



COLUMBUS HIGH SCHOOL STUDENT HANDBOOK 2017-18

**The New Columbus High School
3434 Discoverer Drive
Columbus, NE 68601**

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

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

Disclaimer Notice

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

To the Parent/Guardian

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

School-Home Communications

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

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

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

Notification of Nondiscrimination

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

Notification of Sexual Discrimination

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

Notification of American Disabilities Act

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

COLUMBUS HIGH SCHOOL

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

High School Office Auto-Attendant	402-563-7050
High School Office Fax	402-563-7058
Operator	Press 0
Attendance	Press 1
School Counseling & Career Center	Press 2
Activities	Press 3
Nurse	Press 4
Food Service	Press 5
Assistant Principals	Press 7
Building Principal	Press 8
If you know the extension	Press 9
Administration Building	402-563-7000
Director of Student Services	402-563-7000
Superintendent of Schools	402-563-7000

CHS Administration

Mr. Steven Woodside	Building Principal
Mr. Jon Frey	Assistant Principal for Grades 10 & 11
Ms. Angela Leifeld	Assistant Principal for Grades 9 & 12
Mr. David Hiebner	Activities Director
Mr. Jason Schapmann	Dean of Students

FREQUENTLY ASKED QUESTIONS:

1. For attendance, prearranged absences, tardy arrivals to school, etc.
-- Contact the Attendance Office
2. For transcripts, schedules, enrollment, address changes, good student auto discounts, or Social Security benefit verification
-- Contact the School Counseling Office
3. For questions about the school lunch program or the Free/Reduced Lunch Program
-- Contact Food Service
4. For questions with sports, the activity program or building rental
-- Contact the Secretary to the Activities Director
5. For questions regarding a student's grade:
-- Contact the classroom teacher
6. For translation services or assistance for Spanish speakers:
-- Contact ELL Program (402-563-7000) and select option 7.

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FACTS FOR STUDENTS & ATHLETES

FACTS FOR PARENTS

Mission Statement of Columbus Public Schools

“Engaging All Learners to Achieve Success”

Vision of the Columbus Public Schools

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

To attain this **Vision** we are:

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

CHS Bell Schedules

CHS Regular Day Schedule

Standard (Mon., Thur., Fri.)	
Period 1	8:10 - 9:04
Period 2	9:09 - 10:03
Period 3	10:08 - 11:02
Period 4	11:07 - 12:43
<i>Lunch A</i>	11:07 - 11:37
<i>Lunch B</i>	11:40 - 12:10
<i>Lunch C</i>	12:13 - 12:43
<i>Lunch D</i>	12:48 - 1:18
Period 5	12:48 - 1:42
Period 6	1:47 - 2:41
Period 7	2:46 - 3:40

Extended (Tue.)	
Period 1	8:10 - 9:41
Period 2	9:46 - 11:17
Period 3	11:22 - 1:29
<i>Lunch A</i>	11:22 - 11:52
<i>Lunch B</i>	11:55 - 12:25
<i>Lunch C</i>	12:28 - 12:58
<i>Lunch D</i>	1:01 - 1:29
Homeroom	1:34 - 2:04
Period 4	2:09 - 3:40

Extended (Wed.)	
Period 5	8:10 - 9:41
Period 6	9:46 - 11:17
Period 7	11:22 - 1:29
<i>Lunch A</i>	11:22 - 11:52
<i>Lunch B</i>	11:55 - 12:25
<i>Lunch C</i>	12:28 - 12:58
<i>Lunch D</i>	1:01 - 1:29
LEAD Time	1:34 - 2:34

Morning Assembly Schedule

AM Assembly	8:10 - 9:10
Period 1	9:15 - 10:01
Period 2	10:06 - 10:52
Period 3	10:57 - 11:43
Period 4	11:47 - 1:08
<i>Lunch A</i>	11:47 - 12:12
<i>Lunch B</i>	12:15 - 12:40
<i>Lunch C</i>	12:43 - 1:08
<i>Lunch D</i>	1:13 - 1:38
Period 5	1:12 - 1:58
Period 6	2:03 - 2:49
Period 7	2:54 - 3:40

Pep Assembly Schedule

Period 1	8:10 - 9:01
Period 2	9:06 - 9:57
Period 3	10:02 - 10:53
Period 4	10:58 - 12:25
<i>Lunch A</i>	10:58 - 11:25
<i>Lunch B</i>	11:28 - 11:55
<i>Lunch C</i>	11:58 - 12:25
<i>Lunch D</i>	12:28 - 12:55
Period 5	12:30 - 1:21
Period 6	1:26 - 2:17
Period 7	2:22 - 3:13
Pep Assembly	3:18 - 3:40

Noon Dismissal Schedule

Period 1	8:10 - 8:40
Period 2	8:45 - 9:15
Period 3	9:20 - 9:50
Period 4	9:55 - 10:25
Period 5	10:30 - 11:00
Period 6	11:05 - 11:35
Period 7	11:40 - 12:10

CHS Calendar for the 2017-18 School Year

8/29/17	Parent Night - Back-to-School Open House
8/31/17	First Day 10 th , 11 th and 12 th Grades Only (Orientation)
9/1/17	First Day 9 th Grade Only (Orientation)
9/4/17	No School – Labor Day
9/5/17	First Day of Regular Classes / Grade 9 Breakouts
9/6/17	Digital Literacy Presentation (9 th & New Students/Parents <i>Required Attendance</i>)
9/7/17	Hall of Fame Banquet - Ramada Inn
9/9/17	ACT Testing
9/22/17	Homecoming Dance (9-12)
10/11/17	CHS Parent-Teacher Conferences 5:30 to 8:30 PM
10/12/17	No School – Teacher Professional Development AM CHS Parent – Teacher Conferences 1:00 to 4:00 PM
10/13/17	No School
10/17/17	NHS Induction - 7:00 PM
10/28/17	ACT Testing
11/2/2017	End of 1st Term - 42 Days
11/3/17	No School – Teacher Professional Development
11/23 – 11/24/17	No School – Thanksgiving Break
12/9/17	ACT Testing
12/23/17 – 1/1/18	No School – Holiday Break
1/12/18	End of 2 nd Term – 42 Days
1/15 – 1/16/18	No School – Teacher Professional Development
1/17/18	Begin 3 rd Term
1/27/18	Winter Formal – 9:00pm
2/8/18	8th Grade High School Orientation
2/10/18	ACT Testing
2/21/18	CHS Parent-Teacher Conferences 5:30 to 8:30 PM
2/22/18	No School Teacher Professional Development AM CHS Parent-Teacher Conferences 1:00 - 4:00 PM
2/23/18	No School – Teacher Professional Development
3/8 - 3/9/18	No School – Spring Break
3/23/18	End of 3 rd Term – 44 Days
3/26/18	Begin 4th Term
3/29/18	No School – Teacher Professional Development
3/30/18	No School - Holiday Break
4/3/18	Statewide ACT Testing - All Juniors (<i>Make-up Date: 4/24/18</i>)
4/14/18	ACT Testing
4/21/18	Junior-Senior PROM
5/7/18	No School
5/23/18	Seniors final attendance day
5/27/18	Graduation
5/28/18	No School – Holiday Break
6/1/18	End of the 4 th Term – 48 Days
6/4/18	No School - Teacher Professional Development
6/9/18	ACT Testing
7/14/18	ACT Testing

2017-18 Columbus High School Faculty

Administration

Mr. Steven Woodside, Principal
Mr. Jon Frey, Assistant Principal
Ms. Angela Leifeld, Assistant Principal
Mr. Dave Hiebner, Activities Director
Mr. Jason Schapmann, Dean of Students

Advantage Program

Ms. Kimberly Ek
Ms. Peggy Meyer
Ms. Judy DeNio
Ms Sharon Hartman

Art

Ms. Megan Danner
Ms. Blair Haynes

Business Education

Ms. Jeri Otten
Ms. Kari Tunink
Mr. Brady Vancura
Ms. Kristine Wurtz

District Career Coordinator

Ms. Heidi Elliot

Family & Consumer Sciences

Ms. Carrie Urban

English

Mr. Marc Baue
Mr. Jacob Belvery
Ms. Carrie Cravens
Ms. Judy DeNio
Ms. Sharon Hartman
Ms. Ashlee Ivey
Ms. Cathy Kwapnioski
Mr. Sean McDonald
Ms. Shannon McDonald
Ms. Chelsea Parker

ELL

Ms. Rebecca Lenser
Ms. Logan Sieck
Ms. Brandy Singleton
Ms. Laura Sprunk

Health Services

Ms. Gretchen Hupp

Instructional Media

Ms. Valarie Wallin

Mathematics

Mr. Scott Bethune
Mr. James Johnson
Ms. Julie Kreikemeier
Ms. Karen Maurer
Ms. Peggy Meyer
Ms. Christine Rodgers
Mr. Chris Sander
Ms. Staci Shonka
Ms. Wendy Shotkoski
Ms. Brandy Singleton
Ms. Michelle Watson

Music

Mr. Jeff Peabody
Mr. Jacob Ritter

Health & Physical Education

Mr. Mick Bubak
Ms. Heidi Field
Ms. Stacy Smith
Mr. Bret Thompson
Mr. Craig Williams

Reading Specialist

Ms. Stacie Roberts

School Psychologist

Ms. Jessie Hill

School Counseling

Mr. Kevin Lewandowski
Ms. Kim Loeffelholz
Ms. Bethany Seehusen

Science

Mr. Matt Bills
Ms. Beth Coop
Ms. Trudi Noonan

Science cont'd

Ms. Julie Paulson
Ms. Angie Peck
Ms. Lanae Pierson
Mr. Ryan Schroeder
Ms. Andrea Smejkal
Mr. Brian Townsend

Skilled & Technical Sciences

Mr. Rick Benson
Mr. Tracy Dodson
Mr. Marcus Gillespie
Mr. Ron Haefner
Mr. Adam Whitmore

Social Studies

Mr. Tom Bock
Mr. Patrick Clark
Mr. Nathan Coan
Ms. Amanda Flesner
Mr. Jimmy Motz
Ms. Anne Robertson
Mr. Jonathan Shea

Social Worker

Ms. Jill Spale

Special Education

Ms. Valerie Brown
Ms. Jackie Eickhoff
Ms. Brenda Huey
Ms. Sarah Janssen
Ms. Jennifer Kallweit
Mr. Dave Licari
Mr. Alex Liston
Mr. Mark Staroscik

Speech Pathologist

Ms. Brittany Madden

World Languages

Ms. Blanca Alarcon
Ms. Rae Fahrlander
Ms. Victoria Joseph
Ms. Liliana Velasco

SECTION I

STUDENT RIGHTS AND RESPONSIBILITIES – UNDER NE STATUTES

I-A Responsibilities and Right to an Education

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

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

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

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

I-B Attendance Responsibility

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

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

I-C Academic Responsibility

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

I-D Health Examination and Immunizations

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

I-E Student Records

CPS Board Policy 507 and its accompanying rules govern the maintenance of student records. These records are maintained to assist the instructional, guidance, and educational progress of the student and for legitimate research to better the educational programs of the school district.

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

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

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

Students and parent(s)/guardian(s) who have any additional concerns regarding their rights under Policy 507 and various federal and state laws are encouraged to contact the building principal of their school. A copy of Policy 507 and its accompanying rules may be obtained for the cost of reproduction from the Office of the Superintendent of Schools. Students and parent(s)/guardian(s) may file with the Department of Health, Education and Welfare complaints concerning alleged failures of the school district to comply with federal legislation dealing with student records.

I-F Responsibility and Right to Freedom of Assembly

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

I-G Search and Seizure

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

- 1) General searches on school property (including personal items such as lockers, cars, book bags, purses, coats, etc., found on school property) will be conducted at any time when there is reasonable cause for school employees to believe that something that violates a law or school rule is on school property. This search of school property may be made without the student being present.
- 2) Illegal items (firearms, weapons, drugs) or other possessions reasonably determined to be a threat to the safety,

security of others, or which might possibly interfere with school purposes will be seized by school employees.

3) Items, which are used to disrupt or interfere with the educational process, may be temporarily removed from a student's person.

4) A student's person may be searched by school employees when there is reasonable cause to believe that the student has on his/her person illegal items or other items that may interfere with school purposes.

Lockers and desks are the property of the school district and are made available to students for their convenience. Lockers are randomly searched. Each student is responsible for the content or security of his/her locker. Each student is assigned a locker with an individualized lock combination. Students are advised not to disclose the combination to other students. The student solely assigned to the locker is responsible for the locker and will be held accountable for all items in the assigned locker. The school assumes no responsibility for items placed in a shared locker or shared combination. For the security of our students, staff and school grounds, Columbus High School is equipped with security cameras.

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

I-H Responsibility and Right of Freedom of Expression

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

I-I Oral Expression

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

I-J Symbolic Expression and Related Activities

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

I-K Rights of Handicapped Students

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

SECTION II DISCIPLINE – UNDER NE STATUTES or CHS POLICY

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

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

II-B Disciplinary Actions That Only Administrators May Assign:

- **Rearrangement of Schedule:** assigning a student to a new schedule of classes and/or in-school suspension when the behavior of the student is such that the student cannot conduct himself/herself in an acceptable manner.
- **Suspension from attending or participating in activities:** action taken by the principal and/or assistant principal(s) as a consequence of his/her behavioral problems and/or actions. Such action will be stipulated by school administration. The length of the suspension will be determined by the frequency and/or severity of the behavior.
- **Loss of Good Standing (Social Probation):** If a student has missed more than the allowable number of days in a 9-week term (5) or is carrying over two hours disciplinary time, that student is automatically considered to have lost "Good Standing." Students that are not in good standing are considered to be on *social probation* and therefore may not attend CHS social functions such as dances. Students who have lost their *good standing status* may earn it back by correcting the problem that led to the loss of *good standing* (improving attendance or serving After School Detention ASD minutes). *Loss of Good Standing also means the student will be indicated as "Not in Good Standing" on any dance guest form the student may present to an administrator until such time as the matter is resolved and good standing is restored.*
- **Requirement that a student receive counseling/educational evaluation:** an action that may require a student to visit a guidance counselor, medical counselor, or psychological counselor, to assist the student in resolving his/her problem **at parental expense.**
- **In-School Suspension (ISS):** Students are placed in the suspension room rather than their regularly scheduled class(es). Students are supervised and expected to carry on their studies as well as abide by the rules set down for ISS. Assigning students to ISS is at the discretion of the administration. Students who experience a high frequency of in-school suspensions can be suspended out of school at the discretion of the administration up to and including a period of 5-days.
- **After School Detention (ASD):** Takes place on Tuesday, Wednesday and Thursday afternoons, after school. Students are placed in up to a 2-hour detention/academic study period. The purpose is to enable students to fulfill disciplinary and academic obligations. Sessions are held on all available Tuesday and Thursday afternoons from 3:45 to 5:45pm in the small cafeteria. Sessions will also be held on Wednesday *early release days* from 2:30 to 4:00pm in the small cafeteria. The only students that will be permitted to leave early will be those owing less than three hours of time. See also "**II-C After School Detention**" for further information.
- **Suspensions and Emergency Exclusion:**
 - (a) Short term: exclusion of a student from attendance to school for a period not to exceed five school days.

- (b) Long term: exclusion of a student from attendance to school for a period exceeding five school days but less than twenty school day.
- **Expulsion:** Exclusion from school attendance in accordance with Neb. Rev. Stat. § 79-283.
- **Exclusion:** Immediate withdrawal of a student from school for:
 - (a) Presenting a clear threat to the physical safety of himself/herself or others, or is so extremely disruptive as to make temporary removal necessary to preserve the rights of other students to pursue an education.
 - (b) A dangerous communicable disease as cited in Neb. Rev. Stat. § 79-4,177.
- **Mandatory Reassignment:** Students may be reassigned to an alternative educational setting to complete instructional units.
- **Legal Action in Court of Law:** Any disciplinary action taken against a student will comply with existing state laws and CPS Board policies and shall afford the student due process.

II-C After School Detention

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

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

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

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

Student time owed is capped at 400 minutes. Any student reaching **400 minutes** is **REQUIRED** to attend the next eight After School Detention sessions to get their total time owed below 180 minutes. Failure to do so will result in further consequences being imposed by the administrator as the student is demonstrating insubordination. **Students who demonstrate an unwillingness to work towards decreasing their time-owed figures and return to *good standing* status risk more significant building consequences including, but not limited to, restriction of privileges, suspension or mandatory reassignment to an alternative educational environment.**

After School Detention Schedule for the 2017-18 School Year

First Semester		
Tuesday	Wednesday	Thursday
Sept. 5	6	7
12	13	14
19	20	21
26	27	28
Oct. 3	4	5
10	No ASD P-T Conf.	No ASD P-T Conf.
17	18	19
24	25	26
31	Nov. 1	2
7	8	9
14	15	16
21	--	--
28	29	30
Dec. 5	6	7
12	13	14
19	20	21
Jan. 2	3	4
9	10	11

Second Semester		
Tuesday	Wednesday	Thursday
--	Jan. 17	18
23	24	25
30	31	Feb. 1
6	7	8
13	14	15
20	No ASD P-T Conf.	No ASD P-T Conf.
27	28	Mar. 1
6	--	--
13	14	15
20	21	22
27	28	29
Apr. 3	4	5
10	11	12
17	18	19
24	25	26
May 1	2	3
8	9	10
15	16	17
22	23	24
29	30	31

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

All Wednesday After School Detention Sessions will begin PROMPTLY at 2:40 pm and end at 4:00 pm.

Students are to arrive on time and prepared to complete schoolwork or read silently.

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

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

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

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

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

II-D Right to Due Process

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

established by the school district and any other rules established by individual buildings governing student behavior at school shall be publicized.

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

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

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

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

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

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

SECTION III SCHOOL RULES AND EXPECTATIONS

The following rules have been established under direction of the Board of Education discipline policies for use in school and at all school-sponsored events. Compliance with the following standards of conduct is mandatory. A referral is defined as a summons or directive to the office due to an administrative rule violation usually resulting in disciplinary action by an administrator. Repeated instances of receiving office referral may result in ISS, OSS and alternative placement.

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

Administrative Discipline – Civic Expectations

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

Civic Expectation #1 - Contribute constructively to community

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

Supporting Guidelines

III-A Dress Code for Students

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

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

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

- 1) Any article of clothing or other item brought to school by a student should not contain any printed wording or pictures that:
 - a) Include profanity, vulgarity, or is found to be sexually explicit, indecent or lewd, or makes sexual innuendo (sexually suggestive);
 - b) Advertise the use or sale of tobacco or controlled substances in any manner,
 - c) Promote a business establishment whose primary business is drug paraphernalia or alcohol related,
 - d) Would be found to be offensive to another ethnic background,
 - e) Indicates any form of gang affiliation,
 - f) Espouse questionable meaning or insinuates educationally inappropriate activities.
- 2) Clothing which is too tight or too short, has holes in the hip, thigh, genital or upper chest areas, or unnecessarily *exposes or draws attention to* one of these areas is considered disruptive to the learning environment and is therefore inappropriate school attire.
 - a) Clothing considered proper attire is a garment worn in a manner in which it was designed. Rolled waistbands or sagging waistlines, a full-length shirt with appropriate sleeves, skirts or shorts with a minimum of a 3-inch inseam, covered shoulders. **Bare midriffs, low cut shirts, bare backs and/or exposed undergarments will not be tolerated.** Two-piece outfits must touch at the waist. Sleeveless shirts are permitted only if intact as originally manufactured. No tank tops. Students are not allowed to wear clothing/jewelry that would encourage horseplay or pose a risk to self or other students (i.e. spiked apparel and chains);
 - b) *All pants must be secured at the waistline, at or above the hips even if a long shirt accompanies the pants or shorts are worn under the pants.*
- 3) Appropriate dress for some social situations out of school is not necessarily appropriate for school. The type of clothing worn by a student must not be injurious to self or jeopardize his/her safety or the safety of others (i.e. open-toed shoes, baggy or loose clothing in a STEM class, or dangling chains from clothing or wallets).
- 4) Shoes and shirts are essential for proper *inside-the-building* attire. Hats, sweat bands, stocking hats, bandanas, gloves and sunglasses will not be considered proper building attire because they can be considered disruptive to the educational environment. Hats may be worn to school and kept in the locker during the academic school day. *Repeated violations will result in confiscation of the clothing item(s) as contraband. They may be held until the end of the school year.*
- 5) Dress identified by outside agencies (police and other law enforcement agencies) as gang-related apparel is not allowed: i.e. West Side, South Side, East Side, North Side, gang affiliated artist,

do-rags or bandanas worn on the head or hung from clothing, long baggy coats, knit gloves or prominent display of gang-affiliated colors, and other clothing which promotes gang activity using slang, symbolism and cartoon caricatures, clothing depicting gloved “Mickey” hands forming gestures, altered rosaries.

- 6) Exceptions to the Columbus High School Dress Code detailed above *may* be made for “spirit days.” The administration will work with student organizations to determine this in advance.

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

III-B Non-Instructional Areas

Students are only to be in non-instructional areas (such as hallways, bathrooms, cafeteria, commons, school grounds) when authorized. Students are to conduct themselves in a proper and prudent manner, and should always clean up after themselves by disposing litter in trash containers. Gyms, balconies and stairwells are not authorized areas to congregate before, during or after school.

III-C Loitering

Students may not remain in school buildings, on school grounds, in student and/or faculty parking lots, or at school-sponsored events without the permission of school personnel after school is dismissed or the activity is completed. *Students are to be off the premises no later than 30 minutes following the dismissal of classes or all school activities.* Students may not assemble in unauthorized areas or hallways during the school day when classes are in session. All Columbus High School students shall be prohibited from loitering anywhere within a three-block radius of the outer boundaries of the high school before or after school.

III-D School-Sponsored Activities - Suspensions

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

III-E Contraband / Cell Phone / Electronic Devices

Contraband is defined as any item not considered necessary to complete in-class activities and/or any item considered disruptive to the school environment during the instructional day (8:10-3:35). This would include (but not limited to) any electronic device, MP3 player/iPod, earbuds and portable video games. Contraband will be confiscated from students and turned into the main office.

Cell phones *may* be the sole exception to this practice but may only be used for communication purposes at appropriate times and locations. Any other use of a cell phone is deemed inappropriate for the regular school day. Cell phones are permitted in the hallways during passing periods, in the lunchroom during breakfast and lunch as well as the main (south) entrance areas ONLY. Staff will continue to confiscate cell phones when students receive or make phone calls, text message or access the phone during the instructional period/block, without prior staff permission. Cell phones or electronic devices must never be used to photograph or record others *without their knowledge* during the school day. If a student is found to have violated this rule, particularly if the resulting image or recording was of a verbal or physical altercation or utilized to harass, intimidate or demean another student, would be subject to an investigation procedure that may result in discipline, up to and including, suspension and expulsion. (See III-O Harassment/Bullying/Intimidation)

Because students have access to their cell phone for appropriate use during the day, the *first offense* cell phone violation results in a 1-hour After School Detention consequence. A parent/guardian may be required to pick up the confiscated phone in the main office at the conclusion of the instructional day. Repeat offenses will result in further disciplinary consequences for insubordination and could result in the school holding the phone for a specified period of time, until a meeting can be held to clear up the matter.

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

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

III-F Open Containers / Beverages other than Water

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

III-G Marking on School Property

Students are not to damage or to write, draw, or mark on school property in any way. Doing so, will result in a vandalism consequence.

III-H Skateboards

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

III-I Display of Affection

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

III-J Responsibilities of Students When Expressing Themselves

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

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

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

III-K Cheating

Students caught cheating/plagiarizing on major assignments such as tests, quizzes or performance assessments will be reported to the office. The parents will be notified by the classroom teacher. The student will have the option to redo the work or retake the assignment/assessment at 50% value. Administrative consequences will be assigned based on frequency and severity.

III-L Altering School Records, Reports, Grades, Etc.

Students are forbidden to change and/or falsify school records, reports, grades, etc. Any tampering with such documents shall result in disciplinary actions.

Civic Expectation #2 – Interact effectively with others

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

Supporting Guidelines

III-M Insubordination

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

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

III-N Parking

The privilege of driving to school and parking on school grounds comes with certain expectations. Students are expected to obtain and prominently display a CHS-issued parking permit in the front windshield of their vehicle. Students are also expected to park in the appropriate parking lots. Failure to do so may result in a parking fine, office referral and/or placement of a boot on the vehicle. **It should be noted that ALL FINES COLLECTED ARE RETURNED TO THE STUDENT BODY in the form of student incentive and reward programs/ activities.**

Major Violations (Fine and/or Parking Boot)

Parking in the Fire Lane
Parking in incorrect lot or area
Parking in bus lanes and driving lanes
Unattended vehicle in bus and driving lane
Parking in grassy areas
Frequent minor violations

Minor Violations (Fine and/or Referral)

Parking tag does not match designated area
Failure to display parking tag
Parking in two stalls at one time

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

III-O Harassment/Bullying/Intimidation

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

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

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

- Verbal, physical, written harassment, texted or posted abuse;
- Repeated remarks of a demeaning nature;
- Implied or explicit threats concerning one's safety, well-being, grades, achievements, etc;
- Demeaning jokes, stories, or activities directed at an individual or group of individuals;
- Any ongoing pattern of physical, verbal, or electronic abuse.

Students or individuals who feel that they have been harassed by other students should:

- Communicate to the harasser that the individual expects the behavior to stop, if the individual is comfortable doing so. If the individual needs assistance communicating with the harasser, he/she should ask a teacher, counselor or administrator to help.
- If the harassment does not stop, or the individual does not feel comfortable confronting the harasser, he/she should:
 - Report the matter to a teacher or counselor.
 - Write down exactly what happened, keep a copy and give another copy to the counselor;
 - What, when and where it happened;
 - Who was involved;
 - Exactly what was said or what the harasser did;
 - Witnesses to the harassment;
 - What the individual said or did, either at the time or later;
 - How the individual felt; and
 - How the harasser responded.
 - Provide screenshots and/or printouts of the alleged abuse (when appropriate)
 - The counselor will then investigate the matter by interviewing witnesses and the alleged harasser and report the results of the investigation to the appropriate grade-level administrator.
 - If the administrator determines that harassment is indeed occurring, appropriate consequences will be assigned as necessary based upon frequency and severity of the behavior.

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

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

III-Oa Hazing

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

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

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

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

III-P Inappropriate Behavior

- 1) Public indecency, with regard to high school age students, is defined in Neb. Rev. Stat. § 79-267 (7).
- 2) Engaging in sexual conduct, even if consensual, on school grounds or at a school function or event.
- 3) Sexual Assault or attempting to sexually assault any person, on school grounds or at a school function or event.

Consequence: Restriction of privileges, schedule change, activities suspension/expulsion (where appropriate), ISS, OSS,

alternative placement and/or expulsion.

III-Pa Sexual Harassment

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

Sexual Harassment

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

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

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

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

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

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

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

Sex Offender Law

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

Dating Violence

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

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

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

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

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

Date of Adoption: May 17, 2010

Civic Expectation #3 – Fulfill legal requirements

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

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

Supporting Guidelines

III-Q Reckless Endangerment

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

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

III-Qa Snowballs

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

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

III-Qb Unauthorized Games / Activities

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

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

III-R Student Drivers

All students driving motorized vehicles to school must operate them in a safe and lawful manner. **Students observed operating a motor vehicle in an unsafe, reckless or unlawful manner will be subject to disciplinary action and will**

be reported to the police. Parking permits may be confiscated or revoked at administrative discretion. All cars parked on school property must be registered and display a school parking tag. Failure to display a proper parking permit in CHS lots will result in a ticket.

III-S Theft/Stealing

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

Any student device or equipment that is misplaced or suspected to be stolen must be *reported immediately to the CHS Technology Office*. All *found* devices or equipment should be *immediately returned to the CHS Technology Office* along with a detailed explanation of where and when the item was found, any other *found* items should be returned to the main office.

III-T Unauthorized Entry

When school is in session, students are not to be in the school building before 6:30 AM or 30 minutes after dismissal time unless they are scheduled in activities taking place within the building or unless they have written permission from a staff member.

III-U Fighting / Assaults

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

III-Ua Aiding and Abetting

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

III-V Computers / Technology

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

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

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

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

All CHS students will be required to complete digital literacy training before access to the school district devices/network will be permitted. The issuance of and revocation of access to school district technology and networks, as necessary will be handled by building-level administration.

Specific details about student use of the district-issued student devices is covered in detail in a separate document provided at the time of device roll-out entitled: Columbus Public Schools Student Acceptable Use Agreement.

Specific Internet-use guidelines are listed below:

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

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

III-Va Google Accounts

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

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

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

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

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

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

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

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

Children’s Online Privacy Protection Act (COPPA)

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

personal student information is collected for commercial purposes. This permission form allows the school to act as an agent for parents in the collection of information within the school context. The school's use of student information is solely for educational purposes. -- COPPA <http://www.ftc.gov/privacy/coppafaqs.shtm>

Family Educational Rights and Privacy Act (FERPA)

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

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

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

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

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

The parent(s) understand that by participating in Google Apps for Education, information about the student will be collected and stored electronically. The parent(s) have read the privacy policies associated with the use of Google Apps for Education (<http://www.google.com/a/help/intl/en/edu/privacy.html>).

The parent(s) understand that they may ask for their child's account to be removed at any time.

III-W Damage of School or Private Property

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

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

Students are responsible for the cost of repair or replacement of any student device, charging cords/power adapter and

protective storage sleeve issued to them. If a student device or peripherals are believed to be stolen, this information must be reported *immediately* to the CHS Technology Office during the school day. After school hours and on weekends or holidays, call the **CPS Technology Hotline 402-563-7069** and leave a detailed message including the name of the student, student ID number and circumstances resulting in the missing computer.

III-X False Alarms

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

III-Y Alcohol-Tobacco-Drugs [CPS Board Policies 504.14 and 504.14R1]

III-Ya Use of Tobacco

Columbus High School students are not to possess, use, distribute or sell tobacco on school grounds.

Definition: Tobacco products include cigarettes, cigars, chewing tobacco, snuff, or any form of tobacco intended to be smoked, chewed, sniffed, dissolved or inhaled. Possessing or use of e-cigarettes and/or vapor liquids in any form at school is in direct violation of this policy.

Consequences: Students found guilty of possessing, using, distributing, or selling tobacco will receive the following consequences:

1st violation: students found guilty of a first violation at any time during the school year shall receive one day ISS, confiscation of the contraband and complete a Stop Smoking packet furnished by the school.

2nd violation: students found guilty of a 2nd violation at any time during the school year shall receive two days ISS, confiscation of the contraband and will complete a school approved smoking cessation program conducted by the school nurse.

3rd violation: students found guilty of a 3rd violation at any time of the school year will receive three days ISS and have the contraband confiscated.

4th and subsequent: students found guilty of a fourth and/or subsequent violations at any time during the school year shall receive three days OSS and the contraband will be confiscated.

III-Yb Alcohol and Drugs

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

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

Students violating the district's drug policy during the school day or at school-sponsored activities will be assigned disciplinary consequences and, if appropriate, activity consequences as explained in the Student Handbook. Consequences will begin when the administration has determined that a violation has occurred and due process has taken place. **The school may require that students obtain drug/alcohol tests at parental expense in order to determine if a violation has occurred.** Disciplinary consequences will vary according to the severity of the violation and the number of times a student has committed violations. Students who violate the district tobacco, alcohol and drug policy will be referred to law enforcement officials.

Columbus High School prohibits the possession of drug paraphernalia as well as the distribution, dispensing, manufacture, possession, use or being under the influence of alcohol and / or "look alike" substances that appear to be alcohol or a controlled substance by students while on school grounds during school hours or school-sponsored events.

Consequences: Students under the influence of drugs/alcohol shall receive the following:

1. First violation at any time during the school year shall be 19 days OSS. However, upon the presentation to the school administration of an appointment for an evaluation done by a professional substance abuse counselor with information provided to the school, the administration may reduce this consequence to three days OSS and three days ISS. The evaluation/counseling shall be at parental expense and must be completed within the time limits set by the school administration. The substance abuse counselor must be approved by the building principal prior to

the student seeking services and the student's parent(s) and/or guardian(s) and the substance abuse counselor must agree to the exchange of all pertinent information between school officials and the substance abuse counselor.

This evaluation must be accompanied by specific recommendations. Should this student, at any time during the remainder of his/her attendance, fail to comply with any of the given recommendations - the original suspension can be imposed.

2. Second or subsequent violations during the school year may result in expulsion and mandatory reassignment at the Alternative School or an educational placement deemed appropriate by the administration. [CPS Board Policy 504.14]

Students possessing, distributing or selling drugs/alcohol shall receive the following:

1. First violation at any time during the school year shall be 19 days OSS. However, upon the presentation to the school administration of an appointment for an evaluation done by a professional substance abuse counselor with information provided to the school, the administration may reduce this consequence to five days OSS and five days ISS.
2. Second or subsequent violations during the school year may result in expulsion and mandatory reassignment at the Alternative School or an educational placement deemed appropriate by the administration.

III-Yc Prescription Drugs

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

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

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

III-Yd Over the Counter Drugs / Vitamins

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

Consequences: Students found guilty of misusing, misrepresenting, distributing or selling over-the-counter drugs shall receive the following: **1st violation:** up to 5 days OSS, **2nd violation:** up to 19 days OSS, **3rd violation:** expulsion from school for the remainder of the semester or 19 days OSS, whichever is longer.

The high school nurse has a limited supply of over-the-counter medications (aspirin, non-aspirin, cold medications and Pepto Bismol). Students may have access to these over-the-counter drugs if the parent has informed the nurse in writing. Students are encouraged to bring their own over-the-counter medications and may carry them on their own person and medicate themselves. It is against the policy to share any medication with another student.

III-Ye Records of Violations and Consequences

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

III-Z Rumors, Threats and Prohibited Items

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

time to be made up by all students, as directed by the Superintendent and/or the Board of Education.

III-Za Spreading Rumors / Text Messaging False Information

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

III-Zb Threatening Statements Concerning Student/Building Safety

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

III-Zc Bomb Threats

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

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

Firearms, weapons, explosives, and material that can be ignited are prohibited on school property, or at school-sponsored events, unless authorized by proper school authorities. A student shall not knowingly possess, handle, or transmit any object or material that is ordinarily or generally considered a weapon or that has the appearance of a weapon (including, but not limited to; a starter gun, paintball gun, Airsoft gun, stun gun, taser, or pellet gun) or bringing or possessing any explosive device (including fireworks). A student in possession of a firearm will be expelled from school for a period of one calendar year, as stated in Neb. Rev. Stat. § 79-263.

III-Ze Concealed Handgun Law

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

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

Students, as citizens of the United States and the State of Nebraska, are to obey all laws established by these respective governmental agencies. Students who violate these laws during the school hours, or at school-sponsored events, may be disciplined by the school in addition to any action taken by law enforcement agencies. Any activities/ behaviors, which violate Nebraska Criminal Code known or suspected by the principal, will be referred to law enforcement authorities.

SECTION IV

Administrative Discipline – Student Attendance Expectations

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

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

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

Supporting Guidelines

IV-A Attendance – Student Absences

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

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

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

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

IV-B Attendance – Activity Participation

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

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

Exceptions may be made for extenuating circumstances, such as doctor/dentist appointments or family emergencies. The Athletic Director must approve any exceptions to this policy.

IV-C Attendance - Following Activities

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

IV-D Attendance – Seniors Final Month

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

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

Student Attendance Expectation #2 – Be aware of absence procedures

Supporting Guidelines

IV-E Absence Verification

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

IV-F Sign-Out Procedure

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

IV-G Make-Up Time - Approved Absence

Students are responsible for making up all work missed because of allowable absences. **Students will be allowed one day to collect work, plus one additional day for every day they were allowed absent to make up missed work.** *For instance, if a student was allowed absent for two days, a total of three days will be allowed to pick up missed work, complete assignments and missed tests.* Special arrangements can be made with individual teachers for unusual circumstances. Students on suspension are expected to have work completed upon their return to class. If students are absent for more than one day due to illness, parents may request prior to 10 a.m. to pick up assignments after 4:00 p.m.

Students whose absences are approved shall make up the work missed and receive full credit for the missed school work, within the guidelines set forth above. It shall be the responsibility of the student to initiate a meeting with teachers to establish a plan to handle work missed during approved absences.

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

Supporting Guidelines

Tardy Policy ~ Student tardies to school and/or to class will be consequence using a “TARDY to SCHOOL or CLASS” reference. Student tardiness in excess of 3 tardies to Period 1 will be calculated separately.

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

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

Accumulated time-owed will be capped at 400 minutes (the equivalent of three After School Detention sessions). Students accumulating 400 minutes will be required to attend the next ENTIRE After School Detention session *unless prior arrangements have been made with that student's grade-level administrator*. Failure to do so can result in 2 days of Out-of-School Suspension for insubordination. A parent meeting will be scheduled with the grade-level administrator and a contract will be created to resolve the matter of time-owed. Failure to complete the terms of the contract may result in placement in an alternative educational setting until the matter has been resolved. **See II-C After School Detention (ASD)**

IV-H Tardy To School (Period 1)

Students must sign in with the Attendance Secretary when they fail to report to school on time. Students will be allowed one (1) excused tardy before being assigned time as a consequence for tardiness, each quarter. Students will serve 30 minutes for each additional tardy. Excessive tardy arrivals to school will be handled by the Dean of Students.

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

Students are expected to be in their assigned classrooms when the bell ends, signaling the beginning of the instructional period. Students are considered tardy at this point unless they have a signed pass from a teacher or an admit slip from the office. Students are considered tardy if they are up to 10 minutes late to class without a pass. Students who are more than

10 minutes late to class will be allowed to enter class with a pass from the office. Students will be assigned an appropriate consequence based on the frequency and/or severity of the offense.

IV-J School Response to Student Absences

All students are expected to attend school/class on a consistent basis. Students with unapproved absences will make up the time missed from school. When a student is absent from school the following intervention steps will be taken:

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

[Reference CPS Board Policy 503.04]

SECTION V **ESTABLISHING A POSITIVE LEARNING EXPERIENCE**

Big 6 Classroom Expectations

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

Classroom teachers are responsible for establishing a positive learning environment with the assistance of student assistance team facilitators, administrators, school counselors, school psychologists, and outside agencies when necessary. To maintain a quality-learning environment, students are expected to abide by the six (6) expectations listed above.

Supporting Guidelines

V-A Classroom Behavioral Expectations

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

Classroom/Teacher Response

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

SECTION VI GENERAL INFORMATION

VI-A **Activities – Dances/Socials**

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

Hours of all school dances are 9:00pm – midnight.

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

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

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

1. **Who Can Attend:** Only students of Columbus High School and their guests may attend.
 - a. Students currently attending Columbus High School or another Nebraska high school, who have not been restricted from attending extracurricular activities at Columbus High School or their own school, are generally considered appropriate dates or invited guests.
 - b. **Approval of all guests at CHS dances is at administrative discretion. Students seeking approval of a guest over the age of 19 must appeal to CHS Administration in person no fewer than 30 days prior to the dance.** Middle School-aged students or younger are not considered to be appropriate age for Columbus High School dances.
 - c. CHS students who choose to bring non-CHS students as invited guests must fill out and return a "**Guest Permission Form**" by noon no less than **7 days prior** to the dance.
 - i. **General Information:** It is the responsibility of the CHS student to make sure the following individuals sign this form: **the invited guest, the guest's parent/guardian** (if 18 or younger) and **an administrator** from the guest's school (if still in school). It is the responsibility of the CHS student to inform his/her guest of the dress code expectations and rules of the dance/school.
 - ii. **The invited guest will not be admitted to the dance without a valid ID that verifies the guest's date-of-birth.**
 - iii. A new Guest Permission Form must be completed for each dance. The forms DO NOT carry over from one dance to the next.
 - d. Prom will be restricted to Columbus High School junior and senior students and their invited guests.
 - e. Students who have been suspended from school or from extracurricular activities may not attend.
 - f. The school reserves the right to exclude persons who may or do cause a disruption or detract from the event. Dates or invited guests not attending our school are expected to follow the same rules of conduct, which apply, to our students.

- g. Students who have dropped out of Columbus High School and failed to enroll at another accredited public or private school, are generally considered to be inappropriate guests and likely would not receive administrative approval.
 - h. Until 11:00 PM, rules for dances restrict students and their guests from leaving the dance unless they sign out.
 - i. Appropriate Style of Dance: Couples must be facing each other and at no time should one partner's legs end up between the other partner's legs. "Grinding," straddling, thrusting, or bending a partner over is inappropriate. **(See also III-I Display of Affection)**
 - j. Students or their guests who engage in inappropriate behavior or dance, whether on or off of the dance floor may face possible disciplinary action and will be asked to leave.
2. **Prohibited Substances:** Alcoholic beverages, illegal drugs, and tobacco are prohibited.
- a. Anyone using these or showing the affects of use will not be allowed admission or, if discovered after admission, be removed from the dance. Law enforcement will be contacted.
 - b. Students and their dates will be required to submit to a breathalyzer prior to gaining entrance. Those who choose not to submit to a breathalyzer will not gain entrance. Law enforcement will be contacted if there is reasonable suspicion that the student or a student's date is under the influence of alcohol or drugs.
3. **Appropriate Attire:** Students and their guests must meet the dress code requirements established for each dance. Building principals will make the final decision as to whether or not a student's attire is appropriate. Students will be asked to change unacceptable items, which may mean that the student may have to return home to change the inappropriate clothing. It is advisable to check in advance of the dance with a building principal or staff sponsor for the event if you are uncertain about your attire.

VI-B Activities - Meetings

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

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

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

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

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

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

VI-D Fundraising

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

VI-E Grade Classification/Grades/Records for Class of 2018, 2019 and 2020

At the high school level, credits toward graduation are based on attendance and grades. **Within the 260 credits required for graduation, there are 160 required credits that all Nebraska students must successfully complete.**

Grade classification will be based on the following minimum credit requirements:

Grade 10 Status	65 credits
Grade 11 Status	130 credits
Grade 12 Status	195 credits*

*** In future years, the credit requirements will change based upon the new 7-period class schedule.**

Daily grades may be recorded in percentages or on an “A” to “F” scale. Semester grades will be recorded on an “A” to “F” basis.

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

Students are reminded that incomplete grades received must be made up within a period of two weeks of the close of the grading period. Incompletes are changed to an “F” after this time. Staff may use incompletes as conditional grades at the end of the first semester where a student’s work is judged below passing, but the instructor feels that credit may be earned if the student produces a passing grade in the second semester with the principal’s permission.

A+	=	99	-	100%
A	=	95	-	98%
A-	=	93	-	94%
B+	=	91	-	92%
B	=	88	-	90%
B-	=	86	-	87%
C+	=	84	-	85%
C	=	80	-	83%
C-	=	78	-	79%
D+	=	76	-	77%
D	=	72	-	75%
D-	=	70	-	71%
F	=	Below 70%		
WP	=	Withdraw Passing		
WF	=	Withdraw Failing		
INC	=	Incomplete		

VI-Ea Grade Classification/Grades/Records for Class of 2021

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

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

Daily grades may be recorded in percentages or on an “A” to “F” scale. Semester grades will be recorded on an “A” to “F” basis. **Within the credits required for graduation, there are 160 required credits that all Nebraska students must successfully complete.**

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

Students are reminded that incomplete grades received must be made up within a period of two weeks of the close of the grading period. Incompletes are changed to an “F” after this time. Staff may use incompletes as conditional grades at the end of the first semester where a student’s work is judged below passing, but the instructor feels that credit may be earned if the student produces a passing grade in the second semester with the principal’s permission.

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

WF = Withdraw Failing
INC = Incomplete

VI-F Grade Point Average (GPA) for Class of 2018, 2019 and 2020

The cumulative grade point average is computed at the end of each semester beginning with grade 9. The final class rank and final GPA after graduation are entered on the student’s transcript to be filmed for permanent record.

Regular, Dual Credit & Accelerated Classes:			Advanced Placement Classes ONLY:		
A+	=	4.2	A+	=	5.2
A	=	4.0	A	=	5.0
A-	=	3.7	A-	=	4.7
B+	=	3.3	B+	=	4.3
B	=	3.0	B	=	4.0
B-	=	2.7	B-	=	3.7
C+	=	2.3	C+	=	3.3
C	=	2.0	C	=	3.0
C-	=	1.7	C-	=	2.7
D+	=	1.3	D+	=	1.3
D	=	1.0	D	=	1.0
D-	=	0.7	D-	=	0.7
F	=	0.0	F	=	0.0

All classes at Columbus High School are used to determine the student’s GPA. The GPA is determined by multiplying each letter grade earned by its point value. The sum is determined and then divided by the total number classes.

Example: A student received seven grades during a semester: 2”A’s”, 1 “B-“, 1 ”C+”, 1 “D”, 1 “F” and 1 “B+” for an AP class. The GPA will be calculated as follows:

A	=	4.0	
A	=	4.0	
B-	=	2.7	
C+	=	2.3	18.3 divided by 7 = 2.61 GPA
D	=	1.0	
F	=	0.0	
<u>AP</u>		<u>B+ = 4.3</u>	
TOTAL:		18.3	

VI-Fa Grade Point Average (GPA) for Class of 2021

Grade Point Average (GPA) for Class of 2021

The cumulative grade point average is computed at the end of each semester (to include block and traditional classes) beginning with grade 9. The final class rank and final GPA after graduation are entered on the student’s transcript to be filmed for permanent record. In support of college and career readiness, Columbus High School has adopted the University of Nebraska system’s grading point scale.

Regular, Dual Credit & Accelerated Classes:

A+	=	4.0
A	=	4.0
B+	=	3.3
B	=	3.0
C+	=	2.3
C	=	2.0
D+	=	1.3
D	=	1.0
F	=	0.0

Honors and AP Classes ONLY:

A	=	5.0
B	=	4.0
C	=	3.0
D	=	2.0
F	=	0.0

All classes at Columbus High School are used to determine the student’s GPA. The GPA is determined by multiplying each letter grade earned by its point value. The sum is determined and then divided by the total number classes.

Example: A student received seven grades during a semester: 2”A’s”, 1 “B-“, 1 ”C+”, 1 “D”, 1 “F” and 1 “B+” for an AP class. The GPA will be calculated as follows:

A	=	4.0	
A	=	4.0	
B+	=	3.3	
C+	=	2.3	18.6 divided by 7 = 2.65 GPA
D	=	1.0	
F	=	0.0	
AP		<u>B+ = 4.0</u>	
TOTAL:		18.6	

VI-G Grades – Transcripts – Transferring out of District

Students transferring to other schools or institutions outside of the Columbus High School are to report to the guidance office to get necessary paperwork. Students must properly check out of school, return all books or instructional materials and pay all fines. Additional fines will be assessed for books and materials not returned. All fines are to be paid in full before transcripts and student records will be released to other institutions, students, parent(s)/guardian(s) or other sources requesting them.

VI-H Grades - Honor Roll

Honor roll is computed at the end of each semester.

- A Honor Roll 4.0 or higher
- B Honor Roll 3.5 or better with no grade below “B”

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

VI-Ha National Honor Society

Eligibility Requirements for National Honor Society

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

Good Standing, Discipline and Dismissal Due Process Guidelines

Chapter advisors will periodically review member performance and academic record for compliance and fulfillment of chapter obligations as described in the chapter bylaws. Should a member’s conduct be in violation of chapter guidelines, it is the responsibility of the chapter advisor to inform the member in writing of the nature of the violation, the time period given for

improvement, and to provide warning of the possible consequences for non-resolution of the deficiency. The student, advisor, parent and administrator will follow up the letter with a conference. If the student does not satisfactorily make improvement in the specified time period, that student is subject to disciplinary measures considered appropriate by the Faculty Council. The Faculty Council can elect to place the member on inactive status (sometimes referred to as suspension or probation), during which time the member is considered to be “not in good standing” with the chapter, although technically the member still retains their NHS membership.

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

Graduation Ceremony Recognition

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

VI-I Graduation – Mid Term

Columbus students may be considered for graduation at the end of the first semester under these conditions:

- All graduation requirements have been met;
- A face-to-face discussion with the student’s parent(s)/guardian(s), and their written request, indicates that they approve.

If a student qualifies for graduation at the end of the first semester, leaves school, but does not graduate, the student may participate in May graduation exercises, the Prom, Honors Night, any awards banquet or awards activity sponsored by the school district and may use his/her activity ticket for admission to activities for which the card was issued provided he/she has made proper arrangements with the High School administration for each of the before mentioned events. These students are expected to follow all school rules. Violations may have an affect on their participation in school activities such as prom or graduation.

A student who qualifies for graduation at the end of the first semester, who registers for the second semester, may drop school during the second semester without any blemish on his/her high school record. The student’s parent(s)/guardian(s) shall be notified of his/her withdrawal. All school privileges will cease at the point of school membership termination except as noted in this policy. The student may participate in May graduation exercises, the Prom, Honors Night, and any awards banquet or awards activity sponsored by the school district and may use his/her activity ticket for admission to activities for which the card was issued provided he/she has made proper arrangements with the high school administration for each of the before mentioned events. Mid-term graduates may not participate in interscholastic activities during second semester. After students receive their diploma, their affiliation with Columbus High School ends.

VI-J Student ID

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

VI-K Instructional Media Center

Fines for overdue books will be assessed on a per day basis at the rate of 10 cents per day. A day is counted at 3:45 p.m., each day. Assessment for lost materials will be based on the cost of the replacement. IMC hours are 7:15 am to 4:00 pm.

VI-L Lost and Found

All lost and found articles should be taken to and claimed in the Main Office.

VI-M Lunch Procedures

Students must use their intact student ID with bar code as they go through the lunch line. Students who do not have their student ID card must report to the end of the serving line. Students may deposit money into their account before school or during

lunch periods.

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

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If you wish to file a Civil Rights program complaint of discrimination, complete the USDA Program Discrimination Complaint Form, found online at http://www.ascr.usda.gov/complaint_filing_cust.html, or at any USDA office, or call (866) 632-9992 to request the form. You may also write a letter containing all the information requested in the form. Send your completed complaint form or letter to us by mail at U.S. Department of Agriculture, Director, Office of Adjudication, 1400 Independence Avenue, S.W., Washington, D.C. 20250-9410, by fax (202) 690-7442 or email at program.intake@usda.gov

Individuals who are deaf, hard of hearing or have speech disabilities may contact USDA through the Federal Relay Service (800) 877-8339; or (800) 845-6136 (Spanish). USDA is an equal opportunity provider and employer.

VI-Ma Cafeteria Guidelines – Student Responsibilities

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

VI-Mb CPS Unpaid Meal Policy

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

Families are encouraged to keep account balances in the positive at all times. Deposits are accepted at each school building and at the Administration Building. Deposits may be made by cash or check. Account balances may be obtained through the parent access portal in PowerSchool. If online access is not available, the District Food Service office may be contacted at (402) 563-7055.

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

In the event that a student's account balance reaches -\$15.00, the student will be offered an alternate meal meeting reimbursable requirements of the USDA school nutrition program. The District will also provide the necessary forms for the student's parent or guardian to apply for free or reduced price meals. Such benefits may be applied for at any time during the school year.

To the extent possible, all actions pertaining to students with negative account balances will be handled as confidentially as possible. Communications regarding account balance concerns will be provided in writing by an assigned District Food Service staff member and/or by automated phone calls. Students will not be used as couriers of such information. This policy shall be provided in writing on an annual basis to students and parents through the District website and also in the annual back to school mailing and in school handbooks. The policy shall also be provided in writing to households transferring into the District during the school year. It shall also be provided to school administrators and others charged with enforcement of this policy.

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

VI-N Closed-Campus Lunch

All students are required to eat lunch at school. All food is to be consumed in the cafeteria. Areas of the building and grounds open to students during lunch periods are the cafeteria and restrooms across from the office with permission from supervising staff. All other areas are off limits to students during the lunch periods.

VI-O Passes

Students in the hall during the instructional period must have a signed orange pass from a staff member and must be wearing their student ID. Students who fail to comply with this rule will have their pass privileges suspended for an amount of time based on frequency and severity of the offense. **Unless for a medical emergency and/or an issue of safety, all student pass privileges will not be permitted during the first 10 minutes of each instructional period.**

VI-P Passes/Nurse

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

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

Students are allowed to carry their own over-the-counter Tylenol, PBP, Midol, etc. as long as it is in the original container. The nurse will not dispense *Sudafed*. Decongestants will have to be brought from home.

VI-Q Care of Building

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

Posters must be approved by administration before being placed in the building. Poster committees and sponsors are reminded that bulletins or signs must be hung using white Command Performance strips. The group displaying the posters should remove the poster the first day of school following the advertised event. Three commercial flyers are permitted per event with the approval of an administrator *in designated Community Announcement areas*. Office officials will hang these flyers. Posters or displays should not be taped, posted on painted or varnished surfaces. Students must use the appropriate white board surfaces available for displays.

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

VI-R Schedule - Class Loads

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

- The student must have 12th grade standing which requires a total of 195 credits.
- The student must be enrolled in enough classes to cover graduation requirements. This could not include correspondence courses.
- To be eligible, the student must have two consecutive semesters of earning a 2.5 (or better) GPA prior to earning the early release privilege.
- The student must not have failed a class the previous semester.
- The student must submit a parent permission form to guidance before the first full day of classes in August or January. Due to scheduling issues, late forms cannot be accepted. Parent signatures will be verified through a telephone call.

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

Any changes that need to be made in schedules will take place one week before school starts from 9:00 a.m. to noon. The last opportunity to make any schedule changes for the 1st semester will be made during the first three days of classes. Students who make changes during the three days may, at the teacher's discretion, have to make up work for the new course. Any schedule change will require parental approval. Students are expected to accept responsibility for their decisions and remain accountable for these decisions. Any exceptions to this time frame must have school counselor AND administrative approval.

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

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

VI-Sa Schedule Changes – After School Starts

Schedule Change Form *REQUIRED*:

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

- 1) Met with the teacher to develop a corrective plan of assistance;
- 2) Followed the plan of assistance;
- 3) Attended a conference which included the teacher, counselor, and parent; and
- 4) Completed all assignments, quizzes, and tests to the best of their ability.

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

- 1) Met with the teacher to develop a corrective plan of assistance;
- 2) Followed the plan of assistance;
- 3) Attended a conference which included the teacher, counselor, and parent; and
- 4) Completed all assignments, quizzes, and tests to the best of their ability.

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

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

VI-Sb Schedule Changes – Administrative

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

VI-T School Resource Officer

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

VI-U Visitors

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

VI-V Parent/Guardian Involvement and Participation

- The Parent/Guardian and Student Handbook shall include Policy 1005.02 and provide parents/guardians with the information as to when and how they can access instructional materials.
- The Parent/Guardian and Student Handbook shall be mailed to the home or the Parent/Guardian and Student Handbook shall be sent home with students. If sent home with students, parents/guardians shall return to the school a signed form indicating that they have received the Parent/Guardian and Student Handbook.
- Parent/guardian permission is required for out of town field trips. Parent/guardian notification is required for in town field trips. See also Policy 607.05.
- The Parent/Guardian and Student Handbook shall include an invitation to parents/guardians to attend and monitor instructional activities.
- Administrators shall notify parents/guardians in advance of special activities, such as assemblies, unless time does not permit.
- If a principal denies a parent's/guardian's request to attend and monitor instructional and/or special activities, the principal shall notify the parent/guardian of his/her rights of appeal as described in this regulation. Also, a full report including, but not limited to, the circumstances and rationale for the denial shall be sent to the Superintendent.
- Administrators shall notify parents/guardians if a substitute teacher will teach their child for four or more weeks.
- Administrators shall have available for parent/guardian access and review the curriculums, instructional materials, and school climate surveys used in their schools.
- Administrators shall provide additional opportunities for parents/guardians to review the materials listed above. Parents/guardians shall be notified in advance of such opportunities. Administrators shall take advantage of these opportunities to inform parents/guardians of how they can be more involved in the schools by contacting school staff and/or the Volunteer Coordinator at the Administration Building.
- Parents/guardians may obtain copies of curriculum for review by checking them out from the Professional Library located at the Administration Building. Parents/Guardians may obtain a personal copy of materials at their own expense.
- Parents/guardians shall be notified in the parent/student handbook, that lessons may be taught by a school counselor in the classroom setting. Lessons shall follow the district's curriculum.
- Parent/guardian permission is required for student participation in topical counseling groups or individual counseling sessions conducted by school counselors unless the student's safety is in question.
- Parents/guardians are encouraged to notify teachers if there are topics of concern to them. Teachers shall notify the parents/guardians in advance if these topics are to be used in planned lessons. The administrator shall be responsible for annually advising staff in August that there are subjects which may be sensitive or of concern to parents/guardians as part of classroom discussion. Such subjects which may arise that are not in the District curriculum may include, but are not limited to: death and dying; religious events and holidays; magic, witches, and sorcery. Teachers are also to be reminded by principals that any classroom discussion of a controversial topic should be in accordance with current Board Policy.
- Parents/guardians shall be notified in advance of Family Life instruction involving human sexuality (grades 5-12). Permission slips will be included with the notification. If the notification is mailed to the home, the school shall require a parental/guardian response only if the parent/guardian does not give permission for the student to participate. If notification is sent home with the students, the school shall require a parent/guardian response indicating whether the student will or will not participate.
- If a parent/guardian has an objection to any instructional material or school experience, the school shall provide the parent/guardian with an appropriate form which may be used to express his or her objection. Forms and appeal procedures may be obtained from building secretaries.
- It shall be the responsibility of the administrator to notify parents/guardians in advance when their children will be taking standardized tests.
- It shall be the responsibility of the administrator to notify parents/guardians in advance of school sponsored surveys beyond the school climate surveys. If the notification is mailed to the home, the school shall require a parent/guardian response only if the parent/guardian does not give permission for the student to participate. If notification is sent home with the students, the school shall require a parent/guardian response indicating whether the student will or will not participate.
- The Board of Education shall hold an annual public hearing on Parent/Guardian Involvement and Participation in accordance with the statute.

VI-W Non-School Sponsored Travel

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

arranged by a Booster Club; and (3) a foreign language teacher taking students abroad during the summer.

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

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

VI-X Social Media

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

VI-Xa Risk of Facebook, Twitter, Snapchat, Instagram and other Social Networking Sites

These sites are public sources of information. Your school administrators, your parents, and law enforcement may see the information contained on these pages or posts. This material is also accessible to people who you do not know now, but may later want to impress—such as university admissions and scholarship officials and prospective employers. In fact, many large companies now search the Internet as a means of conducting background checks on job applicants. What you say now in any social networking format may affect you years after the fact.

What you do and say now on Facebook, Twitter, Snapchat, Instagram and other social networking sites and apps may also affect you right now. Pictures or writings that show that you have violated student conduct rules may result in school discipline. A picture of a student drinking a beer may very well lead to a suspension from activities if the school learns of it. Criminal charges may be filed against you based on information posted on such sites.

VI-Y Concussions

FACTS FOR STUDENTS & ATHLETES

What is a concussion?

A concussion is a brain injury that:

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

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

What are the symptoms of a concussion?

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

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

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

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

How can I prevent a concussion?

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

If you think you have a concussion:

Don’t hide it. Report it. Take time to recover. It’s better to miss one game than the whole season.

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

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

FACTS FOR PARENTS

What is a concussion?

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

What are the signs and symptoms?

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

Signs Observed by Parents or Guardians	Symptoms Reported by Athlete
<ul style="list-style-type: none"> ● Appears dazed or stunned ● Is confused about assignment or position ● Forgets an instruction ● Is unsure of game, score, or opponent ● Moves clumsily ● Answers questions slowly ● Loses consciousness (even briefly) ● Shows mood, behavior, or personality changes ● Can’t recall events prior to hit or fall ● Can’t recall events after hit or fall 	<ul style="list-style-type: none"> ● Headache or “pressure” in head ● Nausea or vomiting ● Balance problems or dizziness ● Double or blurry vision ● Sensitivity to light or noise ● Feeling sluggish, hazy, foggy, or groggy ● Concentration or memory problems ● Confusion ● Just not “feeling right” or is “feeling down”

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How can you help your teen prevent a concussion?

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

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

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

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

If you think your teen has a concussion:

Don't assess it yourself. Take him/her out of play.

Seek the advice of a health care professional.

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

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

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