

Board of Education Regular Meeting

Monday, July 14, 2014 8:30 PM

1. Call to Order

2. Flag Salute

3. Open Meetings Act

4. Roll Call

5. Review of Agenda

Motion to approve the agenda as presented Passed with a motion by Lynette Mitchell and a second by Denise Ourada.

Jeff Meads: Yea, Morgan Meier: Yea, Lynette Mitchell: Yea, Denise Ourada: Yea, JC Ourada: Yea, John Worthing: Yea

6. Citizen's Comments

7. Consent Agenda

Motion to approve the Consent Agenda with invoices totaling \$79,038.38 as presented Passed with a motion by Lynette Mitchell and a second by JC Ourada.

Jeff Meads: Yea, Morgan Meier: Yea, Lynette Mitchell: Yea, Denise Ourada: Yea, JC Ourada: Yea, John Worthing: Yea

7.1. Approval of Minutes of Previous Meeting(s)

7.2. Payment of Invoices

7.3. Financial Reports

7.4. Recommendation to hire Chris Kabes

8. Old Business

8.1. Review of District Bullying Policy

8.2. Review of District Attendance Policy

9. New Business

9.1. Jason Sullivan Principal Contract

I recommend the approval of the 2014-2015 principal's contract with Jason Sullivan Passed with a motion by JC Ourada and a second by Morgan Meier.

Jeff Meads: Yea, Morgan Meier: Yea, Lynette Mitchell: Yea, Denise Ourada: Yea, JC Ourada: Yea, John Worthing: Yea

9.2. 5416 Student Fee Policy update

Approval of Policy 5416 (Student Fees for 2014-15) was Passed with a motion by Denise Ourada and a second by Jeff Meads.

Jeff Meads: Yea, Morgan Meier: Yea, Lynette Mitchell: Yea, Denise Ourada: Yea, JC Ourada: Yea, John Worthing: Yea

9.3. Policy 1120 revision

It is recommended to approve policy 1120 Passed with a motion by Denise Ourada and a second by Lynette Mitchell.

Jeff Meads: Yea, Morgan Meier: Yea, Lynette Mitchell: Yea, Denise Ourada: Yea, JC Ourada: Yea, John Worthing: Yea

9.4. Policy 5101 revision

I propose to amend policy 5101 to reflect a ban on cigarettes, cigars, prohibit the use of vapor products or alternative nicotine products, or use tobacco in any form, Passed with a motion by Denise Ourada and a second by Morgan Meier.

Jeff Meads: Yea, Morgan Meier: Yea, Lynette Mitchell: Yea, Denise Ourada: Yea, JC Ourada: Yea, John Worthing: Yea

9.5. Policy 5008 revision

I recommend we approve recommended changes to Policy 5008 (Student Attendance) Passed with a motion by Lynette Mitchell and a second by Denise Ourada.

Jeff Meads: Yea, Morgan Meier: Yea, Lynette Mitchell: Yea, Denise Ourada: Yea, JC Ourada: Yea, John Worthing: Yea

9.6. Policy 5208

Approval of policy 5208 Passed with a motion by Denise Ourada and a second by JC Ourada.

Jeff Meads: Yea, Morgan Meier: Yea, Lynette Mitchell: Yea, Denise Ourada: Yea, JC Ourada: Yea, John Worthing: Yea

9.7. Policy 5506 revision

Approval of policy 5506 (Student transportation) Passed with a motion by JC Ourada and a second by Denise Ourada.

Jeff Meads: Yea, Morgan Meier: Yea, Lynette Mitchell: Yea, Denise Ourada: Yea, JC Ourada: Yea, John Worthing: Yea

9.8. Policy 6283 revision and appendix

Approval of Policy 6283 (Concussions) and supporting protocol materials Passed with a motion by Lynette Mitchell and a second by Jeff Meads.

Jeff Meads: Yea, Morgan Meier: Yea, Lynette Mitchell: Yea, Denise Ourada: Yea, JC Ourada: Yea, John Worthing: Yea

9.9. Policy 6285

Approval of Policy 6285 Passed with a motion by Lynette Mitchell and a second by Morgan Meier.

Jeff Meads: Yea, Morgan Meier: Yea, Lynette Mitchell: Yea, Denise Ourada: Yea, JC Ourada: Yea, John Worthing: Yea

10. Executive Session

Motion to enter into Executive Session at 9:23 PM Passed with a motion by John Worthing and a second by Denise Ourada.

Jeff Meads: Yea, Morgan Meier: Yea, Lynette Mitchell: Yea, Denise Ourada: Yea, JC Ourada: Yea, John Worthing: Yea

Motion to exit out of Executive Session at 10:12 PM Passed with a motion by John Worthing and a second by Morgan Meier.

Jeff Meads: Yea, Morgan Meier: Yea, Lynette Mitchell: Yea, Denise Ourada: Yea, JC Ourada: Yea, John Worthing: Yea

11. Reports

11.1. Transportation Committee Report

11.2. Finance, Curriculum and Technology Committee

11.3. Americanism Committee

11.4. Buildings and Ground Committee Report

11.5. Principal's Report

11.6. Superintendent Report

12. Next Regular Meeting will be on Monday, August 11, 2014 at 8:00 PM in the ECPS Board Room located in the media center.

13. Adjournment

Motion to adjourn meeting at 10:41 PM Passed with a motion by John Worthing and a second by JC Ourada.

Jeff Meads: Yea, Morgan Meier: Yea, Lynette Mitchell: Yea, Denise Ourada: Yea, JC Ourada: Yea, John Worthing: Yea

Board of Education Regular Meeting

June 09, 2014 8:00 PM

Elm Creek Public Schools Media Center /Board of Education meeting room

I. Call to Order

Discussion:

Meeting called to order 8:01 PM

II. Flag Salute

III. Open Meetings Act

IV. Roll Call

Subsidiary Motion Passed: motion to excuse Jeff Meads due to work (hail claims adjusting) meeting called to order at 8:01 PM. passed with a motion by John Worthing and a second by JC Ourada.

Jeff Meads	Absent
Morgan Meier	Yes
Lynette Mitchell	Yes
Denise Ourada	Yes
JC Ourada	Yes
John Worthing	Yes

V. Review of Agenda

Motion Passed: Motion to approve the agenda as presented passed with a motion by Lynette Mitchell and a second by Denise Ourada.

Jeff Meads	Absent
Morgan Meier	Yes
Lynette Mitchell	Yes
Denise Ourada	Yes
JC Ourada	Yes
John Worthing	Yes

VI. Citizen's Comments

VII. Consent Agenda

Motion Passed: Motion to approve the Consent Agenda with the May 1, bank balance corrected to \$228,764.73 and the May bills paid corrected to \$39,847.60 and the June 1 bank balance corrected to \$896,645.04 passed with a motion by JC Ourada and a second by Morgan Meier.

Jeff Meads	Absent
Morgan Meier	Yes
Lynette Mitchell	Yes
Denise Ourada	Yes
JC Ourada	Yes
John Worthing	Yes

VII.A. Approval of Minutes of Previous Meeting(s)

VII.B. Payment of Invoices (\$72,228.69)

- VII.C. Personnel
 - VII.C.1. Approve Resignations
 - VII.C.1.a. Sarah Essay
 - VII.C.1.b. Dianah Steinbrink
 - VII.C.2. Approve Hiring Recommendations
 - VII.C.2.a. Jason Sullivan Hire
 - VII.C.2.b. Makala Keaschall hire
- VII.D. Financial Reports

- VIII. Old Business
 - VIII.A. Summer Program

IX. New Business

- X. Reports
 - X.A. Transportation Committee Report
 - X.B. Buildings and Ground Committee Report
 - X.C. Principal's Report
 - X.D. Superintendent Report

XI. Next Regular Meeting (July 14, 2014)

XII. Adjournment

Motion Passed: Motion to adjourn meeting at 8:57 PM passed with a motion by John Worthing and a second by Morgan Meier.

Jeff Meads	Absent
Morgan Meier	Yes
Lynette Mitchell	Yes
Denise Ourada	Yes
JC Ourada	Yes
John Worthing	Yes

Chairperson

Superintendent

Board of Education Retreat

June 24, 2014 7:00 PM

Room 810, Elm Creek High School

Attendance Taken at 7:08 PM:

Present Board Members:

Morgan Meier
Lynette Mitchell
Denise Ourada
JC Ourada
John Worthing

Absent Board Members:

Jeff Meads

1. Call To Order

2. Flag Salute

3. Open Meetings Act

4. Roll call

Motion Passed: Motion to excuse Jeff Meads from the meeting. passed with a motion by John Worthing and a second by Denise Ourada.

Jeff Meads	Absent
Morgan Meier	Yes
Lynette Mitchell	Yes
Denise Ourada	Yes
JC Ourada	Yes
John Worthing	Yes

5. Review District Goals and report from Superintendent on progress.

5.1. Mutual Respect

5.1.1. BIST

5.1.2. Intentional Play

5.1.3. Homeroom

5.2. Technology

5.2.1. One to One Learning Initiative

5.2.2. Schoology

5.2.3. PowerSchool/Power Announcement

5.2.4. Website

5.3. Increase Academic Expectations

5.3.1. Marzano Academy

5.3.1.1. Standard Prioritization

5.3.1.2. Assessment Development

5.3.1.3. Teacher Development

5.3.1.4. Grading Discussion

5.3.1.5. Curriculum Selection

5.4. College Credit

5.5. Teacher Selection

5.6. Superintendent Goals

6. Adjournment

Motion Passed: to adjourn at 10:10 PM. passed with a motion by John Worthing and a second by Lynette Mitchell.

Jeff Meads	Absent
Morgan Meier	Yes
Lynette Mitchell	Yes
Denise Ourada	Yes
JC Ourada	Yes
John Worthing	Yes

Chairperson

Superintendent

ELM CREEK SCHOOL BOARD TREASURER'S REPORTS
FOR JULY 14, 2014

GENERAL FUND - ACCT NO. 2600137766 (RECONCILED 7-11-14)

BANK BALANCE JUNE 1, 2014	\$	896,645.04
JUNE 2014 RECEIPTS		
BUFFALO COUNTY	\$	75,016.21
DAWSON COUNTY	\$	4,712.14
ESU10 - CONTRACT SERVICE PAY	\$	1,314.82
FIRSTIER - PAYROLL CORRECTION (MAY) +	\$	534.00
FIRSTIER - MISCELLANEOUS CORRECTION +	\$	1.00
PHELPS COUNTY	\$	37,253.49
SPED SCHOOL AGE	\$	29,218.00
STATE - AID	\$	97,220.77
NCSA	\$	25.00
LUNCH FUND - APR AND MAY PAYROLL TRNSF	\$	13,233.82
NASB REIMBURSEMENT PROGRAM	\$	3,279.76
MONA - REIMBURSEMENT TRAVEL EXP - FLD TRIP	\$	39.74
STATE-MEDICAID IN SCHOOLS	\$	274.53
	\$	262,123.28
AVAILABLE BALANCE	\$	1,158,768.32
DISBURSEMENTS:		
BANK ERROR ON MAY PAYROLL +	\$	534.00
Bills Paid JUNE, 2014	\$	72,228.69
JUNE PAYROLL	\$	250,820.72
	\$	323,583.41
TOTAL DISBURSEMENTS	\$	323,583.41
BANK BALANCE JULY 1, 2014	\$	835,184.91

DEPRECIATION FUND - ACCT NO 2605014832

BALANCE JUNE 1, 2014	\$	20,252.26
INTEREST	\$	5.00
BANK BALANCE JULY 1, 2014	\$	20,257.26

CERTIFICATES OF DEPOSIT THRU JUNE 30, 2014

#6233 Track Maintenance - Issued 8/31/09	\$	16,073.92
#6013 Track Maintenance	\$	54,534.63
#6234 Buses - Issued 8/31/09*	\$	-
#6012 Depreciation (buses)*	\$	-
#6235 Unknown Capital Outlays - Issued 8/31/09	\$	16,046.09
#2232 Unemployment	\$	10,665.91
#6466 Elm Creek Public Schools (FCCLA-ISSUED 6-21-11)	\$	5,085.45
#6482 Track Maintenance - Issued 8/31/2011	\$	10,112.48
#6483 ECPS Bus Issued 8-31-11*	\$	-
#6561 ECPS Depreciation Fund*	\$	-
CERTIFICATE TOTALS	\$	112,518.48

* Cashed in for Bus Purchase

ELM CREEK SCHOOL BOARD TREASURER'S REPORTS
FOR JULY 9, 2014

LEASE PURCHASE PROGRAM

Balance JULY 1, 2014	\$	-
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BUILDING FUND (RECONCILED 7-10-14):

Balance JUNE 1, 2014	\$	69,273.47
INTEREST	\$	5.82
EXPENSES	\$	-
		-
BUILDING FUND BALANCE JULY 1, 2014	\$	69,279.29

CONSTRUCTION FUND

Balance JUNE 1, 2014	\$	-
RECEIPTS	\$	-
DISTRIBUTIONS	\$	-
		-
TOTAL	\$	-
CONSTRUCTION FUND BALANCE JULY 1, 2014	\$	-

BOND FUND (OPENED 11-12-09)

BALANCE JUNE 1, 2014	\$	6,438.96
RECEIPTS	\$	-
	\$	-
		-
JULY 1, 2014 BALANCE	\$	6,438.96

SAM ACCOUNT (REAP)

BALANCE JUNE 1, 2014	\$	45,026.00
DISBURSEMENTS	\$	-
		-
JULY 1, 2014 BALANCE	\$	45,026.00

ELM CREEK SCHOOL BOARD TREASURER'S REPORTS
FOR JULY 14, 2014

LUNCH FUND (RECONCILED 7-7-14)

BANK BALANCE JUNE 1, 2014	\$	26,321.47
JUNE RECEIPTS		
LUNCH SALES	\$	592.75
FEDERAL REIMBURSEMENT - LUNCH	\$	2,823.22
FEDERAL REIMBURSEMENT - BREAKFAST	\$	646.39
STATE REIMBURSEMENT	\$	180.78
TRANSFERS FROM GENERAL ACCT	\$	-
TOTAL RECEIPTS	\$	4,243.14
AVAILABLE BALANCE	\$	30,564.61
<u>JUNE DISBURSEMENTS</u>		
Payroll Transfer	\$	6,011.69
Returned Checks.	\$	-
Food/Groceries/Milk Etc.	\$	3,839.66
TOTAL DISBURSEMENTS	\$	9,851.35
BANK BALANCE JULY 1, 2014	\$	20,713.26

JULY BILLS

BERNARD FOODS	\$	-
CASH-WA	\$	-
DOUBLE D	\$	-
FOSTERS	\$	-
GENERAL FUND PAYROLL TRANSFER	\$	3,445.29
HILAND DAIRY (FMLY ROBERT DAIRY)	\$	-
NE FOOD DISTR PROGRAM	\$	-
THOMPSON	\$	-
		\$ 3,445.29

ACTIVITY FUND
TREASURER'S REPORT
FOR 7/14/14

Account Description	Begin Jun	EXPENSES	INCOME	End Jun
ACCELERATED READER	\$ 2,881.00	\$ 57.73	\$ -	\$ 2,823.27
ALUMNI	\$ 54.28	\$ -	\$ -	\$ 54.28
ANNUAL	\$ 2,449.97	\$ -	\$ -	\$ 2,449.97
ATTEND/VAL SCHOL (tea conc)	\$ 2,555.65	\$ -	\$ -	\$ 2,555.65
BAND	\$ (5,899.47)	\$ 134.99	\$ -	\$ (6,034.46)
BAND CLUB	\$ -	\$ -	\$ -	\$ -
BAND INSTR RENTAL	\$ 55.00	\$ -	\$ -	\$ 55.00
BBALL	\$ 2,015.84	\$ -	\$ -	\$ 2,015.84
BOARD SCHOLARSHIP FUND	\$ 252.54	\$ -	\$ -	\$ 252.54
BOYS BBALL CLUB	\$ 4,496.91	\$ 557.45	\$ 80.00	\$ 4,019.46
BUFFATEERS	\$ 1,685.07	\$ 58.29	\$ -	\$ 1,626.78
CHEER	\$ 2,714.44	\$ 60.00	\$ -	\$ 2,654.44
CHOIR	\$ (2,065.68)	\$ -	\$ -	\$ (2,065.68)
CHOIR CLUB	\$ 1,055.05	\$ -	\$ -	\$ 1,055.05
CLASS OF 2009	\$ (54.64)	\$ -	\$ -	\$ (54.64)
CLASS OF 2010	\$ 78.45	\$ -	\$ -	\$ 78.45
CLASS OF 2013	\$ 292.21	\$ -	\$ -	\$ 292.21
CLASS OF 2014	\$ 116.95	\$ -	\$ -	\$ 116.95
CLASS OF 2015	\$ 486.77	\$ -	\$ -	\$ 486.77
CLASS OF 2016	\$ 852.68	\$ -	\$ -	\$ 852.68
CLASS OF 2017	\$ 1,027.95	\$ -	\$ -	\$ 1,027.95
CLASS OF 2018	\$ 5,117.81	\$ -	\$ -	\$ 5,117.81
CLASS OF 2019	\$ -	\$ -	\$ -	\$ -
CLASS OF 2020	\$ -	\$ -	\$ -	\$ -
COMP PURCHASE	\$ 1,045.98	\$ 193.68	\$ 205.23	\$ 1,057.53
CONCESSIONS	\$ (6,190.25)	\$ 333.40	\$ -	\$ (6,523.65)
COURTESY COMMITTEE	\$ 153.17	\$ 133.95	\$ -	\$ 19.22
CROSS COUNTRY	\$ (528.13)	\$ -	\$ -	\$ (528.13)
CROSS COUNTRY CLUB	\$ 91.83	\$ -	\$ -	\$ 91.83
DANCE CLUB	\$ (406.75)	\$ -	\$ -	\$ (406.75)
DRAMA	\$ (272.99)	\$ -	\$ -	\$ (272.99)
ELEM PLAYGROUND	\$ 375.76	\$ -	\$ -	\$ 375.76
FBLA	\$ 22.39	\$ -	\$ -	\$ 22.39
FCCLA	\$ (6,543.36)	\$ -	\$ 10,434.72	\$ 3,891.36
FCS - PATTERNS	\$ 153.94	\$ -	\$ -	\$ 153.94
FINE ARTS	\$ 111.83	\$ -	\$ -	\$ 111.83
FOB CHECKOUT	\$ 1,950.00	\$ -	\$ -	\$ 1,950.00
Page 4 of 5				

ACTIVITY FUND
TREASURER'S REPORT
FOR 7/14/14

Account Description	Begin Jun	EXPENSES	INCOME	End Jun
FOOTBALL*	\$ (4,836.15)	\$ 2,372.63	\$ 12.56	\$ (7,196.22)
FOOTBALL CLUB	\$ 5,089.01	\$ -	\$ 75.00	\$ 5,164.01
GENERAL DONATION FUND	\$ 1,348.36	\$ 588.00	\$ -	\$ 760.36
GENERAL EXPENSES/INCOME	\$ (21,105.99)	\$ 84,230.13	\$ 92,171.07	\$ (13,165.05)
GENERAL POSTAGE	\$ (101.44)	\$ -	\$ -	\$ (101.44)
GIRLS BBALL CLUB	\$ 2,729.26	\$ 308.69	\$ -	\$ 2,420.57
GOLF CLUB	\$ 163.38	\$ -	\$ -	\$ 163.38
GOLF	\$ (1,293.97)	\$ 428.88	\$ -	\$ (1,722.85)
GYM RENT	\$ 5,101.50	\$ -	\$ -	\$ 5,101.50
IND TECH SPECIAL FUND	\$ 1,894.79	\$ -	\$ -	\$ 1,894.79
INSURANCE	\$ (1,472.31)	\$ 6,048.70	\$ 4,021.22	\$ (3,499.79)
IRS 125	\$ 1,701.01	\$ 2,500.00	\$ 2,182.47	\$ 1,383.48
LASER	\$ 10.41	\$ -	\$ -	\$ 10.41
MISCELLANEOUS	\$ -	\$ -	\$ 6,000.00	\$ 6,000.00
MOTOR CLUB	\$ 849.57	\$ -	\$ -	\$ 849.57
MUSIC TRIP	\$ 1,726.74	\$ 109.40	\$ -	\$ 1,617.34
NHS	\$ 2,045.71	\$ -	\$ 203.00	\$ 2,248.71
ONE ACT	\$ (154.74)	\$ -	\$ -	\$ (154.74)
PRES FREE SCHOL	\$ 628.64	\$ 1,000.00	\$ -	\$ (371.36)
PRESCHOOL	\$ 9,426.00	\$ -	\$ -	\$ 9,426.00
PROM	\$ 871.04	\$ -	\$ -	\$ 871.04
RETIREMENT	\$ 44.91	\$ -	\$ -	\$ 44.91
SCHOOL PLAY	\$ 35.82	\$ -	\$ -	\$ 35.82
SIGN ADVERTISING	\$ 9,610.58	\$ -	\$ -	\$ 9,610.58
SPECIAL ED	\$ (40.28)	\$ -	\$ -	\$ (40.28)
SRS GIFTS	\$ 336.83	\$ 154.85	\$ -	\$ 181.98
SUPERMERCADO	\$ 238.54	\$ 61.86	\$ -	\$ 176.68
SURPLUS PRO	\$ 93.00	\$ -	\$ -	\$ 93.00
TRACK	\$ 41.54	\$ 1,102.82	\$ -	\$ (1,061.28)
TRACK CLUB	\$ 1,012.51	\$ -	\$ -	\$ 1,012.51
VOLLEYBALL	\$ (6,369.13)	\$ -	\$ -	\$ (6,369.13)
VOLLEYBALL CLUB	\$ 1,468.50	\$ 3,213.25	\$ 1,347.00	\$ (397.75)
WRESTLING CLUB	\$ 3,809.51	\$ 320.00	\$ -	\$ 3,489.51
WRESTLING	\$ (10,008.00)	\$ -	\$ -	\$ (10,008.00)
	\$ 15,027.35	\$ 103,968.70	\$ 116,732.27	\$ 27,790.92
*Includes voided checks on income				
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ALL Data

Check Register

Arranged by:
Check Number

Direct

Dep. Invoice	Check Number	Check Date Invoice Date	Vendor ID PO Number	Vendor Name PO Date	Description	Amount
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Checks Printed

1 - GENERAL FUND

Bank Account :A - General Fund

00012558	07/14/2014	ACTIFUND	Activity Fund			
11212	05/06/2014			07/11/2014	ATHL COMP PROG	96.00
11221	05/06/2014			07/11/2014	GOLF POLOS	648.00
11230	05/13/2014			07/11/2014	HNR CHRDS, FKC MTG	83.92
11231	05/13/2014			07/11/2014	SUPPLIES	2,153.15
11231A	05/13/2014			07/11/2014	CONF/MEETINGS	543.80
11243A	05/22/2014			07/11/2014	M RICHMOND - JUNE	179.38
11243B	05/22/2014			07/11/2014	D RICHMOND - JUNE	179.38
11243C	05/22/2014			07/11/2014	BABCOCK - JUNE	590.56
11245	05/22/2014			07/11/2014	BUS DRIVE PERMIT	65.00
11249	05/22/2014			07/11/2014	NETA CONF LODGE	746.80
11259	05/22/2014			07/11/2014	KTL BELLS, PLYO SET ETC	1,915.80
11260	05/22/2014			07/11/2014	ROLLS & FRUIT FOR TR MEET	144.00
11263	05/22/2014			07/11/2014	CAREER & TECH ED	260.00
11265	05/22/2014			07/11/2014	TRANSP CONFERENCE	120.00
11280	05/28/2014			07/11/2014	COUNC/TEACH/MATH DUES	84.00
11281	05/28/2014			07/11/2014	BUS FUEL	39.95
					Check Total	7,849.74
00012559	07/14/2014	AGRICOOOP	CHS AGRI SERVICE CENTER			
063014	06/30/2014			07/09/2014	FUEL, MAINT/REP	1,724.17
					Check Total	1,724.17
00012560	07/14/2014	ALPHAREH	ALPHA REHABILITATION P.C.			
3185-A	06/30/2014			07/09/2014	SPEECH THERAPY	243.21
3185-B	06/30/2014			07/09/2014	OT/PT	145.95
					Check Total	389.16
00012561	07/14/2014	AUNTJOS	AUNT JO'S MAYTAG			
11109	06/11/2014			07/09/2014	REPAIRS - IND LIVING RM	85.00
					Check Total	85.00
00012562	07/14/2014	BAMFORD	BAMFORD, INC			
13706	06/30/2014			07/09/2014	REPAIRS TO PIV	303.26
					Check Total	303.26
00012563	07/14/2014	BAUERRI	RICK BAUER			
070114	07/01/2014			07/09/2014	RENT	45.00
					Check Total	45.00
00012564	07/14/2014	BLACKB	BLACKBOARD INC.			
321996-043014	04/30/2014			07/09/2014	SCHOOLFUSION HOSTING	2,827.35
					Check Total	2,827.35
00012565	07/14/2014	CENTRALFIR	CENTRAL FIRE & SAFETY, INC			
47264	06/19/2014			07/09/2014	FIRE EXT MAINT/TEST	616.00

ALL Data

Check Register

Arranged by:
Check Number

Direct Dep.	Check Number Invoice	Check Date Invoice Date	Vendor ID PO Number	Vendor Name PO Date	Description	Amount
					Check Total	616.00
	00012566	07/14/2014	CHARTERC		CHARTER COMMUNICATIONS	
	062414	06/24/2014		07/09/2014	INTERNET	1,679.12
					Check Total	1,679.12
	00012567	07/14/2014	CLASSROO		ClassroomDirect/School Specialty Inc.	
	208112334260	06/01/2014		07/09/2014	KINDERGARTEN	31.13
					Check Total	31.13
	00012568	07/14/2014	COMPUTERE		COMPUTERS ETC.	
	70745	05/29/2014		07/09/2014	CALC & STEREO HDBAND	71.74
					Check Total	71.74
	00012569	07/14/2014	CREATIVE		CREATIVE TEACHER	
	23955	06/14/2014		07/09/2014	KINDERGARTEN	41.98
	23956	06/14/2014		07/09/2014	6TH GRADE	133.89
	23991	06/20/2014		07/09/2014	1ST GRADE	62.36
					Check Total	238.23
	00012570	07/14/2014	DEPTLABUN		STATE OF NEBRASKA	
	MBMAY2014	07/01/2014		07/11/2014	BENEFIT PAYMENT	448.00
					Check Total	448.00
	00012571	07/14/2014	ECOL		ECOLAB PEST ELIMINATION	
	4227780	06/09/2014		07/09/2014		63.44
					Check Total	63.44
	00012572	07/14/2014	EGAN		EGAN SUPPLY CO.	
	211007	07/07/2014		07/11/2014	STORAGE	27.99
					Check Total	27.99
	00012573	07/14/2014	ELECTRONIC		ELECTRONIC CONTRACTING CO.	
	LN035517	06/18/2014		07/09/2014	QTY MONITORING	81.00
					Check Total	81.00
	00012574	07/14/2014	ESU10		Educational Service Unit 10	
	063014A	06/30/2014		07/09/2014	PRESCH SPEECH	1,699.03
	063014B	06/30/2014		07/09/2014	PRESCH SUPERVISION	596.11
	063014C	06/30/2014		07/09/2014	LAMINATION	8.50
	063014D	06/30/2014		07/09/2014	VOC EVAL	949.33
	063014E	06/30/2014		07/09/2014	PT/OT	4,243.14
	063014F	06/30/2014		07/09/2014	CREDIT	-480.61
	063014G	06/30/2014		07/09/2014	SUPERVISION	3,788.18
	063014H	06/30/2014		07/09/2014	PSYCH	7,649.98
	063014I	06/30/2014		07/09/2014	AUDIOLOGY	242.06
					Check Total	18,695.72
	00012575	07/14/2014	ESU11		Educational Service Unit 11	

ALL Data

Check Register

Arranged by:
Check Number

Direct Dep.	Check Number Invoice	Check Date Invoice Date	Vendor ID PO Number	Vendor Name PO Date Description	Amount
	002188	06/17/2014		07/09/2014 ONLINE LEARNING	980.00
				Check Total	980.00
	00012576 8273515	07/14/2014 06/20/2014	FISHERSC	FISHER SCIENTIFIC 07/09/2014 6TH GRADE	11.04
				Check Total	11.04
	00012577 CODE 54-063014	07/14/2014 06/30/2014	FOSTFAMI	Foster's Family Foods 07/09/2014 SUMMER SCHOOL ETC	137.60
				Check Total	137.60
	00012578 INVUS27547	07/14/2014 07/01/2014	FRONT	FRONTLINE 07/09/2014 AESOP	1,025.00
				Check Total	1,025.00
	00012579 1814 1850	07/14/2014 06/06/2014 06/06/2014	GRACZYKS	GRACZYK SPRINKLER & HANDYMAN 07/09/2014 REPAIRS 07/09/2014 FOOTBALL FIELD	270.71 1,065.62
				Check Total	1,336.33
	00012580 783358	07/14/2014 06/18/2014	GRAPHIC	GRAPHIC EDGE 07/09/2014 WEIGHT TRAIN SHIRTS	154.10
				Check Total	154.10
	00012581 15473900	07/14/2014 06/20/2014	GREATAMF	GREAT AMERICAN FINANCIAL SERVICES 07/09/2014 COPIERS	1,365.45
				Check Total	1,365.45
	00012582 053114	07/14/2014 05/31/2014	HAPPP	HAPP PUBLISHING 07/09/2014 MAY MEETING	38.67
				Check Total	38.67
	00012583 5824	07/14/2014 06/10/2014	HIGHPLAIN	HIGH PLAINS CLINIC, LLC 07/09/2014 CLINT CARR DOT PHYS	142.00
				Check Total	142.00
	00012584 P0355890	07/14/2014 05/31/2014	HIRE	HIRERIGHT SOLUTIONS INC 07/09/2014 DRUG/ALC TESTING	157.00
				Check Total	157.00
	00012585 4859-4S-91584	07/14/2014 07/21/2014	HUDL	AGILE SPORTS TECHNOLOGIES 07/09/2014 ONLINE VIDEO EDIT	2,199.00
				Check Total	2,199.00
	00012586 169722 169762	07/14/2014 05/31/2014 05/31/2014	INTELL	INTELLICOM COMPUTER CONSULTING 07/09/2014 TEACH WKROOM PHONE 07/09/2014 SUPT PHONE	178.50 513.46
				Check Total	691.96

ALL Data

Check Register

Arranged by:
Check Number

Direct Dep.	Check Number Invoice	Check Date Invoice Date	Vendor ID PO Number	Vendor Name PO Date	Description	Amount
	00012587 061714	07/14/2014 06/17/2014	IOWASCH		IOWA SCHOOL FOR THE DEAF TRANSPORT SERV	2,222.85
					Check Total	2,222.85
	00012588 123256	07/14/2014 06/30/2014	ISLANDSU		Island Supply Welding	58.80
					Check Total	58.80
	00012589 1189 1190 1206	07/14/2014 06/12/2014 06/12/2014 06/11/2014	KEARNEYRE		KEARNEY RENTAL PROS CHURCH ST 6 MOS EASY STR 6 MOS EASY STREET	949.98 900.00 20.27
					Check Total	1,870.25
	00012590 11471	07/14/2014 06/30/2014	KELLYSA		KELLY'S SALES & SERVICE 2012 VAN-BRAKES	671.03
					Check Total	671.03
	00012591 060614	07/14/2014 06/06/2014	KOTTDAVE		DAVID KOTTICH BUS PERMIT	7.50
					Check Total	7.50
	00012592 41057	07/14/2014 06/30/2014	LASERTEC		LASERTEC OF NEBRASKA OVERAGE	153.24
					Check Total	153.24
	00012593 50618223	07/14/2014 06/30/2014	LINWELD		MATHESON TRI GAS	91.90
					Check Total	91.90
	00012594 1033361	07/14/2014 06/13/2014	LOCKMASTER		LOCKMASTERS USA INC COMBIN LOCKS	1,345.00
					Check Total	1,345.00
	00012595 80680631001 80694019001 80951177001	07/14/2014 05/30/2014 05/30/2014 06/23/2014	MCGRAW		MCGRAW-HILL COMPANIES ELEMENTARY ELEMENTARY BOOKS ELEMENTARY BOOKS	1,756.69 101.28 82.34
					Check Total	1,940.31
	00012596 55685	07/14/2014 06/26/2014	MENARD		MENARDS - KEARNEY FAUC FLTRS, CAULK, BOW SAW	114.08
					Check Total	114.08
	00012597 AXT0514	07/14/2014 06/09/2014	MOSAIC		MOSAIC LEVEL III SERV	6,027.95
					Check Total	6,027.95
	00012598	07/14/2014	NASB		NEBRASKA ASSN OF SCHOOL BOARDS	

Check Register

Direct	Dep.	Check Number	Check Date	Vendor ID	Vendor Name	Amount
		Invoice	Invoice Date	PO Number	Description	
		35200	06/09/2014		SCH LAW SEMINAR	150.00
					Check Total	150.00
		00012599	07/14/2014	NECOUNADM	NEBRASKA COUNCIL OF SCHOOL ADM	
		34094	06/09/2014		KLINGELHOEFER CONF	50.00
					Check Total	50.00
		00012600	07/14/2014	NECOUNATT	NEBRASKA COUNCIL OF SCHOOL ATTORNEYS	
		2280	06/26/2014		SCH LAW REPORTER	140.00
					Check Total	140.00
		00012601	07/14/2014	NEMID	NEBRASKA MIDDLE LEVEL ACADEMY	
		061114	06/11/2014			75.00
					Check Total	75.00
		00012602	07/14/2014	NMCEXCH	NMC EXCHANGE LLC	
		SERV01163188	06/07/2014		REPAIRS '08	4,320.69
		SERV01167343	06/26/2014		'08 ALTERNATOR	859.50
		SVCC00022660	06/02/2014		CREDIT	-3,076.36
					Check Total	2,103.83
		00012603	07/14/2014	NPPD	NEBRASKA PUBLIC POWER DISTRICT	
		061614	06/16/2014		230 E CALKINS	4,208.84
		061914-6740	06/19/2014		BUS BARN	27.37
		061914-6744	06/19/2014		BALLFIELD	49.57
					Check Total	4,285.78
		00012604	07/14/2014	NRCSA	NE RURAL COMMUNITY SCHOOLS ASSN	
		061614	06/16/2014		2014-15 MBRSHIP	700.00
					Check Total	700.00
		00012605	07/14/2014	OFFICEELEV	OFFICE OF ELEVATOR SAFETY	
		062014	06/20/2014		INSPECTION	140.00
					Check Total	140.00
		00012606	07/14/2014	PEPPERJW	JW PEPPER	
		03391547	05/23/2014		CHOIR MUSIC	26.50
		03391990	05/30/2014		CHOIR MUSIC	6.00
		03392314	06/04/2014		CHOIR MUSIC	1.50
					Check Total	34.00
		00012607	07/14/2014	PERMA	PERMA-BOUND	
		1589042-01	05/29/2014		LIBRARY	590.78
		1589042-02	06/12/2014		LIBRARY	93.30
		1589304-01	06/05/2014		LIBRARY	25.78
					Check Total	709.86
		00012608	07/14/2014	PIONEERPU	PIONEER PUBLISHING	
		40548	06/30/2014		FLDERS-INCL \$148.47 CRED	47.36

ALL Data

Check Register

Arranged by:
Check Number

Direct		Vendor ID		Vendor Name		
Dep.	Check Number	Check Date	Vendor ID	Vendor Name		Amount
	Invoice	Invoice Date	PO Number	PO Date	Description	
					Check Total	47.36
	00012609	07/14/2014	PIONEERTE		PIONEER TELEPHONE	
	070114	07/01/2014		07/09/2014	LONG DISTANCE	138.78
					Check Total	138.78
	00012610	07/14/2014	PYRAMID		PYRAMID SCHOOL PRODUCTS	
	S1267351.001	06/17/2014		07/10/2014	6TH GRADE	159.59
	S1267495.001	06/06/2014		07/09/2014	SCISSORS & PENCILS	62.40
	S1267762.001	06/06/2014		07/09/2014	PAINT-SCHROEDER	237.00
	S1267983.001	06/06/2014		07/09/2014	KEEP	539.70
					Check Total	998.69
	00012611	07/14/2014	QUILL		Quill	
	3511958	06/04/2014		07/09/2014	ENVELOPES	28.79
	3596412	06/10/2014		07/09/2014	LABELS	55.13
					Check Total	83.92
	00012612	07/14/2014	REALLY		Really Good Stuff	
	4684075	05/29/2014		07/09/2014	BKMARKS, NOTECARDS	47.65
	4684562	05/30/2014		07/09/2014	POSTERS, ERASERS, ETC	72.40
					Check Total	120.05
	00012613	07/14/2014	SATCO		SATCO SUPPLY	
	17673	05/29/2014		07/09/2014	PAINT, WRENCH, BRUSHES	737.84
	18002	06/23/2014		07/09/2014	SOAPSTONE, WHEEL	107.91
					Check Total	845.75
	00012614	07/14/2014	SCHOOLM		SCHOOLMATE	
	IN000393563	06/12/2014		07/09/2014	PLANNERS ETC	395.20
	IN000393570	06/12/2014		07/09/2014	PLANNERS ETC	458.95
					Check Total	854.15
	00012615	07/14/2014	SCHOOLSP		SCHOOL SPECIALTY	
	208112316903	04/24/2014		07/09/2014	2ND GRADE	84.49
	208112346944	05/01/2014		07/09/2014	LIBRARY	0.71
	208112351720	05/02/2014		07/09/2014	OFFICE	1.48
	208112367618	05/07/2014		07/09/2014	4TH GRADE	131.07
	208112367626	05/07/2014		07/09/2014	LIBRARY	7.81
	208112367630	05/07/2014		07/10/2014	OFFICE	16.28
	308101915247	06/02/2014		07/09/2014	6TH GRADE	553.29
					Check Total	795.13
	00012616	07/14/2014	SERVICE		SERVICEMASTER OF MID NE	
	9884	06/30/2014		07/09/2014	2010 FACILITY	3,077.00
	9885	06/30/2014		07/09/2014	ELEM FACILITY	3,355.00
					Check Total	6,432.00
	00012617	07/14/2014	SOURCE		SOURCEGAS LLC	

Check Register

Direct	Dep.	Check Number	Check Date	Vendor ID	Vendor Name	Amount
		Invoice	Invoice Date	PO Number	PO Date Description	
		201091514959	06/23/2014		07/09/2014 CHURCH STREET	33.05
		201269426871	06/23/2014		07/09/2014 230 E CALKINS	144.77
		201447372181	06/23/2014		07/09/2014 225 E BOYD	122.07
					Check Total	299.89
	00012618		07/14/2014	STATENE	STATE OF NEBRASKA	
	878810		06/01/2014		07/09/2014	233.21
					Check Total	233.21
	00012619		07/14/2014	SUTHERL	LEAH SUTHERLAND	
	070114		07/01/2014		07/09/2014 RENT	100.00
					Check Total	100.00
	00012620		07/14/2014	TEACHINGS	TEACHING STRATEGIES	
	0215977-IN		06/02/2014		07/09/2014 ASSESS SYSTEM	15.15
					Check Total	15.15
	00012621		07/14/2014	THOMPSON	THE THOMPSON CO.	
	1454563		06/05/2014		07/09/2014 CAN LINERS, TP, PT	147.38
					Check Total	147.38
	00012622		07/14/2014	UNITEDHEA	UNITED HEALTH SUPPLIES	
	0102401-IN		06/05/2014		07/09/2014 COTTON BALLS	12.95
	0102402-IN		06/05/2014		07/09/2014 COLD PACKS	35.10
					Check Total	48.05
	00012623		07/14/2014	USGAMES	US GAMES	
	96107881		05/23/2014		07/09/2014 KILLION-FD MAINT	928.46
	96136263		06/09/2014		07/09/2014 FOOTBALLS	22.32
					Check Total	950.78
	00012624		07/14/2014	VERIZON	VERIZON WIRELESS	
	9726424309		07/01/2014		07/09/2014 CELL PHONE	2.51
					Check Total	2.51
	00012625		07/14/2014	VILLAGEE	Village Of Elm Creek	
	063014		06/30/2014		07/09/2014	595.00
					Check Total	595.00
	00012626		07/14/2014	WOODWARDS	WOODWARDS DISPOSAL SERVICE	
	060114		06/01/2014		07/09/2014 SHRED SERVICE	25.00
					Check Total	25.00

1 - GENERAL FUND Totals: 79,038.38

Total of Checks Printed: 79,038.38

Report Total: 79,038.38

Check Register For Activity Account: June 2014

Check Number	Check Date	Paid To		Amount
Bank ID: C	Activity Fund			
11287	6/3/2014	RENEE BAUER	REIMBURSEMENT	\$ 109.40
11288	6/3/2014	JUANITA WENBURG	PENNY FUNDRAISER	\$ 588.00
11289	6/3/2014	FLEX PLAN PARTICIPANT	HEALTHCARE REIMBURSEMENT	\$ 2,500.00
11290	6/10/2014	Cash Wa Distributing	HOT DOGS AND BUNS	\$ 149.25
11291	6/10/2014	DINN BROS.	BBALL AWARDS	\$ 248.75
11292	6/10/2014	EILEEN'S COLOSSAL COOKIES OF K	GIFTS	\$ 79.65
11293	6/10/2014	Foster's Family Foods	CONC STAND SUPPLIES	\$ 379.29
11294	6/10/2014	GRAPHIC EDGE	CAMP TSHIRTS	\$ 617.39
11295	6/10/2014	LENOVO FINANCIAL SERVICES	COMP PURCHASE	\$ 193.68
11296	6/10/2014	LOU'S SPORTING GOODS	FOOTBALL PANTS	\$ 378.10
11297	6/10/2014	MISKO SPORTS	SHOULDER PADS	\$ 1,000.00
11298	6/10/2014	Wells Fargo Card Services	TEACHER WORKDAY	\$ 526.95
11299	6/19/2014	NEBRASKA/CENTRAL EQUIPMENT, IN	2015 BUS	\$ 80,680.00
11300	6/23/2014	BLUE CROSS BLUE SHIELD OF NE	BD MEMBER/RET EE PREMIUMS	\$ 5,099.38
11301	6/23/2014	BLUE CROSS BLUE SHIELD OF NE	BD MEMBER/RET EE PREMIUMS	\$ 949.32
11302	6/23/2014	COZAD CITY SCHOOLS	INVITE	\$ 45.00
11303	6/23/2014	GRAPHIC EDGE	WEIGHT TRAIN SHIRTS	\$ 139.10
11304	6/23/2014	LOU'S SPORTING GOODS	HELMETS	\$ 1,881.07
11305	6/23/2014	MISKO SPORTS	SPANDEX ETC	\$ 3,213.25
11306	6/23/2014	UNIVERSITY OF NEBRASKA LINCOLN	ANNA OURADA SCHOLARSHIP	\$ 1,000.00
11307	6/23/2014	CORPORATE PAYMENT SYSTEMS	PAINT ETC	\$ 3,764.69
11308	6/23/2014	WAL-MART	SUMMER SCHOOL PROJECT	\$ 187.97
11309	6/23/2014	WILBER-CLATONIA SCHOOLS	WRESTLING CAMP	\$ 320.00
11310	6/25/2014	JAYDEN KAUK	CHEER CAMP	\$ 60.00
11311	6/25/2014	NEBRASKA SCHOOL ACTIVITIES ASS	DUES	\$ 950.00



Elm Creek Public Schools

230 East Calkins Ave., PO Box 490

Elm Creek, NE 68836

(308) 856-4300 phone (308) 856-4907 fax

www.elmcreekschools.org

July 14, 2014

Dear Elm Creek Board of Education,

I would like to recommend the hire of Chris Kabes as a teacher for the Elm Creek Public Schools. Chris has worked as a teacher the past in the Arlington and Fremont Bergan Public School systems. Chris is also active in the Crane River Theater Company. He will be teaching math and science at ECHS.

Chris will be an outstanding addition to our school system and community. Thank you for your consideration.

Sincerely,

Dean Tickle, Supt.

StudentsAnti-Bullying Policy

One of the missions of the District is to provide a physically safe and emotionally secure environment for students and staff.

The administration and staff are to implement strategies and practices to reinforce and encourage positive behaviors by students. Positive behaviors include non-violence, cooperation, teamwork, understanding, and acceptance of others.

The administration and staff are to implement strategies and practices to identify and prevent inappropriate behaviors by all students, including anti-bullying education for all students. Inappropriate behaviors include bullying, intimidation, and harassment. Bullying means any ongoing pattern of physical, verbal, or electronic abuse on school grounds, in a vehicle owned, leased, or contracted by the school being used for a school purpose by a school employee or designee, or at school-sponsored activities or school-sponsored athletic events.

The school district shall review the anti-bullying policy annually.

Legal Reference: Neb. Rev. Stat. § 79-2137
Student Discipline Act, Neb. Rev. Stat. §§ 79-254 to 79-296
NDE February 2003 State Board Action; Reaffirmed December 2005

Date of Adoption: August 12, 2013

StudentsStudent AttendanceAttendance Policy and Excessive Absenteeism

Regular and punctual student attendance is required. The administration is responsible for developing further attendance rules and regulations, and all staff are expected to implement this policy and administrative rules and regulations to encourage regular and punctual student attendance. The Principals and teachers are required to maintain an accurate record of student attendance.

A. Attendance and Absences.

1. Absences from School - Definitions. An absence from school will be reported as:
 - (a) an excused absence or (b) an unexcused absence.
 - a. Excused Absence. Absences should be cleared through the Principal's office in advance whenever possible. All absences, except for illness and/or death in the family, require advance approval.

An absence for any of the following reasons may be excused, provided the required procedures have been followed:

- (1) Attendance at a funeral for a member of the immediate family (parents, siblings, and grandparents),
- (2) Illness which causes a student to be absent from school,
- (3) Doctor or dental appointment which require student to be absent from school,
- (4) Court appearances that are required by a court order,
- (5) School sponsored activities which require students to be absent from school,
- (6) Family trips in which student accompanies parent(s)/legal guardian(s), and
- (7) Other absences which have received prior approval from the Principal.

The Principal shall have the discretion to deny approval for any of the foregoing reasons, depending on circumstances such as the student's number of other absences, the student's academic status, the tests or other projects which may be missed, and in the case of a family trip, whether the trip could be taken during non-school time and the educational nature of the trip.

- b. Unexcused Absence. An absence which is not excused is unexcused. A student who engages in unexcused absences may be considered truant as

per state law Neb. Rev. Stat. § 79-201. Truancy is a violation of school rules. Students are subject to disciplinary consequences for trancies.

2. Absence Procedure. A student will not be allowed to enter class after an absence until an admit slip, based upon a written or verbal parental excuse, is issued by the Principal's office.

Two school days will be allowed to make up work for each day missed, with a maximum of 10 days allowed to make up work.

3. Mandatory Ages of Attendance. A child is of mandatory age if the child will reach age 6 prior to January 1 of the then-current school year and has not reached 18 years of age.

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

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

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

Exit Interview. The process is initiated by a person who has legal or actual charge or control of the child submitting a withdrawal form. The form is to be as prescribed by the Commissioner of Education. Upon submission of the form, the Superintendent or Superintendent's designee shall set a time and place for an exit interview if the child is enrolled in Elm Creek Public Schools or resides in the Elm Creek Public School District and is enrolled in a private, denominational, or parochial school.

The exit interview shall be personally attended by:

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

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

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

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

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

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

- the child also signs the form, unless the withdrawal is being requested due to an illness of the child making attendance at the exit interview impossible or impracticable, and
- the Superintendent or Superintendent's designee signs the form acknowledging that the interview was held, the required information was provided and discussed at the interview, and, in the opinion of the Superintendent or Superintendent's designee, the person making the written request does in fact have legal or actual charge or control of the child and the child is experiencing either (i) financial hardship, or (ii) an illness making attendance impossible or impracticable.

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

4. Reporting and Responding to Truant Behavior. Any administrator, teacher, or member of the board of education who knows of any failure on the part of any child of mandatory school attendance age to attend school regularly without lawful reason, shall within three days report such violation to the superintendent or such person(s) who the superintendent designates to be the attendance officer (hereafter, "attendance officer"). The attendance officer shall immediately cause an investigation into any such report to be made. The attendance officer shall also investigate any case when of his or her personal knowledge, or by report or complaint from any resident of the district, the attendance officer believes that any child is unlawfully absent from school. The school shall render all services in its power to compel such child to attend some public, private, denominational, or parochial school, which the person having control of the child shall designate, in an attempt to address the problem of excessive absenteeism. Such services shall include, as appropriate, the services listed below under "Excessive Absenteeism" and "Reporting Excessive Absenteeism."
5. Excessive Absenteeism. Students who accumulate five (5) unexcused absences in a quarter shall be deemed to have "excessive absences." Such absences shall be determined on a per day basis for elementary students and on a per class basis for secondary students. When a student has excessive absences, the following procedures shall be implemented:
 - a. One or more meetings shall be held between a school attendance officer, school social worker, or the school principal or a member of the school administrative staff designated by the school administration, if the school does not have a school social worker, the child's parent or guardian and the child, if necessary, to report and to attempt to solve the excessive absenteeism problem. If the parent/guardian refuses to participate in such meeting, the principal shall place documentation of such refusal in the child's attendance records.
 - b. Educational counseling to determine whether curriculum changes, including but not limited to, enrolling the child in an alternative education program that meets the specific educational and behavioral needs of the child, would help solve the problem of excessive absenteeism.
 - c. Educational evaluation, which may include a psychological evaluation, to assist in determining the specific condition, if any, contributing to the

problem of excessive absenteeism, supplemented by specific efforts by the school to help remedy any condition diagnosed.

- d. Investigation of the problem of excessive absenteeism by the school social worker, or if such school does not have a school social worker, the school principal or a member of the school administrative staff designated by the school administration, to identify conditions which may be contributing to the truancy problem. If services for the child and his or her family are determined to be needed, the person performing the investigation shall meet with the parent/guardian and the child to discuss any referral to appropriate community agencies for economic services, family or individual counseling, or other services required to remedy the conditions that are contributing to the problem of excessive absenteeism.
6. Reporting Excessive Absenteeism to the County Attorney.
 - a. Twenty Excused Absences. If a student accumulates more than twenty (20) absences per year and all of the absences are due to documented illness that makes attendance impossible or impracticable or are otherwise excused by school authorities, the attendance officer may report such information to the county attorney of the county in which the person having control of the student resides.
 - b. Twenty Unexcused Absences. If a student accumulates more than twenty (20) absences per year, and any of the absences are not excused, the attendance officer shall file a report with the county attorney of the county in which the person having control of the student resides. The report shall be made on a form which includes the following two statements, one of which must be designated by the school representative signing the report: (a) The school representative requests additional time to work with the student prior to intervention by the county attorney; and (b) the school representative believes that the school has used all reasonable efforts to resolve the student's excessive absenteeism without success and recommends county attorney intervention. If further action is necessary to address the child's attendance, the initial meeting between the parent or guardian of the child, the school, and the county attorney or his or her designee shall be at a location determined by the school.
 - c. Other. A report to the county attorney may also be made when a student otherwise accrues excessive absences as herein defined.
7. Reporting to the Commissioner. The Superintendent or designee shall report on a monthly basis to the Commissioner of Education as directed by the Commissioner regarding the number of and reason for any long-term suspension, expulsion, or excessive absenteeism of a student; referral of a student to the office of the county attorney for excessive absenteeism; or contacting of law enforcement officials

(other than law enforcement officials employed by or contracted with by the District as school resource officers) by the District relative to a student enrolled in the District.

Legal Reference: Neb. Rev. Stat. §§ 79-201 and 79-209; Neb. Rev. Stat. § 79-527

Date of Adoption: August 12, 2013

StudentsStudent AttendanceAttendance Policy and Excessive Absenteeism

Regular and punctual student attendance is required. The administration is responsible for developing further attendance rules and regulations, and all staff are expected to implement this policy and administrative rules and regulations to encourage regular and punctual student attendance. The Principals and teachers are required to maintain an accurate record of student attendance.

A. Attendance and Absences.

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

2. Absence Procedure. In its Student Information System, the District may identify many different codes that provide greater definition to the circumstances of a child's absence, but all of the codes need to be identified to parents and students as fitting into one of the above defined absence circumstances.

A student will not be allowed to enter class after an absence until an admit slip, based upon a written or verbal parental excuse, is issued by the Principal's office.

Two school days will be allowed to make up work for each day missed, with a maximum of 10 days allowed to make up work.

3. Mandatory Ages of Attendance. A child is of mandatory age if the child will reach age 6 prior to January 1 of the then-current school year and has not reached 18 years of age.

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

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

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

Exit Interview. The process is initiated by a person who has legal or actual charge or control of the child submitting a withdrawal form. The form is to be as prescribed by the Commissioner of Education. Upon submission of the form, the Superintendent or Superintendent's designee shall set a time and place for an exit interview if the child is enrolled in [Name] Public Schools or resides in the

[Name] Public School District and is enrolled in a private, denominational, or parochial school.

The exit interview shall be personally attended by:

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

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

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

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

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

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

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

child and the child is experiencing either (i) financial hardship, or (ii) an illness making attendance impossible or impracticable.

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

4. Reporting and Responding to Excessive Absenteeism. Any administrator, teacher, or member of the board of education who knows of any failure on the part of any child of mandatory school attendance age to attend school regularly without lawful reason, shall within three days report such violation to the superintendent or such person(s) who the superintendent designates to be the attendance officer (hereafter, "attendance officer"). The attendance officer shall immediately cause an investigation into any such report to be made. The attendance officer shall also investigate any case when of his or her personal knowledge, or by report or complaint from any resident of the district, the attendance officer believes there is a violation of the compulsory attendance laws. The school shall render all services in its power to compel such child to attend some public, private, denominational, or parochial school, which the person having control of the child shall designate, in an attempt to address the problem of excessive absenteeism. Such services shall include, as appropriate, the services listed below under "Excessive Absenteeism" and "Reporting Excessive Absenteeism."
5. Excessive Absenteeism. Students who accumulate five (5) unexcused absences in a quarter shall be deemed to have "excessive absences." Such absences shall be determined on a per day basis for elementary students and on a per class basis for secondary students. When a student has excessive absences, the following procedures shall be implemented:
 - a. Verbal or written communication by school officials with the person or persons who have legal or actual charge or control of any child; and
 - b. One or more meetings between the school (a school attendance officer, a school administrator or his or her designee, and/or a social worker), the child's parent or guardian, and the child, when appropriate, to address the barriers to attendance. The result of the meeting or meetings shall be to develop a collaborative plan to reduce barriers identified to improve regular attendance. The plan shall consider, but not be limited to:
 - (i) Illness related to physical or behavioral health of the child.
 - (ii) Educational counseling;
 - (iii) Educational evaluation;

- (iv) Referral to community agencies for economic services;
- (v) Family or individual counseling; and
- (vi) Assisting the family in working with other community services.

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

6. Reporting Excessive Absenteeism to the County Attorney.

The school may report to the county attorney of the county in which the person resides when the school has documented the efforts to address excessive absences, the collaborative plan to reduce barriers identified to improve regular attendance has not been successful, and the student has accumulated more than twenty (20) absences per year. The school shall notify the child's family in writing prior to referring the child to the county attorney. Illness that makes attendance impossible or impracticable shall not be the basis for referral to the county attorney. A report to the county attorney may also be made when a student otherwise accrues excessive absences as herein defined.

Legal Reference: Neb. Rev. Stat. " 79-201 and 79-209

Date of Adoption: [Insert Date]

ELM CREEK PUBLIC SCHOOLS
ADMINISTRATOR'S CONTRACT

THIS CONTRACT made by and between the ELM CREEK SCHOOL DISTRICT, Buffalo County Number 10-0009, in the State of Nebraska, hereinafter referred to as "DISTRICT" and Jason Sullivan legally qualified PRINCIPAL, hereinafter referred to as ADMINISTRATOR."

WITNESSETH: That the Board of Education of the District hereby agrees to employ the Administrator above named in the schools of the District for a school year, which shall begin on or about July 21, 2014, and end on or about July 20, 2015, and shall consist of a 220 day Contract and that the Administrator hereby agrees to accept such employment at a total salary of \$76,000.00 (salary plus family health insurance to total \$94,118.32 or cash in lieu of insurance at a rate of \$487.15 per month). The assignment is to be as 7-12 School Principal.

FIRST: The salary shall be payable in 12 equal installments. The first installment shall be payable on the 20th day of August, and the remaining installments shall be payable on the 20th day of each month thereafter.

SECOND: The Administrator hereby agrees to be governed by the policies of the Board of Education of the District and that the duties to be performed by the administrator under the Contract shall be subject to assignment of the Superintendent of the District with the approval of the Board of Education of the District; and further agrees to devote full time, during days of school to the position in all respects, to diligently and faithfully perform the assigned duties as Administrator.

THIRD: In addition to the administrative duties set forth herein, the Administrator may be assigned such "extra duty" assignments as defined from time to time by the parties of this Agreement which shall be upon such terms and condition and at such additional stated rate of compensation as the Administrator and the District may from time to time agree upon.

FOURTH: This Contract may be cancelled or amended by a majority of the members of the School Board during the school year for any of the following reasons: (a) upon cancellation, termination, revocation or suspension of the Administrator's certificate by the State Board of Education; (b) breach of any of the material provisions of this Contract; (c) for any reason set forth in this Contract; (d) incompetency; (e) neglect of duty; (f) unprofessional conduct; (g) insubordination; (h) immorality; or (i) physical or mental incapacity. Cancellation or amendment under this Contract shall be governed by the provisions of Section 79-827 R.R.S.

FIFTH: That upon termination of this Contract for just cause, or upon the release of the Administrator from this Contract, the compensation paid or to be paid hereunder shall be an amount which bears the same ratio to the yearly salary herein specified as the number of days of service to the date of such termination bears to 220 days of service. Any unearned fractional portion of an installment paid but not earned prior to the termination of the Contract shall be refunded by the Administrator.

SIXTH: There shall be no penalty for release or resignation by the Administrator from this Contract; provided no resignation shall become effective until the close of the school year unless accepted by the Board of Education of the District and the Board shall fix the time at which the resignation is to take effect.

SEVENTH: This Contract shall conform to the regulations governing deductions from the above stated compensation with reference to withholding tax, Social Security and retirement. Other deductions may be withheld as agreed to by the parties to this Contract.

EIGHTH: The Administrator hereby affirms that he is not under Contract with another School Board or Board of Education within this state covering a part or all of the same time of performance as is contemplated by the Agreement. The Administrator further affirms that at the beginning of the term of this Contract and throughout the term of this Contract he holds or will hold a valid Nebraska Administrative Certificate. It is understood and agreed that this Contract is not valid until the Administrator's Certificate, as herein listed, is registered in the Office of the Superintendent and that the Administrator shall not be

compensated for any services performed prior to the date of registration of this certificate. The Administrator understands that one of the terms of employment is to live within the Elm Creek Public School District.

NINTH: Terms and conditions set forth in this Agreement shall be subject to such wages and conditions of employment as may, from time to time, be mutually agreed upon by and between the Board and Administrator or a duly recognized collective bargaining agent for said Administrator, and said Agreement, when reduced to writing and executed by the parties, shall be deemed to be included herein by reference and shall become a part hereof.

TENTH: New Contracts must be executed by the Administrator and delivered to the Superintendent, or the Secretary of the Board of Education of the District within seven (7) calendar days of the receipt thereof from the District. A new Contract shall not be offered to the Administrator prior to March 15th. Contract renewal, amendment, termination or cancellation shall also be subject to the requirements of Sections 79-828 through 79-831 R.R.S. and any other applicable state statutes.

ELEVENTH: The failure to return a signed copy of the Contract or renewal agreement to the Superintendent, or the Secretary of the Board of Education of the District on or before August 1, 2014, shall constitute a rejection by the Administrator of the offer of employment.

TWELFTH: Other Contract terms:
Salary & insurance (see page 1 of Contract)
Sick Leave – 11 days per year/accumulate to 45
Professional Leave – as needed
Personal Leave – 2 days per contract year
Bereavement Leave – as per Teachers’ Master Agreement
Residential requirement – must live within the district boundaries by June 30, 2015.

ELM CREEK PUBLIC SCHOOL
DISTRICT BUFFALO COUNTY
DISTRICT #10-0009

_____ Administrator	_____ Date
_____ Board Member	_____ Date
_____ Secretary of the Board	_____ Date

**Appendix "1" to 2014-2015 Student Fees Policy of
Elm Creek Public Schools**

Additional Specification of Required Materials and Fees¹

Program	General Description of Fee or Material	\$ Amount of Fee (Anticipated or Maximum)² or Specific Material Required
Elementary Program		
Physical Education classes	Appropriate clothing (non-specialized attire)	Tennis shoes and socks, running shorts, T-shirt
Art classes and special projects or events	Appropriate clothing (non-specialized attire)	Old shirt for painting; other clothing which may get paint on it or otherwise be damaged
Music-Optional band Courses	Musical instruments	Musical instruments and accessories (reeds, valve oil, drum sticks, lyres, flip folders, slide grease, reed guards, cleaning swabs, mouthpiece brushes, pad savers, ligatures, and a "gig bag", etc.) Limited instruments available for use by any student. 4 th graders purchase a recorder ranging from \$2.00 to \$7.00.
Classroom supplies	General supplies, such as writing instruments (pens, pencils, crayons, markers), notebooks, etc.	None--necessary classroom supplies will be made available by the school. Students will be responsible for the replacement cost of damaged or lost supplies. Students are encouraged but not required to bring items from class supply lists
Field Trips	Transportation and admission costs of field trips	None--costs of school sponsored, class-related field trips will be paid for by the school. Parents may be encouraged but not required to pay for field trip costs of up to \$5.00 per student for each field trip to defray costs. (With administrative approval, the requested donation may be up to \$100.00 for special field trips). Meals on field trips will be at the expense of the student. School lunches will be provided as needed for free-reduced lunch eligible students.

¹ This listing is a part of the 2014-2015 Student Fees Policy and is intended to provide supplemental information.

² Generally, dollar amounts are stated in terms of "maximums." The actual fee or charge may be less during the 2014-2015 school year.

Summer school courses	Classes offered during the summer, or at night, if any	\$50 to \$200 per class.
Copies	Use of school copiers (except for one copy of the student file, which will be provided without charge).	Ten cents (.10) per page when charges apply.
School Meals		Breakfast: \$1.40 / reduced -- \$.30 Lunch—PK-3 -- \$2.25 4-6 -- \$2.35 7-12 -- \$2.45 Milk-- \$.35 Prices are maximums based on one meal per day, will vary depending on the number of meals or items purchased by the student, and may be adjusted during the year.
Secondary Program	General Description of Fee or Material	\$ Amount of Fee (Anticipated or Maximum) or Specific Material Required
Physical Education classes	Appropriate clothing (non-specialized attire)	Tennis shoes and socks, running shorts, T-shirt
Art and shop classes and special projects, science classes	Appropriate clothing (non-specialized attire) Goggles-1 pair provided per year. If lost or damaged students are required to purchase a new pair.	Old shirt for painting; other clothing which may get paint on it or otherwise be damaged; protective clothing for shop classes; approved protective goggles for science classes.
Music-Optional band courses	Musical instruments	Musical instruments and accessories (reeds, valve oil, etc.) Limited instruments available for use by any student.
Classroom Supplies	General supplies, such as writing instruments (pens, pencils, crayons, markers), notebooks, etc.	None--necessary classroom supplies will be made available by the school. Students will be responsible for the replacement cost of damaged or lost supplies. Students are encouraged but not required to bring items from class supply lists which may be handed out by the office or individual teachers.
Classroom Projects, i.e, Family & Consumer Science, Industrial Technology	Project Cost	Student pays cost that is beyond the standard project provided by the school.

Advanced math or science classes	Specialized calculators	Some calculators will be available at school. If lost or damaged a replacement fee will be assessed at a rate paid by the school. Students are encouraged but not required to purchase such equipment for their personal use.
Copies	Use of school copiers (except for one copy of the student file, which will be provided without charge)	Ten cents (.10) per page when charges apply.
School Meals		Breakfast: \$1.40 / reduced -- \$.30 Lunch—PK-3 -- \$2.25 4-6 -- \$2.35 7-12 -- \$2.45 Milk-- \$.35 Prices are maximums based on one meal per day, will vary depending on the number of meals or items purchased by the student, and may be adjusted during the year.
Post-secondary education classes	Tuition and fees for college courses taken for credit.	None--Any postsecondary education costs are to be paid directly by students to the college.
End of year lost or damaged books	Damage fee or replacement cost	Fees and fines up to \$5.00 for damaged books. Lost books or ruined books are charged replacement cost, generally at a maximum of \$60.00
Yearbooks - Optional	School Book	Yearbooks are published and made available for purchase every year. Cost is generally about \$40
College entrance tests and preparation	Prep programs & tests	Costs of college entrance tests or prep courses, such as ACT preparation tutoring, PSAT test, and ACT test, are optional and to be paid directly to the private companies involved.
Summer school courses	Classes offered during the summer, or at night, if any	\$175 to \$300
I-Pad "1 to 1" Program	Insurance Policy - premium	\$40 annual fee to be paid each fall. Anyone not choosing to purchase will be limited to "day use only" and not be able to take the device home. Students are still responsible for any damage to devices while using them at school. A deductible scale will applied to all repairs.
Locker usage	Use of school padlock	\$5.00 fee if damaged or not returned at the end of the year.

Extracurricular and other programs	General Description of Fee or Material	\$ Amount of Fee (Anticipated or Maximum) or Specific Material Required	
Athletic Programs			
1. Admission	Spectator fees for admission to events	\$5.00 per event maximum. Students may purchase an Activity Ticket for \$25.00 per year. For District and Conference events hosted by the School, cost to be set by NSAA but not to exceed \$20.00 per event.	
2. Athletic Physicals	NSAA required athletic physicals	Cost varies; payable directly to student's physician or clinic.	
3. Equipment and Attire	Students are responsible for required equipment and attire appropriate to the sport or activity which are not provided by the school, and are responsible for any optional clothing, equipment, or other items associated with the sport or activity. Uniform items are checked out to students. If lost or damaged students will be assessed fees in the amount of replacement cost.	Required items include athletic undergarments (supporter, bra, socks and undershirts), practice attire, including shorts, shirts, socks and shoes suitable for the activity, and dress attire suitable for team travel. Optional items for which students are responsible include: personal athletic bags, hair ties, sweat bands, non-required gloves, towels, forearm pads and personal medical devices (braces, orthopedic inserts, etc.). Additional required items for particular sports or activities include:	
		Basketball	No additional
		Football	Mouthpiece
		Golf	Golf bag & clubs
		Speech	Dress attire; copies of research
		Track	No additional
		Volleyball	Volleyball knee pads
		Wrestling	No additional
		Cheerleading and Flag Team Squads	Shoes, approved uniforms (top & skirt; jacket), poms and other accessories
4. Travel meals	Meals	Students are responsible for their own meals while traveling.	
5. Locker use	Padlock for locker	\$5.00 fee if damaged or not returned at the end of the year.	

6. Camps and clinics	Registration and other costs of camps or clinics	Students are responsible for the cost of all clinics, camps and conditioning programs. Any personal items purchased at camps or clinics, such as t-shirts, shall be at the student's expense.
7. Athletic Clubs	Letterman's club and other clubs supporting the athletic program	Currently no dues required. Annual dues not to exceed \$25.00 per club.
8. Marching Band and Musical Groups	Equipment and attire.	Students will be responsible for the same costs as are set out for the athletic program. Students will be responsible for supplying their own musical instruments and accessories and for their own uniforms. Uniforms for the marching band will be supplied by the school
Vocal Music Group	Coordinating group attire	Students will pay for outfits selected by the group. Cost will be based on selection at a maximum of \$130.00
Clubs/Organizations		
Future Career/ Community Leaders (FCCLA)	State & national dues, meals and activities	Annual dues not to exceed \$50.00 per club.
National Honor Society	State & national dues, meals and activities	Currently no dues required. Annual dues not to exceed \$50.00 per club.
Swing Choir	Attire	Students are responsible for purchasing outfits and accessories. Not to exceed \$150.00.
Student Council	State & national dues, meals and activities	Currently no dues required. Annual dues not to exceed \$50.00 per club.
Dance Team	Uniforms	Uniforms range up to \$250.00. Camp attendance is optional.
Cheerleading	Uniforms	Uniforms range up to \$500.00. Camp attendance is optional.
Social & Recognition Activities		
1. School plays, musicals and social activities	Admission to events	\$15.00 per play or activity
2. School dances	Admission to prom, homecoming, etc.	Up to \$10.00 per event

3. Class dues	Class Dues	Currently no dues are assessed. Each of the six secondary classes may assess its members an amount not to exceed \$50.00 annually for rental and decoration of dance facilities, punch and snacks at social activities, memorials and recognition plaques, flowers, and cards, and similar class activities. The payment of such an assessment shall be strictly voluntary, but students who do not pay may be denied admission to extracurricular activities supported by the class dues.
4. Picture Packets	Optional - Pictures are still taken for use in school yearbook.	Students purchase packets as desired and pay directly to photo company.
5. Senior recognition assessment	Optional graduation activities	Participation in class activities attendant to graduation (such as being part of the composite picture, special yearbook pages, etc.) is not required in order for students to receive their high school diploma. Students who choose to participate will be required to pay the cost of the items involved in the graduation ceremony and attendant class activities. These may include the rental of graduation robes, caps, tassels, class flowers, one mother's flower, class gift, yearbook picture page, and class composite picture. Expenses for above mentioned items will be paid out of the "Class Activity" account until funds are depleted. After this fund is empty, students will be responsible for all optional graduation activity costs.
6. Trips	Transportation, lodging, meals, admission to events, etc.	Students are responsible for costs of school sponsored trips where the trip is an extracurricular activity. The maximum costs of such trips will be \$3,000 per student. If the trip is not school sponsored, the costs of the trip are not subject to this policy and no fee waivers will apply. A trip is not school sponsored if: it is not supervised or administered by the school, attendance on the trip does not count towards graduation credit or grade advancement, and participation on the trip is voluntary for students.

Students

Student Fees Policy

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

The District's general policy is to provide for the free instruction in school in accordance with the Nebraska Constitution and state and federal law. This generally means that the District's policy is to provide free instruction for courses which are required by state law or regulation and to provide the staff, facility, equipment, and materials necessary for such instruction, without charge or fee to the students.

The District does provide activities, programs, and services to children which extend beyond the minimum level of constitutionally required free instruction. Students and their parents have historically contributed to the District's efforts to provide such activities, programs, and services. The District's general policy is to continue to encourage and, to the extent permitted by law, to require such student and parent contributions to enhance the educational program provided by the District.

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

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

The District will provide or make available to students such safety equipment and attire as may be required by law, specifically including appropriate industrial-quality eye protective devices for courses of instruction in vocational, technical, industrial arts, chemical or chemical-physical classes which involve exposure to hot molten metals or other molten materials, milling, sawing, turning, shaping, cutting, grinding, or stamping of any solid materials, heat treatment, tempering, or kiln firing of any metal or other materials, gas or electric arc welding or other forms of welding processes, repair or servicing of any vehicle, or caustic or explosive materials, or for laboratory classes involving caustic or explosive materials, hot liquids or solids, injurious

radiations, or other similar hazards. Building administrators are directed to assure that such equipment is available in the appropriate classes and areas of the school buildings, teachers are directed to instruct students in the usage of such devices and to assure that students use the devices as required, and students have the responsibility to follow such instructions and use the devices as instructed.

(2) Personal or consumable items & miscellaneous

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

(b) Courses

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

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

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

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

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

(3) Extracurricular Activities-Specialized equipment or attire. Extracurricular activities means student activities or organizations which are supervised or administered by the District, which do not count toward graduation or advancement between grades, and in which participation is not otherwise required by the District. The District will generally furnish

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

(4) Extracurricular Activities-Fees for participation. Any fees for participation in extracurricular activities for the current school year are further specified in Appendix "1." Admission fees are charged for extracurricular activities and events.

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

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

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

(8) Participation in before-and-after-school or pre-kindergarten services. Students are responsible for fees required for participation in before-and-after-school or pre-kindergarten

services offered by the District, except to the extent such services are required to be provided without cost.

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

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

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

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

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

CERTIFICATION

On the 14th day of July, 2014, the school board held a public hearing at a meeting of the school board on a proposed student fee policy. Such public hearing followed a review of the amount of money collected from students pursuant to, and the use of waivers provided in, the

student fee policy for the preceding school year. The foregoing student fee policy was adopted after such public hearing by a majority vote of the school board at an open public meeting in compliance with the public meetings laws.

Superintendent or Other Authorized School Official

Legal Reference: Neb. Rev. Stat. §§79-2125 to 79-2135 and Laws 2003, LB 249 (The Public Elementary and Secondary Student Fee Authorization Act)
Neb. Constitution, Article VII, section 1.
Neb. Rev. Stat. §§79-241, 79-605, and 79-611(transportation)
Neb. Rev. Stat. §79-2104 (student files or records)
Neb. Rev. Stat. §79-715 (eye-protective devices)
Neb. Rev. Stat. §79-737 (liability of students for damages to school books)
Neb. Rev. Stat. §79-1104 (before-and-after-school or pre-kindergarten services)
Neb. Rev. Stat. §§79-1106 to 79-1108.03 (accelerated or differentiated curriculum program)

Date of Adoption: [July 14, 2014]

Community RelationsTobacco Policy

The use of tobacco products is prohibited in all school buildings and all school vehicles. Smoking shall also be prohibited in any area where school staff, students or members of the public may be present or may be affected by smoke, including without limitation the stands and bleachers of outdoor athletic fields and near the entry of school buildings. For purposes of this policy, tobacco means any tobacco product (including but not limited to cigarettes, cigars, and chewing tobacco), vapor products (such as e-cigarettes), alternative nicotine products, tobacco product look-alikes, and products intended to replicate tobacco products either by appearance or effect.

Legal Reference: Neb. Rev. Stat. " 71-5716 to 5734 (Nebraska Clean Indoor Air Act)

Date of Adoption: [Insert Date]

Proposed revision to Policy 5101 Section C, Item 7

7. Engaging in selling, using, possessing or dispensing of alcohol, tobacco, narcotics, drugs, controlled substance, or an inhalant; being under the influence of any of the above; possession of drug paraphernalia, or the selling, using, possessing, or dispensing of an imitation controlled substance as defined in section 28-401 of the Nebraska statutes, or material represented to be alcohol, narcotics, drugs, a controlled substance or inhalant. **Tobacco means any tobacco product (including but not limited to cigarettes, cigars, and chewing tobacco), vapor products (such as e-cigarettes), alternative nicotine products, tobacco product look-alikes, and products intended to replicate tobacco products either by appearance or effect.** Use of a controlled substance in the manner prescribed for the student by the student's physician is not a violation. The term "under the influence" has a less strict meaning than it does under criminal law; for school purposes, the term means any level of impairment and includes even the odor of alcohol or illegal substances on the breath or person of a student; also, it includes being impaired by reason of the abuse of any material used as a stimulant.

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is unexcused. A student who engages in unexcused absences may be considered truant as per state law Neb. Rev. Stat. ' 79-201. Truancy is a violation of school rules. Students are subject to disciplinary consequences for truanies.

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- b. Educational counseling to determine whether curriculum changes, including but not limited to, enrolling the child in an alternative education program that meets the specific educational and behavioral needs of the child, would help solve the problem of excessive absenteeism.
- c. Educational evaluation, which may include a psychological evaluation, to assist in determining the specific condition, if any, contributing to the problem of excessive absenteeism, supplemented by specific efforts by the school to help remedy any condition diagnosed.
- d. Investigation of the problem of excessive absenteeism by the school social worker, or if such school does not have a school social worker, the school principal or a member of the school administrative staff designated by the school administration, to

identify conditions which may be contributing to the truancy problem. If services for the child and his or her family are determined to be needed, the person performing the investigation shall meet with the parent/guardian and the child to discuss any referral to appropriate community agencies for economic services, family or individual counseling, or other services required to remedy the conditions that are contributing to the problem of excessive absenteeism.

Students

High School Credit for Middle School Courses

High school credit may be awarded to students in a middle grades course if the course content and requirements are equivalent to a course offered in the high school.

Legal Reference: NDE Rule 10.003.05B

Date of Adoption: [Insert Date]

StudentsSafe Pupil Transportation Plan**Elm Creek Public Schools Safe Pupil Transportation Plan**

This Safe Pupil Transportation Plan sets forth the District's plan for providing safe transportation to students being transported in pupil transportation vehicles.

1. **Weapons-** Upon becoming aware of a weapon aboard a pupil transportation vehicle, the driver will make every attempt to:
 - A. Radio transportation dispatch and notify them of the situation *if possible*. If not possible, the driver will make every attempt to telephone dispatch from a cellular telephone or from the nearest safe haven location. Examples of a safe haven include, but are not limited to, any school building site, emergency service station (law enforcement or fire department), community service agency, etc.
 - B. Pull vehicle over to safe and secure area.
 - C. Confiscate weapon (if it doesn't jeopardize student or driver safety).
 - D. Give description of weapon and participating parties to dispatch.
 - E. Dispatch will immediately notify appropriate law enforcement agencies and school administration.

2. **Pupil behavior-** Students are expected to follow student conduct rules while in a pupil transportation vehicle. The pupil transportation driver is responsible for controlling behavior which affects safety and for reporting rule violations to school administration. In the event a student's behavior jeopardizes safety, the driver will make every attempt to:
 - A. First seek to resolve incident through discussion with the student(s) involved.
 - B. Radio transportation dispatch and notify them of situation *if possible*. If not possible, the driver will make every attempt to telephone dispatch from a cellular telephone or from the nearest safe haven location.
 - C. Activate emergency flashers.
 - D. Bring vehicle to a safe stop. Seek to resolve the incident, using physical force only as necessary to protect students or yourself.
 - E. Report and document discipline problems to the school administrator on a Bus Conduct Report/Incident Form.

3. **Terrorist threats-** A person commits a terroristic threat if the person threatens to commit a crime of violence with the intent to terrorize another or with the intent of causing evacuation of a building, place of assembly or facility of public transportation or in reckless disregard of the risk of causing such terror or evacuation. Upon becoming aware of a terroristic threat relating to a pupil transportation vehicle, the driver will make every attempt to:

- A. Radio transportation dispatch and notify them of situation *if possible*. If not possible, the driver will make every attempt to telephone dispatch from a cellular telephone or from the nearest safe haven location.
 - B. Make every attempt to keep passengers calm (this may mean complying with the terrorist).
 - C. Dispatch will immediately notify appropriate law enforcement agencies and school administration.
 - D. Driver should wait for instructions from dispatch *if possible*.
- 4. Severe weather-** Upon becoming aware of severe weather while aboard a pupil transportation vehicle, the driver will make every attempt to:
- A. Radio transportation dispatch and notify them of situation *if possible*. If not possible, the driver will make every attempt to telephone dispatch from a cellular telephone or from the nearest safe haven location.
 - B. Return to the school if less than five minutes away and follow the directions of the school administrator.
 - C. If more than five minutes away from school, go to the nearest school and follow the directions of the school administrator.
 - D. If more than five minutes away from the nearest school or there is immediate danger, get to the nearest basement or underground shelter with all students.
 - E. If there is no shelter and there is immediate danger the driver and passengers are to follow evacuation procedures and get everyone off the vehicle into the nearest ditch or culvert at least 100 feet away from the vehicle.
- 5. Hazardous materials-** Upon becoming aware of a hazardous material aboard a pupil transportation vehicle, the driver will make every attempt to:
- A. Radio transportation dispatch and notify them of situation *if possible*. If not possible, the driver will make every attempt to telephone dispatch from a cellular telephone or from the nearest safe haven location.
 - B. Pull vehicle over to safe and secure area.
 - C. Give description of hazardous materials in question to dispatch.
 - D. Dispatch will immediately notify appropriate law enforcement and school administration.
 - E. Driver should wait for instructions from dispatch *if possible*.
- 6. Medical emergencies-** Upon becoming aware of a medical emergency aboard a pupil transportation vehicle, the driver will make every attempt to:
- A. Radio transportation dispatch and notify them of situation *if possible*. If not possible, the driver will make every attempt to telephone dispatch from a cellular telephone or from the nearest safe haven location.
 - B. Dispatch will immediately notify appropriate medical agencies and school administration.

- C. Driver should follow instructions from dispatch, school officials, and parents when such information can be obtained quickly enough. If not available, follow emergency first aid procedures.
- D. **Only if necessary**, the driver should move passengers only enough to get them out of danger of traffic or fire. If moved, the driver and aide are to keep them where placed until a medical agency arrives, unless a parent has taken charge of their child.
- E. Driver should try to keep student passengers as calm as possible.

7. Procedures in the event of mechanical breakdowns of the vehicle- Upon becoming aware of a mechanical breakdown aboard a Pupil transportation vehicle, the driver will make every attempt to:

- A. Pull vehicle over to safe and secure area **if possible**
- B. Radio transportation dispatch and notify them of situation **if possible**. If not possible, the driver will make every attempt to telephone dispatch from a cellular telephone or from the nearest safe haven location.
- C. Activate emergency flashers and place warning flares/reflectors in accordance with safety guidelines, if not in secure area.
- D. Driver should try to keep student passengers as calm as possible.
- E. Dispatch will arrange for assistance and a relief vehicle **if needed**.

8. Procedures in the event the drop-off location is uncertain or appears unsafe to leave students. In the event the drop-off location is uncertain or appears unsafe to leave students, the driver will make every attempt to:

- A. Radio transportation or otherwise communicate with dispatch to notify them of the situation if possible.
- B. Release children only if an adult responsible for the children is present. If not, keep children who are to be released in the vehicle, continue with route, and return children who were to be released to the school.
- C. Dispatch will notify appropriate law enforcement agencies and school administration if appropriate given the circumstances.

9. Documentation under Safe Pupil Transportation Plan. Each pupil transportation driver is required to complete and submit to the school administration a bus conduct report or incident report involving the pupil transportation vehicle operated by the driver or any pupils transported in it. Documentation is to include the occurrence of any of the following events: weapons, student behavior which affects safety, terroristic threats, severe weather, hazardous materials, or medical emergencies. Documentation of such events shall be completed and submitted as soon as practicable after the incident.

10. Transportation of Unsafe Items. Drivers shall not permit pupil transportation vehicles to transport any items, animals, materials, weapons or look-a-like weapons or equipment which in any way would endanger the lives, health or safety of the children or other passengers and the driver. Look-a-like weapons associated with a school sponsored or approved activity may be transported only with written permission of a school administrator. Any items that would break

or could produce injury if tossed about inside the pupil transportation vehicle when involved in an accident or sudden stop shall be secured.

11. Supplemental Information. A copy of this plan shall be placed in each pupil transportation vehicle, kept at each school building, and made available upon request. Supplemental information with respect to operational and procedural guidelines used to administer this plan can be found in the District's safety and security plan adopted pursuant to 92 NAC10 and in the Nebraska Department of Education Pupil Transportation Guide.

Legal Reference: Neb. Rev. Stat. §§ 79-318, 79-602, 79-607 and 79-608
Title 92, Nebraska Administrative Code, Chapter 91

Date of Adoption: [Insert Date]

BRIDGING THE GAP

From
CONCUSSION
To the
CLASSROOM

February 2014



NEBRASKA DEPARTMENT OF EDUCATION

*Return
to
Learn*



BRIDGING THE GAP FROM CONCUSSION TO THE CLASSROOM: RETURN TO LEARN



On April 8, 2011, the Nebraska Legislature passed the Concussion Awareness Act on a vote of 43- 0. The Concussion Awareness Act became effective in Nebraska on July 1, 2012. The goal of the Act is to provide a consistent means to identify and manage concussions and help ensure the safety of those involved in youth sports.

The Concussion Awareness Act contains the three tenets of model legislation as described by the Brain Injury Association and the National Football League.

1. Education: Coaches, Parents and Student Athletes
2. Removal from Play – If a concussion is reasonably suspected
3. Clearance by a Licensed Health Care Professional

While Nebraska law requires a specified Return to Play protocol, equally important in the academic setting is a Return to Activity policy. “Bridging the Gap from Concussion to the Classroom: Return to Learn” was developed to provide guidance to assist Nebraska school districts in developing a concussion management policy, including the provision of appropriate classroom adjustments for concussed students facing learning challenges.

Just as effective concussion management requires communication and collaboration, this document has been developed, reviewed and edited collaboratively by a Concussion Task Force comprised of Nebraska Brain injury School Support Teams (BIRSST) and the following individuals representing several disciplines:

Nova Adams, Educational Liaison, Madonna Rehabilitation Hospital

Cindy Brunken, Southeast BIRSST Team, Special Education Supervisor, Lincoln Public Schools

Michelle Hawley-Grieser, Parent, Nebraska Brain Injury Advisory Council

Crystal Kjar, Lincoln Southwest High School, Head Athletic Trainer

Rusty McKune, Coordinator, the Nebraska Medical Center, Sports Medicine Program

Kody Moffatt, MD, Pediatrics and Pediatric Sports Medicine

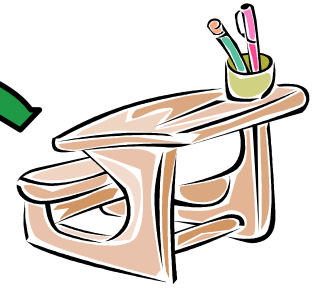
Peg Ogea-Ginsburg, Nebraska Department of Health and Human Services, Office of Injury Prevention

Peggy Reisher, Executive Director, Nebraska Brain injury Association

Rose Dymacek, Education Specialist, Nebraska Department of Education, Office of Special Education



BRIDGING THE GAP FROM CONCUSSION TO THE CLASSROOM: RETURN TO LEARN



What is a Brain Injury?

Acquired Brain Injury (ABI)

- An acquired brain injury is an injury to the brain, which is not hereditary, congenital or degenerative that has occurred after birth. (Includes anoxia, aneurysms, infections to the brain and stroke.)

Traumatic Brain Injury (TBI)

- A TBI is caused by a bump, blow or jolt to the head or a penetrating head injury that disrupts the normal function of the brain. Not all blows or jolts to the head result in a TBI. The severity of a TBI may range from "mild," i.e., a brief change in mental status or consciousness to "severe," i.e., an extended period of unconsciousness or amnesia after the injury. The majority of TBIs that occur each year are concussions or other forms of mild TBI.

Concussions

- A concussion is a type of **traumatic brain injury**, or TBI, caused by a bump, blow, or jolt to the head. A concussion is **any head trauma that causes an altered mental state that may or may not involve a loss of consciousness. Only 10 percent of concussions involve a loss of consciousness!**
- Concussions can also occur following a fall or a blow to the body that causes the head and brain to move back and forth quickly.
- This sudden movement can cause the brain to bounce around in the skull, stretching and damaging the brain cells and creating chemical changes in the brain.
- Health care professionals may describe a concussion as a "mild" brain injury because concussions are usually not life-threatening. Even so, their effects can be serious. (Centers for Disease Control & Prevention)



**A CONCUSSION
IS
A BRAIN INJURY!**

Incidence of Youth Concussions in Nebraska

Figure 1. Concussion rates among persons aged 5-19 years, by month – Nebraska 2008-2012

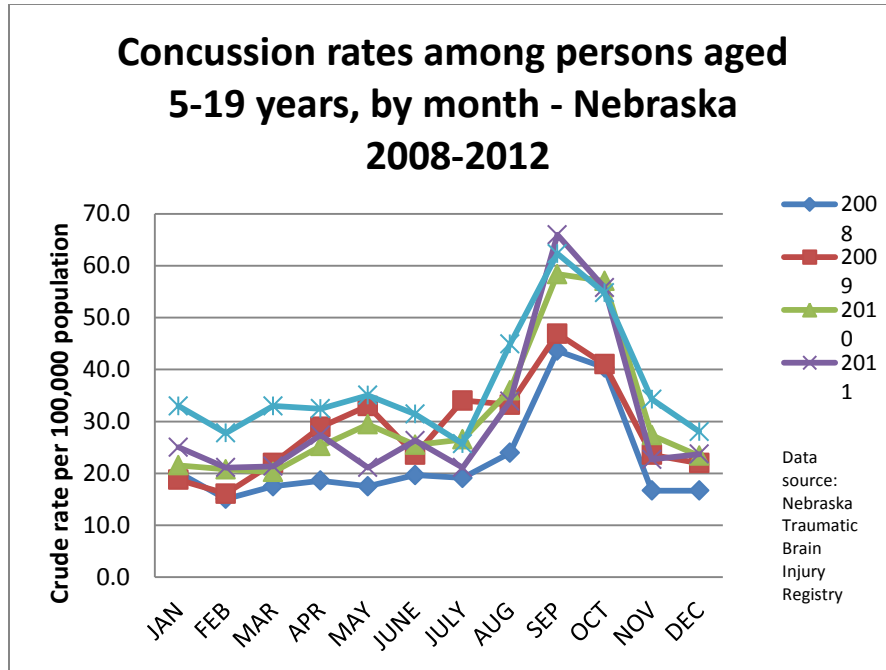
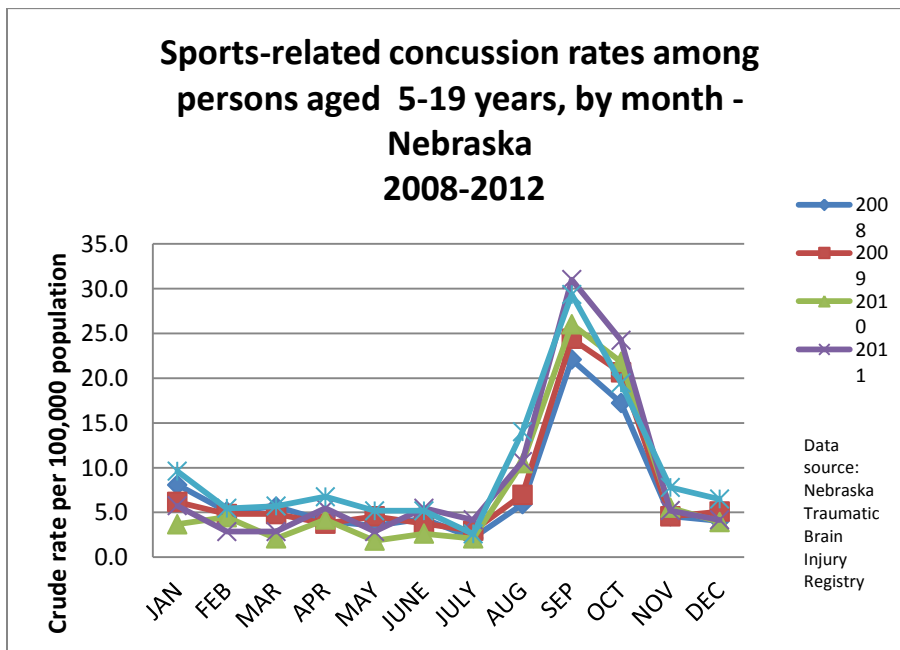


Figure 2. Sports-related concussion rates among persons aged 5-19 years, by month – Nebraska 2008-2012



Nebraska Department of Health and Human Services, 2013

Both figures above show a peak in concussion rates among school-aged Nebraskans in September and October. This trend has been consistent over the past 5 years. Figure 1 also shows that higher rates of concussions were diagnosed in 2012. These graphs represent persons treated in the office of a physician or psychologist or admitted to or treated at a hospital or a rehabilitation center located within a hospital in Nebraska.

Why are Concussions Such a Big Deal?

- **A CONCUSSION IS A BRAIN INJURY!**
- A concussion can occur from an impact to the head. The most common cause of a concussion is a whiplash type injury, a rapid acceleration of the head.
- Most concussions (90%) occur without loss of consciousness!
- A “ding,” “getting your bell rung,” or what seems to be a mild bump, blow or jolt to the head can be serious and can change the way the brain normally works! (Center for Disease Control 2013).
- Because of changes in the neurophysiology of the brain, symptoms may continue to develop over the next few hours following an injury.
- After a concussion, among other effects, connections within the brain become stressed, resulting in the breaking of some connections between different brain areas and limiting the ability of the brain to process information efficiently and quickly. (Molfese 2013)
- These changes can lead to a set of symptoms affecting the student’s cognitive, physical, emotional and sleep functions, which may result in reduced ability to do tasks at home, at school, or work.
- During this time, returning to play or full-time academics before symptoms have cleared can result in **prolonged recovery time or risk of further injury.**
- Ignoring the symptoms and trying to “tough it out” often makes symptoms worse!
- “Second Impact Syndrome” may occur when a brain already injured takes another blow or hit before the brain recovers from the first –usually within a short period of time (hours, days, or weeks). A repeat concussion 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. (Center for Disease Control 2013)
- As the chemistry of the brain returns to normal, the symptoms begin to subside and for most people, they resolve within 1 to 6 weeks.
- **During the recovery period, it is very important that individuals are monitored for full resolution of symptoms and referred if further evaluation or treatment is needed.** (Terryberry-Spohr 2013)



Symptoms of TBI/Concussion

School professionals can best support a student's return to school by understanding the effects of concussion and providing the needed academic adjustments and supports. Knowledge of concussion symptoms can help the student and the school team identify the specific needs of the student, monitor changes and provide appropriate accommodations to facilitate the student's recovery and minimize the pressure to return to activities too soon. (CDC 2013)

Symptoms of TBI/Concussion that may affect school performance fall into four categories:

- Thinking/Cognitive/Remembering
- Sleep
- Physical Symptoms
- Emotional/Mood Symptoms



Thinking/Cognitive Red Flags

Look for increased difficulty with:

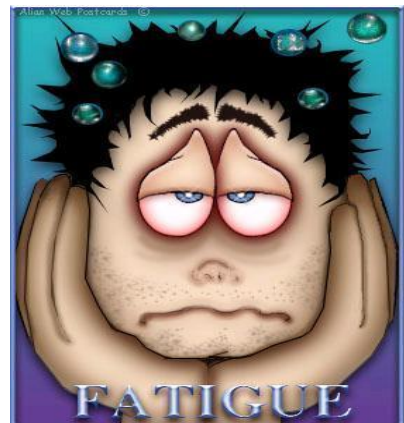
- Thinking clearly
- Concentrating, Staying on task
- Remembering new information
- Slowed response or processing of information (Feeling slowed down)
- Reduced academic performance



Sleep Red Flags

Sleep symptoms tend to last longer than other symptoms. Look for increased:

- Drowsiness
- Sleeps more than usual
- Sleeps less than usual
- Difficulty falling asleep
- Fatigue – tired, having no energy





Physical Red Flags

Look for increased difficulty with:

- Headaches
- Fuzzy or Blurred Vision (visual problems)
- Balance problems
- Dizziness
- Nausea, vomiting
- Sensitivity to light
- Sensitivity to noise
- Disorientation



Social Emotional Red Flags

Look for increased difficulty with:

- Irritability
- Sadness
- More emotional
- Changes in mood
- Nervousness
- Anxiety



Return to Activity = Return to Learn + Return to Play

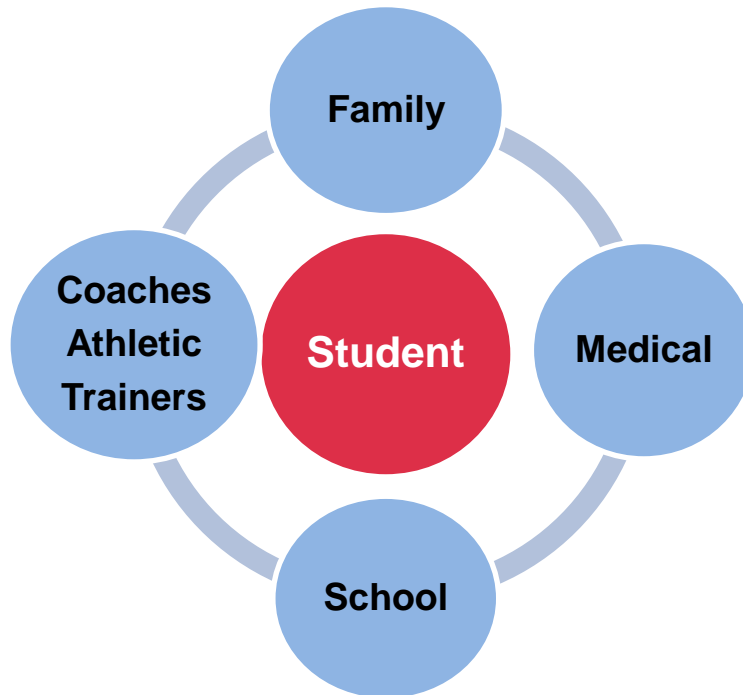


- The Center for Disease Control estimates that 1.7 million traumatic brain injuries occur annually and that 75% of those injuries are mild TBIs (concussions). Concussions occur from sports, falls, playground and bicycle accidents as well as motor vehicle accidents.
- Attention has been given to sports-related concussions because concussion laws have been passed in nearly every state and procedures for Return to Play are familiar to parents, schools and medical personnel.
- Equally important is Return to Learning in the classroom!
- After a concussion, the child or adolescent does not appear to be ill or physically injured. In fact, they may “look” just fine. Nonetheless, a concussion can have direct effects on learning and evidence suggests that using a concussed brain to learn may worsen concussion symptoms and may prolong recovery. (Halstead, McAvoy, et al 2013)
- As the brain is recovering, reducing demands on the brain and avoiding overexertion of the brain at home and at school through a reduction in physical and cognitive activity is beneficial to the recovery of the student
- **Every student and every concussion is different!** No two concussions are the same! The amount of time needed between the injury and the commencement of return to learn activities will vary not only between students, but also between concussions (should a student suffer more than one).
- A Return to Activity plan is composed of two parts:
 - Return to Academics – a gradual return to school and academic requirements implemented by the teaching staff
 - Return to Play – a gradual return to sports implemented by the athletic staff.
- Both the return to academics, and when appropriate, the return to play progression should be allowed to progress over time and as symptoms subside.
- **Please refer to the Return to Academics Progression and Return to Play Progression suggestions at the end of this document. *****

Concussion Management: Recommended Best Practice for Nebraska Schools

- Once a concussion has been diagnosed by a healthcare professional, managing the concussion is best accomplished by creating a support system for the student/athlete. **Communication and collaboration** among parents, school personnel, coaches and athletic trainers, and healthcare providers in overseeing both the return to academics and return to play progressions is essential for the recovery process. Teamwork is required to adjust the treatment and management of the concussion. **Best practice indicates that the student should return to school with a RELEASE OF INFORMATION SIGNED BY THE PARENTS that allows for two-way communication between school personnel and the healthcare provider.** (McAvoy, 2012)

A collaborative approach with the student as the CENTER OF FOCUS!



- Each school district creates a **Concussion Management policy** that incorporates:
 - **Knowledge** about concussion as a mild traumatic brain injury
 - **Training** for all coaches, athletes, parents, and school staff about concussion management
 - **A Concussion Management Team** with a designated contact person.



The Concussion Management Team

Members may include:

Health Care Professional*
Parent(s)*
School Administrator or designee*
Athletic Director
Athletic Trainer
Coach
School Nurse
Teacher(s)

Speech Language pathologist
School Psychologist
School Counselor
Occupational Therapist
Physical Therapist
Student Athlete

Essential members*

Concussion Management Team (CMT) Responsibilities:

- The CMT ensures that every student who suffers a concussion is monitored for a safe return to activity. The CMT designs the Return to Activity Plan with input from the healthcare provider.
- **CMT** contact person is notified of concussion (by parents or athletic trainers, coaches); CMT contact person notifies parent if concussion occurs during school activity;
- CMT contact person notifies school nurse, athletic trainer/coach and teachers as appropriate;
- **Assess** and document the physical, cognitive, behavioral, emotional and sleep **symptoms** and **needs** of a concussed student/athlete;
- Design an **individual plan** for schedule **adjustments**, supports, academic adjustments (i.e., reduced assignments) and physical activity, including PE, dance, active recess, as appropriate and share with school personnel, student and parents;
- **Teachers, Parents, Coaches, Medical providers & Student** communicate, monitor the effectiveness of the plan and document symptoms and academic progress;
- CMT (SAT) meets regularly to **review the student's symptoms and progress**, make adjustments and notifies school staff and health care professional of updates;
- **Adjustments continue until the student no longer needs academic adjustments as a result of the concussion;**
- CMT offers resources on concussions to parents;
- Contact **[Brain Injury Regional School Support Team \(BIRSST\)](#)** for assistance or resources;
- Follow a **gradual Return-to-Activity** for academics and athletics;
- **After symptoms subside and CMT certifies there are no academic concerns or adjustments needed and family and coaches agree student is symptom-free without medication, then**
- Written clearance from a medical provider is given if student/athlete is "back to baseline" on neurocognitive measures and
- Written permission for Return to Activity from parents is obtained;
- Student/athlete returns to academic activities without adjustments and begins Return to Play Protocol; **a successful Return to Learn is necessary before approval for Return to Play. (McAvoy, 2012).**
- Document concussion in student's education file;
- If symptoms last more than 3 – 4 weeks, follow-up assessment and academic adjustments may need to be strengthened or remain in place longer;
- If problems persist, academic accommodations and student supports may be provided through an (Response to Intervention (Rtl) Plan, a Health Plan or a 504 Plan;
- The majority of concussed students will not require an IEP; however, a small percentage of students may require a special education referral.
- Parents and medical professions seek medical explanation and treatment for slowed recovery and schools continue to provide appropriate supports.

- **Keep in mind that progression is individual for each student!**

Return to Learn BEFORE Return to Play!

If a student athlete continues to receive academic adjustments due to the presence of any symptoms, they should be considered symptomatic and not be allowed to resume physical activity. McAvoy, Returning to Learn: Going Back to School Following a Concussion. Communique on line, April 2011.

Brain Injury Regional School Support Teams (BIRSST)

- Nebraska has five regional BIRSST teams
 - Refer to attached **map** for **BIRSST team locations and contacts**
- BIRSST teams can assist school districts in:
 - Identifying strategies to support student success
 - Providing information on brain injury and resources
 - Providing training and consultation for Concussion Management Team



Tips for Teachers

Symptoms of concussion often create learning difficulties for students. Immediately after diagnosis of a concussion, an individualized plan for learning adjustments should be initiated with a gradual, monitored return to full academics as symptoms clear. Typical classroom adjustments and accommodations include:

- Reduce course workload
- Decrease homework
- Allow breaks during the day, i.e. rest in quiet area
- Allow additional time to complete assignments
- Provide instructor's notes, outline or study guide for student
- Avoid over-stimulation (noise and light)
- Avoid testing or completion of major projects during recovery time when possible



Refer to **Tips for Teachers** in Appendices for additional adjustments or accommodations.

Tips for Parents

- Parents play a key role in maximizing the child's recovery from a concussion.
- Parents take student to ER or contact the child's healthcare provider immediately after the concussion.
- After the diagnosis of a concussion by the healthcare professional, parents monitor symptoms and activities at home.
- Parents enforce rest, both physical and cognitive, and ensure that the child receives sufficient sleep and engages in quiet, restful activities immediately after a concussion.
- Parents take student to follow-up appointments with the healthcare provider.
- For the first few days, the student/athlete may have symptoms that interfere with concentration and may need to stay home from school to rest for a day or two and refrain from:

- Watching TV
- Playing video games
- Texting
- Working/playing on computer
- Driving
- Use of Cell phone
- Blowing on a musical instrument
- Piano lessons



- Light mental activities can resume as long as symptoms do not worsen. When the student/athlete can tolerate 30-45 minutes of light mental activity, a gradual return to school can commence.
- Parents monitor and track symptoms at home and communicate regularly with the school Concussion Management Team (CMT) Coordinator and/or health care provider.
- Parents sign Permission for two-way Release Information between the medical provider and the school district.
- Parents may request information from the school CMT on concussions.
- Parents are aware of academic adjustments in the school setting.
- Deliver medical clearance from the healthcare provider to the CMT when appropriate.

References

1. Centers for Disease Control and Prevention - *Returning to School After a Concussion: A Fact Sheet for School Professionals*.
http://www.cdc.gov/concussion/pdf/TBI_Returning_to_School-a.pdf
2. Giza C., Kutcher J., *et al.* Summary of evidence-based guideline update: Evaluation and management of concussion in sports. *Neurology*, 2013: 10.1212/WNL.0b013e31828d57dd.
3. Halstead, M., McAvoy, K., *et al.* *Returning to Learning Following a Concussion*. *Pediatrics*: originally published online October 27, 2013.
<http://pediatrics.aappublications.org/content/early/2013/10/23/peds.2013-2867>
4. McGrath, N. (2010). Supporting the Student-Athlete's Return to the Classroom after a Sport Related Concussion. *Journal of Athletic Training*, 45(5), 492-498.
5. McAvoy, K. (2013). *REAP the benefits of good concussion management*. Centennial, CO: Rocky Mountain Sports Medicine Institute Center.
6. McAvoy, K. (2012). Return to Learning: Going Back to School Following a Concussion. *NASP Communique* online. March/April.
7. McCrory P., Meeuwisse W., Aubry M., *et al.* Consensus Statement on Concussion in Sport: the 4th International Conference on Concussion in Sport. *Br J Sports Med*. 2013; 47: 250-258
8. Orcas (2011). *Brain Injury 101: Concussion Management. Policy and Resource Handbook*. Retrieved from <http://brain101orcasinc.com>
9. The Center on Brain Injury Research and Training. *Max's Law: Concussion Management Implementation Guide*. Retrieved from <http://www.cbirt.org>

WHAT CAN YOU DO TO CHANGE THE CULTURE OF CONCUSSION IN NEBRASKA?

- ✓ Educate
- ✓ Communicate
- ✓ Collaborate



- Parents
- Students
- Schools
- Physicians

Wear your helmet!



BRIDGING THE GAP
From CONCUSSION To The CLASSROOM

APPENDICES

Nebraska Concussion Awareness Act – Quick Facts

Concussion Resources

Return to Academics Progression

Return to Play Progression

Post-Concussion Symptom Checklist

Tips for Teachers

**NE Concussion Management Recommended Best
Practice**

Information from Teachers for CMT

BIRSST Team Map and Team Contacts

Nebraska Concussion Awareness Act – Quick Facts

Return to Play

- **Goal: To provide a consistent means to identify and manage concussions and help ensure the safety of those involved in youth sports.**
- Legislation passed by Nebraska Legislature - Final Reading on April 8, 2011 (43-0)
- Effective July 1, 2012
- The Concussion Awareness Act contains the three tenets of model legislation as described by the Brain Injury Association and the National Football League.
 1. Education: Coaches, Parents and Student Athletes
 2. Removal from Play – If a concussion is reasonably suspected
 3. Clearance by a Licensed Health Care Professional
- Concussion Awareness Act applies to:
 - ✓ Approved or accredited public, private, denominational or parochial schools (does not include higher education/college and university) Section 4.
 - ✓ Athletes 19 years of age or younger that participate in organized sports (“any city, village, business or nonprofit that organizes sports, charges a fee or is sponsored by a business or nonprofit organization.”) Section 5
- Education provided for:
 - ✓ Coaches. Training approved by the Chief Medical officer must be made available to all coaches.
 - ✓ Parents and student athletes. Concussion and brain injury information must be provided:
 - On an annual basis and
 - Prior to the start of practice or competition.
- Removal from Play
 - ✓ Any student athlete or athlete shall be removed from play when they are reasonably suspected of having a concussion by a coach or licensed health care professional.
 - ✓ If an athlete is removed from activity due to reasonable suspicion of suffering a concussion:
 - Parents or Guardians must be notified of the date and approximate time of the injury and the signs and symptoms that were observed, as well as any actions taken to treat.
- Return to Play
 - ✓ A student-athlete or athlete may be allowed to return to play when:
 - They have been evaluated by a licensed health care professional
 - They have received written clearance from the licensed health care professional;
 - They have submitted the written and signed clearance to resume participation in athletic activities accompanied by written permission to resume participation from the student’s parent or guardian.
- For more information, please refer to:
 - ✓ Nebraska Department of Health and Human Services
<http://dhhs.ne.gov/publichealth/concussion/Pages/Home.aspx>

CONCUSSION RESOURCES

1. **Nebraska Department of Education**

<http://www.education.ne.gov/sped/birsst.html>

- **Bridging the Gap from Concussion to Classroom: Return to Learn**

2. **Nebraska Department of Health and Human Services**

<http://dhhs.ne.gov/publichealth/concussion/Pages/Home.aspx>

- Concussion Awareness Act – Training for Coaches, Parents, Students

3. **Concussion ABCs posted by the Centers for Disease Control and Prevention**

<http://www.cdc.gov/concussion/HeadsUp/schools.html>

- Heads Up to Schools, Know Your Concussion ABC's
- A Fact Sheet for Teachers, Counselors, and School Professionals
- A Fact Sheet for School Nurses
- Parent/Athlete Concussion Information Sheet
- Returning to School After a Concussion: A Fact Sheet for School Professionals

4. **The Center on Brain Injury Research and Training, University of Oregon**

<http://www.cbirt.org>

- **The Center on Brain Injury Research and Training. *Max's Law: Concussion Management Implementation Guide.*** Retrieved from <http://www.cbirt.org>
- <http://cbirt.org/tbi-education/school-reentry/returning-school-after-tbi/>
- <http://cbirt.org/tbi-education/school-reentry/supports-consider-during-school-reentry/>
- <http://cbirt.org/news/concussion-frequently-asked-questions-parents/>

5. **School-wide Concussion Management cartoon video: "What's a Concussion, Anyway? (15 minute cartoon video)** <http://brain101.orcasinc.com/>

- Concussion Management Program and information for coaches, schools, parents and students
- Return to Academics Progression, Return to Play Progression and Sample Return to Activity Documentation

6. REAP Guidelines

<http://www.rockymountainhospitalforchildren.com/sports-medicine/concussion-management/reap-guidelines.htm>

- McAvoy, K. (2013) REAP the benefits of good concussion management. Centennial, CO: Rocky Mountain Sports Medicine Institute Center for Concussion.

7. The BrainSTEPS Program – Pennsylvania www.brainsteps.net

- [Concussion Webinar](#)
- [Concussion Return to School Protocol](#)
- [Protocol Flow Chart](#)
- [Why every school should have a Concussion Management Team](#)
- [Teacher's Desk Reference: Concussion](#)

8. Colorado Department of Education

http://www.cde.state.co.us/sites/default/files/documents/cdesped/download/pdf/tbi_concussionguidelines.pdf

- [Concussion Management Guidelines 2012](#)

9. Brain Injury Association of Nebraska www.biane.org

10. Halstead, M., McAvoy, K., et al. *Returning to Learning Following a Concussion*. *Pediatrics*: originally published online October 27, 2013. <http://pediatrics.aappublications.org/content/early/2013/10/23/peds.2013-2867>

11. Nebraska Brain Injury Advisory Council www.braininjury.ne.gov

12. brainline.org - <http://www.brainline.org/content/2010/06/general-information-for-parents-educators-on-tbi.html>

13. Information for Parents

http://www.brainline.org/landing_pages/categories/concussion.html
<http://cbirt.org/news/concussion-frequently-asked-questions-parents/>

RETURN TO ACADEMICS PROGRESSION

Progression is individual. All concussions are different. Students may start at any of these steps, depending on symptoms, and may remain at a step longer if needed. If symptoms worsen, the CMT should reassess. If symptoms quickly improve, a student may also skip a step or two. Be flexible!

Steps	Progression	Description
1	HOME – Cognitive and physical rest	<ul style="list-style-type: none"> ➤ Stay at home ➤ No driving ➤ Limited mental exertion – computer, texting, video games, homework
2	HOME – Light Mental Activity	<ul style="list-style-type: none"> ➤ Stay at home ➤ No driving ➤ Up to 30 minutes mental exertion ➤ No prolonged concentration

Progress to Step 3 when student handles up to 30 minutes of sustained mental exertion without worsening of symptoms.

3	SCHOOL – Part Time Maximum adjustments Shortened day/schedule Built-in breaks	<ul style="list-style-type: none"> ➤ Provide quiet place for scheduled mental rest ➤ Lunch in quiet environment ➤ No significant classroom or standardized testing ➤ Modify rather than postpone academics ➤ Provide extra time, help, and adjustment of assignments
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Progress to Step 4 when student handles 30-40 minutes of sustained mental exertion without worsening of symptoms.

4	SCHOOL – Part Time Maximum adjustments Shortened day/schedule	<ul style="list-style-type: none"> ➤ No standardized testing ➤ Modified classroom testing ➤ Moderate decrease of extra time, help, and modification of assignments
---	--	---

Progress to Step 5 when student handles 60 minutes of mental exertion without worsening of symptoms.

5	SCHOOL – Part Time Minimal adjustments	<ul style="list-style-type: none"> ➤ No standardized testing; routine tests are OK ➤ Continued decrease of extra time, help, and adjustment of assignments ➤ May require more support in academically challenging subjects
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Progress to Step 6 when student handles all class periods in succession without worsening of symptoms AND receives medical clearance for full return to academics and athletics.

6	SCHOOL – Full Time Full academics No adjustments	<ul style="list-style-type: none"> ➤ Attends all classes ➤ Full homework and testing
---	---	--

When symptoms continue beyond 3-4 weeks, prolonged in-school supports are required. Request a 504 meeting to plan and coordinate student supports.

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RETURN TO PLAY PROGRESSION

Return to play is a medical decision. The CMT will be familiar with state concussion laws and understand which healthcare providers may clear a student. **To begin the Return to Play Plan, the student must be free of all symptoms (see Signs and Symptoms of Concussion), have no academic adjustments in place, and be cleared by a healthcare provider.** The student may spend 1-2 days at each step before advancing to the next. If post-concussion symptoms occur at any step, stop activity and have the CMT reassess.

Rehabilitation Stage	Functional exercise at each stage of rehabilitation	Objective of each stage
1. No activity	Symptom limited physical and cognitive rest.	Recovery
2. Light aerobic exercise	Walking, swimming or stationary cycling keeping intensity <70% maximum permitted heart rate. No resistance training.	Increase HR
3. Sport-specific exercise	Skating drills in ice hockey, running drills in soccer. No head impact activities.	Add movement
4. Non-contact training drills	Progression to more complex training drills, e.g., passing drills in football and ice hockey. May start progressive resistance training.	Exercise, coordination and cognitive load
5. Full-contact Practice	Following medical clearance. Participate in normal training activities.	Restore confidence and assess functional skills by coaching staff
6. Return to play	Normal game play	

Recommendations from 2012 Zurich Consensus Statement on Concussion – McRory, P., Meeuwisse, WH, Aubry, M, et. al., *Br. J Sports Med* 2013; 47:250-258.

Post-Concussion Symptom Checklist

Name: _____ Date: _____

Please indicate how much each symptom has bothered you over the past 2 days.

	Symptoms	None	Mild	Moderate	Severe			
PHYSICAL	Headache	0	1	2	3	4	5	6
	Nausea	0	1	2	3	4	5	6
	Vomiting	0	1	2	3	4	5	6
	Balance Problem	0	1	2	3	4	5	6
	Dizziness	0	1	2	3	4	5	6
	Blurry or double vision	0	1	2	3	4	5	6
	Sensitivity to Light	0	1	2	3	4	5	6
	Sensitivity to Noise	0	1	2	3	4	5	6
	Balance Problems	0	1	2	3	4	5	6
	Pain other than headache	0	1	2	3	4	5	6
THINKING/ COGNITIVE	Feeling "in a fog"	0	1	2	3	4	5	6
	Feeling Slowed Down	0	1	2	3	4	5	6
	Difficulty concentrating	0	1	2	3	4	5	6
	Difficulty Remembering	0	1	2	3	4	5	6
SLEEP ISSUES	Trouble Falling Asleep	0	1	2	3	4	5	6
	Fatigue or low energy	0	1	2	3	4	5	6
	Drowsiness	0	1	2	3	4	5	6
EMOTIONAL	Feeling more Emotional	0	1	2	3	4	5	6
	Irritability	0	1	2	3	4	5	6
	Sadness	0	1	2	3	4	5	6
	Nervousness	0	1	2	3	4	5	6

Do symptoms worsen with physical activity? Yes _____ No _____ Not Applicable _____

Do symptoms worsen with thinking/cognitive activity? Yes _____ No _____ Not Applicable _____

Activity Level: Over the past two days, compared to what I would typically do, my level of activity has been _____% of what it would normally be.

TIPS FOR TEACHERS

Concussion Symptoms, Possible School Problems & Adjustments/Accommodations

Concussion Symptoms	Implications at school	Potential Adjustments in School Setting
PHYSICAL SYMPTOMS <ul style="list-style-type: none"> • Headache (most common symptom reported in concussions) 	<ul style="list-style-type: none"> • Poor concentration - may vary throughout day; • Can be triggered by fluorescent lighting, loud noises and focusing on tasks 	<ul style="list-style-type: none"> • Frequent breaks • Reduce exposure to aggravators, i.e., turn off fluorescent lights • Rest as needed in nurse's office or quiet area
<ul style="list-style-type: none"> • Dizziness/ Lightheadedness 	<ul style="list-style-type: none"> • Standing quickly or walking in crowded environment may present a challenge • Often provoked by visual stimulus (rapid movements, videos, etc.) 	<ul style="list-style-type: none"> • Allow student to put head down if symptoms worsen • Early dismissal from class and extra time to get from class to class to avoid crowded hallways
<ul style="list-style-type: none"> • Visual Symptoms <ul style="list-style-type: none"> ○ Light sensitivity ○ Double vision ○ Blurry vision 	<ul style="list-style-type: none"> • Trouble seeing slide presentations, movies, smart boards, computers, handheld computers (tablets) • Difficulty reading & copying • Difficulty paying attention to visual tasks 	<ul style="list-style-type: none"> • Reduce brightness on the screens • Student may wear hat or sunglasses in school • Audiotapes instead of books • Seat student close to center of classroom activities (preferential seating if blurry vision) • Turn off fluorescent lights • Cover one eye with patch/ tape or one lens if glasses are worn (double vision)
<ul style="list-style-type: none"> • Noise Sensitivity 	<ul style="list-style-type: none"> • Troubles with various noises in several school settings: Lunchroom, shop classes, music classes (band, choir), physical education classes, hallways • Organized sports practice 	<ul style="list-style-type: none"> • Allow student to eat lunch in quiet area with classmate • Limit or avoid band, choir or shop classes • Avoid noisy gyms and organized sports practices and games • Consider use of earplugs • Early dismissal from class to avoid crowded, noisy hallways
THINKING/COGNITIVE SYMPTOMS <ul style="list-style-type: none"> • Difficulty concentrating or remembering 	<ul style="list-style-type: none"> • Challenges learning new tasks and comprehending new material (slowed processing speed) • Difficulty recalling and applying previously learned material • Lack of focus in the classroom • Difficulties with test taking, including standardized tests 	<ul style="list-style-type: none"> • Avoid testing or completion of major projects during recovery time when possible • Provide extra time to complete non-standardized tests in a quiet environment • Postpone standardized testing when possible • Consider one test per day during exam periods • Assess knowledge using multiple-choice instead of open-ended questions

Concussion Symptoms	Implications at school	Potential Adjustments in School Setting
THINKING/COGNITIVE SYMPTOMS (cont'd)		<ul style="list-style-type: none"> • Consider use of preprinted notes, note taker, scribe or reader for oral testing • Consider tape recorder for note taking • Reduce the cognitive load & focus on the most important concepts for student to know – quality vs. quantity • Consider decreasing homework and reducing make-up work • Provide both oral and written instructions; clarify instructions
SLEEP ISSUES	<ul style="list-style-type: none"> • Excessive fatigue can hamper memory for new or past learning or ability to attend and focus • Insufficient sleep can lead to tardiness or excessive absences • Difficulty getting to sleep or frequent waking at night may lead to sleeping in class • Excessive napping due to fatigue may lead to further disruptions of the sleep cycle 	<ul style="list-style-type: none"> • Allow for late start or shortened school day to catch up on sleep • Allow rest breaks during day if needed
EMOTIONAL/MOOD SYMPTOMS	<ul style="list-style-type: none"> • Sadness, Irritability, changes in mood, nervousness, anxiety may affect social relationships with adults and peers • Student may feel scared, angry or depressed as a result of the concussion. 	<ul style="list-style-type: none"> • Develop an emotional support plan for the student. This may include an adult with whom the student can talk if feeling overwhelmed • Mental fatigue may result in emotional meltdowns • Allow “signal” for student to remove himself/herself from classroom to de-escalate • Provide reassurance that what they are feeling is typical in the course of recovery – i.e., concern about getting behind in school work and/or grades • Share difficulties and progress with parents, CMT contact person, medical personnel, athletic coaches/ trainers as appropriate

Sources: Halstead, M., McAvoy, K., *et al. Returning to Learning Following a Concussion.*

Pediatrics: originally published online October 27, 2013.

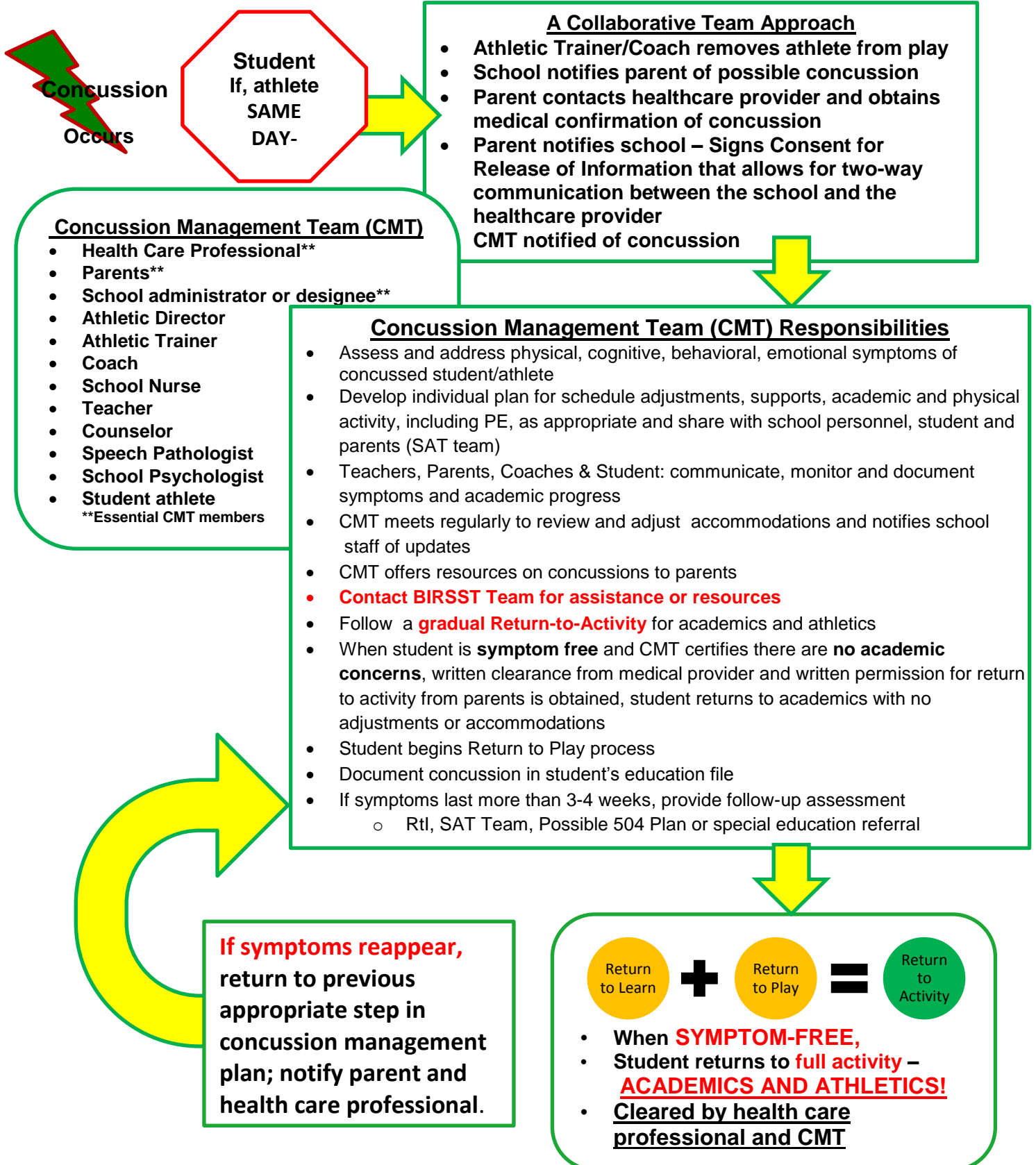
<http://pediatrics.aappublications.org/content/early/2013/10/23/peds.2013-2867>

Oregon Concussion Awareness and Management Program (OCAMP)

http://media.cbirt.org/uploads/files/sports_concussion_management_guide.pdf

NE Concussion Management Recommended Best Practices

(Adapted from CDC, OCAMP Advisory group June 2010 and Oregon Concussion Awareness and Management Program)



Information from Teachers for CMT

Date: Student Name:

Date of Concussion:

To Teachers: The above named student has been diagnosed with a concussion. Please indicate if you are seeing physical, cognitive, emotional or sleep/energy symptoms in your classroom related to this concussion, or if you have concerns about this student's progress, please state them below. Thank you for your valuable feedback.

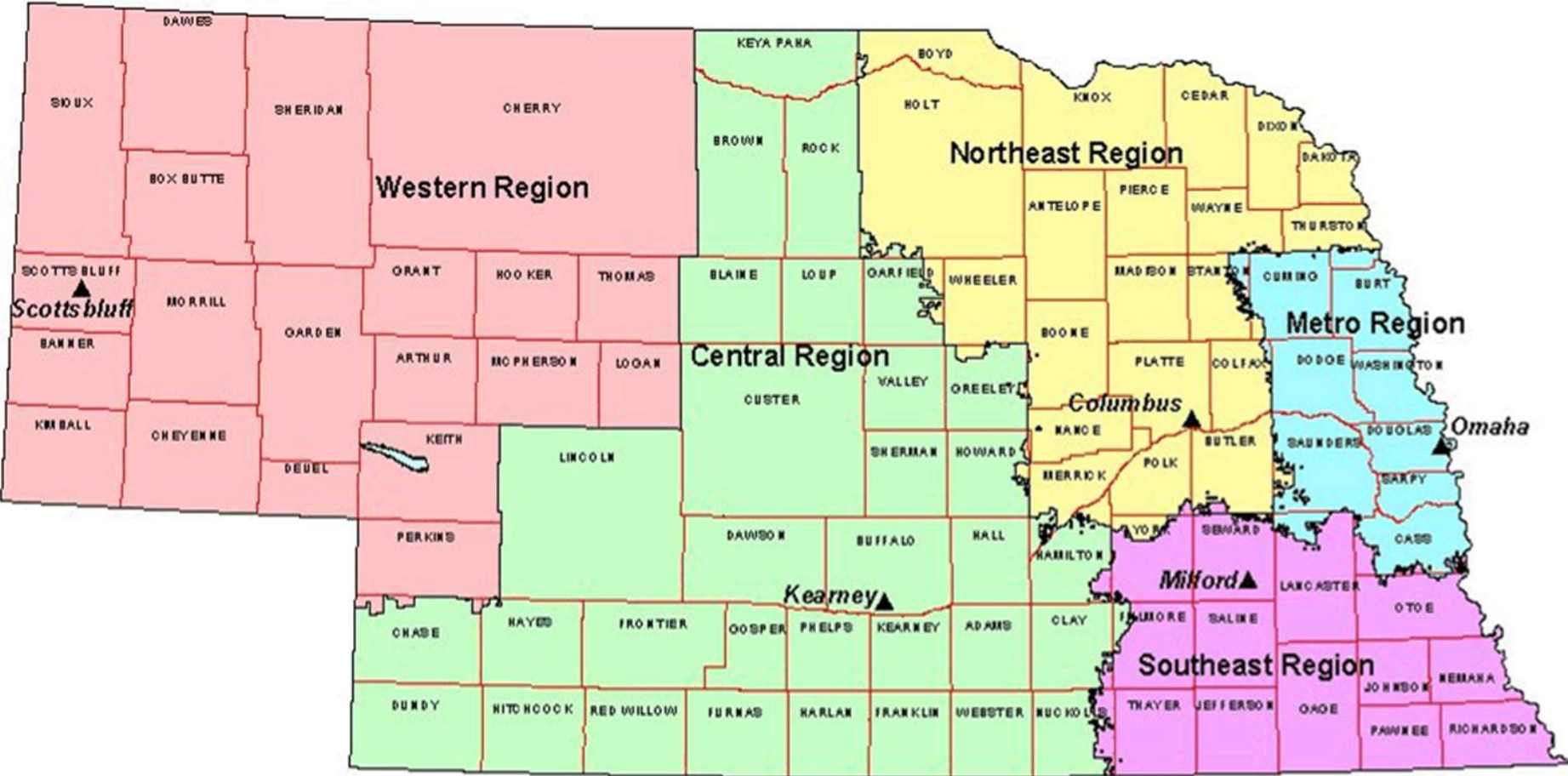
Class: Teacher:	What academic adjustments, if any, is the student still receiving in your classroom?	Has the student reported or have you noticed any concussion symptoms in the last two days? (Headaches, dizziness, difficulty concentrating, remembering, more irritable, fatigued than usual?) If YES, please explain:	Is this student performing at their pre-concussion learning level? Yes or No? If NO, please explain:

A fillable version of this document is available at: <http://www.education.ne.gov/sped/birsst.html>

BIRSST - Brain Injury School Support Team Contacts 2013-2014

Central Region	Kristine Einspahr ESU #10 76 Plaza Boulevard Kearney, NE 68848	(308) 237-5927 X 314 keinspahr@esu10.org
Metro Region	Greg Gaden ESU #3 6949 S. 10th Omaha, NE 68128 Andrea McDonald ESU #2, #3 and #19 Lou Bauer ESU #2	(402) 597-4934 (402) 610-4240 (cell) ggaden@esu3.org (402) 350-5622 andrea.mcdonald30@gmail.com (402) 721-7710 X 209 lbauer@esu2.org
Northeast Region	Cathy Schroeder ESU #1 211 Tenth Street Wakefield, NE 68756	(402) 287-2061 (712) 490-6571 cschroeder@esu1.org
Southeast Region	Cindy Brunken Lincoln Public Schools 5905 O Street Lincoln, NE, 68510	(402) 436-1902 cbrunk@lps.org
Western Region	Steve Helgeland ESU #13 4215 Avenue I Scottsbluff, NE 69361	(308) 635-3696 shelgeland@esu13.org

BIRSST Region Map – 2013-2014



InstructionActivitiesConcussions1. Training.

The Superintendent or designee shall make available training approved by the chief medical officer of the State on how to recognize the symptoms of a concussion or brain injury and how to seek proper medical treatment for a concussion or brain injury to all coaches of school athletic teams.

2. Education.

The Superintendent or designee shall require that concussion and brain injury information be provided on an annual basis to students and the students' parents or guardians prior to such students initiating practice or competition. The information provided to students and the students' parents or guardians shall include, but need not be limited to:

- a. the signs and symptoms of a concussion;
- b. the risks posed by sustaining a concussion; and
- c. the actions a student should take in response to sustaining a concussion, including the notification of his or her coaches.

3. Response to Concussions.

- a. Removal. A student who participates on a school athletic team shall be removed from a practice or game when he or she is reasonably suspected of having sustained a concussion or brain injury in such practice or game after observation by a coach or a licensed health care professional who is professionally affiliated with or contracted by the school.
- b. Return-to-Play. A student who has been removed from a practice or game as a result of being reasonably suspected of having sustained a concussion or brain injury shall not be permitted to participate in any school supervised team athletic activities involving physical exertion, including, but not limited to, practices or games, until the student: (i) has been evaluated by a licensed health care professional, (ii) has received written and signed clearance to resume participation in athletic activities from the licensed health care professional, and (iii) has submitted the written and signed clearance to resume participation in athletic activities to the school accompanied by written permission to resume participation from the student's parent or guardian.

The coach or administration may require that the student's return to full activities be on a stepwise progression back to full participation, or otherwise establish

conditions for return to participation that are more restrictive than those defined by the licensed health care professional if the coach or an administrator reasonably deems such to be appropriate.

The signature of an individual who represents that he or she is a licensed health care professional on a written clearance to resume participation that is provided to the school shall be deemed to be conclusive and reliable evidence that the individual who signed the clearance is a licensed health care professional. The school is not required to determine or verify the individual's qualifications.

- c. Parent Notification. If a student is reasonably suspected after observation of having sustained a concussion or brain injury and is removed from an athletic activity per the preceding paragraph, the parent or guardian of the student shall be notified by the Superintendent or designee of the date and approximate time of the injury suffered by the student, the signs and symptoms of a concussion or brain injury that were observed, and any actions taken to treat the student.
- d. Return to Learn. The Superintendent or designee shall develop a return to learn protocol for students who have sustained a concussion. The return to learn protocol shall recognize that students who have sustained a concussion and returned to school may need informal or formal accommodations, modifications of curriculum, and monitoring by medical or academic staff until the student is fully recovered.

4. Responsibility of Coaches.

Coaches shall comply with this policy and apply their safety and injury prevention training. A coach who fails to do so is subject to disciplinary action, including but not limited to termination of employment.

5. Students and Parents.

It is recognized that coaches cannot be aware of every incident in which a student has symptoms of a possible concussion or brain injury. As such, students and their parents have a responsibility to honestly report symptoms of a possible concussion or brain injury to the student's coaches on a timely basis.

Legal Reference: Neb. Rev. Stat. §§ 71-9102 to 71-9106

Date of Adoption: [Insert Date]

Concussions: Return to Learn Protocol

Students who sustain a concussion and return to school may need informal or formal accommodations, modifications of curriculum, and monitoring by medical or academic staff until the student is fully recovered.

The school administration of Elm Creek Public Schools adopts the NDE Guidance entitled “Bridging the Gap from Concussion to the Classroom,”¹ and accompanying Appendix,² as its return to learn protocol, with the recognition that each student who has sustained a concussion will require an individualized response.

¹ <http://www.education.ne.gov/sped/birsst/BRIDGING%20THE%20GAP%20February%202014%20final.pdf>

² <http://www.education.ne.gov/sped/birsst/Concussion%20Appendix%20final%20February%202014.pdf>

InstructionStudent Participation in Athletic Contests Between Schools

Students in kindergarten through sixth grade may not participate in athletic contests between schools within a school system or between school systems. Annual field or play days are excluded from this restriction.

Elementary school systems having seventh and eighth grade athletics may include sixth grade boys or girls if the combined enrollment for seventh and eighth grade is fewer than 12 boys or 12 girls and if the school board has a policy regulating participation for sixth graders. The board's policy for participation of sixth graders is as follows: A sixth grade student may participate if (1) the student meets the same standards applicable to seventh and eighth graders and (2) participation in the activity is not prohibited by the bylaws of the Nebraska School Activities Association.

Students in seventh and eighth grades may participate in interscholastic competitions subject to and in a manner consistent with the bylaws of the Nebraska School Activities Association. The scholastic eligibility rules for seventh and eighth grades shall be the same as established by the school board for high school interscholastic competitions and, in the absence of such rules, shall be the minimum established by the Nebraska School Activities Association.

Legal Reference: NDE Rule 10.004.02C
Nebraska School Activities Association Middle Level Activities Bylaws,
Article 9

Date of Adoption: [Insert Date]



Elm Creek Public Schools

230 East Calkins Ave., PO Box 490

Elm Creek, NE 68836

(308) 856-4300 phone (308) 856-4907 fax

www.elmcreekschools.org

Transportation Committee Meeting

MINUTES

Wednesday, July 2, 2014

8:00 AM

Agenda

1. Review monthly expenditures

The committee reviewed the monthly transportation costs including repair costs, maintenance, storage and utilities.

2. Review surplus designation

The committee discussed the need to repair van 7, and the potential for using it as a maintenance van, verses using the suburban as a trade for maintenance pick-up which would aid in hauling grass clippings.

3. Review insurance claims

We have two cost estimates for van 7 which was hit by a student this spring.

4. Other



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Finance/Curriculum/Technology Committee Meeting

Wednesday, July 2, 2014 - 10:00 AM

MINUTES

1. Spanish Course offerings/teacher hires

The committee discussed numerous options for offering Spanish from a certified Spanish teacher, in-person, distance learning or on-line.

2. New Teacher mentoring

The ESU has offered to partner with the district to develop a quality new teacher mentoring program.

3. Marzano Leadership Course

Eleven staff members attended the Marzano training in Lincoln last month. D. Tickle and J. Sullivan also attended the companion course for school leaders.

a. Review of training and suggestions

The district is working with ESU 10 to lead teachers through the creation of an instructional model based on Robert Marzano principles and incorporating current programs such as ALP, BIST and technology integration. Curriculum alignment, assessment development, teacher professional development and evaluation is part of the Marzano process.

4. One to One update

a. Roll-out plan

b. Insurance plan with costs

c. Schoology training for new teachers

The one to one program is on schedule for the fall roll-out. The i-pads have arrived and are being configured. Training for new teachers is scheduled and the insurance plan has been developed.

5. Other



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Americanism Committee Meeting

Wednesday, July 2, 2014

11:00 AM

MINUTES

1. Social Science material/curriculum timeline

The Committee discussed the review process for social studies materials and need to make sure state standards, local standards and the ability to insure that the curriculum is guaranteed and viable are essential to the process.

2. Other



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Building and Grounds Committee Meeting

Wednesday, July 2, 2014

9:00 AM

MINUTES

1. Update on potential lease with Union Pacific railroad
 - a. Access road to property
 - b. Well acquisition
 - c. Annual cost of lease
 - d. Timeline
2. Refinish and repair of concrete floors in new addition
 - a. Cost - \$5085.00
3. Maintenance schedule
 - a. Rutt Heating and Cooling
 - b. Electrical work
 - i. Bus plug-ins
 - ii. Wiring in elementary
 - iii. Preschool bathroom
4. Update on Summer maintenance schedule
 - a. Schedule summer walk-through
5. Playground update
6. Other



Matthew L. Blomstedt, Ph.D., Commissioner
Scott Swisher, Ed.D., Deputy Commissioner

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Lincoln, NE 68509-4987 Web: www.education.ne.gov

June 10, 2014

ADMINISTRATOR
ELM CREEK PUBLIC SCHOOLS
PO BOX 490
ELM CREEK, NE 68836

Dear Administrator:

On June 6, 2014, the State Board of Education voted to classify your school system as Accredited for the period of July 1, 2014, through June 30, 2015. This action follows a recommendation of the State Accreditation Committee and is based upon records indicating that your school operated in compliance with the accreditation requirements in Rule 10 (*Regulations and Procedures for the Accreditation of Schools*) for the 2013-14 school year. This action confers upon your school system the legal right to fulfill provisions of the compulsory education law, to promote students, and, in public schools, to draw upon and expend tax funds.

We have appreciated the cooperation you have extended to us during the past year in the continued efforts to provide quality education to Nebraska students.

Sincerely,

A handwritten signature in black ink, appearing to read "Freida Lange". The signature is fluid and cursive.

FREIDA LANGE, Administrator
Accreditation and School Improvement



NEBRASKA DEPARTMENT OF EDUCATION

Certificate of Accreditation

Nebraska Department of Education

Recognizes

ELM CREEK PUBLIC SCHOOLS

AS AN ACCREDITED SCHOOL
FOR THE SCHOOL YEAR 2014-2015

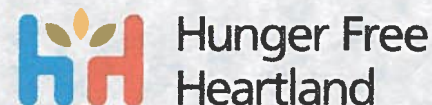
BY THE OFFICIAL ACTION OF THE STATE BOARD OF EDUCATION

Matthew L. Blomstedt, Ph.D.
Commissioner of Education

Freida Lange, Administrator
Accreditation & School Improvement



Nebraska
School Breakfast
CHALLENGE
2011-2013



This certificate is awarded to
Elm Creek Public Schools
for Third Place (Tier Three)

in the Nebraska School Breakfast Challenge (2012/2013)

Awarded this 25th day of June, 2014


**Nebraska School Breakfast
Challenge Team**



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Superintendent Report

July 14, 2014

We have received notification that we have been accredited for the 2014-2015 school year.

Cassandra Tappan and I recently attended an awards ceremony in Grand Island where ECPS was awarded 3rd place in for our efforts in creating a breakfast program. The award also comes with a cash prize of \$1,300.

The ECHS handbook is completed, but the new attendance policy will need to be included. It will be on the August BOE agenda and be distributed to every student as a PDF and their i-pad as well as be available on-line and as a hard copy in the office for anyone requesting a hard-copy.

The website now contains the policy manual.

Gibbon teacher Micki Fries will be conducting a Schoology workshop for all new teachers on Thursday, July 17 at 9:00am in room 810.

I have been in contact with CBI and the Union Pacific Railroad about our interest in a lease agreement. They are working on securing the proper acreage needed to assure access to the property in which we are interested.

I am extremely excited about the teacher work done at the Marzano Academy in Lincoln last month. I think the structure outlined will lead ECPS in a positive and dynamic direction. I'm excited to get going and can't wait to see the impact on quality teaching and student learning.

Our Preschool continuation grant for year 2 was approved last week. The total will be right at \$98,000.