

Hollis Brookline Cooperative School Board  
Wednesday, August 15, 2018  
Hollis Brookline Middle School Library  
All times are estimates and subject to change without notice

- 6:00 Call to Order
- 6:05 Appointment of a process observer  
Agenda adjustments  
Approve meeting minutes  
Nomination/ resignations/correspondence
- 6:10 Public Input
- 6:20 Principal Reports
  - Athletic update – Brian Bumpus
    - Coaches handbook, athletic philosophy, field use update
- 7:00 Discussion
  - Turf field update
  - STEM lab update
  - Pre-PSAT for HBMS
- 7:50 Deliberations**
  - To see what action the Board will take regarding the Administration’s request to expand our life skills transition program for identified students
  - To see what action the Board will take regarding the Administration’s recommendation for implementation of the Pre-PSAT to be administered at HBMS
  - To see what action the Board will take regarding the Administration’s recommendation regarding establishing a schedule for annual meeting in March of 2019
  - To see what action the Board will take regarding the Administration’s recommendation regarding the review and potential revision of the secret ballot used at annual meeting
  - To see what action the Board will take regarding Policy IJ – Instructional Materials – Second Reading
  - To see what action the Board will take regarding Policy GDQA – Reduction in Support Staff Work Force – First Reading
- 8:25 Non – Public under RSA 91-A: 3II (a) Compensation and/or (c) reputation
- 8:30 Motion to Adjourn

To: Andrew Corey

From: Rick Barnes

RE: August Board Report

**Fall Sports & Impact Testing:** In a clear sign that the new school year is upon us, fall sports camps and impact testing have been underway. It has been great to have our Athletic Trainer Mr. Thompson on hand throughout the day. Mr. Thompson has been monitoring practices even more than usual given the number of warmer days we have been experiencing.

**Project/building Update:**

This has been a busy summer for projects in the building. Projects completed to date include:

- Installation of the new fire panel
- Installation of new countertops and faucets in all student restrooms.
- Installation of hand dryers in the third floor boys and girls restrooms.
- Retiling of the main office and the third floor tech lab
- Painting of all student restrooms and other high traffic areas

Additionally, the floor scrubbers once again allowed for all rooms and hallways to be cleaned and waxed in record time.

**Hiring:** We are in the final stages of filling a few positions and expect to be fully staffed before the start of the new school year.

**Coaches Manual:** See Report from District Athletic Coordinator Brian Bumpus

Respectfully Submitted,

Rick Barnes

Principal

# HOLLIS BROOKLINE MIDDLE SCHOOL

Robert Thompson  
Principal

Patti Flynn  
Assistant Principal

Jennifer Campbell  
Student Services Coord.

Sheila Mandragouras  
School Nurse

Kristine Turcotte  
Guidance

Kerry Dod  
Guidance

To: Hollis Brookline Cooperative School Board  
From: Bob Thompson, Principal HBMS  
Re: Principal's Report  
Date: August 15, 2018

## Information Only



**Summer Art Enrichment-** The HBMS Summer Art Enrichment Program has wrapped up its work. This summer we added 10 additional murals to the hallways and classrooms of our building. This was the largest number of murals completed by any summer art enrichment group since the program started 5 years ago. The murals enhance the physical space of HBMS and help to promote a student centered school culture. Thank you to Lynne Ouellette and all of the students involved for their commitment and passion to this ongoing project.

**Extended School Year-** Extended School Year (ESY) was a tremendous success this summer. Our life skills program included fifteen students from both the middle school and high school program. In addition to their academic programming, the students accessed the community and worked on their functional skills through field trips. These field trips include: Target, Lull Farm, Country Kitchen, Hannaford, Kimball Farm, Hollis Social Library, Hampton Beach, Leda Lanes, and the Merrimack Outlets. The students also worked in the greenhouse planting, harvesting and learning about agriculture through these hands on experiences. In addition, to the ESY life skills program, we had students attend reading, math and counseling sessions over the course of five weeks.

**Custodial Summer Work-** Despite being short staffed, the custodians have done an excellent job preparing the building for the 2018-2019 school year. This includes several summer maintenance projects including: retiling the floor in room 104, installing water bottle filling stations, carpet replacement, installing security laminate on exterior windows 7 doors and remodeling the boy's locker room. A big thank you goes out to Pete, Adam, Don and Mike for all of their hard work.

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**Enrollment Numbers** - This summer we have had a total of 16 new enrollments. This includes 5 eighth grade students and 11 seventh grade students. As of August 9<sup>th</sup> we have a total student population of 390.

**First Day of School** –The first day of school for 7th graders is Wednesday, August 29th. Dismissal is at 12:00p.m. Lunch will be served. The first full day of school for both 7th and 8th grade is on Thursday, August 30th dismissal is at 2:20. We are excited for the upcoming school year!

## **Important Dates:**

Registration Day- August 23rd

Teachers Return- August 27<sup>th</sup>

7<sup>th</sup> Grade Orientation Day- August 29<sup>th</sup>

First full day of school- August 30<sup>th</sup>

First day of athletics- August 30<sup>th</sup>

To: Andrew Corey, Superintendent  
From: Brian Bumpus, District Athletic Coordinator  
Re: August 2018 Board Report

The off-season for HB Athletics is quickly drawing to a close as the first day of High School Bass Fishing kicked off the Fall season with their try-outs on Tuesday, August 7<sup>th</sup>. The rest of our High School teams have been hard at work preparing for their respective seasons, which start on Monday, August 13<sup>th</sup>. And our Middle School teams will follow not too far behind with a kick-off date of Thursday, August 30<sup>th</sup>. Below you will find updates on what has been happening behind the scenes, as we prepare for the 2018-2019 school year.

**HBMS Lacrosse Presentation:** Please see attached.

**District Coaching Philosophy:** After collaboration with the Athletic Directors and Principals at both schools, we feel that we have produced an all-encompassing Coaching Philosophy that will be instrumental in guiding our coaches at all levels. This philosophy can be found attached to this report, as well as in the Coaches Handbook.

### **Summer Project Updates**

**Baseball/Softball Field Renovations:** All work on the Baseball and Softball infields has been completed. (Photos Attached)

**Fitness Center Update:** All purchased equipment is now installed and ready for use as we begin the Fall sports season. Our Athletic Trainer, Mike Thompson, will be utilizing this space to its' full potential with athletes across all seasons. (Photos Attached)

**District Coaching Openings:** All Fall coaching positions are currently filled, with the exception of the HS Cross Country Asst. positions.

**Recent Coaching Hires:** We are pleased to announce the hiring of Chief Jay Sartell as our head Varsity Baseball coach and Frank Lukovits as our head Varsity Softball coach. Additionally, MS Baseball coach Alex Pratt has recently accepted the vacated JV Baseball position, which will require the hiring of a new MS Baseball coach.

Respectfully Submitted,

Brian Bumpus  
District Athletic Coordinator

**Hollis Brookline Cooperative School District  
Coaching Philosophy**

The Hollis-Brookline athletic experience shall be one that guides, teaches, inspires, and prepares the student-athlete through positive coaching and mentoring.

The athletic field shall be viewed as an extension of the classroom, wherein practices and games serve as learning opportunities.

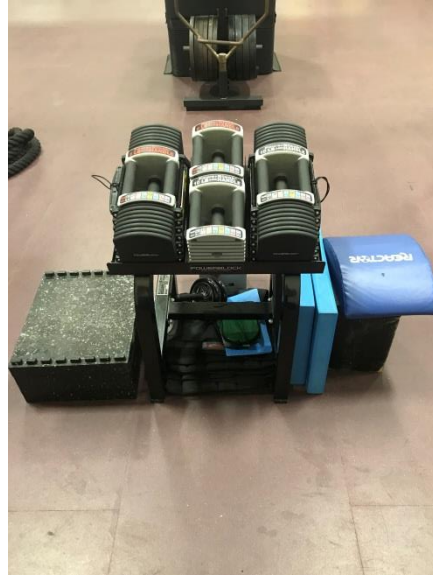
Success shall be measured not by wins and losses, but by the progress and growth that the student-athlete experiences as both an individual and a member of a team.



# Baseball/Softball Infield Renovations



# Fitness Center Updates



# The Coach Handbook

## 2018-2019



**Nondiscrimination** – In accordance with the federal and state laws, and the regulations which implement those laws, SAU #41 and its constituent school districts (The Brookline School District, The Hollis School District and The Hollis Brookline Cooperative School District), declare formally that it is the policy of each of the separate Boards, in such Board's actions and those of its employees and students, that there shall be no discrimination on the basis of age, sex, race, creed, color, marital status, physical or mental disability, national origin, sexual orientation, or on the basis of any other factor unrelated to one's administration of any educational program or activity.

# **An Athletic Coach's Handbook Procedures and Guidelines**

## **FORWARD**

The Athletic Coach's Handbook has been prepared as a reference guide which highlights coaching responsibilities, basic policies and procedures. It serves as a basis for periodic re-evaluation of the interscholastic athletic program. It also provides, in writing, a statement of basic policies and procedures for reference when desirable. For a more comprehensive study of your responsibilities as a coach, please become familiar with the rules and regulations in the following publications:

1. School District Board Policies (available on the SAU website).
2. NHIAA Publications
3. NHIAA Policies and Procedures (sport-specific)
3. NFHS Rule Book (sport-specific)

## **DEDICATION**

The development and implementation of this document is dedicated to the Student-Athletes of the Hollis Brookline Cooperative School District. It is our belief that all coaches should be guided by the principles that interscholastic competition is to be conducted for the welfare of the student, and that each team endeavors to be a program excelling in academics and sportsmanship while building pride within the school and the communities of Hollis and Brookline.

## **DISTRICT COACHING PHILOSOPHY**

The Hollis Brookline athletic experience shall be one that guides, teaches, inspires, and prepares the student-athlete through positive coaching and mentoring.

The athletic field shall be viewed as an extension of the classroom, wherein practices and games serve as learning opportunities.

Success shall be measured not by wins and losses, but by the progress and growth that the student-athlete experiences as both an individual and a member of a team.

# Table of Contents

## A. Introduction

The 5 "I"s.....	4
Ten Legal Duties of a Coach.....	5
Code of Ethics.....	6
The Attributes of a Successful Coach.....	7

## B. Expectations and Responsibilities

Co-Curricular Contracts.....	8
Evaluation.....	8
Annual Training/Certification Requirements.....	8
Coaches Checklist.....	9
Coaches Backpacks.....	10
Interscholastic Athletic Agreement.....	10
Volunteers.....	11
Recognition.....	11
Inventory of Equipment.....	11
Team Rules.....	12
Discipline.....	13
Locker Rooms.....	14
Field Improvement Days.....	14
Character and Service Development.....	15
Supplements.....	16

## C. Budget and Fundraising

Funding Your Sport.....	17
Fundraising.....	18

## E. Resources

Appendix A: Co-Curricular Contract.....	19
Appendix B: Coaches Evaluation.....	21
Appendix C: Interscholastic Athletic Agreement.....	23

## F. Signature Page..... 38

# **The 5 “I’s**

## **Integrity**

It is expected that coaches will represent the Hollis Brookline School District with the utmost respect and integrity in all matters, athletically or otherwise. Coaches provide the model for our student athletes, and must represent themselves as such.

## **Intellectual Curiosity**

The playing field serves as an extension of the classroom, and coaches must treat it as such by allowing the student-athlete to find their own way and ask any and all questions.

## **Innovation**

It is the coach’s duty to inspire student-athletes to pursue new ideas and explore new concepts in order to promote learning in all aspects of life.

## **Individuality**

Every student-athlete is different, and will learn and play in different manners and styles. Coaches must respect the individuality of each student-athlete and allow them to be their own person.

## **Involvement in the HB Community**

Coaches must understand and appreciate that their team and their student-athletes are one piece of a greater system. Involvement in the community is paramount to the development of upstanding citizen and a team mentality.

# Ten Legal Duties of a Coach

Several obligations or duties have been identified as absolute requirements for coaches and athletic administrators. These standards have evolved as a result of various case law proceedings and legal judgments against individuals and school districts. It is important that all coaches, including assistants and volunteers, know and understand the following duties. This summary is not all-inclusive but is generally accepted as the "Legal Duties of Coaches" by the NFHS (National Federation of High Schools) and NIAAA (National Interscholastic Athletic Administrator Association).

- 1. Plan The Activity Properly** - A coach must demonstrate awareness of the maturity, physical development and readiness of athletes with appropriate plans for instruction, conditioning and supervision.
- 2. Supervise the Activity Closely** - A coach must be physically present, provide competent instruction, structure practices that are appropriate for the age and maturity of players, prevent foreseeable injuries and respond to injury or trauma in an approved manner. This duty requires supervisors to make sure facilities are locked and that students are denied access when a competent staff member cannot be physically present to supervise. This duty may also require coaches to control reckless player behaviors. Supervision responsibility also pertains to athletic administrators who are expected to be able to supervise coaches competently.
- 3. Assess Athletes Readiness for Practice and Competition** - Athletic administrators and coaches are required to assess the health and physical or maturational readiness skills and physical condition of athletes. A progression of skill development and conditioning improvement should be apparent from practice plans. Athletes must also be medically screened in accordance with state association regulations before participating in practice or competition.
- 4. Provide Safe Playing Conditions** - Coaches are considered trained professionals who possess a higher level of knowledge and skill that permits them to identify foreseeable causes of injury inherent in defective indoor and outdoor facilities or hazardous environments. Coaches must work with Administration to correct all unsafe playing conditions.
- 5. Provide Safe Equipment** - Courts have held athletic supervisors responsible to improve unsafe environments, repair or remove defective equipment, or disallow athlete access. Coaches must work with Administration to correct unsafe equipment.
- 6. Provide Proper Instruction** - Athletic practices must be characterized by instruction that accounts for a logical sequence of fundamentals that lead to an enhanced progression of player knowledge, skill, and capability.
- 7. Match Your Athletes** - Athletes should be matched with consideration for maturity skill, age, size and speed. To the degree possible, mismatches should be avoided in all categories.
- 8. Condition Properly** - Practices must account for a progression of cardiovascular and musculoskeletal conditioning regimens that prepare athletes sequentially for more challenging practices and competitive activities.
- 9. Provide Appropriate Emergency Assistance** - Coaches are expected to be able to administer standard emergency care (first aid, CPR) in response to a range of traumatic injuries and follow established safety protocols, to include contacting parents, the athletic trainer and/or 911.
- 10. Warn of Inherent Risks** – Coaches and Administration are required to warn parents and athletes of the inherent risks specific to your sport and the potential for injury and death. This warning should be issued in writing and both athletes and parents should be required to provide written documentation of their comprehension.

# Code of Ethics - Athletics Programs

The function of a coach is to properly educate students through participation in interscholastic competition. The interscholastic athletic program is designed to enhance academic achievement and should never interfere with opportunities for academic success. Athletes should be treated as though they are members of the coach's families, and their welfare should be of primary concern at all times. In recognition of this, the following guidelines for coaches have been adopted by the National Federation of Interscholastic Coaches Association Board of Directors.

**The coach** must be aware that he or she has a tremendous influence, either good or bad, in the education of the student athlete and, thus, shall never place the value of winning about the value of instilling the highest desirable ideals of character.

**The coach** must constantly uphold the honor and dignity of the profession. In all personal contact with the student athlete, athletic directors, school administrators, the state high school athletic association, the media, and the public, the coach shall set an example of the highest ethical and moral conduct.

**The coach** shall take an active role in the prevention of drug, alcohol and tobacco abuse and under no circumstances should condone their use.

**The coach** shall promote the entire interscholastic program of the school and direct his or her program in harmony with the total school program.

**The coach** shall be thoroughly acquainted with the contest rules and is responsible for their interpretation to team members. The spirit and letter of rules should be regarded as absolute values. The coach shall not try to seek an advantage by circumventing of the spirit or letter of the rules.

**Coaches** shall actively enhance sportsmanship among spectators and by working closely with cheerleaders, the pep club sponsor, booster clubs, and administrators.

**Contest officials** shall have the respect and support of the coach. The coach shall not indulge in conduct which will incite players or spectators against opponents or officials. Public criticism of officials or players is unethical.

**Before and after contests**, rival coaches should meet and exchange friendly greetings to set the correct tone for the event.

**A coach** shall not exert pressure on faculty members to give student athletes special consideration.

**It is unethical** for coaches to scout opponents by any means other than those adopted by the leagues and/or state high school athletic association.

# The Attributes of a Successful Coach

## **1. Coaches know the sports they are coaching.**

The coach understands the central concepts, tools of inquiry, and structures of the disciplines she or he coaches and can create learning experiences that make these aspects of subject matter meaningful for student-athletes.

## **2. Coaches know how children grow.**

The coach understands how children with broad ranges of ability learn and provides instruction that supports their intellectual, social, and personal development.

## **3. Coaches understand that children learn differently.**

The coach understands how student-athletes differ in their approaches to learning and the barriers that impede learning and can adapt instruction to meet the diverse needs of student-athletes, including those with disabilities and exceptionalities.

## **4. Coaches know how to teach.**

The coach understands and uses a variety of instructional strategies, including the use of technology, to encourage student-athlete's development of critical thinking, problem solving, and performance skills.

## **5. Coaches know how to manage a team.**

The coach uses an understanding of individual and group motivation and behavior to create a learning environment that encourages positive social interaction, active engagement in learning, and self-motivation.

## **6. Coaches communicate well.**

The coach uses effective verbal and nonverbal communication techniques as well as instructional media and technology to foster active inquiry, collaboration, and supportive interaction with the team.

## **7. Coaches are able to plan different kinds of lessons.**

The coach organizes and plans systematic instruction based upon knowledge of subject matter, pupils, the community, and curriculum goals.

## **8. Coaches know how to assess for student-athlete progress.**

The coach understands and uses formal and informal assessment strategies to evaluate and ensure the continuous intellectual, social, and physical development of the student-athlete.

## **9. Coaches are able to evaluate themselves.**

The coach is a reflective practitioner who continually evaluates the effects of his or her choices and actions on student-athletes, parents, professionals in the learning community and others and who actively seeks out opportunities to grow professionally.

## **10. Coaches are connected with other coaches and the community.**

The coach fosters relationships with school colleagues, parents, and agencies in the larger community to support student-athlete learning and well-being and acts with integrity, fairness and in an ethical manner.

**Adapted from the Wisconsin Educator Standard**

# Co-Curricular Contracts

Co-curricular contracts are distributed prior to the start of each respective season and must be signed prior to the first official day of practice. Failure to sign the co-curricular contract will result in delay of payment.

See Appendix A: Co-Curricular Contract

## Evaluation

The purpose of an evaluation is to assist coaches with understanding the expectations of their positions and to recognize actions that are exemplary, those that meet standards of expectations, and those areas that may require growth and improvement. All Head Coaches must be present for an in-person evaluation for each of their first 3 years in service. A meeting may be requested by the coach or Athletic Director in subsequent years.

See Appendix B: Coaches Evaluation

## Annual Training/Certification Requirements

### Annual Training

#### **SAU Required Training**

- Bloodborne Pathogens
- Employee Safety
- Harassment and Discrimination
- Bullying

#### **Required Outside Training**

- Rules Review (sport specific – Head Coach only)
- Any others as designated by HB Athletics or State Association

### Certifications

- CPR/First Aid (every 2 years)
- NFHS Concussion Course (every even-numbered year)
- NFHS Heat Related Illness Course (once)
- Coaching Principles Course (NHIAA approved)
- Any related certification as required by sport

# Coach's Checklist

The following CHECKLIST is provided to assist coaches in carrying out the responsibilities associated with their coaching assignments. The CHECKLIST is not all-inclusive but is a general listing that provides a starting point in assuring the completion of assigned tasks.

## **Sign Co-Curricular Contract**

### **PRE-SEASON**

- Communicate all responsibilities and expectations with members of your staff
- Complete First Aid/CPR training (every 2 years)
- Complete NFHS Concussion Course (every 2 years)
- Complete NFHS Heat Related Illness Course (once)
- Complete NHIAA Rules Review (yearly)
- Complete SAU-required Training (yearly)
- Review 10 Legal Duties of a Coach
- Review NHIAA Policies and Procedures (P+Ps) for your sport
- Review NFHS and/or NHIAA rule changes
- Review Booster Club Fundraising policy
- Conduct a Pre-Season Athlete Meeting
- Conduct a Pre-Season Parent Meeting
- Submit practice times and location(s) to the athletic director
- Issue uniforms and equipment and keep records of all assigned equipment
- Submit a preliminary and final typed roster (name, grade, position, uniform number) prior to the first contest

### **DURING THE SEASON**

- Organize all practices and make game preparations.
- Check field or facility and equipment for safety each day
- Supervise locker room and other facilities, and ensure cleanliness following use
- Secure facilities when not in use (lights, doors, etc.)
- Ride the bus to and from games (Head Coach)
- Carry a copy of student health information, permission for emergency care forms, and medical kit at all times.
- Report scores (win or lose) to Athletic Director and local media
- Maintain accurate records of all information necessary to administer an effective and efficient program (statistics, forms, etc.).
- Update rosters as needed, keeping the A.D. informed at all times
- For injuries, fill out an incident report within 24 hours and return to Athletic Trainer
- Report injuries to Athletic Director after communicating with Athletic Trainer
- Issues and concerns should be reported to Athletic Director immediately

### **POSTSEASON**

- Evaluate program and make recommendations for improvement.
- Communicate Award winners to Booster Club upon request
- Return med kit to Athletic Trainer
- Return water coolers and bottles to Athletic Office
- Collect all uniforms and equipment and return to Athletic Office
- Plan out off-season activities (camps, clinics, weight-training, conditioning, etc.)
- Report lost or stolen uniforms and/or equipment owed by athletes to the A.D.
- Complete inventory of equipment/uniform and give a copy to A.D.
- List letter winners and turn in a copy to A.D.
- Submit request for items needed for next season.
- Turn in keys/FOB

# Coach Backpacks

Coach backpack must be carried with the coach at all times when the athletes are together for practice or competition or any other school sanctioned event. This backpack is provided by HB Athletics and **MUST be returned** at the end of every season.

## **Backpack Contents:**

- Medical kit as prepared by the Trainer
- Emergency Contact Information
- Medical Action Plans (IHP)
- Asthma Action Plans
- Emergency Procedures
- Injury Report Forms (several blank copies)

## **Injury Report Forms**

This form is to be completed for all athlete injuries so that the school trainer can follow-up with the student the next day and beyond.

The form must be emailed, faxed or hand delivered to the athletic office within 24 hrs. Within 6 hours, the coach should email the trainer (michael.thompson@sau41.org) with student's name, brief description of injury, and the care provided.

# Interscholastic Athletic Agreement

The Interscholastic Athletic Agreement must be reviewed and signed annually by every Hollis Brookline student-athlete and a parent of said athlete prior to the start of their first season of participation. The Interscholastic Athletic Agreement must be reviewed by coaches annually, as several important topics are addressed, including, but not limited to:

- \* Eligibility
- \* Hazing
- \* Drugs in Sports
- \* Health and Behavior Compliance
- \* Social Media
- \* Sportsmanship

Any suspected violations of the Interscholastic Athletic Agreement must be reported to the Athletic Director immediately.

# Volunteers

- All volunteers must be approved by the Athletic Director before being processed by the SAU office.
- All volunteers must be approved by SAU #41 following the established onboarding procedures before participating in any coaching activities.
- All volunteers must pass school district background check prior to starting as a volunteer.
- Volunteers are required to be supervised at all times by the district contracted coach or advisor.
- Volunteers may not conduct a practice game or program without the presence of the district contracted coach or advisor.
- Volunteers should be CPR and First Aid certified.
- Volunteers should have an understanding of the behavioral and physical development of students.
- Volunteers should have specific knowledge in the program they are assisting with.
- Volunteers should follow the directions of the coach or advisor at all times.
- Volunteers must comply with school policies, rules, and guidelines.
- Volunteers must comply with NHIAA policies, rules, and guidelines.
- Volunteers must adhere to same expectations of a contracted coach or advisor.

## Recognition

Upon completion of each season, the Hollis Brookline Athletic Booster Club hosts a Sports Awards night, where athletes, coaches, and family members gather to reflect and recognize outstanding accomplishments through the course of the season. Coaches are expected to supply award winners upon request and per Booster Club policy, as well as present these awards and provide a brief summary of their team's season during the awards ceremony. The Sports Awards Ceremony is designed to recognize and appreciate the positive experiences and is no place for the negative.

## Inventory of Uniforms/Equipment

Maintain a complete inventory of equipment and uniforms. Equipment and uniforms must be identifiable (numbered, labeled, etc.). At the conclusion of the season or when a student-athlete quits or becomes ineligible:

1. Collect his/her equipment immediately.
2. If the student/athlete fails to turn in any equipment:
  - A. Contact the student and give him/her a deadline for the equipment to be returned.
  - b. Make a parent/guardian contact immediately if the student/athlete fails to make the deadline.
  - c. See the athletic director for proper procedures to follow and current bid prices for replacement.
  - d. Contact the athletic director if the equipment still has not been returned for further action.

# Team Rules

It has long been accepted that the establishment of rules for a team is critical for a successful season. Very few coaches dare to enter a season without establishing regulations for team membership.

Coaches are well advised to discuss the rules they wish to declare as guidelines for their team with the athletic administrator involved with their school. This will serve to establish a common ground with the coach and his/her administrator prior to any conflict that may take place.

Coaches are also well served to distribute printed copies of their rules and to request that student-athletes and parents sign some sort of a form indicating that they have been made aware of the rules and that they accept them, regardless of whether they agree with the rules.

Team rules are to parallel the school code of conduct. There is no place in educational-based athletics for inconsistencies in behavioral expectations.

It is generally accepted that it is impossible to foresee all issues for which a coach would like to be prepared; therefore, an all-encompassing statement is recommended. Such statements could state that all team members should represent their school and team in a manner that will reflect positively on all involved.

There are many theories employed in the establishing of team rules. Some coaches have a set of guidelines and consequences that have been effective for them. There are coaches who collaborate with team members/captains in order to establish guidelines. And there are schools where all team rules are the same. All of these variables can be, and have been, successful.

Rules should be concise. Order can be established with a few rules that govern the behavioral expectations. Consequences should be consistent and not geared to players of different abilities. Consequences should be solely administered by the coaches.

One method of establishing guidelines is to establish team priorities. Family, academics, and perhaps other items would be more important than winning and losing a contest in educational-based athletics.

# Discipline

## DISCIPLINE VS. PUNISHMENT

**While a positive approach to coaching discourages punishment, maintaining discipline is a must for all athletic teams.** Great coaches know the difference between discipline and punishment.

### **Discipline includes:**

1. Setting limits on behavior.
2. Making rules simple, few and consistent.
3. Being a role model for appropriate behavior.
4. Ignoring annoying behaviors that do not cause real problems.

### **With discipline, your athletes will:**

1. Know what is expected.
2. Control and change their own behavior.
3. Become responsible for their own actions.
4. Learn a lesson that will positively affect their future behaviors.
5. Increase feelings of self-worth and self-confidence.

**Using a positive approach to coaching with its emphasis on discipline will help you develop in your student-athletes the character traits that we want to see developed.**

Experts, (including lawyers) discourage the use of physical activities (i.e. running laps or push-ups) to punish athletes.

### **Punishment techniques include:**

1. Yelling
2. Lecturing
3. Sarcasm
4. Threats

### **Unintended Results of Punishment could:**

1. Emphasize athletes' failures.
2. Lead to resentment and frustration.
3. Destroy self-esteem and self-confidence.
4. That athletes are not taught to become responsible for their own behaviors.

# Locker Rooms

Each school district shall observe measures intended to protect the privacy rights of individuals using school locker rooms. The coach is expected to provide locker room supervision and ensure that cleanliness of the facility is maintained always. If the coach is a different gender, the coach should plan for another same gender staff member to assist with locker room duties.

Locker rooms are provided for the use of physical education student's, athletes, and other activity groups and individuals authorized by the building principal or by District policy. No one will be permitted to enter the locker room or remain in the locker room to interview or seek information from an individual in the locker room at any time. Such interviews may take place outside of the locker room consistent with applicable District policies and/or school rules.

No cameras, video recorders or other devices that can be used to record or transfer images may be used in the locker room at any time.

No person may use a cell phone to capture, record or transfer a representation of a nude or partially nude person in the locker room or to take any other photo or video image of a person in the locker room.

Students and staff violating this policy shall be subject to school disciplinary action and possible legal referral, if applicable. Other persons, violating the policy may be subject to penalties outlined in state law. The building principal or his/her designee shall be responsible for enforcing this policy.

## Field Improvement Day

For coaches that determine they'd like to have a field improvement/clean-up day involving parents, students and volunteers, please adhere to the following procedures:

1. Submit, in writing, to Athletic Administration a detailed plan of what you'd like to do to include how students will be supervised, the tools they will be using and the name of the person running the event.
2. Do not proceed until approval in writing is received from Athletic Administration.
3. With the approval in hand, recruit participants.
4. On the day of the event, collect the name and phone number of all volunteers.
5. All volunteers must have personal protective equipment (gloves, eye protection and proper footwear).
6. Under no circumstance are chainsaws to be used. Provide instructions to Athletic Administration on what the school staff needs to take care of with a chainsaw.
7. Report any injuries to Athletic Administration immediately.

# Character and Service Development

Promoting team unity is a critical element in forging a successful team. Coaches attempt this in many ways - pre-season campouts, team breakfasts and special team outings are some examples. Few could argue, however, that community service is one of the most worthwhile opportunities to build team unity and foster character development in one's athletes. Not only does it provide the team with an opportunity to collaborate as a group, but it also benefits others in the greater community.

- The values of community service are numerous. First and foremost, it reinforces in our athletes the fact that they are citizens of not only their team but of a much larger community. With the privilege of citizenship comes responsibility - the responsibility to share, the responsibility to support, and the responsibility to serve. In this manner, community service develops responsible athletes. When the teammates participate together in community-related projects, they share a common sense of pride that contributes in making them a more cohesive group. Athletes can also benefit personally from their participation in community service. Many colleges look favorably on applicants who participate in such activities.
- Before planning begins on a community service project, the coach should:
  1. Consult the athletic administrator, building principal or the district office to see if there are any school or district policies governing such ventures.
  2. Make sure that everyone involved with the project understands the true purpose of the activity. It is important to remember that the goals are to make athletes better citizens and to provide a service to others, not to promote the school or athletic program. Therefore, coaches and other school officials should refrain from drawing attention to their community service projects through press releases or other publicity.
- There are many community service projects in which teams may participate. In choosing the one right for the team, the coach must remember the safety and well-being of the athletes. Never should the team members be at risk. Often, it is wise to contact a local service agency in an effort to identify a program or activity that best suits your team's capabilities and the time frame available to it. Also, whenever possible, it is important to allow the team some voice in selecting the project. Including athletes in the decision-making process gives them a sense of empowerment and, in turn, empowerment promotes efficacy and confidence. Team members who feel personally invested in a community service project are likely to gain more from the experience.
- Some ideas for community service include:
  1. High school athletics donating their time and talent to younger children in the district.
  2. A community day when the team does odd jobs throughout the neighborhood.
  3. Athletes use seminar time or after-school time to read with elementary students.
  4. Around the holidays, a team could adopt-a-family to provide family members with clothing, household supplies, toys or other gifts.
  5. Habitat for Humanity
  6. Forming an anti-drinking, anti-smoking or anti-drug program for the middle school students in the district.
  7. Conducting a fund-raiser where part of the proceeds is devoted to team camp, and part of the proceeds go to a charity of the team's choice.

# Supplements

The use of supplements and ergogenic aids to enhance athletic performance is becoming more prevalent in athletics; however, there exist considerable safety concerns and myths surrounding their use. It is imperative that athletes, parents and coaches be educated as to the current state of knowledge regarding these products, which are currently not regulated by the Food and Drug Administration (FDA).

Several organizations, including the NFHS, have created policies regarding the use of supplements by athletes. For the most part, these organizations discourage the use of supplements by athletes due to the lack of published research addressing their long-term adverse effects, particularly in the adolescent athlete.

## **Existing Policies/Standards**

### **The NFHS position on food supplements (including creatine and Androstenedione) states that:**

School personnel and coaches should not dispense any drug, medication or food supplement except with extreme caution and in accordance with the policies developed in consultation with parents, healthcare professionals, and senior administrative personnel of the school or school district.

The use of any drug, medication or food supplement in a way not described by the manufacturer should not be authorized or encouraged by school personnel and coaches. Even natural substances in unnatural amounts may have short-term or long-term negative health effects.

In order to minimize health and safety risks to student-athletes, maintain ethical standards, and reduce liability risks, school personnel and coaches should never supply, recommend or permit the use of any drug, medication or food supplement solely for performance enhancing purposes.

# Funding Your Sport

## **Your Budget**

The Athletic Director must submit his/her budget to School Administrators by September 30<sup>th</sup> of each year for the following school year. Coaches should submit equipment requests to the Athletic Director by August 31<sup>st</sup>. Upon approval, these requests would become available on July 1<sup>st</sup> of the next fiscal year.

Non-budgeted requests for the current school year must be made to the Athletic Director prior to the start of their season. The Athletic Director will evaluate the need and the ability to fund in the current budget.

Under no circumstance shall a coach make a purchase or commit the District to any obligation without written approval from School or Athletic Administration.

## **Purchasing Basics**

The primary method for making a purchase within the Athletic Department is through the purchase order system.

The following applies to ALL purchases:

- Members of the coaching staff must make requests for equipment and supplies through the athletic director.
- The request does not authorize the purchase.
- Only Athletic Administration can make purchases
- A purchase order must be approved and issued before an order is made.
- High dollar purchases may be subject to competitive bidding.
- Anyone placing an order without a purchase order may be held personally liable for payment.
- Unauthorized purchases become the responsibility of the purchaser.
- All receipts, packing slips and invoices must be submitted to the Athletic Office for proper payments to be made.

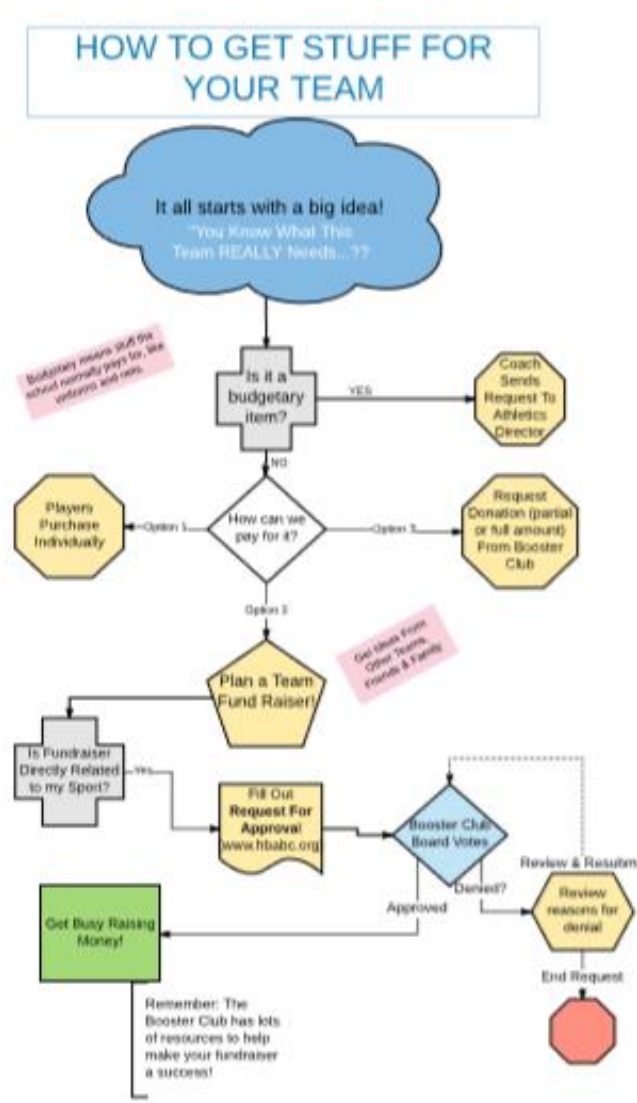
## **Donations**

All cash donations must be officially recognized and accepted by the School Board. All coaches must submit any donations they receive to the Athletic Director.

All material donations must be approved in writing by the Athletic Director before accepting delivery. The Athletic Director will notify the Business Office of all donations.

# Fundraising

Any and all fundraising activities must be reviewed and approved by the Hollis Brookline Athletic Booster Club. The purpose of any fundraiser should be to raise funds to purchase non-budgetary items for your team. Any required equipment should be budgeted for and purchased through the Athletic Department. Below is a graph outlining the Fundraiser Approval process.



## Resources

National Federation of High Schools (NFHS) publications and web site [www.nfhs.org](http://www.nfhs.org)  
National Interscholastic Athletic Administrator Association (NIAAA) publications and web site [www.niaaa.org](http://www.niaaa.org)  
National Association for Sport and Physical Education (NASPE) publications and web site [www.naspeinfo.org](http://www.naspeinfo.org)

# Appendix A

## Hollis Brookline School District School Administrative Unit #41 Hollis NH Co-Curricular Annual Contract

**Name:**

**Date:**

**School Year:**

The Superintendent of Schools and School Board has approved you for the following Co Curricular Assignment for the 2018-2019 School Year.

**Activity:**

**Salary:**

The above will serve as a statement of mutual agreement between the school district and the party named above to serve in the aforementioned capacity. It is understood that the salary listed above is subject to all federal and state withholding deductions.

Salary will be paid at the end of the season. Equipment and uniforms should be collected by the coach and turned into the Athletic Office. Payment will be disbursed in two installments (1/2 way through and at the end of the season).

### **Responsibilities:**

1. A coach is employed to help each participating student achieve a high level of skill and appreciation for the values, rules, fundamental and sportsmanship of the game.
2. In Conjunction with the athletic director, interscholastic coaches will plan and schedule a regular program of practices for each sport. Said practices are to begin on, but not before, the dates stipulated. The season shall also include any post-season playoff games.
3. Interscholastic coaches will conform and enforce all the rules and regulations defined in the school (s) athletic policy and insure that each member of his/her team is informed of the rules and explaining to all athletes selected for a given team the athletic agreement and health release. Said papers are to be signed by the parent and student and returned to the coach on the 1<sup>st</sup> day of practice. No student shall practice or play in a game until the athletic agreement; health form and physical form (if required) have been signed and submitted to the athletic office.
4. Game scores shall be entered on the web site at nhiaa.org within 24 hours of the game to ensure accurate and up-to-date standings. Out-of-state games are to be entered by the New Hampshire school, regardless of the score. The Home school will be responsible for entering the score; however, all schools are encouraged to update the website.
5. Tournament rosters for all sports are due to the NHIAA Office no later than one week prior to the preliminary round of the tournament. Coaches are responsible for submitting rosters, tournament pairings, non-verification of team scores etc. on the date specified by the NHIAA. Late Fees of \$35.00 per form will be incurred by the coach for submitting late entries.

6. In order to be eligible to coach in the NHIAA member school the person must have:
- A. A current certification in CPR
  - B. Successfully completed a course in First Aid in one of the following Programs:
    - 1. Red Cross First Aid (required every three years)
    - 2. Red Cross Sport First Aid (required every three years)
    - 3. American Sport Education Program Sports First Aid (required once)
    - 4. First Responder Workshop (required once)
    - 5. Equivalent program to be approved by the Coaches Education Committee.
  - C. Completed an American Sport Education Program Coaches Education Course or equivalent program to be approved by the Coaches Education Committee
  - D. Attend a sports specific National Federation or comparable sports affiliated review meeting (recommended yearly, required once every three years)
  - E. All coaches are requested to complete the NHIAA/NHCA Enrollment Form by due date.
  - F. All coaches are expected to read the NHIAA Handbook which can be found on-line at [www.nhiala.org](http://www.nhiala.org) . Coaches are expected to comply with all the rules and regulations found within this handbook. Spirit Coaches are required to attend yearly.

Note:

New coaches have one year from date of hire to complete the requirements.

The above is recommended for volunteer coaches.

- 7. Coaches are responsible for returning all uniforms, equipment, medical kits etc. in a timely manner. All uniforms and equipment shall be returned to the Athletic Office no later than two weeks after the last contest, including tournament play.
- 8. The building Principal and the Athletic Director are responsible for the supervision and evaluation of said all related activities and coaches' performance
- 9. All Coaches are expected to attend their sports association meeting to nominate athletes for post-season awards.
- 10. The coach will be the last person to leave a practice or game site.
- 11. The Athletic Director must approve all fundraisers. Completed fundraiser forms will be submitted to Mrs. Debbie Champigny.
- 12. Coaches are expected to attend the coaches meeting.

Contract term is for one –year. This contract is not renewable.

Having read the above statements and fully understanding your responsibilities, please indicate your acceptance by signing below and returning one copy of the contract to the Athletic Director.

**Coach** \_\_\_\_\_

**Date** \_\_\_\_\_

**Principal** \_\_\_\_\_

**Athletic Director** \_\_\_\_\_

# Appendix B

## Hollis Brookline Athletics Coaching Evaluation

The Hollis Brookline Cooperative School District recognizes the positive impact athletic participation can have on the development of our young adolescents. To maximize this impact, coaches must be proficient in their respective sport, and of equal importance, they must be effective as a well-rounded mentor to their athletes. A successful athletic season is not necessarily a winning one.

### *A successful season includes one in which participants:*

- ✓ *improve on their sport-specific skills and overall fitness level* ✓ *Gain more self-confidence and discipline*
- ✓ *Challenge themselves* ✓ *Enhance their respect for others through sportsmanship* ✓ *Gain social skills*
- ✓ *Understand the meaning and value of teamwork* ✓ *Feel pride in their individual and team accomplishments*

Evaluations are for the sole purpose of providing constructive feedback to our coaches. This form is in place to promote and facilitate healthy discussion between the Coach, Athletic Director, and Administration on how and to what extent the district philosophy is being met. This document, and the healthy discussion that results, is the vehicle for documenting and recognizing that effort, encouraging coaches to be reflective of their season, identifying their strengths and weaknesses, and establishing best practices. Alternatively, there may be times when expectations are not being met. In these cases, it is the responsibility of the evaluator to discuss the details of why expectations are not being met and to offer suggestions on how to remedy the situation during the season. Discussions at post-season meetings can then focus on outcomes.

Coaches are required to attend an in-person evaluation for each of their first 3 seasons. An in-person evaluation for coaches with more than 3 seasons of experience may be requested by the coach or Athletic Director, but is not required. All coaches will receive a signed copy of the evaluation below, and must return a signed copy within 10 business days.

### Scoring Scale (1-5)

5 = Sets Standard for Best Practice

4 = Exceeds Expectations

3 = Meets Expectations

2 = Partially Meets Expectations

1 = Fails to Meet Expectations

---

**SPORT** \_\_\_\_\_ **COACH** \_\_\_\_\_ **MEETING DATE** \_\_\_\_\_

### Communication

With players \_\_\_\_\_

With parents \_\_\_\_\_

With AD and AD Office \_\_\_\_\_

Comments: \_\_\_\_\_

**Sportsmanship**

Respects Officials and Opponents \_\_\_\_\_

Leads by Example \_\_\_\_\_

Uses appropriate language \_\_\_\_\_

Maintains composure \_\_\_\_\_

Comments: \_\_\_\_\_

---

**Practice**

Knowledge and instruction of skills \_\_\_\_\_

Practices are planned and organized \_\_\_\_\_

Develops Player Potential \_\_\_\_\_

Builds Player Confidence \_\_\_\_\_

Prepares players mentally to play and practice \_\_\_\_\_

Comments: \_\_\_\_\_

---

**Players**

Exhibits understanding and concern for players \_\_\_\_\_

Respected by players \_\_\_\_\_

Players had enjoyable experience \_\_\_\_\_

Comments: \_\_\_\_\_

---

**Miscellaneous /Additional Comments:** \_\_\_\_\_

---

**Athletic Director Signature** \_\_\_\_\_ **Date** \_\_\_\_\_

**Coach Signature** \_\_\_\_\_ **Date** \_\_\_\_\_

**Building Administrator Signature** \_\_\_\_\_ **Date** \_\_\_\_\_

**2018-2019  
Interscholastic Athletic  
Agreement**



**The following 5 items are required prior to tryouts or the first day of participation:**

1. Register and pay Athletic Fee (FamilyID)
2. Pay Athletic Fee (FamilyID)
3. Acknowledgment of this Agreement (FamilyID)
4. Submit a Physicians Medical Statement (obtained through Doctor’s Office)
5. Completion of Impact Testing

## **TABLE OF CONTENTS**

<b>A. Introduction.....</b>	<b>2</b>
<b>B. Life of an Athlete.....</b>	<b>2</b>
<b>C. Expectations.....</b>	<b>2</b>
1. Participation Rules.....	2
2. NHIAA State Association Rules.....	3
a. Scholastic Eligibility.....	3
b. Age.....	3
c. Transfer Students.....	4
d. Amateur Status.....	4
e. Physical Exam.....	4
f. Non-School Competition.....	5
3. School Rules.....	5
a. Sportsmanship.....	5
b. Unsportsmanlike Conduct.....	6
c. Bullying.....	6
d. Hazing.....	6
e. Communication.....	7
f. Chemical Health.....	7
g. School Attendance.....	8
h. Injuries.....	8
i. Non-Discrimination.....	9
j. Social Media.....	9
k. Try-outs and Roster Selection.....	9
4. Team Rules.....	9
a. Practice/Contest Attendance.....	9
b. Detentions.....	10
c. Travel to and from Events.....	10
<b>D. Concussion Management.....</b>	<b>10</b>
1. Concussions and Head Injuries.....	10
2. ImPACT Testing.....	13
<b>E. Signature Page.....</b>	<b>14</b>

# Hollis Brookline High School

## INTERSCHOLASTIC ATHLETIC AGREEMENT

This agreement applies to all athletic programs and athletic clubs and may be found on HB Athletic's website.

### A. INTRODUCTION

The Hollis Brookline Athletic Department sincerely hopes that the contents of this agreement will emphasize the sacrifices and dedication that young people make for interscholastic athletics. Through these many demands, athletes live and learn about life as it truly is. As in life, they get from our program only what they put into it.

### B. LIFE OF AN ATHLETE

The Life of an Athlete (LoA) program is a comprehensive program developed by Olympic Trainer John Underwood that identifies and works with all aspects of high school athletics, including coaches, athletic directors, administrators, parents, communities, prevention professionals and athletes themselves with a proactive approach to athletic participation. Hollis Brookline High School is in the process of implementing several integral components of this program.

For more information on Life of an Athlete, please go the [NHIAA LoA page](#).

### C. EXPECTATIONS

This agreement has been written to inform students and their parents of the rules and expectations and we ask that the athlete sign this contract fully realizing the effort and dedication that the program demands. We ask that parents sign the contract indicating knowledge of the rules, regulations, and dedication that participation in athletics demands, and that there is nothing in their child's health history, to their knowledge, that would interfere with his/her full participation in any competitive sport. Students are expected to follow any and all HBHS Policies at all times, as well as adhere to any team specific declarations or contracts, as determined by the coaching staff.

#### 1. Participation Rules

In order to allow as many students as possible to participate in athletics, students cannot be members of more than one school sport team each season (exception: athletes who kick and/or punt for the football team). Once an athlete makes a team, in which cuts are made, she/he may not try out or become a member of another sports team during that season, unless the team for which they wish to join did not make cuts.

**To Try out OR Participate in organized practice:**

**The following 5 items are required prior to tryouts or the first day of participation:**

1. Payment of Athletic Fee through Family ID (off-site sports incur additional fees)
2. Completion of the Medical History & Pre-Participation Questionnaire (FamilyID)
3. Acknowledgment of this Agreement (FamilyID)
4. Submit a Physicians Medical Statement (from Doctor's Office)
5. Completion of Impact Testing

For athletes on the team roster, uniforms and equipment will be distributed upon completion and submission of all pre-tryout requirements.

All uniforms and equipment issued to the athlete shall be returned to the Athletic Office, by the athlete, in usable condition within one week of the last contest, including any tournament play. A bill will be issued for the cost of replacement of any missing uniforms or equipment; this bill or any obligations must be paid prior to participation in any other sport. For graduating seniors, all athletic obligations must be met in full in order to receive a Cap and Gown and participate in Graduation ceremonies.

## **2. NHIAA State Association Rules**

To reference NHIAA rules please click on [www.nhiala.org](http://www.nhiala.org), and locate the NHIAA Handbook.

### **a. Scholastic Eligibility**

Each athlete must satisfy the eligibility requirements established by the NHIAA and the Hollis Brookline High School Principal. Students must have taken 5 classes that met on a daily basis in the previous marking period, and have passed 4 of those classes, in order to participate in any interscholastic contest. The sole responsibility for determining athletic eligibility rests with the Principal. All incoming freshmen are automatically eligible for the Fall season, until the first marking period closes.

- Basic Ranking Period - Not less than one marking period.
- Previous Basic Ranking Period - Indicates the last prior ranking period of the school year.
- Passing Grade – No grade lower than a D-

Summer school - A student/athlete may not regain athletic eligibility by making up academic deficiencies or failures of the regular school year during the summer months.

Incomplete Grades are not to be considered passing grades for purposes of eligibility.

Any student, who is academically ineligible on the 1st day of practice, is ineligible to participate during that sport season, i.e. fall, winter, spring, or until the next marking period.

An athlete, who becomes ineligible because of grades during that season, is ineligible to continue participation in any practice or games. However, each case will be reviewed on an individual basis with the Principal and Athletic Director making the final decision.

### **b. Age**

A pupil may compete in interscholastic athletics during the school year if his/hers 19th birthday is on or after September 1st.

### **c. Transfer Students**

A transfer student may be ineligible to participate in interscholastic athletics for a period of 1-year after he/she becomes a student in the school to which transfer has been made, unless such transfer has been accompanied by a permanent change of residence on the part of the student's parents or legal guardians to the area serviced by the school.

HOWEVER, A TRANSFER STUDENT SHALL BE DECLARED IMMEDIATELY ELIGIBLE BY THE ELIGIBILITY COMMITTEE THROUGH THE NHIAA EXECUTIVE SECRETARY IF HE/SHE MEETS ALL THE FOLLOWING CONDITIONS:

1. The student resides with his/her parents or legal guardians in the family residence.
2. The student attends the high school serving the area of the residence of his/her parents or legal guardians.
3. The Principal of the transferring school provides written notification on official school stationary to the Principal of the receiving school certifying that to the best of his/her knowledge the transfer has not been for the purpose of participating in interscholastic athletics and the Principal of the receiving school likewise responds.
4. The written notification of both Principals is filed with the executive secretary by the receiving school principal.
5. All other eligibility requirements are met.

### **d. Amateur Status**

Any student who, at any time, has received financial remuneration for participating in sports that are recognized by the NHIAA shall be rendered ineligible for all high school sports from the date of the discovery. Such a student shall no longer be considered an amateur athlete. Participation by ineligible players may lead to forfeiture of games.

### **e. Physical Exam**

Students shall be ineligible to participate in interscholastic athletics (practices or games) unless there is current medical statement provided by a physician certifying the student/athlete has passed a pre-participation physical examination prior to the beginning of the student/athlete's high school athletic career. Any student athlete significantly ill or injured since the last review shall be re-examined by a physician in order to be eligible to participate in interscholastic athletics. A medical statement must be completed by a physician or by a qualified non-physician health practitioner under the direct supervision of a physician.

Under the physical exam policy, all athletes, other than freshman, must have a physical that is performed within two years of the end of their sports season. Generally a student should have a physical before they enter their freshmen year and then again their junior year. All freshmen must have a physical exam dated within the calendar year of their enrollment in order to be eligible for participation.

## **f. Non-School Competition**

A member of a school team is a student athlete who is regularly present for, and actively participates in, all team practices and competition. Bona fide members of a school team are prevented from missing a high school practice or competition to compete with an “out-of-school team.” Whenever a conflict arises between the high school team practice/competition and an out-of-school practice/competition on the same day, the student athlete must honor the high school team. Priority must be given at all times to the high school team, its practices, and its contests, unless, after discussion with the Head Coach, a waiver has been granted by the Athletic Director and Principal, on a case by case basis.

**Penalties:** Any student/ athlete who violates this rule, unless a waiver has been granted as stated above, for the first time shall be declared ineligible for the next four consecutive interscholastic events or the 3 weeks of a season in which the student athlete is a participant, whichever is greater. This penalty is effective from the date of his or her last participation in any sport for the balance of the school year.

## **3. School Rules**

All interscholastic athletic team members are expected to abide by the basic rules discussed below. Willful violation of any of these rules may result in disciplinary action, up to and including suspension or removal from the team, by the coach, advisor, athletic director and/or administration.

### **a. Sportsmanship**

“Sports do not build character. They reveal it.”  
- Heywood Hale Brown

To represent our school and communities favorably, we expect spectators and athletes to abide by the following guidelines for sportsmanship.

#### ***Examples of Acceptable Behavior***

- Applause during introduction of players, coaches, and officials.
- Players shaking hands with opponent who fouls out while both sets of fans recognize player’s performance with applause.
- Accept all decisions of officials and coaches
- Handshakes between participants and coaches at end of contest, regardless of outcome.
- Treat competition as a game, not a war.
- Coaches/players search out opposing participants to recognize them for outstanding performance or coaching.
- Applause at end of contest for performances of all participants.
- Everyone showing concern for an injured player, regardless of team.
- Encourage surrounding people to display only sportsmanlike conduct.

#### ***Examples of Unacceptable Behavior***

- Disrespectful or derogatory yells chants, songs, or gestures.
- Singling out an opponent by number or name during the game.
- Booing or heckling an opponent or an official’s decision.
- Criticizing officials in any way; displays of temper with an official’s call.
- Yells that antagonize opponents.

- Refusing to shake hands or give recognition for good performances.
- Blaming loss of game on officials, coaches, or participants.

## **b. Unsportsmanlike Conduct**

Vandalism, fighting, profanity, gambling and all forms of inappropriate and/or disrespectful conduct or behavior at any event/game/contest, whether a spectator or participant, will result in the following consequences:

<b>FIRST OFFENSE</b> -	Two weeks and/or two game suspension
<b>SECOND OFFENSE</b> -	Dismissal from the team for the remainder of the season
<b>THIRD OFFENSE</b> -	Dismissal from all sports teams for the remainder of the school year

An athlete who initiates a physical fight with an official will be immediately suspended for the remainder of the season and may be subject to additional consequences.

An athlete who initiates a physical fight with a member of his/her own team or the opposing team during a contest:

<b>FIRST OFFENSE</b> -	Minimum 5 (five) game suspension
<b>SECOND OFFENSE</b> -	Permanent suspension from the team

*\*These violations may also result in further consequences issued by the school*

## **c. Bullying**

Bullying is defined as a single significant incident or a pattern of incidents involving a written, verbal or electronic communication, or a physical act or gesture, or any combination thereof, directed at another student which:

1. Physically harms a student or damages the student's property;
2. Causes emotional distress to a student;
3. Interferes with a student's education opportunities;
4. Creates a hostile educational environment; or
5. Substantially disrupts the orderly operation of the school.

The Board is committed to providing all students a safe and secure school environment. Conduct constituting bullying (in all forms) will not be tolerated and is prohibited. The District reserves the right to address bullying and, if necessary, impose discipline for bullying.

The athlete and his/her parents/guardians are expected to review the full policy JICK which is in accordance with RSA 193-F and can be found on the SAU 41 website.

## **d. Hazing**

Hazing is strictly prohibited. Hazing refers to any activity expected of someone joining a group (or maintaining full status in a group) that humiliates, degrades or risks emotional and/or physical harm, regardless of the person's willingness to participate. Hazing activities are generally considered to be: physically or mentally abusive, hazardous, and/or sexually violating. Anything that causes mental anguish or physical discomfort is considered to be classified hazing.

Hazing or harassment practices of students will be disciplined according to District Policy JICFA and will be reported to the police, in accordance with the State of NH Student Hazing Law RSA 631.7.

#### **e. Communication**

Communication is a vital key in running any effective program or organization.

The following protocol should be used within the HBHS athletic programs and athletic clubs when an athlete has a concern about an athletic situation.

The athlete needs to address the concern with the coach without fear of retribution in terms of playing time. It is hoped that at this point the concern is addressed to the satisfaction of both athlete and coach.

If the situation is not resolved, the next step as outlined below is for the parent to set up a meeting with the coach. It is the responsibility of the coach to make the athletic department aware of the meeting.

If the situation is still not resolved the parent can request a meeting with the Athletic Director. If the situation is still not addressed satisfactorily, then it may be appropriate to involve the Principal.

##### ***Chain of Command:***

1. Athlete to Coach
2. Parent to Coach
3. Parent to AD
4. Parent to Principal

This agreement applies to athletic programs and athletic clubs.

#### **f. Chemical Health**

During the duration of an interscholastic athletic program or club a student shall not, regardless of quantity, use, consume, possess, buy, sell, steal or give away any substance containing alcohol; marijuana; tobacco products (including chewing tobacco) or any other controlled substance. This would include vaping and use of e-cigarettes of any variety. Possession or use of drug paraphernalia is also prohibited. A sports season is defined as the first date of tryouts through that season's Sports Awards Night. It is not a violation for a student to be in possession of a legally defined drug specifically prescribed for the student's own use by his or her doctor.

This chemical health policy shall not be interpreted as a "guilt by association" rule. A student, who is in the presence of a controlled substance without violating the above standard, shall not be penalized. Hollis Brookline High School expects its students to have core values, among which responsible decisions regarding alcohol, drugs and tobacco use are essential. It is expected that when any student arrives at a gathering and finds that illegal substances are present, he/she will leave the area as soon as possible.

If the Administration determines a student has violated the chemical health policy, the student shall lose the privilege to attend or participate in **ANY extra-curricular activity**:

- |                         |   |
|-------------------------|---|
| <b>FIRST OFFENSE -</b>  | Ten (10) consecutive days; this may be reduced to five (5) days at the discretion of the Athletic Director, if the student athlete accepts a referral to the Student Assistance Program |
| <b>SECOND OFFENSE -</b> | Thirty (30) consecutive days and suspension from the team/club for the remainder of the season; Student will be <b>required</b> to utilize the Student Assistance Program               |
| <b>THIRD OFFENSE -</b>  | Loss of all extra-curricular privileges for the remainder of the year   |

Violations occurring on "school grounds", at all times, will carry a consequence as set forth in the Student Handbook. Students may be referred to the Student Assistance Program and/or other substance abuse programs.

### **g. School Attendance**

Participants in extracurricular activities will not be permitted to practice or participate in an event on a day when they are absent from school for illness, unexcused reasons (truancy) or during periods of suspension. Students under school suspension may not attend any school event. School suspensions will in most cases occur immediately and run for consecutive school days. Exceptions will not be made to allow an athlete to participate in a practice or a contest during a suspension period.

Failure to be in school by **9:30 AM** will be considered an absence and will result in not being able to practice or participate on that day, except for verified medical appointments, scheduled college visits, or funerals. Students dismissed during the school day may not participate in after-school activities, unless excused for a verified medical appointment or approved by Athletic Director. The athlete must notify the Athletic Director's office of appointments prior to the day of the appointment. Upon returning to school, the athlete must present from the Doctor's office, on the Doctor's Letterhead, proof of the appointment.

Participants are expected to be on time to school the day after a game/activity. Students must arrive at school no later than one hour after a delayed opening, i.e. inclement weather or staff development meetings in order to be considered present in school.

### **h. Injuries**

Any injury, no matter how minor, must be reported to the coach immediately. The coach will follow an established protocol and notify all appropriate parties of the injury as soon as possible. Injury forms should be completed and filed by the coach within 24 hours and submitted to the Principal and Athletic Trainer. Any athlete with a severe injury requiring doctor's treatment will need a release signed by the doctor and parent before being allowed to continue or resume athletic participation. Any student suspected of having a concussion will be removed from play immediately, until such a time that they are cleared to return to play.

### **i. Non-Discrimination**

Hollis Brookline High School voluntarily subscribes to and complies with IDEA, Section 504 of the Rehabilitation Act of 1973, Title IX of the Education Amendments of 1972 Title VI and Title VII of the Civil Rights Act of 1964, NH Law Against Discrimination (RSA 354-A) and other applicable State and Federal statutes. Hollis Brookline High School does not discriminate or deny services on the basis of race, color, national origin, sex, sexual orientation, handicap or disability, religion, marital status, or age.

Any individual who feel they have been discriminated against should contact their coach and/or the Athletic Director or any administrator.

Individuals, who feel they may qualify for assistance or accommodations under Section 504 of the Rehabilitation Act of 1973, should contact the Director of Student Services at 324-5999.

### **j. Social Media**

In alignment with the Hollis-Brookline Cooperative School Board Policy (GBEBD), protocols have been established to protect both students and staff at HBHS. No coach or advisor shall be “friends” with a student athlete online, so long as that athlete remains an active student at HBHS. Coaches may develop pages on social media to advertise team events or bring awareness of the team to the community.

Further, student athletes and coaches shall represent HBHS in a positive manner at all times. This includes, but is not limited to: appropriateness of public postings, pictures, language, etc. Athletes will not publicly or privately criticize coaching staff, administration, officials, their own team, or opposing teams.

### **k. Tryouts and Team Roster**

Not all teams require tryouts. This is at the discretion of the Head Coach. Following a fair and consistent tryout process for all interested student athletes, or after the first days of participation, final rosters are determined at the sole discretion of the Head Coach.

## **4. Team Rules**

### **a. Practice/Contest Attendance**

All athletes are expected to attend all practices and contests. The coach will handle EMERGENCY situations, not covered in the SCHOOL ATTENDANCE section above, at their own discretion.

Special circumstances will be handled on a team by team basis, at the discretion of the coach.

Athletes are expected to attend practices and games scheduled during the vacations weeks. There are no exceptions to the rule, so athletes and/or parents should not book vacations or travel plans until the team schedule has been posted.

## b. **Detentions**

Athletes who receive a detention are expected to serve the detention on the date scheduled or assigned.

Students who are assigned detention are ineligible to participate in any extracurricular activity on that day.

Detentions cannot, under any circumstances, be moved for any athletic-related reasons (games or practices). Acceptable reasons for moving a scheduled detention are at the sole discretion of the principal.

The following disciplinary action will result for athletes who do not attend a scheduled detention on the scheduled day:

1. Failure to attend a scheduled detention to participate in practice - 1 game suspension.
2. Failure to attend a scheduled detention to participate in a game - 2 game suspension.

## c. **Travel to and from Events**

Every athlete is required to travel to and from an athletic event with the team and the coach. Traveling is a part of the athletic experience and builds team unity. On a conditional basis, a parent/guardian may request, at least 24 hours in advance **and** in writing, an exception. Waivers are provided at the sole discretion of the Athletic Director or his/her designee.

## **D. CONCUSSION MANAGEMENT**

### **1. Concussion and Head Injuries**

(See the complete policy JLCJ on the SAU website)

The Hollis Brookline Cooperative 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 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. This is available on the HBHS athletics page of the school website, along with the established protocols for student athlete concussions.

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. If there are any updated procedures, they will be adopted and used for the upcoming school year.

**Identified Sports:** Identified sports include all NHIAA-sanctioned activities, and any other district-sponsored sports or activities as determined by the district.

**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 found on the MHSAs Sports Medicine page at [www.mhsa.org](http://www.mhsa.org).

**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. Per NHIAA rules, any student suspected of sustaining a concussion or head injury will not be permitted to return to play on the day of the injury.

**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, or receives report, 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 **and** 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. This would include attending practices to "watch" and not participate. The student-athlete shall also present written permission from a parent/guardian to return to play. **An athlete should never be allowed to resume physical activity following a concussion until he or she is symptom free and given the approval to resume physical activity by an appropriate health-care professional.**

Once an athlete no longer has signs, symptoms, or behaviors of a concussion and is cleared to return to activity by a health-care professional, he or she should proceed in a step-wise fashion to allow the brain to re-adjust to exercise.

In most cases, the athlete will progress **one step each day**. The return to activity program schedule may proceed as below following medical clearance.

### **RETURN TO PLAY PROTOCOL**

- Step 1: Light aerobic exercise - 5 to 10 minutes on an exercise bike or light jog; no weight lifting, resistance training, or any other exercises.
- Step 2: Moderate aerobic exercise - 15 to 20 minutes of running at moderate intensity in the gym or on the field without a helmet or other equipment.
- Step 3: Non-contact training drills in full uniform. May begin weight lifting, resistance training, and other exercises.
- Step 4: Full contact practice or training.
- Step 5: Full game play.

**If symptoms of a concussion re-occur, or if concussion signs and/or behaviors are observed at any time during the return to activity program, the athlete must discontinue all activity and be re-evaluated by their health care provider.**

### **Concussion Awareness and Education**

To the extent possible, the Board encourages the administration to implement concussion awareness and education into the district's physical education and/or health education curriculum. The administrative decision will take into account all relevant considerations, including time, resources, access to materials, and other pertinent factors.

### **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.

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](#).

## 2. **ImPACT Testing**

All Hollis-Brookline athletes participating in contact sports are **required** to have impact testing prior to the first day of organized practice or tryout. For more information, please visit the HBHS Athletics page on the Website.

**2018-2019**  
**HOLLIS BROOKLINE HIGH SCHOOL**  
**Interscholastic Athletic Agreement**

**SIGNATURE PAGE**  
**(must sign electronically via FamilyID registration)**

Student Athlete's Name (please print) \_\_\_\_\_

Year of Graduation \_\_\_\_\_ Sport \_\_\_\_\_

I have read the HBHS Interscholastic Athletic Agreement and I understand the rules and policies, which regulate athletics at Hollis Brookline High School. I agree to abide by these rules and policies and understand that if I violate them my coach could discipline me. I also understand that my coach may have additional training rules and policies for which I am also responsible.

I understand that the athletic activities offered by Hollis Brookline High School require dedication, hard work and strenuous athletic exertion. I understand that those who participate in athletics are exposed to the risk of injury including serious permanent injury.

I understand additional information such as NHIAA eligibility, health forms and baseline concussion testing may be posted on the HBHS website.

**ImPACT Testing: All students participating in a contact sport must agree and complete the consent form and complete the test.**

Student's Signature \_\_\_\_\_ Date \_\_\_\_\_

Parent/Guardian name (please print) \_\_\_\_\_ Phone # \_\_\_\_\_

Parent/Guardian Signature \_\_\_\_\_

I hereby give my consent for the above-named student to compete in Hollis Brookline High School approved sports, and go with the coach or other representatives of the school on any trips.

It is understood that the High School does not assume responsibility in case an accident occurs. The undersigned agrees to be responsible for the safe return of all athletic equipment issued by the school to the above-named pupil on the deadlines given.

This form, once signed and returned, is in effect during each sport season played.

Parent/Guardian Signature \_\_\_\_\_ Date \_\_\_\_\_

# Athletic Department Memo

**Date:** August 2018

**To:** All Coaches (paid and volunteer)

**From:** Rhon Rupp, HBHS Athletic Director  
Allison Buschmann, HBMS Athletic Director  
Brian Bumpus, District Athletic Coordinator

**Subject:** Hollis Brookline Cooperative School District's  
Coach Handbook (including the Interscholastic Athletic  
Agreement)

I have read, understand and will adhere to the information contained in the Hollis Brookline Cooperative School District's Coach Handbook and the Interscholastic Athletic Agreement (Appendix C). I also agree to adhere to all NHIAA Rules and the Hollis Brookline Cooperative School District Policies and Procedures.

In addition, I agree to make recommendations for changes as seems reasonable for the betterment of Athletics at the Hollis Brookline Cooperative Schools. All recommendations will be made during the year and will be finalized during the summer at the discretion of the Athletic Administration.

\_\_\_\_\_  
Coach Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Athletic Administration Signature

\_\_\_\_\_  
Date

**PLEASE RETURN THIS SHEET TO THE ATHLETIC  
OFFICE PRIOR TO THE START OF YOUR  
ATHLETIC SEASON**

# MS LACROSSE - FIELD IMPACT



# Spring Season Fields

- **6 Rectangular Fields**
  - HS Side Field
  - HS Upper Practice Field
  - HS Football Field
  - HS Soccer Field
  - MS Back Field
  - MS Love Ln. Field

# Current Usage – Spring Sports

- **HS Side Field**

- Boys V/JV Lacrosse Practice – 2.5 hours daily
- Girls V Lacrosse Practice – 2 hours daily
- Boys V/JV Lacrosse Games – 3.5 hours (8+ games)
- Girls V/JV Lacrosse Games – 3 hours (8+ games)

- **HS Upper Field**

- Limited Usage – Practice overflow + JV game warm-ups

- **HS Football Field**

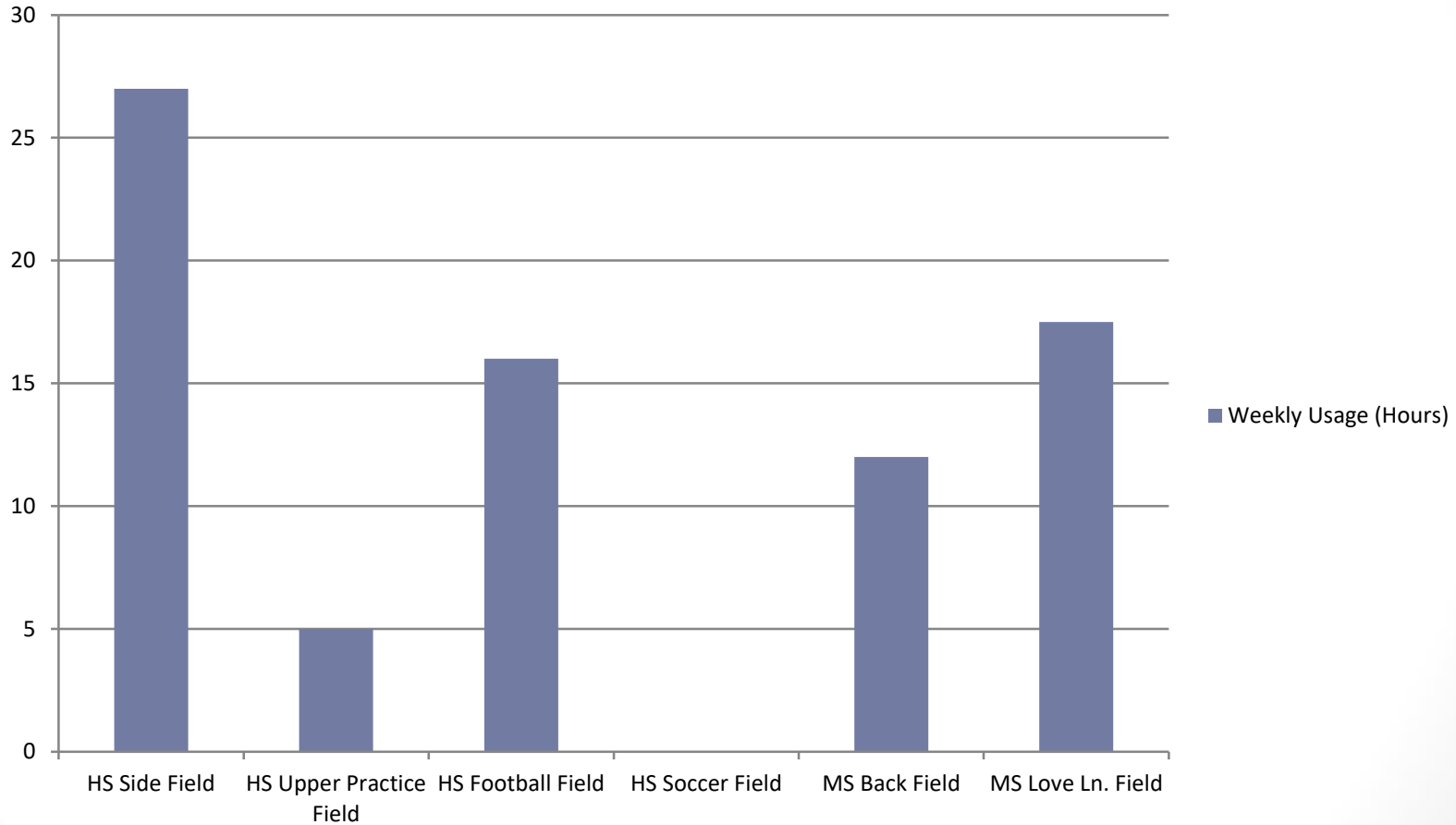
- HS/MS Track Practices – 2 hours daily
- HS Boys and Girls Lacrosse – Practice space when needed
- Youth Lacrosse – Weekend games

# Current Usage – Spring Sports

- **HS Soccer Field**
  - Limited Coop Usage – Practice overflow
  - Field reduced due to HS Baseball Field
- **MS Back Field**
  - No Coop Usage
  - Flag Football – 2x per week for 3 hours, weekend games
  - Field reduced due to MS Baseball Field
- **MS Love Ln. Field**
  - Girls JV Lacrosse Practice – 1.5 hours daily
  - Youth Lacrosse – 2 hours daily
  - Field reduced due to MS Softball Field

# Current Usage – Spring Sports

## Current Weekly Usage – Rectangular Fields



# Proposed Restructure

- **MS Love Ln. Field / Softball Field**
  - Primarily used for MS Girls Lacrosse + MS Softball
  - Removable fencing installed to accommodate games
- **MS Back Field / Baseball Field**
  - Primarily used for MS Boys Lacrosse + MS Baseball
  - Removable fencing installed to accommodate games
- **HS Upper Practice Field**
  - Used for HS Boys + Girls JV Lacrosse practices
- **HS Side, HS Football, HS Soccer**
  - No changes

# Proposed Restructure - Usage

- **HS Side Field**

- Boys V Lacrosse Practice – 2 hours daily
- Girls V Lacrosse Practice – 2 hours daily
- Boys V/JV Lacrosse Games – 3.5 hours (8+ games)
- Girls V/JV Lacrosse Games – 3 hours (8+ games)

- **HS Upper Field**

- Boys JV Lacrosse Practice – 1.5 hours daily
- Girls JV Lacrosse Practice – 1.5 hours daily

- **HS Football Field**

- HS/MS Track Practices – 2 hours daily
- HS Boys and Girls Lacrosse – Practice space when needed
- Youth Lacrosse – Weekend Games

# Proposed Restructure - Usage

- **HS Soccer Field**

- MS Lacrosse Practice – As needed
- Field reduced due to HS Baseball

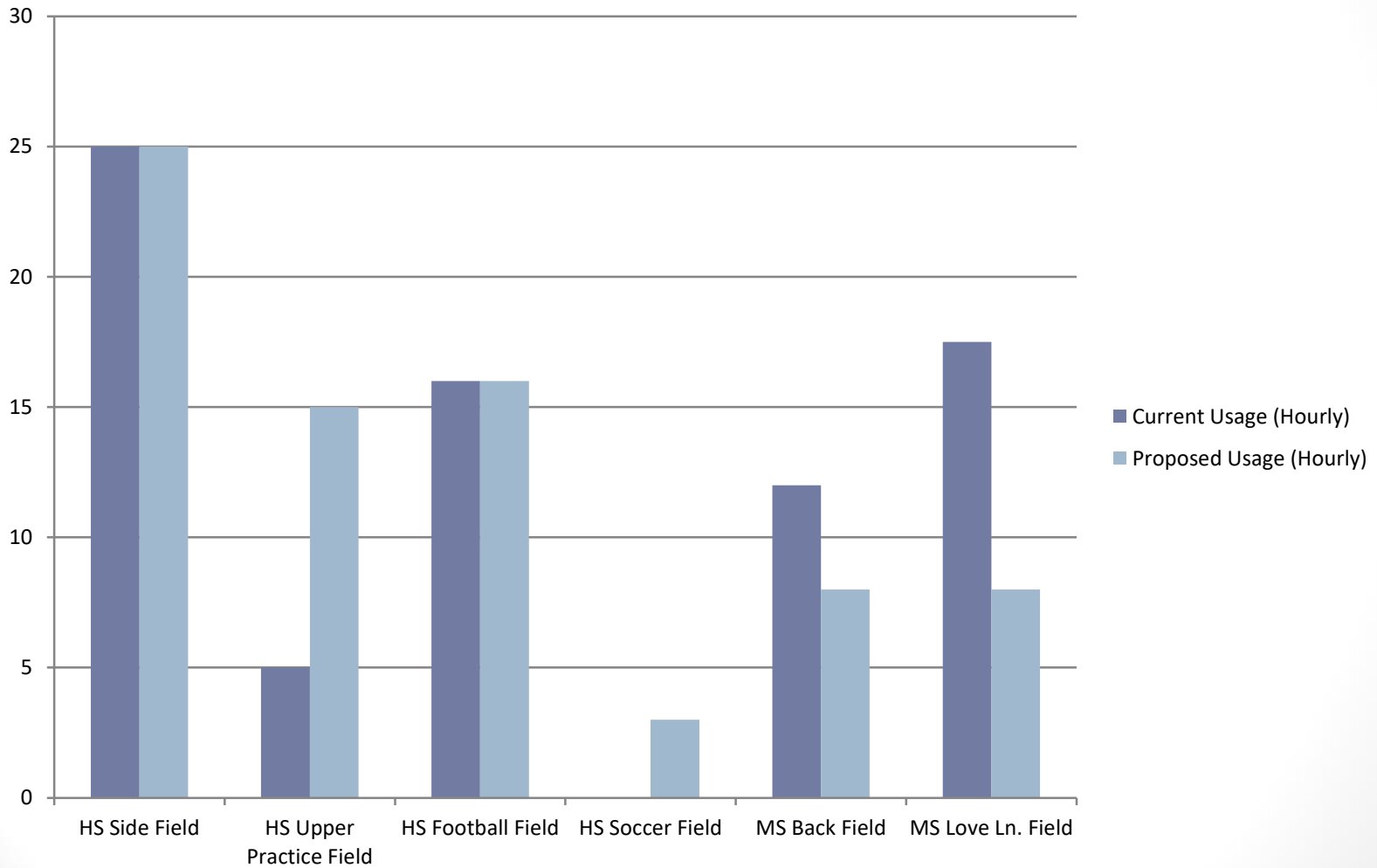
- **MS Back Field**

- MS Boys Lacrosse Practice – 1.5 hours daily
- MS Boys Lacrosse Games – 2 hours (5+ games)
- Field shared with MS Baseball

- **MS Love Ln. Field**

- MS Girls Lacrosse Practice – 1.5 hours daily
- MS Girls Lacrosse Games – 2 hours (5+ games)
- Field shared with MS Softball

# Proposed Restructure - Usage



# Considerations

- **JV Girls Lacrosse will move practice locations**
  - No longer using Love Ln. Field
  - Share HS Upper Practice Field w/ HS Boys JV Lacrosse
- **MS Baseball/Softball will share field with MS Boys/Girls Lacrosse**
  - Moveable fencing will be installed for separation during practices
- **Rec. usage of fields will be limited**
  - Heavier Coop usage
  - If Rec. usage remained the same, MS Field usage would double
  - Limiting Rec. usage will reduce wear and tear
  - Reopening of Hardy South should assist w/ Rec. needs

# Considerations

- **Scheduling**

- MS Baseball/Softball games would displace MS Boys/Girls Lacrosse
  - Utilization of HS Soccer Field would be necessary
  - MS Boys/Girls Lacrosse would need to be cancelled (rare occasions)
- MS Boys/Girls Lacrosse games would displace MS Baseball/Softball
  - HS Baseball/Softball teams would have to practice later to accommodate MS Baseball/Softball practices
  - MS Baseball/Softball practice would need to be cancelled (rare occasions)
- Every effort would be made to schedule games opposite of each other
  - Minimizing practice cancellations
- HS Side Field, HS Football Field, MS Love Ln. Field, MS Back Field would be lined with Unified Lines for multiple game location options

# Impact of Turf Field

- Turf becomes designated Coop “Game Field”
  - Reduces conflicts with MS Baseball/Softball
- Can play HS and MS games back to back (with lights)
  - Helps build unity between schools
- Can play games in rain, reducing need for rescheduling
- Significantly decreases over-use symptoms on field
  - Allows opportunity to “rest” fields as necessary
- Opens up additional field space when conflicts arise
  - Reduces cancellation of practices

# Conclusion

- **Fields will still see heavy usage**
  - Will need to decrease Rec. usage during spring months
- **Shift in wear and tear**
  - Some fields may see less usage, but with others seeing more
- **Boost in feeder system**
  - Boost in the building of 7-12 Lacrosse programs
- **Movement of HS Girls Lacrosse to side field creates opening**
  - Opens up the door for a “home” on Love Ln. for MS Lacrosse



## School Administrative Unit #41

Hollis, Brookline & Hollis-Brookline Cooperative School Districts  
Office of the Superintendent of Schools  
4 Lund Lane  
Hollis, New Hampshire 03049  
603.324.5999 fax 603.465.3933

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To: Hollis Brookline Cooperative School Board  
From: Gina Bergskaug, Assistant Superintendent SAU 41  
RE: PSAT 8/9 Proposal  
Date: August 15, 2018

To see what action the board will take to approve the implementation of PSAT 8/9 in grade 8 at Hollis Brookline Middle School in the early fall of 2018.

**Rationale:** If our goal is to provide an opportunity for educational growth for all of our students via an accessible curriculum, it is imperative that we have a tool to measure student performance on our curriculum. When selecting a standardized test to use universally, it is essential for the tool to be thoughtful, relevant to the district and student's goals, and consistent to best show our students' progress over time. One of the arguments for the selection of the PSAT 8/9 is the natural progression between assessments already in existence. The PSAT 8/9 is a developmentally appropriate assessment for 8<sup>th</sup> grade, and it allows the district to progress monitor over time with the PSAT in 10<sup>th</sup>/11<sup>th</sup> grade and the SAT in the spring of 11<sup>th</sup> grade. These widely accepted standardized assessments share a common score scale, allowing for a more thorough interpretation and understanding of the score report. A selection of an alternate assessment would provide a random data point that lacks context or relevance over time to monitor student growth.

**Details:**

- PSAT 8/9 is designed for 8<sup>th</sup> and 9<sup>th</sup> graders
- Data will help educators determine on which specific skills and content students need to work based on our district's curriculum
- Scores are on a common scale with future assessments allowing district to measure progress over time
- The district will be able to personalize interventions so students can practice skills
- Score report allows students/parents to see which questions were answered incorrectly and which skills they can work on
- Wide open fall testing window: September 24-March 29
- Reading, Writing, and Math subtests assess skills considered essential for success in high school

**Elementary:** Students in our feeder districts engage in regular assessment practices in grades 2-6. The same tool is used twice each year allowing the districts to monitor student progress over time. Once students complete the NWEA in the second half of grade 6, the COOP does not have a standardized test data point to monitor progress over their seven years in the COOP. The PSAT 8/9 fills this gap.

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To: Hollis Brookline Cooperative School Board  
From: Amy Rowe, Director of Student Services SAU 41  
RE: Apartment proposal  
Date: August 5, 2018

### Action Needed:

To see what action the board will take to approve the HBSD to enter into a lease agreement with RSEC for office space in their existing building, to create a life skills apartment for transition services for students.

### Rationale:

Students in the life skills programs currently require access to community based instruction, vocational instruction and activities for daily living in their educational programs as the part of transition services required to address post secondary needs. We are looking to provide an innovative, authentic learning environment for students to achieve these goals in order to maximize a student's ability to generalize skills across various settings.

In the recent years we have expanded our vocational and academic programming for students in this program to increase the likelihood of students remaining in their home district and accessing the local community. Additional space to develop student activities for daily living space in the high school specifically is needed. Currently the two Life Skills and Transitions programs serve 15 students with new students joining us this year.

As a member district of RSEC we have approached the executive director for use of space in the building currently available for rent. The building space is easily adapted to create four separate apartment simulated environments for students. RSEC is excited to allow us access to this space as it aligns with their mission of work, and is a good fit for use of space near Sunrise Children's Center.

Apartment space will have:

- Laundry center
- Living Room area
- Bathroom
- Instructional area
- Outside patio area
- Closets and multiple doors/surfaces/terrains to navigate
- Bedroom mock up

Our goal is to provide an authentic laundry service for a local elderly home as a daily living activity. This will provide some students with authentic social skills interaction with the community while providing an opportunity for students to engage in functional skills learning daily living with real world items. This also is a great give back/service to the community.

We have met with Primex to discuss their support for this venture and they fully support this activity provided that the occupational therapist and the physical therapist visit the site prior to any student attending. They also

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want assurances that the lease agreement covers all building care, snow removal and maintenance. Furthermore they were thrilled to see that a district was pursuing this type of work. Our own procedures would require that there are always two adults present on site and not alone with students at the building. Primex supported this notion but did not require it.

**Cost/Benefits**

Local contractors provide this real world opportunity for individual students ranging from \$200-\$300 per day. This is same cost as an out of district tuition daily and is for one student.

We currently have some students who have transition services required weekly as part of their schedule that will need to be contracted for some portion of the week. These costs have been budgeted.

We would like to support more students in the program by creating our own apartment, where we can design and implement our student specific goals with rigor and accountability.

**Costs:**

Initial set up: (one time only)

\$3,000 Estimated renovations from RSEC for tailored needs of space

\$2,000 Estimated cost of materials and equipment not already available

Annual costs

\$6,000 per year- Rental agreement

\$1,000 per year- Adaptive supplies and misc. supplies

Current funds budgeted for contracted services in FY19

\$23,000

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*Amy Rowe*  
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August 15, 2018

To: Cooperative School Board  
From: Andrew Corey, Superintendent  
Re: Annual meeting

Dear School Board Members,

Based on our discussion and feedback from our August 7, 2018 Board meeting, where we discussed the Cooperative School District's Annual Meeting, I am recommending the following for your consideration:

1. Authorize the Moderator, Drew Mason to work with Attorney O'Shaughnessy, Board Chairman Solon and the SAU Administration to establish a set start and close for each session of the annual meeting. The following represents one example that can be considered:
  - i. 6:00 Call the Board meeting to order
  - ii. 6:05- 6:30 Introductions and Presentations
  - iii. 6:30 – 6:45 Budget Committee Update
  - iv. 6:45 – 7:00 Drew Mason Rules review and adoption by legislative body
  - v. 7:05 Present Article 1
  - vi. 10:00 No new article will be discussed
  - vii. 11:00 Meeting will be adjourned or continued to second session
  
2. Authorize Drew Mason, the Coop Moderator to work with Attorney O'Shaughnessy, Board Chairman Solon and the SAU Administration to review and potentially revise the voting ballot.

Moving forward we will continue to bring forth discussion points to enhance the efficiency of the Cooperative District's annual meeting.

## INSTRUCTIONAL MATERIALS

The Hollis Brookline Cooperative School Board is legally responsible to approve and to provide for the necessary instructional materials used in the Hollis Brookline Cooperative School District. Textbooks and instructional materials should provide quality learning experiences for students and:

Be matched to the appropriate skill levels of pupils

Enrich and support the curriculum

Stimulate growth in knowledge, literary appreciation, aesthetic value, and ethical standards

Be relevant and current

Present opposing sides of controversial issues

Be representative of the many religious, ethnic, and cultural groups and their contributions to our American heritage

Basic instructional course material in the fundamental skill areas of language arts, mathematics, science and social studies should be reviewed at intervals not exceeding five (5) years. All instructional materials must be sequential, and must be compatible with previous and future offerings.

Print instructional materials will be provided to students with disabilities in a timely manner as required in 34 CFR 300.210.

### **Legal Reference:**

*NH Code of Administrative Rules, Section Ed. 306.14 (e), Basic Instructional Standards*

*NH Code of Administrative Rules, Section Ed. [306.08](#), Instructional Resources*

*See the SAU 41 Regulations for Instructional and Library Media Materials*

*34 CFR 300.210 Purchase of Instructional Materials*

1st Reading: September 21, 2005

Adopted: May 21, 2008

1<sup>st</sup> Reading: July 18, 2018

2<sup>nd</sup> Reading: August 15, 2018

**REDUCTION IN SUPPORT STAFF WORK FORCE**

When a reduction in staff is necessary, the Superintendent shall notify, in writing, the association president, specifying the details of the anticipated reduction. Every reasonable effort will be made to accomplish such reductions by attrition (retirements, resignations, and refusal to contract).

Within each job title of the respective Categories listed in Appendix A of the Support Staff Contract, the least senior employee shall be laid off first. ~~In addition, Category 4 Para-educators shall have seniority rights over Category 3 Para-educators with less seniority.~~

Seniority shall be defined as total years of employment in the Hollis Brookline Cooperative School District. Part-time employees shall accrue seniority on a pro-rated basis. Employees who are being laid off [or displaced] shall be given thirty (30) calendar days notice of lay-off.

Employees who are going to be laid off and who are qualified to fill vacant positions in other job titles shall have the right to apply for the positions and shall be given preference over outside applications if substantially equal.

Recall for Support Staff as listed in Appendix A and as noted in paragraph 2 of this policy shall be in reverse order of lay-off. A recalled staff member must signify his/her acceptance of recall within five (5) working days of receipt of notice, or forfeit said recall rights. Staff members who have been given other positions in the district to avoid lay-off shall have the right to return to their original positions. If they waive recall, all rights under this policy for that employee shall cease. Staff members shall retain recall rights for a period of 18 months from the date of lay-off. No new employee shall be hired in any vacant or new position while there are laid off employees substantially qualified to fill those positions.

1st Reading: July 20, 2006

2nd Reading: October 18, 2006

Adoption: October 18, 2006

Amended: January 24, 2007 and November 14, 2007

Amendments Adopted: November 14, 2007

Amended and Adopted: January 20, 2010

To become effective: July 1, 2010

1<sup>st</sup> Reading: August 15, 2018