

# Policy subcommittee Agenda 8/15/18, 5:30-6:30 pm

## 1. Call to Order

**2. Approve minutes of 8/15/18 meeting. Draft:** Meeting called to order at 5:05 PM. In attendance: Larry Heath, Pam Brown, Tammy Mahoney and Superintendent Ambrose. Members of our leadership team were also present. 5/30/18 minutes amended and approved. Policy CCA was reviewed and approved for 1<sup>st</sup> Read. Discussion began on revisions to policies BE, BEA, BEB; JCA, JCB, JCC , JCC-R. Committee decided to continue discussion of these policies at its next meeting at 5:30 pm August 22. Brown said she will forward all of NHSBA's notes to other subcommittee members. She reported NHSBA sent proposed revisions for sections D-F, K last week (August 7). JJF and related policies were tabled for a future meeting when Ms. Croteau will attend. Adjourned 5:46 PM.

## 3. Old Business

3.1 JJF, JJF-R-E1, JJF-R-E2 to R12 (Student Activities Fund)

3.2 JCA, JCB, JCC , JCC-R → drafts shown below

3.3 BE, BEA, BEB (School Board meetings) → shown below

## 4. New Business

4.1 IHBAA: **EVALUATION REQUIREMENTS FOR CHILDREN WITH SPECIFIC LEARNING DISABILITIES** (new *required* policy) → shown below. Manual has a policy "IHBA" listed incorrectly in online directory. (Link goes to Policy IHBA. No IHBA exists.)

4.2 IKFA: **EARLY GRADUATION** (new *required* policy) → shown below

4.3 ILBAA: **HIGH SCHOOL GRADUATION COMPETENCIES** (new *required* policy) → shown below

4.4 IMBC: **ALTERNATIVE CREDIT OPTIONS** (new *required* policy) → shown below

4.5 JLCJ: **CONCUSSIONS AND HEAD INJURIES** (new *required* policy) → shown below

## 5. Other Business/future agenda items

## 6. Adjournment

**Changes (in red)**

**CHANGE OF SCHOOL OR ASSIGNMENT**

Statement of Purpose

It is the purpose of this policy to prescribe the manner in which students shall be assigned to a school.

Statement of Policy

~~As a matter of school district policy, each elementary school-age student shall attend the elementary school that exists within his/her town of residence.~~

In circumstances where the best interests of a pupil warrant a change of school or assignment, the Superintendent is authorized to reassign a pupil from the public school to which he/she is currently assigned to another public school, or to approve a request from another Superintendent to accept a transfer of a pupil from a school district that is not part of the SAU, under the following conditions and procedures.

**Conditions and Procedures for Reassignment**

1. Either the parent/legal guardian or the Superintendent of a different SAU may make a written request to the Superintendent for a change of school assignment. In the request, the parent/guardian should state why the best interests of the pupil warrant a reassignment.
2. The Superintendent will fully consider this written request, will meet with the parent/ guardian, if necessary, and will make a ~~decision~~ **determination** concerning the reassignment request.
3. The Superintendent's decision will be based on the best interests of the pupil, as determined by the Superintendent. The Superintendent may develop administrative regulations concerning the factors that will be considered in making such a determination.

**OR replace Para. 3 above with A. and B. below, retained from our repealed JCC-R:**

A. The parent or legal guardian has the burden of demonstrating that the reassignment is in the student's best interest.

B. "Best interest" does not mean that a parent has the right to select whichever public school the parent prefers or that a student has the right to attend a school that the parent or student believes is better suited to allow the student to reach his/her full potential. Rather, best interest means that the student's education will be adversely affected if the student continues to attend the public school to which the student is assigned. The adverse effect must arise from:

- (1) Problems the student has in accessing the assigned school; or
- (2) The physical or mental condition of the student; or
- (3) The availability at the school to which a reassignment is sought of academic courses which the student has an obvious educational need to access in order to benefit from education. General conditions or circumstances that affect or could affect numerous children attending the assigned school do not meet this requirement. For example, the availability of extra-curricular activities/athletics or certain advanced placement courses in other schools cannot be the basis of a change of school assignment.

4. If the Superintendent determines that the best interests of the pupil warrant a reassignment, he/she

**will present the matter to the school board. The board must vote to approve the re-assignment before the reassignment can occur. Upon school board approval, the Superintendent** may ~~approve reassignment~~ **reassign** the pupil to: (a) another school within the same school district; (b) another school district within the same SAU; or (c) a school district in another SAU, subject to the pupil meeting the admission requirements of such school, and subject to the agreement of the Superintendent of the receiving SAU. **and approval of the school boards of both the sending and receiving school districts.**

5. The Superintendent will issue a written decision to the parent/guardian.

6. The total reassignments or transfer made under this policy in any one school year will not exceed one (1) percent of the average daily membership in residence of a school district, or five (5) percent of the average daily membership in residence of any single school, whichever is greater, **unless the school board votes to exceed this limit.**

7. Reassignments made under this policy that exceed the percentages provided in Paragraph #6 must have the prior written approval of the School Board.

### **Count of Reassigned Pupils, Tuition Payment and Rate, and Transportation**

Pupils reassigned under this policy will be counted in the average daily membership in residence of a given pupil's resident school district. Said pupil's resident district will forward any tuition payment due to the District to which the pupil was assigned.

The Superintendents involved in the reassignment of a pupil will jointly establish a tuition rate for each such pupil. Some or all of the tuition may be waived by the Superintendent of the receiving district for good cause shown or pursuant to any applicable policies of the receiving district, presuming said action is not contrary to law.

The cost of transportation for any pupil reassigned under this policy will be the sole responsibility of the parent/guardian.

### **Role of the Department of Education**

The Superintendent of the pupil's resident SAU will notify the Department of Education within thirty (30) days of any reassignment made under this policy.

### **Manifest Educational Hardship Change of Assignment**

When a parent/guardian believes that an initial assignment has been made which will result in a manifest educational hardship to the pupil, the parent/guardian may seek a change of assignment in accordance with applicable provisions of RSA 193:3 and Board Policy JEC – Manifest Educational Hardship.

### **Special Education Placements**

**A placement made relative to a student's special education needs and services shall not be deemed a change of school assignment for purposes of this section.**

### **Legal References:**

*RSA 193:3, III, Change of School Assignment*

*RSA 193:3, I, II, Manifest Educational Hardship*

*RSA 193:14-a, Change of School Assignment; Duties of State Board of Education*

Related Policy: JEC & JFAB

Original Effective: March 1, 1989  
Revised: November 3, 1997  
Revised: November 2, 2011

*NHSBA Note, September 2016: Minor amendment made as a result of SB 316, which amends RSA 193:3 to clarify that the placement or change of school assignment made pursuant to a student's special education needs and services does not constitute a change of placement for purposes of RSA 193:3.*

*NHSBA Note, September 2015: Changes are made to paragraphs #4, #5 and #6 under "Conditions and Procedures for Reassignment" section. Changes are necessitated due to legislative changes to RSA 193:3.*

## SRSD File: JCB

**Change (in red, NHSBA sample language)**

### **CHANGE OF ASSIGNMENT/MANIFEST EDUCATIONAL HARDSHIP**

#### Statement of Purpose

It is the purpose of this policy to comply with RSA 193:3 and 193:3 II and prescribe the manner in which the district shall handle requests for re-assignment due to manifest educational hardship.

#### Statement of Policy

Students will ordinarily be assigned to schools based upon SRSD Policy JCA.

As a matter of policy, in cases where manifest educational hardship is shown, the district, upon the recommendation of the Superintendent of Schools, may assign students to another public school in the Sanborn Regional School District, or in another school district. In all cases, assignment within the Sanborn Regional School District shall be preferred.

#### **Legal References:**

**NHSBA Code reference JEC**

Effective: July 29, 1998

**REPEAL - language included in revised JCA**

**CHANGE OF ASSIGNMENT/BEST INTEREST**

Statement of Purpose

It is the purpose of this policy to comply with RSA 193:3III and to prescribe the manner in which the district shall handle requests for reassignment due to the best interest of the student.

Statement of Policy

Students will ordinarily be assigned to schools based upon SRSD Policy JCA, and in cases of manifest educational hardship, upon SRSD Policy JCB and Regulation JCB-R.

As a matter of policy in cases where a claim of best interest for the student is shown, the Superintendent may assign students to another public school in the Sanborn Regional School District or in another school district. In all cases, assignment with the Sanborn Regional School District shall be preferred and the decision of the Superintendent shall be final.

Effective: March 20, 2002

**REPEAL – NHSBA says new JCA covers this, no longer needed**

**CHANGE OF ASSIGNMENT/BEST INTEREST**

Statement of Purpose

This regulation describes the procedures to be used when a parent(s), guardian(s), or emancipated student wishes a re-assignment based upon the best interest of that student.

Statement of Regulation

The following conditions and procedures will be utilized when a parent(s), guardian(s), or emancipated student seeks a change of assignment within the district or a school in another district based upon the best interest standard.

I. Reassignment of Resident Students

A. The Superintendent has discretion to reassign a student from the public school to which the student is currently assigned to another public school in New Hampshire under RSA 193:3, III only if all the following conditions are met:

- (1) The student's parent or legal guardian petitions the Superintendent for a change of school assignment or consents to the Superintendent's recommendation for such a change; and
- (2) The Superintendent determines that such a change would be in the student's best interest as defined below; and
- (3) The total reassignments or transfers in any one school year shall not exceed one percent of the average daily membership in residence of the school district or exceed 5 percent of the average daily membership in residence of any single school, whichever is greater.

B. The parent or legal guardian has the burden of demonstrating that the reassignment is in the student's best interest.

C. "Best interest" does not mean that a parent has the right to select whichever public school the parent prefers or that a student has the right to attend a school that the parent or student believes is better suited to allow the student to reach his/her full potential. Rather, best interest means that the student's education will be adversely affected if the student continues to attend the public school to which the student is assigned.

The adverse effect must arise from:

- (1) Problems the student has in accessing the assigned school; or
- (2) The physical or mental condition of the student; or
- (3) The availability at the school to which a reassignment is sought of academic courses which the student has an obvious educational need to access in order to benefit from education.

General conditions or circumstances that affect or could affect numerous children attending the assigned school do not meet this requirement. For example, the availability of extra-curricular activities/athletics or certain advanced placement courses in other schools cannot be the basis of a change of school assignment.

D. The Superintendent's decision is final and conclusive and is not appealable. If the parent or legal guardian disagrees with the Superintendent's decision, the parent or legal guardian can file a request for a change of school assignment to the local School Board under RSA 193:3, I, and policy JCB/R on the basis of a manifest educational hardship.

E. The Superintendent shall notify the New Hampshire Department of Education within 30 days of any reassignment of a resident student.

## II. Requests to Assign Students from Other Public School Districts (Non-Resident Students)

A. The Superintendent has discretion to approve a request from another Superintendent to accept a transfer of a student from another school district if:

1. The conditions in Section I(A) are met;
2. Space is available within the School; and
3. The student meets the school's admission requirements.

B. The Superintendent is not required to accept the findings of the sending district's Superintendent concerning a student's best interest, and will make an independent decision on the reassignment request. The Superintendent's decision is final, conclusive, and is not appealable.

C. Any student accepted under this Section will be permitted to attend our schools for only so long as that student abides by the reasonable rules of the school, failing which the student's right to attend our schools will be terminated.

## III. General Requirements for Resident and Non-Resident Students

A. The parent or legal guardian of any student reassigned or accepted under this policy shall sign an acknowledgment that he/she has received a copy of this policy, understands it and agrees to be bound by its terms.

B. All reassignments shall be limited to the current school year.

C. The parent or legal guardian is responsible for the student's transportation.

D. The Superintendents involved in the reassignment of a student shall jointly establish a tuition rate for each such student. Some or all of the tuition may be waived by the Superintendent of the receiving district for the good cause shown or pursuant to school board policy of the receiving district.



E. Notwithstanding anything else to the contrary contained herein, the educational placement of disabled students shall be determined in accordance with the IDEA, RSA 186-C and Section 504. Any student reassigned under this policy whom the receiving district suspects has a disability will be referred to the student's district of residence for evaluation and possible identification.

F. When a reassignment exceeds the percentage limitations set forth in Section I(A)(3), the School Board must approve the reassignment.

Effective: March 20, 2002

**REPEAL -- replace with new BEA and BEB, below**

## **SCHOOL BOARD MEETINGS**

### Statement of Purpose

This policy delineates the days, times and places for meetings of the school board.

### Statement of Policy

The school board shall meet on the first and third Wednesdays of every month at 7:00 p. m. until 10:00 p.m. If it appears that the meeting will extend past 10:00 p.m., the school board chairperson will poll the board to see if the majority wish to continue.

The location of the meeting to be held will be in the School Board Room at the Sanborn Regional High School, 17 Danville Road, Kingston, unless decided by prior arrangement at an open meeting.

In July, meetings will be scheduled at the discretion of the school board chairperson.

All meetings of the school board shall be open to the public in accordance with RSA 91-A.

Related Policies: BDA, BDC, BEDG

Effective: February 3, 1971

Revised: December 19, 1973

Revised: December 7, 1977

Revised: June 17, 1981

Revised: December 3, 1986

Revised: March 1, 1989

Revised: October 21, 1992

Revised: April 17, 1996

Revised: May 5, 2010

**NEW POLICY (NHSBA sample language)**

**REGULAR BOARD MEETINGS**

The Board shall meet at least once every two months. Regularly scheduled Board meetings will be held in the School Board Room at the Sanborn Regional High School, 17 Danville Road, Kingston, unless decided by prior arrangement at an open meeting.

Notice of all board meetings will be posted in accordance with the provisions of RSA 91-A. The Superintendent is authorized to post notice of the meeting on the District website. Minutes of all meetings will be taken and provided in accordance with the provisions of RSA 91-A.

All meetings shall be open to the public in accordance with RSA 91-A. Agendas will be established per Board Policy BEDB. The Board reserves the right to amend the agenda during the meeting, upon majority vote. Public comments will be allowed per Board Policy BEDH.

Additional meetings may be scheduled at the call of the Chair. Emergency meetings may be called in accordance with the provisions of RSA 91-A:2 and Board Policy BEB.

A majority of the Board shall constitute a quorum. Provisions for meeting a quorum are established in Board Policy BEDC.

The School Board recognizes that the consistent attendance of Board Members at Board Meetings is essential for the efficient, effective operation of the Board's duties as well as fulfilling our individual obligations as elected officials.

**Legal References:**

*RSA 91-A, Access to Public Records and Meetings*

*N.H. Code of Administrative Rules, Section Ed. 303.01(f), Substantive Duties of School Boards*

**NEW POLICY (NHSBA sample language)**

**EMERGENCY BOARD MEETINGS**

Emergency meetings may be called by the Chairperson or by action of a majority of the Board. For the purposes of this policy, an emergency is defined as a situation where immediate undelayed action is deemed to be imperative by the Chairperson [or a majority of Board members?]. In the event of an emergency meeting, the Board will post notice of time and place of the emergency meeting as soon as possible and will also use other reasonable means to inform the public that an emergency meeting is to be held. Minutes of an emergency meeting will clearly state the need and purpose for the emergency meeting.

**Legal Reference:**

*RSA 91-A:2, II, Meetings Open to the Public*

**NEW POLICY (NHSBA sample language)**

**EVALUATION REQUIREMENTS FOR CHILDREN WITH SPECIFIC LEARNING DISABILITIES**

The District will ensure that all evaluation requirements for children with learning disabilities are evaluated consistent with applicable state and federal laws and regulations. All staff, students, parents and other interested persons are directed to the New Hampshire Department of Education Special Education Policies and Procedures Manual.

Related Policies: IHBA

**Legal References:**

*NH Code of Administrative Rules, Section Ed 1107.02(b), Evaluation Requirements for Children With Specific Learning Disabilities  
Appendix IHBA-R*

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***NHSBA Note, September 2016:*** Significant changes and amendments are made to this Sample Policy following NHSBA consultation with the NHDOE Special Education Department and other special education practitioners. [sic] The intent of these revisions is to ensure compliance with all special education rules as well as to ensure consistency with NHDOE recommendations. Since such evaluations are required to be followed by all school districts, recitation of laws specific to special education evaluation via school board policy is unnecessarily repetitive and duplicative. Rather, a statement directing interested persons to the NHDOE's Special Education Procedures Manual is within the school board's policy-making role.

**NEW POLICY (NHSBA sample language)**

**EARLY GRADUATION**

The Board supports early graduation as a means to earn a high school diploma. Parental involvement for students under the age of 18 is required. The high school principal shall approve such requests if he/she determines that all state and local graduation requirements will be met and that early graduation is related to career and/or educational plans of the student making the request. Upon approval by the high school principal, the minimum 4-unit requirement per year for enrolled students shall be waived and the student shall be awarded a high school diploma.

**Legal References:**

*NH Code of Administrative Rules, Section Ed 306.27(ad), Early Graduation*

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***NHSBA Note, May 2014:*** *This policy is now categorized as Priority/Required by Law. Content of policy has not changed. Change to Legal References.*

**NEW POLICY (NHSBA sample language)**

**HIGH SCHOOL GRADUATION COMPETENCIES**

For the purposes of assessment of high school course work through the demonstration of student mastery of course competencies, the following definitions are established:

- (1) "Competencies" means student learning targets that represent key content-specific concepts, skills, and knowledge applied within or across content domains. Specific and required types of competencies include district competencies and graduation competencies.
- (2) "District competencies" mean specific types of competencies that are common across the district and organized in developmental progressions that lead to achievement of graduation competencies.
- (3) "Graduation competencies" means specific types of competencies that are common across the district and define learning expectations for each student for graduation from high school.
- (4) "Mastery" means a high level of demonstrated proficiency with regard to a competency.

Course credit will be awarded through the demonstration of a student's mastery of the competencies of the course. Course credit granted through demonstration of mastery will be counted through traditional methods. Grades and credit granted through demonstration of mastery will be included in the student's grade point average. Students must be enrolled in the particular course in order to receive course credit.

Students who are involved in an approved extended learning opportunity to satisfy course requirements in whole or in part shall demonstrate mastery through a method or methods as approved by the course instructor, as specified in Policy IHBH.

Credit may be used to fulfill prerequisites for other courses and/or subject area credit requirements for graduation. Credit will not be granted, however, for a course in a subject area lower in course sequence than one for which the student has already earned credit.

The Superintendent shall establish rules for implementing this policy in cooperation with the high school Principal and shall be responsible for ensuring that all high school courses include appropriate competency assessments. Competency Assessments will be selected, conducted, and reviewed in conjunction with the provisions of Policy ILBA.

Assessments shall be aligned with clearly defined educational standards that specify what students should know and be able to do. The assessment items and tasks shall be valid and appropriate representations of the standards students are expected to achieve. Assessment standards, tasks, procedures, and uses shall be fair to all students.

**Legal References:**

*Ed 306.02(d), Competencies*

*Ed 306.02(g), District competencies*

*Ed 306.02(j), Graduation competencies*

*Ed 306.02(l), Mastery*

*Ed 306.04(a)(16), Tracking Achievement of Graduation Competencies*

*Ed 306.04(a)(25), (26), Graduation competencies*

*Ed 306.141(a)(6), Achievement of District and Graduation Competencies*

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***NHSBA Note, May 2014:*** *Title of the policy has changed. The policy is now Priority/Required by Law. Changes to the definitions listed on Page 1. The content of the policy remains largely unchanged. Some changes to last paragraph on Page 1. Many changes to the Legal References.*



**NEW POLICY (NHSBA sample language)**

**ALTERNATIVE CREDIT OPTIONS**

Credit may be earned through alternative methods outside of regular classroom-based instruction offered by the district schools. Awarding of credits to be applied toward high school graduation will be determined by the high school principal, and will be granted only if the request fulfills the following:

The request is submitted with a plan to achieve competency that meets or exceeds the rigorous academic standards required by the school for students enrolled in a credit course offered by the school.

- The plan includes clear expectations for performance.
- The plan includes clearly defined methods and expectations for assessment.
- Verification of the plan's merit can be evaluated in a timely fashion and does not cause unnecessary burden of the resources of the administration.

The Board encourages increased educational options for hospitalized or homebound students, dropouts, suspended or expelled students, young athletes, or other atypical students for whom regular classrooms are not practical or effective. It is hoped that such offerings will serve as a motivator for students with different learning styles.

Students earning credit via alternative methods will participate in all assessments required by the statewide education improvement and assessment program.

The Board directs the Superintendent to establish regulations and procedures for implementing this policy that will include:

- Definitions of allowable alternative learning opportunities
- Reasonable limits on the number of approved alternative courses that can be administered each school year - school-wide and per student
- The number of alternative credits each student may use toward graduation requirements
- Application and approval process
- Criteria for determining which requests satisfy a particular subject area requirement
- Identification of person(s) responsible for approval, supervision, and monitoring progress
- Requirements that alternative opportunities meet the same rigorous academic outcomes as traditional classroom delivery

- Assurance of student safety including physical and technological
- Assurance of equal access for all students
- Assurance that approved alternative learning opportunities are consistent with all policies of this board
- The procedure will be made available to the public.

It is the policy of the Board that alternative methods for the awarding of credit may include:

- Competency testing in lieu of enrollment under the provisions of Policy ILBAA
- Interdisciplinary credit
- Satisfactory completion of course requirements at another public school district, an approved private school or a home-schooling experience
- Transfer of credits earned by students before enrolling in the district, such as students moving into New Hampshire from another state or country
- Extended learning opportunities under the provisions of Policy IHBH
- Online/virtual learning opportunities under the provisions of Policy IMBA [← we lack recommended Policy IMBA: Distance Education]
- College Credit/Dual Credit
- Early Graduation
- Middle school acceleration to the extent that the course work exceeds the requirements for seventh or eighth grade, is consistent with the related high school course(s), and the student achieves satisfactory standards of performance.

If a student demonstrates knowledge and abilities on a placement pre-test developed by the school district for a particular course, the student shall not receive credit for the course, but shall be allowed to take a more advanced level of the subject or an elective.

### Funding

Unless otherwise recommended by the Superintendent and approved by the Board, under ordinary circumstances students or their parents/guardians are responsible for all related expenses including tuition and textbooks. The District may pay the fee for expelled students who are permitted to take courses in alternative settings. If paid by the district and the course is not completed, the student must reimburse the district for the expenses.

### **Legal References:**

*Ed 306.04(a)(13), Alternative Means of Earning Credit*

*Ed 306.14(a)(14), Alternative Means Of Demonstrating Achievement Of Graduation Competencies*

*Ed 306.21, Alternative Programs*

**NEW POLICY (NHSBA sample language)**

**CONCUSSIONS AND HEAD INJURIES**

The School Board recognizes that concussions and head injuries are commonly reported injuries in children and adolescents who participate in sports and other recreational activities. The Board acknowledges the risk of catastrophic injuries or death is significant when a concussion or head injury is not properly evaluated and managed. The Board recognizes that the majority of concussions will occur in "contact" or "collisions" sports. However, in order to ensure the safety of all District student-athletes, this policy will apply to all competitive athletic activities as identified by the board and administration.

Consistent with the National Federation of High School (NFHS) and the New Hampshire Interscholastic Athletic Association (NHIAA), the District will utilize recommended guidelines, procedures and other pertinent information to inform and educate coaches, youth athletes, and parents/guardians of the nature and risk of concussions or head injuries, including the dangers associated with continuing to play after a concussion or head injury.

Annually, the district will distribute a head injury and concussion information sheet to all parents/guardians of student-athletes in competitive sport activities prior to the student-athlete's initial practice or competition.

For purposes of this policy, "student-athlete" means a student involved in any intramural sports program conducted outside the regular teaching day or competitive student sports program between schools in grades 4 through 12.

For purposes of this policy, "student sports" means intramural sports programs conducted outside the regular teaching day for students in grades 4 through 12 or competitive athletic programs between schools for students in grades 4 through 12, including all NHIAA sanctioned activities, including cheer/dance squads, or any other district-sponsored sports or activities as determined by the board or administration.

For purposes of this policy, "head injury" means injuries to the scalp, skull, or brain caused by trauma, and shall include a concussion which is the most common type of sports-related brain injury.

All coaches, including volunteers, will complete training as recommended and/or provided by NHIAA, New Hampshire Department of Education and/or other pertinent organizations. Additionally, all coaches of competitive sport activities will comply with NHIAA recommended procedures for the management of head injuries and concussions.

**Athletic Director or Administrator in Charge of Athletic Duties**

Updating: Each spring, the athletic director or designee shall review any changes that have

been made in procedures required for concussion and head injury management or other serious injury by consulting with the NHIAA or the District's on-call physician, if applicable [← n/a for our district]. If there are any updated procedures, they will be adopted and used for the upcoming school year.

**Coach Training:** All coaches shall undergo training in head injury and concussion management at least once every two years by one of the following means: (1) through viewing the NHIAA sport-specific rules clinic; or (2) through viewing the NHIAA concussion clinic.

**Parent Information Sheet:** On a yearly basis, a concussion and head injury information sheet shall be distributed to the student-athlete and the athlete's parent/guardian prior to the student-athlete's initial practice or competition. This information sheet may be incorporated into the parent permission sheet that allows students to participate in extracurricular athletics.

**Coach's Responsibility:** A student-athlete who is suspected of sustaining a concussion or head injury or other serious injury in a practice or game shall be immediately removed from play.

**Administrative Responsibilities:** The Superintendent or his/her designee will keep abreast of changes in standards regarding concussion, explore staff professional development programs relative to concussions, and will explore other areas of education, training and programs.

### **Removal From Play and Protocol For Return To Play**

Any coach, official, licensed athletic trainer, or health care provider who suspects that a student-athlete has sustained a concussion or head injury in a practice or game shall immediately remove the student-athlete from play. A student-athlete who has been removed from play shall not return to play on the same day or until he/she is evaluated by a health care provider and receives medical clearance and written authorization from that health care provider to return to play. The student-athlete shall also present written permission from a parent/guardian to return to play.

The District may limit a student-athlete's participation as determined by the student's treating health care provider.

### **Concussion Awareness and Education**

To the extent possible, the District will implement concussion awareness and education into physical education and/or health education curriculum.

### **Academic Issues in Concussed Students**

In the event a student is concussed, regardless of whether the concussion was a result of a school-related or non-school-related activity, school district staff should be mindful that the concussion may affect the student's ability to learn. In the event a student has a concussion, that student's teachers will be notified. Teachers should report to the school nurse if the student appears to have any difficulty with academic tasks that the teacher believes may be related to the concussion. The school nurse will notify the student's parents and treating

physician. Administrators and district staff will work to establish a protocol and course of action to ensure the student is able to maintain his/her academic responsibilities while recovering from the concussion.

Section 504 accommodations may be developed in accordance with applicable law and board policies.

**Legal References**

*RSA 200:49, Head Injury Policies for Student Sports*

*RSA 200:50, Removal of Student-Athlete*

*RSA 205:51, School Districts; Limitation of Liability*

*RSA 200:52, Definitions*

*Additional Resources:*

*<http://nhiaa.org/PDFs/3076/SuggestedGuidelinesforManagementofConcussioninSports.pdf>*

*<http://www.bianh.org/concussion.asp>*

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***NHSBA Note, September 2014:*** *Additional legislative changes to RSA 200:49 and RSA 200:52 necessitate further changes to this policy. Definition of "head injury" is added on Page One. Minor changes to "Concussion Awareness and Education" section.*

***NHSBA Note, September 2013:*** *The only changes appear in the definitions of "student athlete" and "student sports" on Page One. These revisions mirror the language of RSA 200:52. Legal references to RSA 200:51 and RSA 200:52 are added.*

***NHSBA Note, September 2012:*** *The only changes appear in the "Removal From Play and Protocol For Return To Play" section. The remainder of the policy is unchanged. The revisions in this section mirror the language of RSA 200:49 and RSA 200:50.*