions of this procedure.

- e. No commercial message may relate to a product or service that the District determines, in its sole discretion, to be educationally controversial or promotes the indoctrination of ideological, political, religious, or social beliefs.
- B. Venues or Locations:
- a. Commercial advertisements are limited to district owned facilities. These advertisements require prior approval of the Superintendent.
 - b. Commercial advertising may be permitted in district-wide publications, electronic media or district sponsored projects.
 - c. Commercial advertising may be permitted in school related publications, newspaper, yearbooks, newsletters, electronic media activity programs and school event programs.

Distribution of Materials

The request to distribute promotional materials, coupons, discounts, contests or information by any group, organization, business or individual should be made through the District Communications Office. Requests will be granted based on the following guidelines.

Information for Staff

- Flyers and marketing materials must be specific to and beneficial for the Columbus Public Schools District employees.
- If pre-approved, ~~flyers or materials will be placed in the District shared Google Drive Folder for staff to retrieve the information.~~ Information may also run in the District employee newsletter. District sponsored media such as staff mailboxes or email should not be used for distribution of materials for outside organizations, unless it is a project driven by the School District.
- Mass Distribution/email (all staff) of **this specific type of** information should **only** be distributed to staff through the advice of the Communications office. ~~The primary source for distributing this information would be the District shared google drive.~~
- Information from accredited universities/colleges will be placed in the teacher lounges for staff to pick up. No flyers or brochures will be distributed through staff mailboxes.
- Blatant advertising is encouraged to be limited to designated times of the year (ie: employee appreciation). However, they may be granted throughout the year if any of the following criteria is met:
 - Information is specific to and beneficial for Columbus Public Schools District employees.
 - Information belongs to a nonprofit organization or a business with a special interest or partnership with CPS.

Note: This type of information will generally be distributed via the District shared google drive.

Information for Elementary Students

- ~~Anyone interested in sending any information out to all or a large percentage of elementary students in the Columbus Public Schools District must do so through the District's quarterly newsletter.~~ **Note, this is addressed in policy 1005.10**
- **If approved by the Superintendent or designee**, information may also be posted in a common place of the building for everyone to see.

Information for Secondary Students

- ~~Anyone interested in sending any information out to all or a large percentage of elementary students in the Columbus Public Schools District must do so through the District's quarterly newsletter.~~ **Note, this is addressed in policy 1005.10**
- **If approved by the Superintendent or designee**, information may also be posted in a common place of the building for everyone to see.

The following criteria will be used to determine if the information may or may not be included in the school newsletter, teacher newsletters or announced at school.

Information may be put in the school publications and announced at the school if:

- The activity belongs to the school and is organized by a school group and/or sponsored by a school employee that is paid to organize the activity.
- The activity is sponsored by a school employee and approved by the principal as a school sponsored club or activity even if the sponsor is not being paid.

Information will be placed in the District quarterly newsletter and concentrated efforts will be made to promote these activities in the newsletter:

- The activity belongs to an outside group or organization but is mostly our kids that participate in the activity.
- Sports related activities that are not recognized by NSAA as a specific "high school" sport.

Current practice for approving the distribution of for-profit coupons or incentives in the schools for students:

Blatant advertising via the distribution of coupons or promotional items for the primary purpose of promoting a for-profit business will be approved based on the following criteria:

- Teachers or administrators can use the offer as an incentive or reward to promote behavior or recognition of some type of program used by the school or classroom teacher.
- Business is an identified partner that has an established relationship with a particular school, program or the entire school district.
- The coupon or offer is something special for CPS students.
- The offer is "free in nature." It cannot be a discount or buy one get one free.

The following criteria is used to deny the distribution of advertising, coupons or special offers.

- There is no connection to the curriculum or program
- The primary purpose of the material, coupon or offer is to promote the business or gain customers for such business.
- The offer is not anything special or promotional for CPS Students.
- The offer is not free.

Exhibit
Adopted: 11/16/2020

COLUMBUS PUBLIC SCHOOLS
Columbus, Nebraska

Updated: 6/15/26

Tobacco and Vape Use Prohibited

In order to create a healthy environment for students and staff and to encourage healthy behavior in students, it is the board of education's policy that there will be no tobacco or vape use, (including smokeless), in any school buildings or school vehicles at any time. Furthermore, in a like manner, tobacco and vape use is prohibited on school grounds. This regulation applies to all students, staff, patrons, and visitors. School administrators are charged with the responsibility of administering this policy including, if necessary, the disciplining of violators.

Violations of guests, patrons, or spectators on any school property during school hours, after school hours, or while in attendance at school or community events could receive up to a one-year ban from all Columbus School Properties if in violation of this policy.

Legal Reference: 79-443 District Board, Schools, Supervision and Control.

Policy

Adopted: 6/8/09

COLUMBUS PUBLIC SCHOOLS

Columbus, Nebraska

Reviewed 6/8/09

Community RelationsBulletin Boards, Display Case, and Posted Material

School bulletin boards, display cases, and posting areas are solely designated for the purposes of conveying information about school activities and programs to students, staff, and the visiting public as deemed appropriate by the Principal or designee.

Upon request, a professional employees' organization, as defined by state law, shall be granted reasonable access to the physical or electronic mailboxes of certificated employees for purposes consistent with state law and Board Policy. The Superintendent or designee may establish reasonable, content-neutral procedures governing the time, place, and manner of such access to ensure that school business is not disrupted and that the District maintains employee privacy. ~~A professional employees' organization shall also be permitted to provide information to certificated employees, including at employee meetings or orientation sessions, subject to reasonable administrative scheduling and oversight.~~

Legal Reference: Neb. Rev. Stat. Sec. 79-526
 LB 429 (2026)

Date of Adoption: [Insert Date]

PUBLIC NOTICE is hereby given, that the Board of Education of Columbus Public Schools in compliance with the provisions of State Statute Sections 13-501 to 13-513, that the governing body will meet on the 13th day of July, 2026 at 5:00 o'clock, P.M., at Kramer Education Center, Room 171 for the purpose of hearing support, opposition, criticism, suggestions or observations of taxpayers relating to the following proposed budget amendment of transferring and expending \$165,000 from the General Fund to the Employee Benefits Fund with no change in taxation.

Proposed Budget Amendment

	Actual Disbursements & Transfers	Actual/Estimated Disbursements & Transfers	Budgeted Disbursements & Transfers	Necessary Cash Reserve (4)	Total Available Resources Before Property Taxes (5)	Total Personal and Real Property Tax Requirement (7)
FUNDS	2023-2024 (1)	2024-2025 (2)	2025-2026 (3)			
Employee Benefit	\$ -	\$ -	\$ 165,000.00	\$ -	\$ 165,000.00	
	\$ -	\$ -	\$ -	\$ -	\$ -	

Original Approved Budget

	Actual Disbursements & Transfers	Actual/Estimated Disbursements & Transfers	Budgeted Disbursements & Transfers	Necessary Cash Reserve (4)	Total Available Resources Before Property Taxes (5)	Total Personal and Real Property Tax Requirement (7)
FUNDS	2023-2024 (1)	2024-2025 (2)	2025-2026 (3)			
Employee Benefit	\$ -	\$ -	\$ -	\$ -	\$ -	
	\$ -	\$ -	\$ -	\$ -	\$ -	



COLUMBUS PUBLIC SCHOOLS
ADMINISTRATION OFFICE

TO: Columbus Public Schools Board of Education

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

DATE: July 13, 2026

SUBJECT: Employee Benefits Budget Amendment

Columbus Public Schools has historically made payments for liabilities and benefits strictly out of the General Fund. To balance the deductions and expenditures, the district used accounts that were difficult to track and were not listed in the state AFR. Per the auditor's request, we have started using the Employee Benefit Fund to better allocate the funds. The definition of the fund is below:

EMPLOYEE BENEFIT FUND (03)

An Employee Benefit Fund may be established in order to specifically reserve General Fund money for the benefit of school district employees (unemployment compensation, early retirement, health insurance deductibles, etc.) To allocate monies from the General Fund, a school district will show the movement of monies as an expense from the General Fund, and the Employee Benefit Fund will show the revenue as a transfer from the General Fund. A school district may divide this fund into more than one account to allocate a portion of this fund for different valid purposes. The cash reserve of this fund is restricted by statute as part of the Allowable Reserve limitation. The Employee Benefit Fund is not specifically provided for in law; therefore, this fund shall be considered a component of the General Fund.

"Engaging All Learners to Achieve Success"

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

ColumbusPublicSchools.org



COLUMBUS PUBLIC SCHOOLS
ADMINISTRATION OFFICE

The following proposed budget amendment of transferring and expending \$165,000 from the General Fund to the Employee Benefits Fund with no change in taxation.

Proposed Budget Amendment

	Actual Disbursements & Transfers	Actual/Estimated Disbursements & Transfers	Budgeted Disbursements & Transfers	Necessary Cash Reserve	Total Available Resources Before Property Taxes	Total Personal and Real Property Tax Requirement
FUNDS	2023-2024 (1)	2024-2025 (2)	2025-2026 (3)	(4)	(5)	(7)
Employee Benefit	\$ -	\$ -	\$ 165,000.00	\$ -	\$ 165,000.00	
	\$ -	\$ -	\$ -	\$ -	\$ -	

Original Approved Budget

	Actual Disbursements & Transfers	Actual/Estimated Disbursements & Transfers	Budgeted Disbursements & Transfers	Necessary Cash Reserve	Total Available Resources Before Property Taxes	Total Personal and Real Property Tax Requirement
FUNDS	2023-2024 (1)	2024-2025 (2)	2025-2026 (3)	(4)	(5)	(7)
Employee Benefit	\$ -	\$ -	\$ -	\$ -	\$ -	
	\$ -	\$ -	\$ -	\$ -	\$ -	

“Engaging All Learners to Achieve Success”

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

ColumbusPublicSchools.org



COLUMBUS PUBLIC SCHOOLS
COLUMBUS HIGH SCHOOL

July 6, 2026

TO: Dr. Chip Kay, Superintendent
Columbus Public Schools Board of Education

RE: Early Graduation Request/Approval

FROM: Dave Hiebner, Principal

Columbus Public Schools Board of Education policy 611.08 allows students to request to graduate in less time than the traditional eight-semester requirement. This can be approved if the student meets all of the graduation requirements set by the Columbus Public Schools Board of Education.

The following student has requested an early graduation in accordance with policy 611.08:

- **Lauren Wurdeman**

Columbus High School requests that the Board of Education approve this early graduation request.

“Engaging All Learners to Achieve Success”

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

ColumbusPublicSchools.org



MANAGED SERVICE PROVIDER AGREEMENT

THIS MANAGED SERVICE PROVIDER AGREEMENT (hereinafter "Agreement") is entered into by and between **BlazerWorks, LLC** (hereinafter "BW") located at 5550 Peachtree Parkway, Suite 200, Peachtree Corners, GA 30092 and **Columbus Public Schools** whose principal address is 2508 27th St., Columbus, NE 68601 (hereafter referred to as "Client"). This Agreement shall govern the overall terms of the relationship and the parties agree as follows:

1. SERVICES

- 1.1 Scope:** This Agreement sets forth the general terms and conditions governing the contractual relationship between Client and BW regarding the administration and management of providers of personnel to perform services for Client. BW, a licensed entity in the business of providing workforce solutions to the public and private education sector, will use its commercially reasonable efforts to source professionals for assignment with Client. In such capacity, BW will act as a non-exclusive workforce solutions manager for Client and will carry out its responsibilities hereunder using one or more Secondary Staffing Partners ("SSP"), including its affiliated companies, to source Professionals ("SSP Consultants") for the purpose of assisting with Client's staffing needs. During the term of this agreement, all communications regarding the day-to-day activity and professional operations of the services outlined in this agreement will be conducted between BW and Client.
- 1.2 Competency and Licensing:** BW will present SSP Consultants who possess the licensure and/or certification required for the position as identified by Client. In addition, BW will present SSP Consultants who, as closely as possible, represent that they meet the experience and other qualifications as detailed by Client. BW through its SSP will make every effort to pre-screen job candidates based on Client's requirements and perform due diligence to ascertain the professional and applicable Department of Education licensing and certification requirements for the SSP Consultant referred to Client. In the event Client becomes aware of any notices, findings, or information including but not limited to fingerprint search results that may negatively impact the commencement or continuation of said assignment, the Client shall notify BW in writing within three (3) business days of Client becoming aware. To the extent permitted by law, Client shall furnish all relevant details regarding the situation to BW. Failure to notify BW of such matters may result in the termination of the contractual relationship. Client acknowledges that the decision to accept and keep any SSP Consultant on assignment is ultimately the responsibility of the Client. BW shall not make any intentional misrepresentations about any SSP Consultant and disclaims responsibility or liability for fraud or misrepresentation by SSP Consultants not readily ascertainable by reasonable diligence in performing BW's services.

2. ADMINISTRATION OF AGREEMENT:

- 2.1 Notices:** Any notice or notification required to be given by either BW or Client in connection with the terms and conditions of this Agreement shall be provided in writing and considered effective as of the date of receipt. Notices shall be sent to the following:
- If to BlazerWorks
5550 Peachtree Parkway, Suite 500
Peachtree Corners GA 30092
ContractNotices@blazerworks.com
- If to Client
Columbus Public Schools
2508 27th St., Columbus, NE 68601
- 2.2 Insurance:** BW will ensure SSP's maintain the following minimum amounts of insurance, and shall ensure SSP's include Client as an additional insured on all relevant insurance policies, and will provide Client with a certificate of insurance, including endorsement documentation, upon request, verifying that Client is an additional insured.
1. General Liability: \$1,000,000 per occurrence, \$3,000,000 aggregate.
 2. Workers Compensation: in accordance with State regulations.

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3. Professional Liability: \$1,000,000 per occurrence and \$3,000,000 aggregate.

- 2.3 **Independent Contractor:** The parties acknowledge and agree that the relationship between BW, Client, and any SSP is that of independent contractors. Nothing in this Agreement shall create, or be deemed to create, a partnership, joint venture, or employer-employee relationship between BW, Client, or any SSP Consultant. SSP Consultants shall not be considered employees of Client under any circumstances, unless otherwise agreed to in writing by the parties. Neither BW nor any SSP shall have authority to bind Client, and Client shall have no authority to bind BW or any SSP, except as specifically set forth in this Agreement. SSP Consultants shall not be entitled to any employee benefits provided by Client, including but not limited to health insurance, retirement benefits, or workers' compensation coverage.
- 2.4 **Limitation of Liability:** Neither party shall be liable to the other whatsoever for any special, consequential, indirect, exemplary or punitive damages, including any damages on account of lost profits, lost data, loss of use of data, or lost opportunity, whether or not placed on notice of any such alleged damages and regardless of the form of action in which such damages may be sought. The fees and billings due under this agreement are not considered special damages or lost profits and shall not be limited by these provisions.
- 2.5 **Indemnification:**
1. **Indemnification by SSP:** BW will contractually require, in all subcontractor/sub-vendor agreements, that each SSP agree to defend, indemnify and hold harmless Client (as a third-party beneficiary) and BW together with their governing boards, executive boards, directors, officers, employees and agents from and against all liability, loss, expense, damage or claim for injury or damages arising out of, or relating to, its performance of services to Client including, without limitation any and all claims for injury or damage caused by, or resulting from, the acts and/or omissions of SSP Consultants and/or SSPs, including acts and/or omissions of their directors, officers, employees, agents, independent contractors or vendors.
 2. **Indemnification by Client:** To the extent permitted by law, Client agrees that it shall defend, indemnify and hold harmless BW, SSPs, and SSP Consultants, including their directors, officers, employees, agents and independent contractors, from and against all liability, loss, expense, damage or claim for injury or damages to the extent caused by or resulting from the negligent or willful acts or omissions of Client, including acts and/or omissions of its board members, directors, officers, employees or agents.
 3. **Indemnification by BW:** BW agrees that it shall defend, indemnify and hold harmless Client and SSP together with their directors, officers, employees and agents from and against all liability, loss, expense, damage or claim for injury or damages to the extent caused by or resulting from the negligent or willful acts or omissions of BW in the performance of services hereunder, including acts and/or omissions of its directors, officers, employees or agents. Notwithstanding anything to the contrary above, BW shall not be responsible, under any theory of liability, for claims resulting from the acts or omissions of any of the SSPs, their respective officers, employees, agents, or contractors, nor shall BW be responsible for the SSP's performance under the applicable supplier agreement, and BW's insurance shall not be deemed to cover or be excess to the insurance of any SSP.

3. FISCAL RESPONSIBILITIES

- 3.1 **Payment Terms:** Unless otherwise specified on the SSP Assignment Confirmation, Client will pay BW based on hours worked and in accordance with the service charges specified on one or more SSP Assignment Confirmations which will be included as addenda to this Agreement. Payment is due within fifteen (15) days of Client's receipt of the BW invoice. Invoices not paid by due date will be considered past due and subject to any necessary collection costs of amounts past due, including reasonable attorney's fees and costs. Invoices paid after fifteen 15 days could be subject to incur an interest charge of one and a half percent (1.5%) per month, annual percentage rate of eighteen percent (18%), or the maximum legal interest rate, whichever is lower which is paid directly to SSPs. If SSPs are required to increase SSP Consultant's compensation due to minimum wage increases or experience, an increase in compensation costs as a direct result of any law, order, or other government action, Client agrees that BW may increase the bill rates at a proportional level. BW agrees it may only increase bill rates up to a level that places SSPs in the same

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position they were prior to such law, order, or action. BW will provide fifteen (15) days written notice to Client prior to any such change taking effect. BW reserves the right, at its option, to discontinue any extension of credit. Should billing disputes arise, Client shall notify BW in writing within ten (10) days of the receipt of the disputed invoice.

- 3.2 **Timekeeping and Invoicing:** Client will be responsible for verifying hours worked by SSP Consultants as documented on SSP Consultant's timesheet and any discrepancy must be reported to BW by 10:00 AM EST on Tuesday following the workweek end. Client will ensure that SSP Consultants accurately record the start and stop times for all hours worked, in accordance with the Client's policies utilizing the Client designated method which may include the submission of BW's timesheet. Timesheets are due weekly by 12:00 PM EST on the Monday following the end of Client's designated workweek.

BW pays overtime in compliance with federal, state, and local laws. Client agrees to be billed at one and one-half (1.5) times the regular bill rate for all hours when SSP is required to pay overtime. Client must notify BW in writing if pre-approval is required for overtime hours prior to any such hours being worked.

BW will generate an invoice for Client based on approved timesheets. BW will consolidate SSP invoices and invoice Client on a weekly basis for all services provided during the previous week. Each invoice will contain a unique invoice number, date(s) services were provided, , SSP Consultant name, SSP Consultant job title, purchase order number as applicable, hourly bill rate, total hours billed, and total amount due. Client attests that only Client employees with appropriate knowledge and authority will review and approve invoices and will notify BW of any errors within fifteen (15) days of the date of invoice, and BW agrees that all non-disputed amounts are due and payable according to the standard payment terms contained herein. BW and Client will work in good faith to resolve any errors, and BW will provide a corrected invoice mutually acceptable to both parties within ten (10) business days of a resolution. In the event Client fails to report errors within fifteen (15) days, disputes will not be accepted, and the invoice will be due and payable in full.

- 3.3 **Employment of SSP Consultants:** If Client hires an SSP Consultant for permanent or temporary services within the twelve (12) month period following the later of: (1) the date the SSP Consultant is introduced to Client by BW; or (2) the conclusion of the SSP Consultant's assignment with Client, then Client agrees to pay BW a placement fee equal to the greater of: (1) thirty-five (35) percent of the SSP Consultant's anticipated annual salary, or \$22,000. Notwithstanding the foregoing, this statement shall not apply, and no fee shall be owed, where and to the extent such conversion or placement fees are prohibited by applicable law.
- 3.4 **Guaranteed Minimum Hours:** Client agrees to provide SSP Consultant the guaranteed number of work hours per week specified in the "SSP Assignment Confirmation" which will be issued for each SSP Consultant placed with Client. Cancellation of prescheduled workdays or reduction in work hours by Client will be billed reflecting the guaranteed minimum work hours. Minimum work hours shall be reduced to reflect scheduled closings for holidays and planning days.
- 3.5 **Paid Sick Leave:** For those jurisdictions that have passed or will pass paid sick time legislation, Paid Sick Time will be the responsibility of the SSP, as applicable, and will not be billed to Client.
- 3.6 **Force Majeure and Unscheduled Facility Closure Policy:** Neither party is liable for failure or delay in performing its obligations, if such failure or delay is due to natural disasters, pandemics, acts of war, government regulations, or other events or causes beyond the parties' control. Further, the parties agree that BW is not liable for failure or delay in performing its obligations, if such failure or delay is due to termination of SSP Consultant or SSP Consultant's resignation. If services are interrupted, both parties will make reasonable efforts to resume operations.

Notwithstanding the foregoing, the parties agree that in the event of an unforeseen or unexpected interruption resulting from a complete or partial unscheduled closure of Client's facilities due to natural or manmade events, including but not limited to fires, storms, flooding, earthquake, labor unrest, riots, and/or acts of terrorism or war (each an "Unscheduled Closure"), Client will transition to virtual services all SSP Consultants whose services can be performed in such a setting. Client agrees to be billed for virtual services at the regular contracted hourly bill rate for all hours worked by SSP Consultant. Virtual service hours will

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be entered and processed according to the normal time submittal and approval process, unless otherwise requested in writing by Client and agreed upon by BW. BW and Client will work in good faith to determine which contracted disciplines qualify for virtual services, however Client may not decline virtual services of a SSP Consultant if the same services are provided virtually by Client employee(s). For SSP Consultants not eligible for virtual services, Client will be invoiced and will pay for each affected SSP Consultant a rate of \$200 per day for each workday that the affected SSP Consultant is unable to work due to an Unscheduled Closure.

- 3.7 **Multiple Locations:** If Client requires SSP Consultant to travel to and perform services at more than one location, Client will be invoiced for travel time between locations in the same workday at the regular hourly bill rate and for mileage up to the current acceptable IRS reimbursement rate.

4. RESPONSIBILITIES

- 4.1 **On-Site Responsibility:** Client is responsible for providing all orientation, support, facilities, training, direction, and means for SSP Consultant to complete the assignment. As such, Client acknowledges that SSP's are not responsible for SSP Consultant's on-site performance given that it does not have the capacity to provide direct, on-site supervision of daily activity. Client warrants that its facilities and operations will comply at all times with applicable federal, state and local safety and health laws, regulations and standards, including any applicable OSHA standards, and that Client will be responsible for providing all safety training and equipment. Client is responsible for SSP Consultant's adherence to the applicable standards of practice and Client requirements, and only Client is responsible for determining the appropriate services to be provided by SSP Consultant. Client will not allow SSP Consultant, at any time, to perform work or provide services that are outside the scope of the duties and responsibilities of their assigned position. Client acknowledges that any deviation from Client's policies and procedures, as orientated to SSP's Consultants, should be immediately reported in writing and directly to BW so it may offer correction and/or counseling to the SSP and SSP's Consultant.
- 4.2 **Administrative Responsibility:** Client shall be responsible for orienting SSP Consultants to Client's policies and procedures regarding the submission of any requisite paperwork which must be tendered for reimbursement by funding entities such as Medicare, Medicaid, or health insurance. Such paperwork may include, but is not limited to, care plans, comprehensive histories as warranted, individual education plans, or Client specific program plans. During the contracted assignment, should SSP Consultants fail to submit paperwork as required per Client's policies and procedures, Client must notify BW in writing within three (3) business days of Client's discovery of any alleged failure. Failure to notify BW before assignment ends shall negate any Client claim to withhold payment due to untimely work and/or paperwork non-compliance by SSP Consultant. Client agrees that all approved time sheets by client's assigned representative are not subjected to billing dispute if Client fails to notify BW of time sheet and work performed discrepancies. Additionally, Client acknowledges and agrees that if formal notice is required to be given to any SSP Consultant that participation in a retirement system/pension is either: 1) permitted by SSP Consultant's election; or 2) is required by law, Client is solely responsible for providing such notice to BW and fulfilling all associated administrative duties. Client shall immediately notify BW if any SSP Consultant is required to, or voluntarily elects to participate in any such system, and agrees that no work will be performed by such SSP Consultant until the request or requirement is verified and approved by the SSP. BW will work with the SSP to secure all documentations needed to capture and report contribution obligations of such retirement funds.
- 4.3 **Reporting of Work-Related Injuries:** Client will maintain a safe working environment and provide all appropriate personal protective equipment as deemed appropriate by the Client and suitable to the setting to which SSP Consultants are assigned and agrees to orientate all SSP Consultants to safety policies/protocols applicable to their respective positions. Client ensures compliance with all applicable federal and state obligations to include general training on the reporting of work-place injuries and incidents occurring at Client facility. Records of such occurrences must be maintained by the Client and accessible to BW within guidelines set forth by governing entities. In the event of work-place injury, incident or exposure, each affected SSP Consultant will contact their immediate Client-appointed supervisor and report to the applicable treating department as per their employers protocol. SSP Consultants shall concurrently report work-place injuries, incidents or exposures to their SSP representative for workers compensation claim reporting, processing and management by SSP.

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- 4.4 Equal Opportunity: BW will contractually require that all SSPs: 1) screen based on merit only; 2) warrant that no candidates will be discriminated against due to race, religion, color, sex, national origin, age, disability, or any other characteristic protected by law; and 3) provide equal opportunity to all SSP Consultants for employment. Client warrants that it will screen based on merit only, that no candidates will be unlawfully rejected by Client, that no candidates will be discriminated against by Client due to race, religion, color, sex, national origin, age, disability, or other legally protected statuses.
- 4.5 Compliance with Laws: BW shall comply with all laws, regulations, rules and ordinances applicable to BW with regard to the services to be provided by BW pursuant to this Agreement and shall ensure SSP's acknowledge the same.

5. TERM OF AGREEMENT AND TERMINATION OF ASSIGNMENT

- 5.1 Term of Agreement: This Agreement begins on the date of the latest signature below ("Effective Date") and remains in effect for a period of three (3) years, unless terminated earlier in accordance with the provisions of this Agreement. All obligations under this Agreement will cease at the end of the current term, except for any provisions that expressly or by their nature survive termination.
- 5.2 With Cause: Either Party ("Terminating Party") may terminate this Agreement, in whole or in part, upon written notice to the other Party ("Defaulting Party") if the Defaulting Party commits a material breach of this Agreement and fails to cure such breach within **thirty (30) days** after receiving written notice specifying the nature of the breach. If the breach is not reasonably capable of cure within the cure period, the Defaulting Party shall be deemed in compliance only if it promptly begins substantial efforts to cure and continues diligently until cure is achieved.
- a. Termination With Cause of Individual Assignments: Immediately upon Client's knowledge, Client will report to BW any behavior issue, deviation from the accepted standards of practice, policies, and procedures as orientated to Consultant, or incident that would be considered adverse to Client's operations. In such an event, Client may request, in writing, that BW facilitate the immediate removal of an SSP's Consultant. Client agrees it will not immediately remove an SSP's Consultant or terminate an assignment unless BW has been notified in writing or, based on Client's good faith assessment, that immediate dismissal is necessary to protect Client's operations. Upon termination of assignment or removal of an SSP's Consultant, Client will provide documentation specifying the reasons and facts of the termination to BW within forty-eight (48) hours. If Client does not report such deviation(s) and terminates an assignment or does not provide the required documentation following a termination, Client will be assessed an amount equal to five (5) days of billings at the bill rates and minimum hours agreed upon in the applicable SSP Assignment Confirmation. Client will be responsible for all professional fees (and expenses if applicable) up to the point of termination. Should BW's SSP identify a suitable replacement SSP Consultant within three (3) business days after removal, Client agrees to original terms or extended terms of the removed SSP Consultant's assignment.
- 5.3 Without Cause: Either party may terminate this Agreement upon ninety (90) days written notice. Client is responsible for all charges and fees prior to notice date and through the 90-day period of notice. Either party may terminate an assignment upon thirty (30) days written notice. Client is responsible for all charges and fees prior to notice date and through the 30-day period of notice. If Client is unable to or does not provide thirty (30) days written notice, Client will be billed for thirty (30) days at the agreed upon regular bill rate and minimum hours for all terminated assignments. In the event of termination without cause, Client is responsible for any housing and travel costs actually incurred by SSP because of such termination.

6. CONFIDENTIALITY

- 6.1 Non-Disclosure: Each party acknowledges that as a result of this Agreement, they will learn confidential information of the other party. Confidential information is defined as that information which is private to each party but is shared by one to the other party as required to accomplish this Agreement. It is agreed that neither party will disclose any confidential information of the other party to any person or entity. Neither will it permit any person nor entity to use said confidential information. The only exceptions will be: (a) Information shared to the appropriate individuals within the respective organizations as necessary to execute this Agreement, (b) disclosures as required by law. Confidential Information of BW shall include, but is not limited to, any and all unpublished information owned or controlled by BW and/or its employees, that relates

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to the clinical, technical, marketing, business or financial operations of BW and which is not generally disclosed to the public.

- 6.2 Family Education Rights and Privacy Act. BW shall contractually require all SSPs and SSP Consultants, to comply with all laws, rules and regulations pursuant to the Family Educational Rights and Privacy Act, 20 USC 1232g ("FERPA"). BW acknowledges that certain information about the Client's students may be contained in records maintained by BW, SSPs, and/or SSP Consultants. BW further acknowledges that this information may constitute "school student records", and/or "education records" as defined in FERPA, and/or "personally identifiable information" as defined in FERPA's implementing regulations, which information is hereinafter collectively referred to as "Student Data." With regard to Student Data, BW agrees as follows:
- a. BW certifies that it will comply with all applicable laws and/or regulations, including FERPA, relating to confidentiality, privacy, and data security.
 - b. BW will have access to Student Data on an "as needed" basis, only as necessary to perform the services under this Agreement.
 - c. When BW is provided access to Student Data, BW (and its employees) will use the information only for the purposes for which access was provided.
 - d. BW agrees that it will comply with 34 CFR §99.33(a) relating to the use and redisclosure of Student Data.
 - e. BW shall maintain in force measures reasonably available within the information technology industry to prevent any unauthorized person from gaining access to or altering, viewing, manipulating or affecting the Student Data in any way. BW shall maintain, encrypt, and secure the Student Data in accordance with industry standards. BW agrees to maintain the confidentiality of the Student Data using at least the degree of care and security as BW uses to maintain the confidentiality of its own confidential information.
 - f. BW agrees to direct its owners, directors, members, employees, and agents to adhere to the confidentiality requirements set forth herein.
 - g. Upon termination, cancellation, expiration, or other conclusion of this Agreement, BW shall return all Student Data to the Client and shall delete all Student Data from its operational systems.

In addition, BW will contractually require all SSPs and SSP Consultants to agree to items a-g, above.

7. OTHER PROVISIONS

- 7.1 Cooperative Purchasing: The Parties agree that the terms and conditions may be extended to any other agency or body that participates in or is represented by a cooperative purchase program with Client. Services will be made in accordance with the prices, terms, and conditions of the Agreement. There shall, however, be no obligation under the Agreement for any organization represented by the cooperative purchase program to utilize the Agreement. All services provided to other members of the cooperative purchase program will be made pursuant to Assignment Confirmation Agreements executed by the individual members. Client shall not be held liable for any costs or damage incurred by other members as a result of any services provided by BW to another member. This clause shall only be applicable in jurisdictions which have passed appropriate legislation or where there is an applicable cooperative purchase program in existence at the time of execution of the Agreement. Additionally, BW shall confirm the status of any SSPs utilized under this Agreement with regard to membership to applicable cooperative purchasing program.
- 7.2 Representations and Warranties: Each party represents and warrants to the other party that (i) it has the full right, power and authority to enter into and to perform this Agreement; (ii) the execution, delivery and performance of this Agreement has been duly authorized by all necessary government and corporate action; and (iii) the execution, delivery and performance of this Agreement does not or will not violate or cause a breach or default under (a) the governing corporate or company documents of such party; (b) any agreement, lease, mortgage, license or other contract to which such party is a party; or (c) any law, rule, regulation, order, decree or consent action by which such party is bound or to which it is subject.
- 7.3 Survival: The parties' obligations under this Agreement which by their nature continue beyond termination, cancellation or expiration of this Agreement, shall survive termination, cancellation or expiration of this Agreement.
- 7.4 Governing Law: This Agreement shall be governed by the laws of the State of Georgia.

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- 7.5 Modification of Agreement: This Agreement may not be modified, amended, suspended, or waived, except by the mutual written agreement of the Parties who are authorized to execute the agreement
- 7.6 Entire Agreement: This Agreement represents the entire agreement between the parties and supersedes any prior understandings or agreements whether written or oral between the parties respecting the subject matter herein. This Agreement may only be amended and/or assigned in a writing specifically referencing this Agreement and executed by both parties. This Agreement shall inure to the benefit of and shall be binding upon the parties hereto and their respective heirs, personal representatives, successors and assigns, subject to the limitations contained herein. The unenforceability, invalidity or illegality of any provision of this Agreement shall not render any other provision unenforceable, invalid or illegal and shall be subject to reformation to the extent possible to best express the original intent of the parties.

This Agreement contains terms that may only be altered when agreed upon in writing by both parties. *(Please return all pages of this Client Agreement).*

CLIENT ID – CLIENT NAME

324321 - Columbus Public Schools

BlazerWorks LLC

Signature Date

Signature Date

Print Name

Print Name

Title

Title



Columbus Public Schools

Date: 6/1/26

School Fundraising Application

Please submit this application to the building principal **at least two weeks in advance** of the proposed date of your money-raising project. Please read the eight guides on page two. They will help you in answering the questions below.

School: Emerson Elementary Name: Ginger Darveau

FundRaising Company (if applicable): N/A

Emerson Elementary, submits the following plans for its money-earning project, and requests permission to carry them out.

What is your school/group's money-earning plan? The Student Council will have quarterly snack sales after school to earn money for Emerson Student Council.

Approximately how much does your school/group expect to earn from this project? \$500

How will this money be used? To purchase items students can earn as our positive reinforcement plan (Greater Crusader Prize box) as well as family activities and teacher appreciation gifts.

What are the proposed dates? December 8th & 10th Candy Cane & Hot Chocolate Sales
February 9th & 11th Valentines Day Popcorn Sales
April 23rd & 25th Popsicle Sales

Is this a recurring activity? ☒ Yes ☐ No

(If you selected yes, please specify the dates on which the activity will occur during the next twelve months.)

December 9th & 11th Candy Cane & Hot Chocolate Sales

February 10th & 12th Valentines Day Popcorn Sales

April 27th & 29th Popsicle Sales

Are you selling tickets or a product? ☐ Tickets ☒ Product ☐ Neither

(If you selected product, please specify the product that you are selling.) Candy canes & hot chocolate, popcorn with valentines colored M&Ms and Popsicles.

Will members be identified by t-shirts, etc. while carrying out this project? ☒ Yes ☐ No

Have you checked with other schools to avoid any overlapping while working? ☒ Yes ☐ No

Is your product/service in direct conflict with that offered by local merchants? ☐ Yes ☒ No

Are any contracts to be signed? ☐ Yes ☒ No **If yes, by whom?**

Has your school/group devised a budget plan to expend earnings? ☒ Yes ☐ No

Does the building principal give full approval for this plan? ☒ Yes ☐ No

Principal's Signature

Ginger Darveau

Date 6-1-26

(for district use only)

Approved by _____ Date _____

Approved subject to the following conditions _____

GUIDES TO SCHOOL/GROUP FUND RAISING PROJECTS

A school/group's money-earning methods should reflect basic values. Whenever your school or group is planning a money-earning project, this checklist should serve as your guide. If you answer "Yes" to all the questions that follow, it is likely the project conforms to district standards and will be approved.

1. Do you really need a fund raising project?

There should be a real need for raising money based on your school's programs. Groups should not engage in money-earning projects merely because someone has offered an attractive plan. Remember that individual students are expected to earn their own way. The need should be beyond normal budget items covered by building budgets.

2. If any contracts are to be signed, will they be signed by an individual without reference to the Columbus Public Schools or the Board of Education?

Before any person in your school/group signs a contract, he/she must make sure the venture is legitimate and worthy. If a contract is signed, he/she is responsible. He/she may not sign on behalf of Columbus Public Schools nor may he bind the Board of Education without its written authorization. If you are not sure, check with the Director of Business.

3. Will your fund raiser prevent promoters from trading on the name and goodwill of Columbus Public Schools?

Because of the district's good reputation, customers rarely question the quality or price of products we sell.

4. Will the fund raising activity uphold the good name of Columbus Public Schools? Does it comply with the district's policy on games of chance and gambling?

All items sold or awarded in connection with a fund raising activity must not detract from the ideals and principles of Columbus Public Schools and its Board of Education. Holding a lottery with gross proceeds in excess of \$1,000, a raffle with gross proceeds in excess of \$5,000, or other games of chance is a considered a violation of the district's policy on gambling. If you are not sure, check with the Director of Business/Human Relations.

5. If a commercial product is to be sold, will it be sold on its own merits and without reference to the needs of Columbus Public Schools?

All commercial products must sell on their own merits, not the benefit received by the school/group. The principle of value received is critical in choosing what to sell.

6. If a commercial product is to be sold, will the fund raising activity comply with the intentions communicated by the fundraiser?

Students must identify themselves by which group or school they represent and for what cause they are raising the money.

7. Will the fund raising project avoid soliciting money or gifts?

Columbus Public Schools students shall not be permitted to serve as solicitors of money for the Board of Education or district. No adults and students shall be permitted to serve as solicitors of money in support of personal gain.

8. Does the fund raising activity avoid competition with other schools and other organizations such as the United Way?

Check to make sure you are not in direct conflict with fund raising efforts of other schools or local agencies.

Cross Reference: 506.07 Fund Raising Activities
 506.50 School-Supporting Organizations

Exhibit

Approved: 09-17-12

Columbus Public Schools
Columbus, Nebraska



Columbus Public Schools

Date: 6-1-26

School Fundraising Application

Please submit this application to the building principal **at least two weeks in advance** of the proposed date of your money-raising project. Please read the eight guides on page two. They will help you in answering the questions below.

School: Emerson Elementary Name: Angie Luebke

Fund Raising Company (if applicable): Club's Choice

Emerson Elementary, 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?

Funds will be used to support reading celebrations, weekly celebrations, special events and other classroom needs.

Approximately how much does your school/group expect to earn from this project?

\$3000

How will this money be used?

The funds will be used to support reading celebrations, weekly celebrations, special events and other classroom needs

What are the proposed dates? September 2026-October 2026

Is this a recurring activity?

☒ Yes ☐ No

(If you selected yes, please specify the dates on which the activity will occur during the next twelve months.)

Are you selling tickets or a product? ☐ Tickets ☒ Product ☐ Neither

(If you selected product, please specify the product that you are selling.) Deli International Food Items & Home Goods

Will members be identified by t-shirts, etc. while carrying out this project? ☐ Yes ☒ No

Have you checked with other schools to avoid any overlapping while working? ☒ Yes ☐ No

Is your product/service in direct conflict with that offered by local merchants? ☐ Yes ☒ No

Are any contracts to be signed? ☒ Yes ☐ No **If yes, by whom?** Between Emerson and Club Choice

Has your school/group devised a budget plan to expend earnings? ☒ Yes ☐ No

Does the building principal give full approval for this plan? ☒ Yes ☐ No

Principal's Signature Angie Luebke **Date** 6-1-26

(for district use only)

Approved by _____ Date _____

Approved subject to the following conditions _____

GUIDES TO SCHOOL/GROUP FUND RAISING PROJECTS

A school/group's money-earning methods should reflect basic values. Whenever your school or group is planning a money-earning project, this checklist should serve as your guide. If you answer "Yes" to all the questions that follow, it is likely the project conforms to district standards and will be approved.

1. Do you really need a fund raising project?

There should be a real need for raising money based on your school's programs. Groups should not engage in money-earning projects merely because someone has offered an attractive plan. Remember that individual students are expected to earn their own way. The need should be beyond normal budget items covered by building budgets.

2. If any contracts are to be signed, will they be signed by an individual without reference to the Columbus Public Schools or the Board of Education?

Before any person in your school/group signs a contract, he/she must make sure the venture is legitimate and worthy. If a contract is signed, he/she is responsible. He/she may not sign on behalf of Columbus Public Schools nor may he bind the Board of Education without its written authorization. If you are not sure, check with the Director of Business.

3. Will your fund raiser prevent promoters from trading on the name and goodwill of Columbus Public Schools?

Because of the district's good reputation, customers rarely question the quality or price of products we sell.

4. Will the fund raising activity uphold the good name of Columbus Public Schools? Does it comply with the district's policy on games of chance and gambling?

All items sold or awarded in connection with a fund raising activity must not detract from the ideals and principles of Columbus Public Schools and its Board of Education. Holding a lottery with gross proceeds in excess of \$1,000, a raffle with gross proceeds in excess of \$5,000, or other games of chance is a considered a violation of the district's policy on gambling. If you are not sure, check with the Director of Business/Human Relations.

5. If a commercial product is to be sold, will it be sold on its own merits and without reference to the needs of Columbus Public Schools?

All commercial products must sell on their own merits, not the benefit received by the school/group. The principle of value received is critical in choosing what to sell.

6. If a commercial product is to be sold, will the fund raising activity comply with the intentions communicated by the fundraiser?

Students must identify themselves by which group or school they represent and for what cause they are raising the money.

7. Will the fund raising project avoid soliciting money or gifts?

Columbus Public Schools students shall not be permitted to serve as solicitors of money for the Board of Education or district. No adults and students shall be permitted to serve as solicitors of money in support of personal gain.

8. Does the fund raising activity avoid competition with other schools and other organizations such as the United Way?

Check to make sure you are not in direct conflict with fund raising efforts of other schools or local agencies.

Cross Reference: 506.07 Fund Raising Activities
 506.50 School-Supporting Organizations

Exhibit

Approved: 09-17-12

Columbus Public Schools
Columbus, Nebraska



Columbus Public Schools

Date: 6/1/26

School Fundraising Application

Please submit this application to the building principal **at least two weeks in advance** of the proposed date of your money-raising project. Please read the eight guides on page two. They will help you in answering the questions below.

School: Emerson Elementary Name: Ginger Darveau

Fund Raising Company (if applicable): SpecialTee

Emerson Elementary, 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 sell Emerson apparel. Each item will have an additional two dollars added to the cost. The additional money will be put towards the Student Council account.

Approximately how much does your school/group expect to earn from this project? \$150

How will this money be used? To purchase items students can earn as our positive reinforcement plan (Greater Crusader Prize Box) as well as family activities and teacher appreciation gifts.

What are the proposed dates? September 22 - October 2nd

Is this a recurring activity? ☐ Yes ☒ No
(If you selected yes, please specify the dates on which the activity will occur during the next twelve months.)

Are you selling tickets or a product? ☐ Tickets ☒ Product ☐ Neither
(If you selected a product, please specify the product that you are selling.) Emerson Apparel Items

Will members be identified by t-shirts, etc. while carrying out this project? ☐ Yes ☒ No

Have you checked with other schools to avoid any overlapping while working? ☒ Yes ☐ No

Is your product/service in direct conflict with that offered by local merchants? ☐ Yes ☒ No

Are any contracts to be signed? ☐ Yes ☒ No **If yes, by whom?**

Has your school/group devised a budget plan to expend earnings? ☒ Yes ☐ No

Does the building principal give full approval for this plan? ☒ Yes ☐ No

Principal's Signature Angela Luebbe Date 6-1-26

(for district use only)

Approved by _____ Date _____

Approved subject to the following conditions _____

GUIDES TO SCHOOL/GROUP FUND RAISING PROJECTS

A school/group's money-earning methods should reflect basic values. Whenever your school or group is planning a money-earning project, this checklist should serve as your guide. If you answer "Yes" to all the questions that follow, it is likely the project conforms to district standards and will be approved.

1. Do you really need a fund raising project?

There should be a real need for raising money based on your school's programs. Groups should not engage in money-earning projects merely because someone has offered an attractive plan. Remember that individual students are expected to earn their own way. The need should be beyond normal budget items covered by building budgets.

2. If any contracts are to be signed, will they be signed by an individual without reference to the Columbus Public Schools or the Board of Education?

Before any person in your school/group signs a contract, he/she must make sure the venture is legitimate and worthy. If a contract is signed, he/she is responsible. He/she may not sign on behalf of Columbus Public Schools nor may he bind the Board of Education without its written authorization. If you are not sure, check with the Director of Business.

3. Will your fund raiser prevent promoters from trading on the name and goodwill of Columbus Public Schools?

Because of the district's good reputation, customers rarely question the quality or price of products we sell.

4. Will the fund raising activity uphold the good name of Columbus Public Schools? Does it comply with the district's policy on games of chance and gambling?

All items sold or awarded in connection with a fund raising activity must not detract from the ideals and principles of Columbus Public Schools and its Board of Education. Holding a lottery with gross proceeds in excess of \$1,000, a raffle with gross proceeds in excess of \$5,000, or other games of chance is a considered a violation of the district's policy on gambling. If you are not sure, check with the Director of Business/Human Relations.

5. If a commercial product is to be sold, will it be sold on its own merits and without reference to the needs of Columbus Public Schools?

All commercial products must sell on their own merits, not the benefit received by the school/group. The principle of value received is critical in choosing what to sell.

6. If a commercial product is to be sold, will the fund raising activity comply with the intentions communicated by the fundraiser?

Students must identify themselves by which group or school they represent and for what cause they are raising the money.

7. Will the fund raising project avoid soliciting money or gifts?

Columbus Public Schools students shall not be permitted to serve as solicitors of money for the Board of Education or district. No adults and students shall be permitted to serve as solicitors of money in support of personal gain.

8. Does the fund raising activity avoid competition with other schools and other organizations such as the United Way?

Check to make sure you are not in direct conflict with fund raising efforts of other schools or local agencies.

Cross Reference: 506.07 Fund Raising Activities
 506.50 School-Supporting Organizations

Exhibit

Approved: 09-17-12

Columbus Public Schools
Columbus, Nebraska



Columbus Public Schools

Date: 6-1-26

School Fundraising Application

Please submit this application to the building principal **at least two weeks in advance** of the proposed date of your money-raising project. Please read the eight guides on page two. They will help you in answering the questions below.

School: Emerson ElementaryName: Emerson Parent Teacher Organization

Fundraising Company (if applicable):

Sweet Harvest Popcorn Popper**What is your school/group's money-earning plan?**

This fundraiser would allow students to sell a variety of popcorn flavors to their families. The popcorn will be delivered to the school from Sweet Harvest and students will take the product sold home to be distributed.

Approximately how much does your school/group expect to earn from this project?\$0-\$2000**How will this money be used?**

The money raised would be towards funding the remainder of the PTO expenses of the school year such as student incentives, End of the Year Family Picnic & Teacher Appreciation Week.

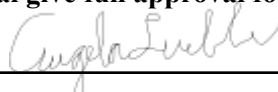
What are the proposed dates?January 2027-February 2027**Is this a recurring activity?**☒ Yes ☐ No

(If you selected yes, please specify the dates on which the activity will occur during the next twelve months.)

Are you selling tickets or a product? ☐ Tickets ☒ Product ☐ Neither

(If you selected a product, please specify the product that you are selling.)

Popcorn**Will members be identified by t-shirts, etc. while carrying out this project?** ☐ Yes ☒ No**Have you checked with other schools to avoid any overlapping while working?** ☒ Yes ☐ No**Is your product/service in direct conflict with that offered by local merchants?** ☐ Yes ☒ No**Are any contracts to be signed?** ☐ Yes ☒ No **If yes, by whom?****Has your school/group devised a budget plan to expend earnings?** ☒ Yes ☐ No**Does the building principal give full approval for this plan?** ☒ Yes ☐ No

Principal's Signature  Date 6-1-26



(for district use only)

Approved by _____ Date _____

Approved subject to the following conditions _____



GUIDES TO SCHOOL/GROUP FUND RAISING PROJECTS

A school/group's money-earning methods should reflect basic values. Whenever your school or group is planning a money-earning project, this checklist should serve as your guide. If you answer "Yes" to all the questions that follow, it is likely the project conforms to district standards and will be approved.

1. Do you really need a fund raising project?

There should be a real need for raising money based on your school's programs. Groups should not engage in money-earning projects merely because someone has offered an attractive plan. Remember that individual students are expected to earn their own way. The need should be beyond normal budget items covered by building budgets.

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3. Will your fund raiser prevent promoters from trading on the name and goodwill of Columbus Public Schools?

Because of the district's good reputation, customers rarely question the quality or price of products we sell.

4. Will the fund raising activity uphold the good name of Columbus Public Schools? Does it comply with the district's policy on games of chance and gambling?

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5. If a commercial product is to be sold, will it be sold on its own merits and without reference to the needs of Columbus Public Schools?

All commercial products must sell on their own merits, not the benefit received by the school/group. The principle of value received is critical in choosing what to sell.

6. If a commercial product is to be sold, will the fund raising activity comply with the intentions communicated by the fundraiser?

Students must identify themselves by which group or school they represent and for what cause they are raising the money.

7. Will the fund raising project avoid soliciting money or gifts?

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8. Does the fund raising activity avoid competition with other schools and other organizations such as the United Way?

Check to make sure you are not in direct conflict with fund raising efforts of other schools or local agencies.

Cross Reference: 506.07 Fund Raising Activities
 506.50 School-Supporting Organizations

Exhibit

Approved: 09-17-12

Columbus Public Schools
Columbus, Nebraska



Columbus Public Schools

Date: 6-1-26

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 Public Schools Elementaries

Name: Sarah Bird, John Holys, Andy Luebbe, Angie Luebbe, Desiree Teahon

Fund Raising Company (if applicable): Scholastic

CPS Elementaries, submits the following plans for a money-earning project, and requests permission to carry them out.

What is your school/group's money-earning plan?

Each CPS Elementary Building holds at least one Scholastic Book Fair. The money earned is in points and is used to purchase books for the respective libraries or classrooms.

Approximately how much does your school/group expect to earn from this project? We are unsure as to the money/points earned as it depends on how much is purchased during the Book Fairs. The typical Book Fair earns enough to purchase anywhere from \$1-\$1000 in books.

How will this money be used?

The money/points earned is always used to purchase books for the library or classroom.

What are the proposed dates? Fall 2026 or Spring 2027 (The Scholastic Book Fairs are usually held during parent/teacher conferences.)

Is this a recurring activity?

☒ Yes ☐ No

(If you selected yes, please specify the dates on which the activity will occur during the next twelve months.) Fall 2026 or Spring 2027 (The Scholastic Book Fairs are usually held during parent/teacher conferences.)

Are you selling tickets or a product?

☐ Tickets ☒ Product ☐ Neither

(If you selected a product, please specify the product that you are selling.) Books

Will members be identified by t-shirts, etc. while carrying out this project?

☐ Yes ☒ No

Have you checked with other schools to avoid any overlapping while working?

☒ Yes ☐ No

Is your product/service in direct conflict with that offered by local merchants?

☐ Yes ☒ No

Are any contracts to be signed? X Yes ☐ No **If yes, by whom?** Media Specialist

Has your school/group devised a budget plan to expend earnings?

X Yes ☐ No

Do the building principals give full approval for this plan?

☒ Yes ☐ No

Principal's Signature Angie Luebbe **Date** 6-1-26

(for district use only)

Approved by _____ Date _____

Approved subject to the following conditions _____

GUIDES TO SCHOOL/GROUP FUND RAISING PROJECTS

A school/group's money-earning methods should reflect basic values. Whenever your school or group is planning a money-earning project, this checklist should serve as your guide. If you answer "Yes" to all the questions that follow, it is likely the project conforms to district standards and will be approved.

1. Do you really need a fund raising project?

There should be a real need for raising money based on your school's programs. Groups should not engage in money-earning projects merely because someone has offered an attractive plan. Remember that individual students are expected to earn their own way. The need should be beyond normal budget items covered by building budgets.

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3. Will your fund raiser prevent promoters from trading on the name and goodwill of Columbus Public Schools?

Because of the district's good reputation, customers rarely question the quality or price of products we sell.

4. Will the fund raising activity uphold the good name of Columbus Public Schools? Does it comply with the district's policy on games of chance and gambling?

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5. If a commercial product is to be sold, will it be sold on its own merits and without reference to the needs of Columbus Public Schools?

All commercial products must sell on their own merits, not the benefit received by the school/group. The principle of value received is critical in choosing what to sell.

6. If a commercial product is to be sold, will the fund raising activity comply with the intentions communicated by the fundraiser?

Students must identify themselves by which group or school they represent and for what cause they are raising the money.

7. Will the fund raising project avoid soliciting money or gifts?

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8. Does the fund raising activity avoid competition with other schools and other organizations such as the United Way?

Check to make sure you are not in direct conflict with fund raising efforts of other schools or local agencies.

Cross Reference: 506.07 Fund Raising Activities
 506.50 School-Supporting Organizations

Exhibit

Approved: 09-17-12

Columbus Public Schools
Columbus, Nebraska



Columbus Public Schools

File: 506.07E1

Page 1 of 3

Date: June 1, 2026

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 Public Schools Elementaries

Name: **Sarah Bird, John Holys, Andy Luebbe, Angie Luebbe, Desiree Teahon**

Fund Raising Company (if applicable):

CPS Elementaries, submits the following plans for a fund-earning project, and requests permission to carry them out.

What is your school/group's money-earning plan?

The 2026 Penny Campaign will be held October 2026 through November 2026, respectively. The United Way will provide a container for each classroom, and a flyer for each student to take home to inform their parents of this project. (A digital flyer will be provided if your school prefers to post in place of using paper)

Approximately how much does your school/group expect to earn from this project? We are unsure as the money is donated and we are not selling an item.

How will this money be used?

This year's donations to the Penny Campaign will help fund a United Way Project designated by their Board.

What are the proposed dates? October 2026 through November 2026

Is this a recurring activity?

☒ Yes ☐ No

(If you selected yes, please specify the dates on which the activity will occur during the next twelve months.) October 2026 through November 2026

Are you selling tickets or a product? ☐ Tickets ☐ Product ☒ Neither

(If you selected product, please specify the product that you are selling.)

Will members be identified by t-shirts, etc. while carrying out this project? ☐ Yes ☒ No

Have you checked with other schools to avoid any overlapping while working? ☒ Yes ☐ No

Is your product/service in direct conflict with that offered by local merchants? ☐ Yes ☒ No

Are any contracts to be signed? ☐ Yes ☒ No **If yes, by whom?**

Has your school/group devised a budget plan to expend earnings? ☐ Yes ☒ No

Do the building principals give full approval for this plan? ☒ Yes ☐ No

Principal's Signature

Angie Luebbe

(for district use only)

Date 6-1-26

Approved by _____ Date _____

Approved subject to the following conditions _____



**GUIDES TO SCHOOL/GROUP FUND RAISING PROJECTS**

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Cross Reference: 506.07 Fund Raising Activities
 506.50 School-Supporting Organizations

Exhibit

Approved: 09-17-12Columbus Public Schools
Columbus, Nebraska