

Southern Berkshire Regional School District

SCHOOL COMMITTEE MEETING #1,538

Date/Time: Thursday, January 25, 2018 6:00 p.m.

Location: Mt. Everett Regional School Library, 491 Berkshire School Road, Sheffield, MA

Agenda

All interested members of the public are invited to attend.

[The listing of matters is those reasonably anticipated by the Chairman which may be discussed at the meeting. Not all items listed may in fact be discussed and other items not listed may also be brought up for discussion to the extent permitted by law.]

1. **Call to Order**
2. **Standing Reports**
 - a. Enrollment
 - b. Miscellaneous Correspondence
3. **Student Representative Report**
4. **Public Comment**
5. **New Business**
 - a. Student Spotlight –Jazz Band - Trip to New York
 - b. School Resource Officer - B. Regulbuto & B. Silvers
 - c. Proposed District Calendar for 2018-2019
 - d. Remote Participation at School Committee Meetings
6. **Unfinished Business**
 - a. Subcommittee Alternates
7. **Business with District Member Towns**
 - a. Letter from Town of Monterey
8. **Subcommittee Reports**
 - a. Policy Subcommittee – D. Sears
Second Reading - Vote
 - JJIF – Athletic Concussion Policy
 - JJIF-R – Concussion Regulations with Actions
 - GCG – Substitute Professional Staff Employment
 - JC – Attendance Areas
 - JCA – Assignment of Students to Schools
 - b. Finance Subcommittee– D. Sears
 - c. Negotiation Subcommittee – C. Stewart
9. **Chairman’s Report**
10. **Superintendent’s Report**
11. **Curriculum & Professional Development Coordinator’s Report**
12. **Director of Student Services Report**
13. **Business Manager’s Report**
 - a. Approval of Warrants: January 12, 2018
 - b. Vote to Accept Grants and Gifts
 - c. Budget Transfers
14. **Future Agenda Items**
 - a. Report of College Submissions and Early Acceptances
 - b. College & Career Planning Initiatives for FY19 and Beyond

Next School Committee Meetings:

February 15, 2018

April 5, 2018 (New Marlborough)

June 7, 2018 (Alford)

March 8, 2018

April 26, 2018 (Monterey)

June 28, 2018 (Sheffield)

March 15, 2018

May 17, 2018 (Egremont)

Upcoming Events:

January 26	7-9 p.m.	Middle School Musical – TACPAC
January 27	3-5 p.m.	Middle School Musical – TACPAC
January 28	3-5 p.m.	Middle School Musical – TACPAC
February 1	4:15 p.m.	Finance Subcommittee Meeting – Eagles Loft
February 8	4:15 p.m.	Finance Subcommittee Meeting – Eagles Loft
February 15	3:00 p.m.	Wellness Committee Meeting – Eagles Loft
February 19-24		February Vacation
February 23	9:15-10:15 a.m.	Berkshire Pulse Presentation –Drumming and Dancing- TACPAC
February 27	3 – 3:45 p.m.	SBRSD SEPAC “Autism Spectrum Disorders” – Mt. Everett Library
February 28	6:00 p.m.	Regional Round Table Meeting – Library
March 13	8:30-9:30 a.m.	K-3 Talent Show – UME Stage
March 14	8:30-10:00	4-6 Talent Show – UME Stage
March 22	6:30-7:30	Grade 8 Parent Information Night – Mt. Everett Cafeteria

The SBRSD shall post all School Committee and Subcommittee meetings on its website (<http://www.sbrsd.org/school-committee.html>) in compliance with Open Meeting Law and pursuant to the regulations of the Massachusetts Attorney General's Office 940 CMR 29.03(4). Please visit the SBRSD's website for all meeting information. All approved meeting minutes of the SBRSD school committee are posted on the district's website on the school committee page.

ENROLLMENT 2017-2018

School	Enrollment as of 8/1/2017	Enrollment as of 9/1/17		Enrollment as of 10/2/17		Enrollment as of 11/1/17		Enrollment as of 12/1/17		Enrollment as of 1/2/18	
Undermountain											
Pre-K	12	10	-2	10		11	+1	12	+1	10	-2
Early K	13	12	-1	12		13	+1	13		13	
Kindergarten	33	34	1	34		33	-1	33		33	
Grade 1	34	33	-1	33		32	-1	32		32	
Grade 2	38	40	2	40		40		40		40	
Grade 3	33	31	-2	31		31		31		32	1
Grade 4	29	29	0	29		30	+1	30		29	-1
Grade 5	59	57	-2	56	-1	56		58	+2	57	-1
Grade 6	45	45	0	45		45		45		45	
Total UME	296	291	-5	290	-1	291	+1	294	+3	291	-3
New Marlborough											
Pre K	4	6	2	6		6		6		6	
Early K	8	8	0	8		7	-1	7		7	
Kindergarten	8	8	0	8		8		8		8	
Grade 1	20	20	0	20		20		20		20	
Grade 2	10	11	1	11		10	-1	10		10	
Grade 3	18	18	0	18		18		18		18	
Grade 4	16	17	1	16	-1	16		17	+1	17	
Total NMC	84	88	4	87	-1	85	-2	86	+1	86	
Total Elementary	380	379	-1	377	-2	376	-1	380	+4	377	-3
Mt Everett											
Grade 7	62	60	-2	62	2	62		62		62	
Grade 8	48	47	-1	46	-1	47	+1	47		46	-1
Grade 9	53	50	-3	51	1	52	+1	52		52	
Grade 10	56	53	-3	55	2	55		56	+1	56	
Grade 11	46	46	0	45	-1	45		45		45	
Grade 12	43	45	2	45		46	+1	46		46	
Total MSHS	308	301	-7	304	3	307	+3	308	+1	307	-1
Total all Schools	688	680	-8	681	1	683	+2	688	+5	684	-4

October 1, 2016

725

October 1, 2017

681

-44

SOUTHERN BERKSHIRE REGIONAL SCHOOL DISTRICT 2018-2019 CALENDAR DRAFT

5c

AUGUST '18						
S	M	T	W	Th	F	S
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30	31	

27 Staff Orientation **
All Staff

28 PD-Teachers and ESPs

29 First Day for Students

3 Days of School

FEBRUARY '19						
S	M	T	W	Th	F	S
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28		

18 Presidents' Day

18-22 February Vacation

15 Days of School

SEPTEMBER '18						
S	M	T	W	Th	F	S
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30						

3 Labor Day-No School

9 Rosh Hashanah begins

14 Half Day for Students
PD-Teachers

18 Yom Kippur Begins

19 Days of School

MARCH '19						
S	M	T	W	Th	F	S
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30
31						

8 Half Day for Students
PD-Teachers and ESPs

21 Days of School

OCTOBER '18						
S	M	T	W	Th	F	S
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30	31			

5 Half Day for Students
PD - Teachers and ESPs

8 Columbus Day -No School

22 Days of School

APRIL '19						
S	M	T	W	Th	F	S
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30				

15-19 April Break

19 Good Friday

20 Passover Begins

17 Days of School

NOVEMBER '18						
S	M	T	W	Th	F	S
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	

6 County Wide Prof Day
Teachers and ESPs

11 Veterans Day

12 No School-Veterans Day

13 Elem Conf-Half Day for Students

21-23 Thanksgiving Break

17 Days of School

MAY '19						
S	M	T	W	Th	F	S
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30	31	

24 Half Day for Students
PD - Teachers Only

27 Memorial's Day

22 Days of School

DECEMBER '18						
S	M	T	W	Th	F	S
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30	31					

2 Hanukkah Begins

21-31 Christmas Break

26 Kwanzaa Begins

14 Days of School

JUNE '19						
S	M	T	W	Th	F	S
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30						

13 Last Day (180 Days) No Snow
Days - Half Day for students

27 Last Day with 10 Snow Days

9 Days with no snow days

JANUARY '19						
S	M	T	W	Th	F	S
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30	31		

1 New Year's Day-No School

18 Half day for Students
PD - Teachers

21 MLK Day - No School

21 Days of School

Teachers = 183 Days ESP = 181 Days ** All Staff

Staff Professional Days:

8/27/18 Full Day-All Staff	1/18/19 Half Day - Teachers Only
8/28/18 Full Day - Teachers and ESPs	3/8/19 Half Day-Teachers & ESPs
9/14/18 Half Day - Teachers Only	5/24/19 Half Day-Teachers Only
10/5/18 Half Day - Teachers and ESPs	
11/6/18 Full Day-Teachers and ESPs	
11/13/18 Half Day- Elem Conf - Teachers Only	

SOUTHERN BERKSHIRE REGIONAL SCHOOL COMMITTEE

Subcommittees 2017-2018

(As approved by the School Committee on November 9, 2017 and revised at the December 7, 2017 meeting)

Berkshire County Ad Hoc Subcommittee

Carl Stewart

Buildings, Grounds & Technology Subcommittee

Arthur Batacchi
Maryellen Brown
Bob Law
Genis Melendez-Delaney
David Travis

Collective Bargaining Subcommittee

Arthur Batacchi (except for Unit D)
H. Dennis Sears
E. Bonnie Silvers
Carl Stewart
Municipal Representative (Nat Yohalem)

Curriculum Subcommittee

Françoise Lartigue
Bob Law
Bonnie Silvers
Genis Melendez-Delaney
David Travis
Kerry Burke

Eagle Fund Representative

Carl Stewart - Rep.
David Travis – Alternate

Executive Evaluation Subcommittee

Françoise Lartigue
Bob Law
Marcella Bush
David Travis

Finance Subcommittee

Arthur Batacchi
Maryellen Brown
Marcella Bush
Françoise Lartigue
H. Dennis Sears

MA Association of School Committees

David Travis

Policy Subcommittee

Maryellen Brown
Art Batacchi
H. Dennis Sears
Carl Stewart

Regional Agreement Review Committee

Art Batacchi
Bob Law
Carl Stewart

SBRSD Future of Education in South County

Dennis Sears
Bonnie Silvers -Alternate
Bob Law
Marcella Bush
David Travis
Françoise Lartigue

Transportation Subcommittee -Dissolved

Warrant Subcommittee

Bob Law
H. Dennis Sears
Carl Stewart
ALL board members serve as alternates

Undermountain/Mt. Everett Youth Athletics Association (UMEYAA) Liaison

Carl Stewart
Arthur Batacchi (Alternate)

Liaison to Southern Berkshire Child Care Program

Françoise Lartigue

Liaison to Wellness Committee

Carl Stewart

Legislative Representative

Vito Valentini

Liaison to Early Childhood

Genis Melendez-Delaney



TOWN OF MONTEREY

435 Main Rd. P.O. Box 308
Monterey, MA 01245

Southern Berkshire Regional School District School Committee
491 Berkshire School Rd. P.O. Box 339
Sheffield, MA 01257



January 10, 2018

Dear Members of the SBRSC:

The intent of this letter is to express our commitment to Article 3 The District Schools of the Regional Agreement of the Southern Berkshire Regional School District.

We believe the District Schools have historically provided excellent educational opportunities for our youth, vitality to our communities and serve as magnets for young families to contribute to the quality of life and future of our towns.

We express our support for the continued funding, marketing and operation of community schools within the Southern Berkshire Regional School District and request the School Committee's support.

We remind the School Committee that the Regional Agreement explicitly states: "No vote of the Committee to open any new school or close any existing school shall be effective unless such vote is ratified by majority vote of town meeting in at least four-fifths of the Member Towns."

Respectfully,


Steven Weisz, Chair


Carol Edelman


Kenn Basler

SB/mn

cc: SC

SOUTHERN BERKSHIRE REGIONAL SCHOOL DISTRICT

ALFORD • EGREMONT • MONTEREY • NEW MARLBOROUGH • SHEFFIELD

Kerry Burke, Curriculum & Professional Development Coordinator School Committee Report for Thursday, January 25, 2018

FYI: Curriculum Subcommittee Update

Due to the two-hour delay of school on Tuesday, January 2, 2018, the Curriculum Subcommittee meeting was canceled. I am working on rescheduled date tentatively set for Friday, February 2, 2018, at 10:30 AM in F-1, contingent upon member availability. Expect email communication by Friday, January 26, 2018 to confirm.

Middle School Task Force Update

Below is the invitation to participate in the SBRSD Middle School Task Force as posted on www.sbrsd.org under Upcoming Events and Information:

Hello SBRSD Community,

As presented at the SBRSD School Committee on November 9, 2017, by the district administration with the support of the School Committee, I am pleased to share that Superintendent Beth Regulbuto plans to move forward with transitioning grade 6 from Undermountain Elementary to Mount Everett for the start of the 2018-19 school year. Supt. Regulbuto believes this transition presents a unique and timely opportunity now to revisit our current middle school experience, assess our program for strengths and needs, and reimagine how to provide an expanded platform for grades 6-7-8 at Mount Everett next fall that is academically rigorous and developmentally engaging for our students. The vehicle for this initiative is a Middle School Task Force, charged with guiding the development of an implementation plan.

We cordially invite anyone in our district who is interested in participating in this MS Task Force, including district and building administrators, members of the District Leadership Team, faculty and staff, parents/guardians, school committee and community members. As district stakeholders and partners in this work, we are seeking Task Force members who can engage in intensive planning from January to June 2018 to ensure a strong beginning in Year 1 next fall. We ask prospective members to:

- Commit to attending scheduled meetings (See meeting dates below);
- Share diverse perspectives, evaluate feedback, and collaboratively guide this plan's development;
- Process input from parent/guardian forums;
- Communicate about and advocate for this initiative within our community.

The first meeting of the SBRSD MS Task Force is Wednesday, February 7, 2018, at 3:15 PM in Room F-1 located just inside the SBRSD community entrance across from Central Office. We will discuss the meeting times at the table at this time.

If you are interested in joining the MS Task Force, or if you have any questions or input as we begin, please contact Kerry Burke at kburke@sbrsd.org or 413.229.8778, ext. 300. We look forward to working with you.

Thank you and happy holidays to everyone,

Kerry Burke, Curriculum & Professional Development Coordinator

Updated Middle School Task Force Meeting Dates

Wednesday, February 7, 2018	Initial Task Force Meeting
<i>Tuesday, February 27, 2018</i>	<i>*Parent/Guardian Forum</i>
Wednesday, March 7, 2018	Task Force Meeting
<i>Thursday, March 29, 2018</i>	<i>*Parent/Guardian Forum</i>
Wednesday, April 4, 2018	Task Force Meeting
Wednesday, May 2, 2018	Task Force Meeting
<i>Thursday, May 31, 2018</i>	<i>*Parent/Guardian Forum</i>
Wednesday, June 13, 2018	Task Force Meeting—End-of-the Year Update to All
Wednesday, August 22, 2018	*Start of School MS Open House

*Proposed Dates at This Time

Thank you to the following individuals who have volunteered to participate:

- | | |
|----------------------------|--|
| 1. Susana Mapstone | Elementary Spanish & Parent |
| 2. Angela Spitia | Secondary Spanish & K-12 Curriculum Leader |
| 3. Jesse Carpenter | Secondary ELA Grades 7 & 8 ELA/Middle School Leader/A.D. |
| 4. Elizabeth Petty | Elementary Music Education |
| 5. Julie Steuernagle | Grades 7-12 Reading Specialist/Student Services |
| 6. Asha Von Ruden | Secondary Science-Grade 7 Assignment |
| 7. Nancy Doherty | Elementary Special Education/Parent |
| 8. Connie Gott | Elementary Grade 6 ESP |
| 9. Christine Foster | Elementary Special Education Grade 6 |
| 10. John Hammill | Secondary Social Studies Grade 8 Assignment |
| 11. Dawn Estes-Daub | Secondary Guidance/MS Level Grades 7-8 |
| 12. Genis Melendez-Delaney | School Committee Representative/Curriculum |
| 13. Bonnie Silvers | School Committee Representative/Curriculum |
| 14. Beth Regulbuto | Superintendent of Schools/SBRSD |
| 15. Kerry Burke | Curriculum/Prof. Development Coordinator |
| 16. Glenn Devoti | Secondary Principal Grades 7-12 |
| 17. Jon Friedman | Elementary Assistant Principal |
| 18. Sandra Hubbard | Director of Student Services |
| 19. Chris Regan | District Business Administrator |
| 20. Chris Thompson | District Technology Coordinator |
| 21. Mary Turo | Elementary Principal |

Respectfully Submitted, **Kerry Burke**

SOUTHERN BERKSHIRE REGIONAL SCHOOL DISTRICT

ALFORD • EGREMONT • MONTEREY • NEW MARLBOROUGH • SHEFFIELD

OFFICE OF STUDENT SERVICES

Sandra Hubbard - Director

P.O. Box 326 - Sheffield, Massachusetts 01257

Phone (413) 229-8265

Fax (413) 229-7863

December 21, 2017

To: Superintendent Regulbuto, School Committee Members, and the SBRSD School Community

From: Sandi Hubbard, Director of Student Services

Re: January 4, 2018 Director's Report for School Committee Meeting

Hello!

Hope you all had a wonderful holiday!

The first in an on-site training series will take place on January 12th. Special education staff members will have an opportunity to refresh their skills in IEP goal writing, plan development, and meeting facilitation. We look forward to working with Andrea Larmon, doctoral candidate and experienced special educator and BCBA, who will facilitate our trainings.

The third discussion in our series (Anxiety) will be held on January 23rd in the Mt. Everett Library. This is open to the public and we hope you can join us!

The department is working to develop programming to meet the changing needs of our students. This includes looking at resources and service delivery models. We will be gathering information and discussing options in a number of different settings over the next few months. More information will come your way very soon!

Happy New Year!

Respectfully,

Sandi

FY18 WARRANTS SIGNED
WARRANT SUB-COMMITTEE MEETING, 1-12-18

	Voucher #	Total Amount:	General Fund Amount:
Manual Warrant 12/31/17	1205	\$ 159,629.64	\$ 159,594.23
Health Insurance Warrant - 12/1/17	1201	\$ 309,923.40	\$ 287,373.12
Health Insurance Warrant - 1/1/18	1301	\$ 315,229.00	\$ 292,547.20
Vendor Warrant 1/12/18	1302	\$ 76,116.73	\$ 51,412.10
Vendor Warrant			
Payroll Warrant 12/7/17		\$ 386,920.26	\$ 371,438.43
Payroll Warrant 12/21/17		\$ 360,169.29	\$ 341,176.89
P-Card Warrant			
		<u>\$ 1,607,988.32</u>	<u>\$ 1,503,541.97</u>

ATHLETIC CONCUSSION POLICY

The purpose of this policy is to provide information and standardized procedures for persons involved in the prevention, training management and return to activity decisions regarding students who incur head injuries while involved in extracurricular athletic activities¹ including, but not limited to, interscholastic sports, in order to protect their health and safety as required by Massachusetts law and regulations. The requirements of the law apply to all public middle and high schools, however configured, serving grades six through high school graduation. In addition to any training required by law, the following persons shall complete one of the head injury safety training programs approved by the Massachusetts Department of Public Health (DPH) as found on its website: coaches; certified athletic trainers; trainers; volunteers; school and team physicians; school nurses; athletic directors; person(s) responsible for a school marching band; person(s) responsible for cheerleaders; employees or volunteers; and students who participate in an extracurricular activity and their parents and/or guardians..

Upon the adoption of this policy by the School Committee, the Superintendent shall ensure that DPH receives an affirmation on school district letterhead that the district has developed policies and the School Committee has adopted a final policy in accordance with law. This affirmation shall be updated by September 30, 2013 and every two years thereafter upon review or revision of its policies.

The Superintendent shall maintain or cause to be maintained complete and accurate records of the district's compliance with the requirements of the Concussion Law, and shall maintain the following records for three years or, at a minimum, until the student graduates, unless state or federal law requires a longer retention period:

1. Verifications of completion of annual training and receipt of materials;
2. DPH Pre-participation forms and receipt of materials;
3. DPH Report of Head Injury Forms, or school based equivalents;
4. DPH Medical Clearance and Authorization Forms, or school based equivalents; and
5. Graduated reentry plans for return to full academic and extracurricular athletic activities.

This policy also applies to volunteers who assist with extracurricular athletic activities. Such volunteers shall not be liable for civil damages arising out of any act or omission relating to the requirements of law, unless such volunteer is willfully or intentionally negligent in his/her act or omission.

¹ Extracurricular Athletic Activity means an organized school sponsored athletic activity generally occurring outside of school instructional hours under the direction of a coach, athletic director or marching band leader including, but not limited to, Alpine and Nordic skiing and snowboarding, baseball, basketball, cheer leading, cross country track, fencing, field hockey, football, golf, gymnastics, horseback riding, ice hockey, lacrosse, marching band, rifle, rugby, soccer, skating, softball, squash, swimming and diving, tennis, track (indoor and outdoor), ultimate frisbee, volleyball, water polo, and wrestling. All interscholastic athletics are deemed to be extracurricular athletic activities.

Most student athletes who sustain a concussion can fully recover as long as their brain has time to heal before sustaining another hit; however, relying only on an athlete's self-report of symptoms to determine injury recovery is inadequate as many high school athletes are not aware of the signs and symptoms or the severity concussive injuries pose, or they may feel pressure from coaches, parents, and/or teammates to return to play as quickly as possible. One or more of these factors will likely result in under-diagnosing the injury and a premature return to play. Massachusetts General Laws and Department of Public Health regulations make it imperative to accurately assess and treat student athletes when concussions are suspected.

Student athletes who receive concussions may appear to be "fine" on the outside, when in actuality they have a brain injury and are not able to return to play. Incurring a second concussion can prove to be devastating to a student athlete. Research has shown that young concussed athletes who return to play before their brain has healed are highly vulnerable to more prolonged post-concussion syndrome or, in rare cases, a catastrophic neurological injury known as Second Impact Syndrome.

A protocol promulgated by the Administration will discuss and outline what a concussion is, the mechanism of injury, signs and symptoms, management and return to play requirements, as well as information on Second Impact Syndrome and past concussion syndrome. Lastly, this protocol will discuss the importance of education for our athletes, coaches and parents and other persons required by law.

This protocol should be reviewed on a yearly basis with all staff to discuss the procedures to be followed to manage sports-related concussions. This protocol will also be reviewed on a yearly basis by the athletic department as well as by nursing staff. Any changes in this document will be approved by the school committee and given to athletic staff, including coaches and other school personnel in writing. An accurate synopsis of the athletic concussion policy shall be placed in the student and faculty handbooks.

LEGAL REFS: M.G.L. 111:222; 105 CMR 201.000

Adopted: 03.01.12

SOUTHERN BERKSHIRE REGIONAL SCHOOL DISTRICT
Sheffield, Massachusetts
DRAFT CONCUSSION POLICY

JJIF-R - ATHLETIC CONCUSSION REGULATIONS

Section I. What is a Concussion?

A concussion is defined as a transient alteration in brain function without structural damage, but with other potentially serious long-term ramifications. In the event of a concussion, the brain sustains damage at a microscopic level in which cells and cell membranes are torn and stretched. The damage to these cells also disrupts the brain at a chemical level, as well as causing restricted blood flow to the damaged areas of the brain, thereby disrupting brain function. A concussion, therefore, is a disruption in how the brain works; it is not a structural injury. Concussions are difficult to diagnose because the damage cannot be seen. A MRI or CT Scan cannot diagnose a concussion, but they can help rule out a more serious brain injury to a student athlete. Because concussions are difficult to detect, student athletes must obtain medical approval before returning to athletics following a concussion.

Section II. Mechanism of Injury:

A concussion is caused by a bump, blow or jolt to the head or body. Any force that causes the brain to bounce around or twist within the skull can cause a concussion. A bump, blow or jolt to the head or body can be caused by either indirect or direct trauma. The two direct mechanisms of injury are coup-type and contrecoup-type. Coup-type injury is when the head is stationary and struck by a moving object such as another player's helmet, a ball, or sport implement, causing brain injury at the location of impact. Contrecoup-type injury occurs when the head is moving and makes contact with an immovable or slowly moving object as a result of deceleration, causing brain injury away from the sight of impact. Indirect forces are transmitted through the spine and jaw or blows to the thorax that whip the head while the neck muscles are relaxed. Understanding the way in which an injury occurred is vital in understanding and having a watchful eye for athletes who may exhibit symptoms of a concussion so these student athletes can receive the appropriate care.

Section III. Signs and Symptoms:

Signs (what you see):

- Confusion
- Forgets plays
- Unsure about game, score, opponent
- Altered coordination
- Balance problems
- Personality change
- Slow response to questions
- Forgets events prior to injury (retrograde amnesia)
- Forgets events after injury (anterograde amnesia)
- Loss of consciousness (any duration)

Symptoms (reported by athlete):

- Headache
- Fatigue
- Nausea or vomiting
- Double vision/ blurry vision

- Sensitivity to light (photophobia)
- Sensitivity to noise (tinnitus)
- Feels sluggish
- Feels foggy
- Problems concentrating
- Problems remembering
- Trouble with sleeping/ excess sleep
- Dizziness
- Sadness
- Seeing stars
- Vacant stare/ glassy eyed
- Nervousness
- Irritability
- Inappropriate emotions

If any of the above signs or symptoms are observed after a suspected blow to the head, jaw, spine or body, they may be indicative of a concussion and the student athlete must be removed from play immediately and not allowed to return until cleared by an appropriate allied health professional.

Section IV. Management and Referral Guidelines:

1. When an athlete loses consciousness for any reason, the Athletic Director or designee onsite will start the EAP (Emergency Action Plan) by activating EMS; check ABC's (airway, breathing, circulation); stabilize the cervical spine; and transport the injured athlete to the appropriate hospital via ambulance. If the Athletic Director or designee onsite is not available, the coach should immediately call EMS, check ABCs and not move the athlete until help arrives.
2. Any athlete who is removed from the competition or event and begins to develop signs and symptoms of a worsening brain injury will be transported to the hospital immediately in accordance with the EAP. **Worsening signs and symptoms requiring immediate physician referral include:**
 - A. Amnesia lasting longer than 15 minutes
 - B. Deterioration in neurological function
 - C. Decreasing level of consciousness
 - D. Decrease or irregularity of respiration
 - E. Decrease or irregularity in pulse
 - F. Increase in blood pressure
 - G. Unequal, dilated, or unreactive pupils
 - H. Cranial nerve deficits
 - I. Any signs or symptoms of associated injuries, spine or skull fracture, or bleeding
 - J. Mental-status changes: lethargy, difficulty-maintaining arousal, confusion, agitation
 - K. Seizure activity
 - L. Vomiting/ worsening headache
 - M. Motor deficits subsequent to initial on-field assessment
 - N. Sensory deficits subsequent to initial on-field assessment
 - O. Balance deficits subsequent to initial on-field assessment
 - P. Cranial nerve deficits subsequent to initial on-field assessment
 - Q. Post-Concussion symptoms worsen
 - R. Athlete is still symptomatic at the end of the game
3. After a student athlete sustains a concussion, the Athletic Director or designee onsite will use the Standardized Assessment for Concussion (SAC) to assess and document the student athlete's

concussion. The Athletic Director or designee onsite will also report on the student athlete's signs and symptoms by using the Signs and Symptoms Check-List. On the signs and symptoms checklist, the Athletic Director or designee onsite will also check pulse and blood pressure of each student athlete with a suspected concussion. After the initial evaluation of a concussion, all signs and symptoms will be tracked on the computer using the ImPact Test.

4. Any athlete who is symptomatic but stable is allowed to go home with his/her parent(s)/guardian(s) following the head injury.
 - A. If the head injury occurs at practice, parent(s)/guardian(s) will immediately be notified and must come and pick up the student athlete and talk to the Athletic Director or designee onsite in person.
 - B. If the injury occurs at a game or event the student athlete may go home with the parent/guardian(s) after talking with the Athletic Director or designee onsite.
 - C. Parent(s)/guardian(s) will receive important information regarding signs and symptoms of deteriorating brain injury/function prompting immediate referral to a local emergency room as well as return to play requirements. Parent(s)/guardian(s), as well as student athletes, must read and sign the Concussion Information and Gradual Return to Play form and bring it back to the Athletic Director before starting with the return to play protocol.

V. Gradual Return to Play Protocol:

1. Student athletes, with the consent of their parent(s)/guardian(s), will start taking the ImPact Test (**or other approved test identified by the School District**). The ImPact Test is a tool that helps manage concussions, determine recovery from injury, and is helpful in providing proper communication between coaches, parents and clinicians. The ImPact Test is a neurocognitive test that helps measure student athletes' symptoms, as well as test verbal and visual memory, processing speed and reaction time. It is **mandatory** for all student athletes to take the ImPact Test for a baseline score in accordance with Massachusetts State Law. The law states that all public schools must develop safety protocols on concussions and all public schools must receive information on past concussion history. The ImPact Test appears to be a promising tool in monitoring a student athlete's prior concussions, as well as any future concussions. Each student athlete will complete a baseline test at the beginning of their sport season. **All student athletes and club cheerleading members will undergo ImPact testing.** Student athletes will be re-tested every other year. If a student athlete plays more than one sport during the academic year, their test will remain valid. For example, if a soccer student athlete also plays basketball in the winter, the student athlete will not have to take **the ImPact Baseline Test** again in the winter. If a student athlete posts scores below the norm, the student athlete will be re-tested at another time with either the Athletic Director or school nurse¹. Student athletes cannot begin practice until a valid baseline score is obtained during their designated time to take the test.
 - A. At the beginning of every sport season, student athletes are required to complete a concussion history form and return it to the athletic department. This information will be recorded in the student information system for tracking purposes.
 - B. Following any concussion the Athletic Director and school nurse must be notified.
 - C. Following a concussion the student athlete will take a **post-injury test within 24 to 48 hours following the head injury. STUDENT ATHLETES WILL NOT BE ALLOWED TO MOVE ON TO FUNCTIONAL/PHYSICAL TESTING UNTIL THEIR IMPACT TEST IS BACK TO THE BASELINE SCORE AND ASYMPTOMATIC.**

After a student athlete takes their first post-injury test, the student athlete will not be re-tested again for **5 days**.

- D. If, after the first post-injury **ImPact test**, the athlete is not back to his/her baseline the parent/guardian(s) will be notified, and the student athlete will be referred to their healthcare provider and must have the Concussion Information and Gradual Return to Play form signed by a physician, physician assistant, licensed neuropsychologist or nurse practitioner stating when the athlete is allowed to return to play.
- E. Following a post-injury test, the Athletic Director will take the Concussion Information and Gradual Return to Play form signed by the parent(s)/guardian(s) and fill in the date of all post-injury tests taken by each student athlete.
- F. The Athletic Director will also document the date on which the athlete is asymptomatic and sign the document agreeing that all the above statements are true and accurate.
- G. Once the athlete starts on the exertional post concussion tests, the parent(s)/guardian(s) will be notified and the athlete will be sent home with all signed documents relating to head injury. At this time the parent/guardian(s) must bring the student athlete to a licensed physician, licensed neuropsychologist, licensed physician assistant, nurse practitioner or other appropriately trained or licensed healthcare professional to be medically cleared for participation in the extracurricular activity.
- H. Student athletes who continue to exhibit concussion symptoms for a week or more must be evaluated by a physician before returning to play.
- I. Once a student athlete's post-injury test is back at the student athlete's baseline score, the student athlete will go through 5 days of Exertional Post Concussion Tests. The student athlete must be asymptomatic for all functional and physical tests to return to play (RTP). All tests will be administered by the Athletic Director, the school nurse or an identified, trained designee onsite.

Exertional Post Concussion Tests:

- A. Test 1: (30% to 40% maximum exertion): Low levels of light physical activity. This will include walking, light stationary bike for about 10 to 15 minutes. Light isometric strengthening (quad sets, UE light hand weights, ham sets, SLR's, resistive band ankle strengthening) and stretching exercises.
- B. Test 2: (40% to 60% maximum exertion): Moderate levels of physical activity. Treadmill jogging, stationary bike, or elliptical for 20 to 25 minutes. Light weight strength exercises (resistive band exercises UE and LE, wall squats, lunges, step up/downs. More active and dynamic stretching.
- C. Test 3: (60% to 80% maximum exertion). Non-contact sports specific drills. Running, high intensity stationary bike or elliptical 25 to 30 minutes. Completing regular weight training. Start agility drills (ladder, side shuffle, zig-zags, carioca, box jumps, and hurdles).
- D. Test 4: (80% maximum exertion). Limited, controlled sports specific practice and drills.
- E. Test 5: Full contact and return to sport with monitoring of symptoms.

Section VI. School Nurse Responsibilities:

- 1. Assist in testing all student athletes with baseline and post-injury ImPact testing.
- 2. Participate and complete the CDC training course on concussions. A certificate of completion will be recorded by the nurse leader yearly.
- 3. Complete symptom assessment when student athlete enters Health Office (HO) with questionable concussion during school hours. Repeat in 15 minutes.
- 4. Observe students with a concussion for a minimum of 30 minutes.

5. If symptoms are present, notify parent/guardian(s) and instruct parent/guardian(s) that student must be evaluated by an MD.
 - (a) If symptoms are not present, the student may return to class.
6. If symptoms appear after a negative assessment, MD referral is necessary.
7. Allow students who are in recovery to rest in HO when needed.
8. Develop plan for students regarding pain management.
9. School nurse will notify teachers and guidance counselors of any students or student athletes who have academic restrictions or modifications related to their concussion.
10. Educate parents and teachers about the effects of concussion and returning to school and activity.
11. If injury occurs during the school day, inform administrator and complete accident/incident form.
12. Enter physical exam dates and concussion dates into the student information system.

Section VII. School Responsibilities:

1. Review and, if necessary, revise, the concussion policy every 2 years.
2. Once the school is informed of the student's concussion, a contact or "point person" should be identified (e.g. the guidance counselor, Athletic Director, school nurse, school psychologist or teacher).
3. Point person to work with the student on organizing work assignments, making up work and giving extra time for assignments and tests/quizzes.
4. Assist teachers in following the recovery stage for student.
5. Convene meeting and develop rehabilitative plan.
6. Decrease workload if symptoms appear.
7. Recognize that the student's ability to perform complex math equations may be different from the ability to write a composition depending on the location of the concussion in the brain.
8. Educate staff on the signs and symptoms of concussions and the educational impact concussions may have on students.
9. Include concussion information in student handbooks.
10. Develop a plan to communicate and provide language-appropriate educational materials to parents with limited English proficiency.

Section VIII. Athletic Director Responsibilities:

1. Provide parents, athletes, coaches, and volunteers with educational training and concussion materials yearly.
2. Ensure that all educational training programs are completed and recorded.
3. Ensure that all students meet the physical exam requirements consistent with 105 CMR 200.000 prior to participation in any extracurricular athletic activity.
4. Ensure that all students participating in extracurricular athletic activity have completed and submitted their pre-participation forms, which include health history form, concussion history form, and MIAA form.
5. Ensure that athletes are prohibited from engaging in any unreasonably dangerous athletic technique that endangers the health or safety of an athlete, including using a helmet or any other sports equipment as a weapon.
6. Ensure that all head injury forms are completed by parent/guardian(s) or coaches and reviewed by the coach, Athletic Director, school nurse and school physician.
7. Inform parent/guardian(s) that, if all necessary forms are not completed, their child will not participate in athletic extracurricular activities.

Section IX. Parent/Guardian Responsibilities:

1. Complete and return concussion history form to the athletic department.

2. Inform school if student sustains a concussion outside of school hours. Complete new concussion history form following new injury.
3. If student suffers a concussion outside of school, complete head injury form and return it to the school nurse.
4. Complete a training provided by the school on concussions and return certificate of completion to the athletic department.
5. Watch for changes in your child that may indicate that your child does have a concussion or that your child's concussion may be worsening. Report to a physician:
 - A. Loss of consciousness
 - B. Headache
 - C. Dizziness
 - D. Lethargy
 - E. Difficulty concentrating
 - F. Balance problems
 - G. Answering questions slowly
 - H. Difficulty recalling events
 - I. Repeating questions
 - J. Irritability
 - K. Sadness
 - L. Emotionality
 - M. Nervousness
 - N. Difficulty with sleeping
6. Encourage your child to follow concussion protocol.
7. Enforce restrictions on rest, electronics and screen time.
8. Reinforce recovery plan.
9. Request a contact person from the school with whom you may communicate about your child's progress and academic needs.
10. Observe and monitor your child for any physical or emotional changes.
11. Request to extend make up time for work if necessary.
12. Recognize that your child will be excluded from participation in any extracurricular athletic event if all forms are not completed and on file with the athletic department.

Section X. Student and Student Athlete Responsibilities:

1. Complete Baseline **ImPact Test** prior to participation in athletics.
2. Return required concussion history form prior to participation in athletics.
3. Participate in all concussion training and education and return certificate of completion to the athletic department prior to participation in athletics.
4. Report all symptoms to Athletic Director and/ or school nurse.
5. Follow recovery plan.
6. **REST.**
7. **NO ATHLETICS.**
8. **BE HONEST!**
9. Keep strict limits on screen time and electronics.
10. Don't carry books or backpacks that are too heavy.
11. Tell your teachers if you are having difficulty with your classwork.
12. See the Athletic Director and/or school nurse for pain management.
13. Return to sports only when cleared by physician and the Athletic Director or designee onsite.
14. Follow Gradual Return to Play Guidelines.

15. Report any symptoms to the Athletic Director and/or school nurse and parent(s)/guardian(s) if any occur after return to play.
16. Return medical clearance form to Athletic Director prior to return to play.
17. Students who do not complete and return all required trainings, testing and forms will not be allowed to participate in sports.

Section XI. Coach & Band Instructor Responsibilities:

1. Participate in Concussion Education Course offered by the National Federation of State High School Associations (NFHS) on a yearly basis. Complete certificate of completion and return to the athletic department.
2. Ensure all student athletes have completed ImPact baseline testing before participation.
3. Ensure all student athletes have returned concussion history and health history form prior to participation in athletics.
4. Complete a head injury form if their player suffers a head injury and the Athletic Director or designee onsite is not present at the athletic event. This form must be shared with the Athletic Director and school nurse.
5. Ensure all students have completed a concussion educational training and returned their certificate of completion prior to participation in athletics.
6. Remove from play any student athlete who exhibits signs and symptoms of a concussion.
7. Do not allow student athletes to return to play until cleared by a physician and Athletic Director.
8. Follow Gradual Return to Play Guidelines.
9. Refer any student athlete with returned signs and symptoms back to Athletic Director.
10. Any coach, band instructor, or volunteer coach for extracurricular activities shall not encourage or permit a student participating in the activity to engage in any unreasonably dangerous athletic technique that unnecessarily endangers the health of a student athlete, including using a musical instrument, helmet or any other sports equipment as a weapon.

Section XII. Post Concussion Syndrome:

Post Concussion Syndrome is a poorly understood condition that occurs after a student athlete receives a concussion. Student athletes who receive concussions can have symptoms that last a few days to a few months, and even up to a full year, until their neurocognitive function returns to normal. Therefore, all school personnel must pay attention to and closely observe all student athletes for post concussion syndrome and its symptoms. Student athletes who are still suffering from concussion symptoms are not ready to return to play. The signs and symptoms of post concussion syndrome are:

- Dizziness
- Headache with exertion
- Tinnitus (ringing in the ears)
- Fatigue
- Irritability
- Frustration
- Difficulty in coping with daily stress
- Impaired memory or concentration
- Eating and sleeping disorders
- Behavioral changes
- Alcohol intolerance
- Decreases in academic performance
- Depression
- Visual disturbances

Section XIII. Second Impact Syndrome:

Second impact syndrome is a serious medical emergency and a result of an athlete returning to play and competition too soon following a concussion. Second impact syndrome occurs because of rapid brain swelling and herniation of the brain after a second head injury that occurs before the symptoms of a previous head injury have been resolved. The second impact that a student athlete may receive may only be a minor blow to the head or it may not even involve a hit to the head. A blow to the chest or back may create enough force to snap the athlete's head and send acceleration/deceleration forces to an already compromised brain. The resulting symptoms occur because of a disruption of the brain's blood autoregulatory system which leads to swelling of the brain, increasing intracranial pressure and herniation.

After a second impact a student athlete usually does not become unconscious, but appears to be dazed. The student athlete may remain standing and be able to leave the field under his/her own power. Within fifteen seconds to several minutes, the athlete's condition worsens rapidly, with dilated pupils, loss of eye movement, loss of consciousness leading to coma and respiratory failure. The best way to handle second impact syndrome is to prevent it from occurring altogether. All student athletes who incur a concussion must not return to play until they are asymptomatic and cleared by an appropriate health care professional.

Section XIV. Concussion Education:

It is extremely important to educate coaches, athletes and the community about concussions. On a yearly basis, all coaches must complete the online course called "Concussion In Sports: What You Need to Know". This course is offered by the National Federation of State High School Associations (NFHS). Student athletes also need to understand the importance of reporting a concussion to their coaches, parents, Athletic Director or designee onsite and other school personnel. Every year student athletes and parents will participate in educational training on concussions and complete a certificate of completion. This training may include:

- CDC Heads-Up Video Training, or
- Training provided by the school district

The school district may also offer seminars, speakers, and discussion panels on the topic of concussions. Seminars offer an opportunity for the Athletic Director and nurse leader to speak about concussions on the field at practices and games and to discuss the protocol and policy that the district has enacted. Providing education within the community will offer the residents and parents of athletes an opportunity to ask questions and voice their concerns on the topic of brain injury and concussions. When it comes to concussions, everyone needs to be aware of the potential dangers and remember that a concussion is a brain injury. Whenever anyone has a doubt about a student athlete with a concussion, **SIT THEM OUT and have them see the appropriate healthcare professional!**

Section XV. Recommended Forms:

SBRSD will maintain the verifications of annual trainings for a period of three (3) years; the Athletic Director will maintain these documents. The following documents will become part of the individual student's health record and will be given to the student and the parent at the time of graduation or when the student officially leaves the District.

Related Forms:

1. Pre-Participation Head Injury Form
2. Report of a Head Injury Form
3. Concussion Return to Play Form
4. Post-Concussion Academic Accommodations Form
5. Medical Clearance Form

SUBSTITUTE PROFESSIONAL STAFF EMPLOYMENT

The District will employ as substitute teachers, to the extent possible, persons who meet the requirements for teacher appointments and will assign teachers substitute-teaching positions on the basis of their areas of competence. While the District prefers to hire substitutes with a four-year degree, non-degreed candidates will be considered if they have attained at least two years of higher education beyond a high-school diploma. All substitutes shall submit to a Criminal Offense Record Investigation, (C.O.R.I.), and be fingerprinted. All substitutes new to the District shall be interviewed by a screening committee or a designee of the Superintendent. All substitutes will be expected to provide educational services, rather than to assume merely a student-supervisory role. These services will be based upon lesson plans provided by the classroom teacher. They will be provided with as much support as possible by building administrators and teachers.

ATTENDANCE AREAS

The primary considerations that govern the establishment of a school attendance area are school capacity and transportation considerations. Generally, Pre-K, Early K and grade 1-4 elementary students will attend the school in the attendance area assigned for the District Town in which they live and all grade 5 and higher students will attend the main campus in Sheffield. The School Committee will confer with community representatives prior to setting new attendance areas. The Committee's primary basis for changes must be equality of education opportunity for all students rather than the personal desires of any one group.

From time to time an overcrowded condition in an existing school, the development of new residential areas, or the opening of a new school may require the establishment or change of previously established school attendance areas.

The Superintendent is authorized to make exceptions to attendance areas for individual children in the best interests of the student and/or the school.

Current attendance areas by residency are:

Alford: Sheffield

Egremont: Egremont and Sheffield

Monterey: Monterey, New Marlborough and Sheffield

New Marlborough: New Marlborough and Sheffield

Sheffield: Sheffield

LEGAL REFS.: M.G.L. 71:37C; 71:37D; 71:37I; 71:37J
Board of Education Regulations Pertaining to Section 8 of Chapter 636 of the Acts of 1974, Regarding Magnet School Facilities and Magnet Educational Programs, adopted 2/25/75
Board of Education Regulations Pursuant to Chapter 636 of the Acts of 1974, adopted 9/10/74
Board of Education Regulations Pertaining to the Preparation of Racial Balance Plans which Involve Redistricting, adopted 4/24/73

CROSS REF.: JCA, Assignment of Students to Schools

ASSIGNMENT OF STUDENTS TO SCHOOLS

Generally, students will be required to attend school in the attendance area of the town in which they reside, unless the Superintendent has granted special permission.

Special permission may be granted for the following reasons:

1. If the change involves a hardship case or if there are medical considerations.
2. If the change appears to be in the interests of the child, of the schools or for disciplinary or administrative reasons.
3. If the legal residence of a child changes from one attendance area to another during the school year and the parents wish the child to remain in his former school; permission will not extend beyond the current school year.
4. An application to attend a school outside of the assigned attendance area has been submitted to and approved by the Superintendent.

School bus transportation will not be provided for students attending schools outside their attendance area, (intra-school choice), unless they can be accommodated on existing bus routes and schedules or unless specific permission is granted by the Superintendent.

LEGAL REFS.: M.G.L. 71:37C; 71:37D; 71:37I; 71:37J
 Board of Education Regulations Pertaining to Section 8 of Chapter 636 of the Acts of 1974, Regarding Magnet School Facilities and Magnet Educational Programs, adopted 2/25/75
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CROSS REF.: JC, Attendance Areas