

OCEAN CITY BOARD OF EDUCATION

Attn: Linda Persia  
501 Atlantic Avenue, Suite 1  
Ocean City, NJ 08226-3891  
Phone: (609) 399-1290, Ext. 2251  
Fax: (609) 399-4656

APPLICATION FOR USE OF FACILITIES

Checklist:

- ✓ Application for Use of Facilities must be filed 60 days prior to the scheduled event. Complete the application in full to avoid delay in approval.
- ✓ A current Certificate of Insurance naming the Ocean City Board of Education as additional insured must be attached with the returned application. If the Certificate expires before the scheduled event, a current Certificate must be received two weeks prior to the event.
- ✓ The Indemnity and Hold Harmless Agreement must be executed and returned with the application.
- ✓ The Statement of Policy Compliance with respect to Policy 2431.4 – Prevention and Treatment of Sports-Related Concussions and Head Injuries must be executed and returned with the application.
- ✓ Supply a contact name, phone number, cell phone number, and an email address so that the application details and coordination of calendar availability may be resolved quickly.
- ✓ For the school year calendar, go to the School District homepage website: <http://www.oceancityschools.org>.
- ✓ Please return the application to the attention of Linda Persia at the above address. For further information and questions, please contact Linda Persia at (609) 399-1290, Ext. 2251 or via email at [lpersia@ocsdnj.org](mailto:lpersia@ocsdnj.org).

# OCEAN CITY PUBLIC SCHOOLS

## APPLICATION FOR USE OF SCHOOL FACILITIES

Please complete the application in full; incomplete applications will be returned. Additional information may be requested prior to approval of this application. **A Certificate of Insurance must be submitted with this application. Please submit 60 days prior to event for approval.**

Organization & Representative \_\_\_\_\_

Address \_\_\_\_\_

Phone # \_\_\_\_\_ Cell # \_\_\_\_\_ Email Address \_\_\_\_\_

Type of Group: \_\_\_\_\_ Community Use \_\_\_\_\_ Non-Profit \_\_\_\_\_ Commercial \_\_\_\_\_  
 (See the attached Board Policy for Fee Schedule)

Nature of Event \_\_\_\_\_ Non-Profit Number \_\_\_\_\_

Are tickets being sold? \_\_\_\_\_ Prices \_\_\_\_\_ Expected Number of Participants \_\_\_\_\_

Use of Profits \_\_\_\_\_

Reference (school or community) \_\_\_\_\_ Phone \_\_\_\_\_

EVENT DATE(S) \_\_\_\_\_ TIME \_\_\_\_\_

FROM TO

REHEARSAL DATE(S) \_\_\_\_\_ TIME \_\_\_\_\_

FROM TO

SET-UP DATE(S) \_\_\_\_\_ TIME \_\_\_\_\_

FROM TO

BREAKDOWN DATE(S) \_\_\_\_\_ TIME \_\_\_\_\_

FROM TO

### **FACILITY**

The above organization hereby applies for the use of the:

#### **School Requested:**

#### **Area(s) Requested:**

#### **Area(s) Requested:**

\_\_\_\_\_ High School

\_\_\_\_\_ Classroom(s)

\_\_\_\_\_ Cafeteria

\_\_\_\_\_ Intermediate School

\_\_\_\_\_ Community Room (HS)

\_\_\_\_\_ Kitchen Facilities

\_\_\_\_\_ Multi-Purpose Room (IS/PS)

(Cafeteria Staff required)

\_\_\_\_\_ Primary School

\_\_\_\_\_ Auditorium (HS)

\_\_\_\_\_ Fields \_\_\_\_\_

\_\_\_\_\_ Wrestling Room (HS)

\_\_\_\_\_ Basketball Courts (IS)

\_\_\_\_\_ Gymnasium

\_\_\_\_\_ Locker Rooms (HS)

\_\_\_\_\_ Auxiliary Gym (HS)

\_\_\_\_\_ Other \_\_\_\_\_

### **EQUIPMENT AND SET-UP INFORMATION**

Tables (#) \_\_\_\_\_

Lighting (HS) \_\_\_\_\_

Chairs (#) \_\_\_\_\_

Microphone \_\_\_\_\_ Podium \_\_\_\_\_

Wi-Fi Access \_\_\_\_\_ Other \_\_\_\_\_

**NOTE: If applicable, attach to this application detailed set-up information for the use of school equipment.**

## *For Office Use Only*

### Review and Approval:

\_\_\_\_\_  
Calendar

\_\_\_\_\_  
Director of Facilities / Date

\_\_\_\_\_  
Building Principal / Date

\_\_\_\_\_  
Athletic Director (if necessary) / Date

\_\_\_\_\_  
Business Administrator / Date

\_\_\_\_\_  
Superintendent of Schools / Date

### Document Dates:

Application Received: \_\_\_\_\_

Signatures Received: \_\_\_\_\_

Board of Education Action: \_\_\_\_\_

Approval/Non-approval Mailed: \_\_\_\_\_

Insurance Certificate Received: \_\_\_\_\_

Payment Received: \_\_\_\_\_

Fire Certificate Received: \_\_\_\_\_

### Worksheet for Determining Cost of Rental

Insurance Coverage: Minimum \$1,000,000 certificate naming district as additionally insured.

Safety Plan. Submitted with application, if required.

Fire Safety Permit. Submitted two weeks prior to event, if required.

Facility Use Fees: \_\_\_\_\_

Custodial Fees: (add 2 hours for opening/closing of building)

Regular time rate \_\_\_\_\_ staff hours at \$30 / hr. \_\_\_\_\_

Saturday overtime rate \_\_\_\_\_ staff hours at \$45 / hr. \_\_\_\_\_

Sunday & Holiday overtime rate \_\_\_\_\_ staff hours at \$60 / hr. \_\_\_\_\_

Security Staff: (4 hr. min.) \_\_\_\_\_ staff hours at \$30 / hr. \_\_\_\_\_

Cafeteria Staff:

Regular time rate \_\_\_\_\_ staff hours at \$20 / hr. \_\_\_\_\_

Saturday overtime rate \_\_\_\_\_ staff hours at \$30 / hr. \_\_\_\_\_

Sunday & Holiday overtime rate \_\_\_\_\_ staff hours at \$40 / hr. \_\_\_\_\_

Sound/Light Tech.: (4 hr. min.) \_\_\_\_\_ staff hours at \$40 / hr. \_\_\_\_\_

Stage Hand: (4 hr. min.) \_\_\_\_\_ staff hours at \$40 / hr. \_\_\_\_\_

Equipment/Facilities Security Deposit (if required): \$500 \_\_\_\_\_

**Total Fees Payable to: Ocean City Board of Education:** \_\_\_\_\_

*Must be received two weeks prior to event.*

### Reservation of Rights

The Board reserves the right to deny approval for the use of facilities when the Board determines that a proposed activity may place at risk the safety of students, staff, members of the community, or the participants, or may adversely affect the facility, or which may place the Board in a position of bearing inordinate liability. Such activities, which may be denied, include those activities for which the sponsors are unable to certify the presence of adequate security.

As the representative of this organization, I agree to the following:

1. Completed application must be submitted to the Board Office at least 60 days prior to the event. The Board of Education meets the 4<sup>th</sup> Wednesday of the month and may be required to approve this application.
2. No applications will be approved if for personal gain of any individual(s) or for political or sectarian purposes, except by special permission of the Board of Education.
3. It is understood and agreed that the applicant assumes full responsibility for the preservation of order in the school building and on its premises and assumes all liability for any damage or loss of school property.
4. It is understood that all fees will be paid in full at least two weeks prior to the event or the event will be cancelled. Please make checks payable to Ocean City Board of Education.
5. If required, a Fire Safety Permit must be on file in the Board of Education office and the Ocean City Fire Department two weeks before the event or the event will be cancelled.
6. The organization must comply with all local and state laws regarding public assemblies.
7. All applicants must have liability insurance of at least \$1,000,000. The Ocean City Board of Education must be named as additionally insured on the Certificate of Insurance for the dates the facility will be used. Proof of coverage must accompany this application, or it will not be approved.
8. **SMOKING or ALCOHOLIC BEVERAGES** on any part of the school **CAMPUS** is positively prohibited.
9. **ANIMALS** of any kind are not permitted in the school building.
10. **NO OUTSIDE FOOD CONCESSIONS ARE PERMITTED.** All food arrangements must be made through the district.
11. Advertising is the responsibility of the organization and must not begin until written approval for the use of the facility is received from the district. Advertising must not use the school telephone number for information.
12. **NOTIFICATION OF CANCELLATION IS REQUIRED TWO WEEKS PRIOR TO THE EVENT.**
13. As a representative of the organization, I understand that after we have been granted approval, any modification in the dates, times or locations requested may result in additional charges for the organization.
14. As a representative of the organization, I have read and understand the Board of Education Policy for Use of School Facilities and Equipment by Outside Groups attached to this application, including fee schedules.
15. The organization will indemnify and hold harmless the Ocean City Board of Education for any loss or claim arising out of the use of the facility or equipment.
16. If required, a separate security deposit check of \$500 shall be made at least two weeks prior to the event date. Please make checks payable to Ocean City Board of Education.

I AGREE TO THE COSTS AND CONDITIONS DESCRIBED ABOVE AND WITHIN ATTACHED POLICY:

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Print Name

\_\_\_\_\_  
Phone No.

\_\_\_\_\_  
Organization

OCEAN CITY PUBLIC SCHOOLS  
OCEAN CITY, NEW JERSEY

INDEMNITY AND HOLD HARMLESS AGREEMENT

\_\_\_\_\_ (Organization, Responsible Individual, Group, etc.) agrees to indemnify and hold harmless the Ocean City Board of Education, its officers, employees, volunteers and agents from and against all claims, damages, losses and expenses, including reasonable attorney's fees in case it shall be necessary to file an action, arising out of performance of the work herein, which is: 1) for personal or bodily injury, illness, or death, or for property damage, including loss of use, and; 2) caused in whole or in part by said party's negligent act or omission or that of the organization, or that of anyone employed by them or for whose acts the organization may be liable. This indemnification and agreement shall apply in all instances whether the Ocean City Board of Education, its officers, employees, volunteers, and/or agents, is/are made a party to the action or claim or is subsequently made a party to the action by third-party in-pleading or made a party to a collateral action arising, in whole or in part, from any of the issues emanating from the original cause of action or claim.

Signature \_\_\_\_\_

Name of Organization \_\_\_\_\_

Date executed \_\_\_\_\_

OCEAN CITY PUBLIC SCHOOLS  
OCEAN CITY, NEW JERSEY

**STATEMENT OF POLICY COMPLIANCE BY YOUTH SPORTS TEAM ORGANIZATION**

**AS DEFINED BY N.J.S.A. 18A:40-41.5**

**PREVENTION AND TREATMENT OF SPORTS-RELATED CONCUSSION AND HEAD INJURIES**

\_\_\_\_\_ (Organization, Responsible Individual, Group, etc.) has received and read the attached Ocean City Board of Education's Policy and Regulation 2431.14 – Prevention and Treatment of Sports-Related Concussions and Head Injuries and agree to comply fully with both the policy and regulation.

Signature \_\_\_\_\_

Name of Organization \_\_\_\_\_

Date executed \_\_\_\_\_

10/12/11

## 7510 USE OF SCHOOL FACILITIES

It shall be the policy of the Ocean City Board of Education to encourage and permit the use of its buildings, grounds, and/or equipment with the following considerations:

1. The Board of Education, through the Superintendent of Schools, reserves the right to accept or refuse applications for the use of the requests for school facilities when a fee is charged. Acceptance of usage will specify space and time.
2. School functions and activities take priority.
3. Types of organizations: Charitable, non-profit organizations of Ocean City, and city, county, and State government agencies, which serve the community of Ocean City, fee schedule will be charged for community use. Commercial purposes and non-profit organizations outside of Ocean City will be charged based on a different fee schedule.
4. Procedure: File formal application with the office of the Director of Facilities on the form provided by the Board of Education.
5. Application must be filed at least sixty days prior to date of event to give sufficient time for application review, scheduling, and approvals in accordance with Ocean City Board of Education policy.
6. The School Business Administrator has the authority to waive application timelines for an event due to urgent and/or emergency needs.
7. Custodial services that are rendered as required at the activities will result in a charge for said services.
8. No school equipment is to be removed from the school premises or used within the school without prior approval.
9. All conditions set forth in the application shall be binding.
10. When a kitchen is used, a qualified member of the kitchen staff or other qualified person must be present to advise and supervise the use of the equipment, which will result in a charge for said services. No food may be prepared in any other part of the building.



11. If a kitchen is used, it will be left in a clean and orderly manner.
12. A post inspection will be conducted by authorized school personnel and the applicant.
13. Payment for broken or damaged equipment will be made to the Board by the renting organization within thirty days of notification. The Board reserves the right to deny future use of the facility. A security deposit, set in the fee schedule, may be required by the Board of the renting organization.
14. A "Certificate of Insurance" for a minimum of \$1,000,000 of general liability insurance with the Board of Education named as "additional insured" must be furnished by the organization along with application. Organization must execute the "Indemnity and Hold Harmless Agreement".
15. Alcoholic beverages in any form are not to be brought to or served on school premises.
16. Smoking is not permitted in any and all school district buildings and grounds.
17. Food is not allowed in the auditorium or gyms but only in areas specified and allowed by the district.

In the event of a request for the use of the outside playground facilities, only by an organized group, all above regulations apply except item Nos. 9 and 10. Also, the grounds shall be left in a clean and orderly manner.

18. Organizations shall acquire a permit for use of open flame equipment by contacting the fire official at the local fire enforcement agency. A copy of the permit shall be submitted thirty days prior to the date of approved event.
19. Security deposit for equipment/facilities damage in the amount of \$500.00 may be required. Said deposit is to be held until inspection of used areas has been performed. Upon observance of no damage, security deposit shall be returned in full within thirty days.





## School Fee Schedule For Community Use

Free access to district facilities shall be provided for:

1. Those programs supported by public tax funds of Ocean City or Cape May County;
2. Those programs conducted specifically for the participation of the children of the school district or sending districts;
3. Those activities clearly initiated and supported by the community education program; and
4. Home school and PTA sponsored activities.

N.J.S.A. 18A:20-20; 18A:20-34

Adopted: 18 November 2009

Revised: 14 July 2010

Revised: 24 May 2012

Revised: 29 April 2015



# REGULATION

## OCEAN CITY BOARD OF EDUCATION

PROPERTY  
R 7510/Page 1 of 5  
USE OF SCHOOL FACILITIES

### R 7510 USE OF SCHOOL FACILITIES

Staff fees may be charged to these groups and/or organizations if the staff needs to be provided. The user will be charged according to the following hourly rate schedule (all rates are hourly):

Custodial	\$30.00per hour
Cafeteria	\$20.00per hour
Sound/Light Technician	\$40.00 per hour(4 hour minimum)
Stage Hand	\$40.00 per hour(4 hour minimum)
Security	\$30.00 per hour(4 hour minimum)

### School Fee Schedule for Non-Profit Organizations Outside of Ocean City

The District facility fee schedule is as follows:

1. Classrooms and Conference Rooms  
\$40.00 0-4 hours  
\$10.00per hour for every hour thereafter
2. Community Room (High School)  
\$60.00 0-4 hours  
\$15.00per hour for every hour thereafter
3. Multi-Purpose Room (Primary/Intermediate Schools)  
\$200.00 0-4 hours  
\$50.00 per hour for every hour thereafter
4. Cafeteria (High School)  
\$300.00 0-4 hours  
\$75.00 per hour for every hour thereafter
5. Multi-Purpose Room With Kitchen  
(Primary/Intermediate Schools)  
\$300.00 0-4 hours  
\$ 75.00 per hour for every hour thereafter
6. Cafeteria With Kitchen (High School)  
\$400.00 0-4 hours  
\$100.00 per hour for every hour thereafter



# REGULATION

## OCEAN CITY BOARD OF EDUCATION

PROPERTY  
R 7510/Page 2 of 5  
USE OF SCHOOL FACILITIES

7. Auditorium (High School)  
\$340.00 0-4 hours  
\$ 85.00 per hour for every hour thereafter
8. Outside Basketball Courts  
\$25.00 per day or fraction thereof
9. Baseball or Soccer Fields (Intermediate School)  
\$50.00 per day or fraction thereof
10. Gyms (High school and Intermediate school)  
\$340.00 0-4 hours  
\$ 85.00 per hour for every hour thereafter  
Only to be used for athletic purposes or school functions.  
No food or beverages will be permitted in the gyms unless receipt of approved waiver.
11. Locker Rooms  
(High School and Intermediate School)  
\$100.00 per room  
Only to be used for athletic purposes or school functions.  
No food or beverages will be permitted in the gyms unless receipt of approved waiver.
12. Wrestling Gym (High School)  
\$200.00 0-4 hours  
\$50.00 per hour for every hour thereafter  
Only to be used for athletic purposes or school functions.  
No food or beverages will be permitted in the gyms unless receipt of approved waiver.
13. Auxiliary Gym (High School)  
\$300.00 0-4 hours  
\$ 75.00 per hour for every hour thereafter  
Only to be used for athletic purposes or school functions.  
No food or beverages will be permitted in the gyms unless receipt of approved waiver.

Staff fees may be charged to these groups and/or organizations if the staff needs to be provided. The user will be charged according to the following hourly rate schedule:



# REGULATION

## OCEAN CITY BOARD OF EDUCATION

PROPERTY  
R 7510/Page 3 of 5  
USE OF SCHOOL FACILITIES

Custodial	\$30.00per hour
Cafeteria	\$20.00per hour
Sound/light technician	\$40.00 per hour(4 hour minimum)
Stage hand	\$40.00 per hour(4 hour minimum)
Security	\$30.00 per hour(4 hour minimum)

### School Fee Schedule for Commercial Organizations

The District facility fee schedule is as follows:

1. Classrooms and Conference Rooms  
\$60.00 0-4 hours  
\$12.00per hour for every hour thereafter
2. Community Room (High School)  
\$120.00 0-4 hours  
\$30.00per hour for every hour thereafter
3. Multi-Purpose Room (Primary/Intermediate Schools)  
\$240.00 0-4 hours  
\$60.00 per hour for every hour thereafter
4. Cafeteria (High School)  
\$320.00 0-4 hours  
\$ 80.00 per hour for every hour thereafter
5. Multi-Purpose Room With Kitchen  
(Primary/Intermediate Schools)  
\$340.00 0-4 hours  
\$ 85.00 per hour for every hour thereafter
6. Cafeteria With Kitchen (High School)  
\$440.00 0-4 hours  
\$110.00 per hour for every hour thereafter
7. Auditorium (High School)  
\$400.00 0-4 hours  
\$100.00 per hour for every hour thereafter



# REGULATION

## OCEAN CITY BOARD OF EDUCATION

PROPERTY  
R 7510/Page 4 of 5  
USE OF SCHOOL FACILITIES

8. Outside Basketball Courts  
\$50.00per day or fraction thereof
9. Baseball or Soccer Fields (Intermediate School)  
\$75.00per day or fraction thereof
10. Gyms (High School and Intermediate School)  
\$400.00 0-4 hours  
\$100.00 per hour for every hour thereafter  
Only to be used for athletic purposes or school functions.  
No food or beverages will be permitted in the gyms unless receipt of approved waiver.
11. Locker Rooms  
(High School and Intermediate School)  
\$150.00 per room  
Only to be used for athletic purposes or school functions.  
No food or beverages will be permitted in the gyms unless receipt of approved waiver.
12. Wrestling Gym (High School)  
\$240.00 0-4 hours  
\$60.00 per hour for every hour thereafter  
Only to be used for athletic purposes or school functions.  
No food or beverages will be permitted in the gyms unless receipt of approved waiver.
13. Auxiliary Gym (High School)  
\$320.00 0-4 hours  
\$80.00 per hour for every hour thereafter  
Only to be used for athletic purposes or school functions.  
No food or beverages will be permitted in the gyms unless receipt of approved waiver.

Staff fees may be charged to these groups and/or organizations if the staff needs to be provided. The user will be charged according to the following hourly rate schedule:

Custodial \$30.00per hour



# REGULATION

OCEAN CITY  
**BOARD OF EDUCATION**

PROPERTY  
R 7510/Page 5 of 5  
USE OF SCHOOL FACILITIES

Cafeteria	\$20.00per hour
Sound/light technician	\$40.00 per hour(4 hour minimum)
Stage hand	\$40.00 per hour(4 hour minimum)
Security	\$30.00 per hour(4 hour minimum)

N.J.S.A. 18A:20-20; 18A:20-34

Adopted: 18 November 2009

Revised: 23 June 2010



PREVENTION AND TREATMENT OF SPORTS-RELATED CONCUSSIONS AND HEAD INJURIES

2431.4 PREVENTION AND TREATMENT OF SPORTS-RELATED CONCUSSIONS AND HEAD INJURIES

**M**

A concussion is a traumatic brain injury caused by a direct or indirect blow to the head or body. In order to ensure the safety of students that participate in interscholastic athletics and cheerleading programs, it is imperative that student-athletes, cheerleaders, coaches, and parents are educated about the nature and treatment of sports-related concussions and other head injuries. Allowing a student-athlete or cheerleader to return to play before recovering from a concussion increases the chance of a more serious brain injury.

Every school district that participates in interscholastic athletics or cheerleading programs is required to adopt a policy concerning the prevention and treatment of sports-related concussions and other head injuries among student-athletes and cheerleaders in accordance with the provisions of N.J.S.A. 18A:40-41.1 et seq. For the purpose of this Policy, “interscholastic athletics” shall be Kindergarten through twelfth grade school-sponsored athletic programs where teams or individuals compete against teams or individuals from other schools or school districts. For the purpose of this Policy, “cheerleading program” shall be Kindergarten through twelfth grade school-sponsored cheerleading programs.

The school district will adopt an Interscholastic Athletic and Cheerleading Head Injury Training Program to be completed by the team or school physician, licensed athletic trainer(s) involved in the interscholastic athletic program, all staff members that coach an interscholastic sport or cheerleading program, designated school nurses, and other appropriate school district personnel as designated by the Superintendent. This Training Program shall be in accordance with guidance provided by the New Jersey Department of Education and the requirements of N.J.S.A. 18A:40-41.2.

The Principal or designee shall distribute the New Jersey Department of Education Concussion and Head Injury Fact Sheet and Parent/Guardian Acknowledgement Form to every student-athlete who participates in interscholastic sports and every cheerleader who participates in a cheerleading program. The Principal or designee shall obtain a signed acknowledgement of the receipt of the Fact Sheet by the student-athlete or cheerleader’s parent and keep on file for future reference.



## PREVENTION AND TREATMENT OF SPORTS-RELATED CONCUSSIONS AND HEAD INJURIES

Prevention of a sports-related concussion and head injuries is an important component of the school district's program. The school district may require pre-season baseline testing of all student-athletes and cheerleaders before the student begins participation in an interscholastic athletic or cheerleading program.

Any student-athlete or cheerleader who exhibits the signs or symptoms of a sports-related concussion or other head injury during practice or competition shall be immediately removed from play and may not return to play that day. Emergency medical assistance shall be contacted when symptoms get worse, loss of consciousness, direct neck pain associated with the injury, or any other sign the supervising school staff member determines emergency medical attention is needed. If available when the student-athlete or cheerleader is exhibiting signs or symptoms, the student will be evaluated by the school or team physician. The Principal or designee shall contact the student's parent and inform the parent of the suspected sports-related concussion or other head injury.

Possible signs of a concussion can be observed by any school staff member or the school or team physician. Any possible symptoms of a concussion can be reported by the student-athlete or cheerleader to: coaches; licensed athletic trainer; school or team physician; school nurse; and/or parent. The Principal or designee shall provide the student-athlete or cheerleader with Board of Education approved suggestions for management/medical checklist to provide to their parent and physician or other licensed healthcare professional trained in the evaluation and management of sports-related concussions and other head injuries.

A student-athlete or cheerleader who participates in interscholastic athletics or a cheerleading program and who sustains or is suspected of sustaining a concussion or other head injury shall be required to have a medical examination conducted by their physician or licensed health care provider. The student's physician or licensed health care provider shall be trained in the evaluation and management of concussion to determine the presence or absence of a sports-related concussion or head injury.

The student's physician or licensed health care provider must provide to the school district a written medical release/clearance for the student indicating when the student is able to return to the activity. The medical release/clearance must indicate the student-athlete or cheerleader is asymptomatic at rest and either may return to the interscholastic athletic activity or cheerleading program because the injury was not a concussion or other head injury or may begin the district's graduated return to competition and practice protocol outlined in Regulation 2431.4. A medical release/clearance not in compliance with this Policy will not





## PREVENTION AND TREATMENT OF SPORTS-RELATED CONCUSSIONS AND HEAD INJURIES

be accepted. The medical release/clearance must be reviewed and approved by the school or team physician.

The school district shall provide a copy of this Policy and Regulation 2431.4 to all youth sports team organizations that operate on school grounds. In accordance with the provisions of N.J.S.A. 18A:40-41.5, the school district shall not be liable for the injury or death of a person due to the action or inaction of persons employed by, or under contract with, a youth sports team organization that operates on school grounds, if the youth sports team organization provides the school district proof of an insurance policy in the amount of not less than \$50,000 per person, per occurrence insuring the youth sports team organization against liability for any bodily injury suffered by a person and a statement of compliance with the school district's Policy and Regulation 2431.4 - Prevention and Treatment of Sports-Related Concussions and Head Injuries.

For the purposes of this Policy a "youth sports team organization" means one or more sports teams organized pursuant to a nonprofit or similar charter or which are member teams in a league organized by or affiliated with a county or municipal recreation department.

This Policy and Regulation shall be reviewed and approved by the school physician and shall be reviewed annually, and updated as necessary, to ensure it reflects the most current information available on the prevention, risk, and treatment of sports-related concussion and other head injuries.

N.J.S.A. 18A:40-41.1; 18A:40-41.2; 18A:40-41.3; 18A:40-41.4; 18A:40-41.5

Adopted: 16 November 2011

Revised: 22 August 2012



R 2431.4 PREVENTION AND TREATMENT OF SPORTS-RELATED  
CONCUSSIONS AND HEAD INJURIES

**M**

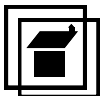
A concussion is a traumatic brain injury caused by a direct or indirect blow to the head or body. Allowing a student-athlete or cheerleader to return to play before recovering from a concussion increases the chance of a more serious brain injury that can result in severe disability and/or death. The following procedures shall be followed to implement N.J.S.A. 18A:40-41.1 et seq. and Policy 2431.4.

A. Interscholastic Athletic/Cheerleading Program Head Injury Training Program

1. The school district will adopt an Interscholastic Athletic/Cheerleading Program Head Injury Training Program to be completed by the school or team physician, licensed athletic trainer(s) involved in the interscholastic athletic program, all staff members that coach an interscholastic sport or cheerleading program, designated school nurses, and other appropriate school district personnel as designated by the Superintendent.
2. This Training Program shall be in accordance with the guidance provided by the New Jersey Department of Education and the requirements of N.J.S.A. 18A:40-41.1 et seq.

B. Prevention

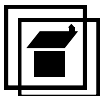
1. The school district may require pre-season baseline testing of all student-athletes and cheerleaders before the student begins participation in an interscholastic athletic program or activity or cheerleading program. The baseline testing program shall be reviewed and approved by the school or team physician trained in the evaluation and management of sports-related concussions and other head injuries.
2. The Principal or designee will review educational information for student-athletes and cheerleaders on prevention of concussions.
3. All school staff members, student-athletes, cheerleaders, and parents of student-athletes and cheerleaders shall be informed



through the distribution of the New Jersey Department of Education Concussion and Head Injury Fact Sheet and Parent/Guardian Acknowledgement Form and other communications from the Principal and coaches on the importance of early identification and treatment of concussions to improve recovery.

C. Signs or Symptoms of Concussion or Other Head Injury

1. Possible signs of concussions can be observed by coaches, licensed athletic trainer, school or team physician, school nurse, or other school staff members. Possible signs of a concussion may be, but are not limited to, the student-athlete or cheerleader:
  - a. Appears dazed, stunned, or disoriented;
  - b. Forgets plays, or demonstrates short-term memory difficulty;
  - c. Exhibits difficulties with balance or coordination;
  - d. Answers questions slowly or inaccurately; and/or
  - e. Loses consciousness.
  
2. Possible symptoms of concussion shall be reported by the student-athlete or cheerleader to coaches, licensed athletic trainer, school or team physician, school nurse, and/or parent. Possible symptoms of a concussion are, but not limited to:
  - a. Headache;
  - b. Nausea/vomiting;
  - c. Balance problems or dizziness;
  - d. Double vision or changes in vision;
  - e. Sensitivity to light or sound/noise;
  - f. Feeling sluggish or foggy;
  - g. Difficulty with concentration and short-term memory;



- h. Sleep disturbance; or
- i. Irritability.

D. Emergency Medical Attention for Concussion or Other Head Injury

1. Any student-athlete or cheerleader who is exhibiting the signs or symptoms of a sports-related concussion or other head injury during practice or competition shall immediately be removed from play and activities and may not return to the practice or competition that day.
2. The school staff member supervising the student-athlete or cheerleader when the student is exhibiting signs or symptoms of a sports-related concussion or other head injury shall immediately contact emergency medical assistance when symptoms get worse, loss of consciousness, direct neck pain associated with the injury, or any other sign the supervising school staff member determines emergency medical attention is needed.
  - a. In the event the school or team physician is available when the student-athlete or cheerleader is exhibiting signs or symptoms of a sports-related concussion or other head injury, the physician may make the determination to call emergency medical assistance.
3. The school staff member supervising the student-athlete or cheerleader when the student is exhibiting signs or symptoms of a sports-related concussion or other head injury during practice or competition shall report the occurrence to the Principal or designee. The Principal or designee shall contact the student's parent and inform the parent of the suspected sports-related concussion or other head injury.

E. Sustained Concussion or Other Head Injury

1. A student-athlete or cheerleader who participates in interscholastic athletics or cheerleading program and who sustains or is suspected of sustaining a concussion or other head injury shall immediately be removed from practice or competition and shall be required to



## PREVENTION AND TREATMENT OF SPORTS-RELATED CONCUSSIONS AND HEAD INJURIES

have a medical examination conducted by their physician or licensed health care provider. The student's physician or licensed health care provider shall be trained in the evaluation and management of concussion to determine the presence or absence of a sports-related concussion or head injury.

2. The student-athlete or cheerleader suspected of sustaining a concussion or other head injury shall be provided a copy of Board of Education Policy and Regulation 2431.4 and a copy of Board of Education approved suggestions for management/medical checklist to provide to their parent and their physician or licensed health care professional.
3. The student-athlete or cheerleader's physician must provide to the school district, upon the completion of a medical examination, a written medical release/clearance when the student is able to return to the activity. Their lease/clearance must indicate:
  - a. The medical examination determined the injury was not a concussion or other head injury, the student is asymptomatic at rest, and the student may return to the interscholastic athletic or cheerleading activity; or
  - b. The medical examination determined the injury was a concussion or other head injury, the student is asymptomatic at rest, and can begin the graduated return to competition and practice protocol outlined in F. below.

A medical release/clearance not in compliance with this requirement will not be accepted. The student-athlete or cheerleader may not return to the activity or begin the graduated return to competition and practice protocol until he/she receives a medical evaluation and provides a medical clearance/release that has been reviewed and approved by the school or team physician.

4. Complete physical, cognitive, emotional, and social rest is advised while the student is experiencing symptoms and signs of a sports-related concussion or other head injury. (Minimize mental exertion, limit over-stimulation and multi-tasking, etc.)

### F. Graduated Return to Competition and Practice Protocol



1. Upon the school physician's acceptance of the written medical release/clearance, the student-athlete or cheerleader may begin a graduated return to competition and practice protocol supervised by a licensed athletic trainer, school or team physician, or designated school nurse trained in the evaluation and management of concussions and other head injuries. The following steps shall be followed:

Step 1 - Completion of a full day of normal cognitive activities (attendance at school, studying for tests, watching practice, interacting with peers, etc.) without re-emergence of any signs or symptoms. If there is no return of signs or symptoms of a concussion, the student-athlete or cheerleader may advance to Step 2 below on the next day. If a re-emergence of any signs or symptoms of a concussion occur, the student shall be required to have a re-evaluation by their physician or licensed healthcare provider. The student shall not be permitted to begin the graduated return to competition and practice protocol until a medical clearance, as required in E.3. above, is provided and approved by the school or team physician.

Step 2 - Light aerobic exercise, which includes walking, swimming, or stationary cycling, keeping the intensity less than 70% maximum percentage heart rate. There shall be no resistance training. The objective of this Step is increased heart rate. If there is no return of any signs or symptoms of a concussion, the student-athlete or cheerleader may advance to Step 3 below on the next day. If a re-emergence of any signs or symptoms of a concussion occur, the student shall return to Step 1.

Step 3 - Sport-specific exercise including skating and/or running. There shall be no head impact activities. The objective of this Step is to add movement and continue to increase the student-athlete or cheerleader's heart rate. If there is no return of any signs or symptoms of a concussion, the student may advance to Step 4 below on the next day. If a re-emergence of any signs or symptoms of a concussion occur, the student shall return to Step 2.

Step 4 - Non-contact training drills such as passing drills, agility drills, throwing, catching, etc. The student-athlete or cheerleader may initiate progressive resistance training. If there is no return of



PREVENTION AND TREATMENT OF SPORTS-RELATED CONCUSSIONS  
AND HEAD INJURIES

any signs or symptoms of a concussion, the student may advance to Step 5 below on the next day. If a re-emergence of any signs or symptoms of a concussion occur, the student shall return to Step 3.

Step 5 - The student's medical condition, upon completing Step 4 with no return of any signs or symptoms of a concussion, shall be evaluated for medical clearance based upon consultation between the school district's licensed athletic trainer, school or team physician, designated school nurse, and the student's physician. After this consultation and upon obtaining written medical release/clearance approved by the school or team physician, the student may participate in normal training activities. The objective of this Step is to restore the student's confidence and for the coaching staff to assess the student's functional skills. If there is no return of any signs or symptoms of a concussion, the student may advance to Step 6 below on the next day. If a re-emergence of any signs or symptoms of a concussion occur or if the student does not obtain medical release/clearance to proceed to Step 6, the school or team physician, in consultation with the student's physician, shall determine the student's return to competition and practice protocol.

Step 6 - Return to play involving normal exertion or game activity. If the student exhibits a re-emergence of any concussion signs or symptoms once he/she returns to physical activity, he/she will be removed from further activities and returned to Step 5.

- G. Temporary Accommodations for Student-Athletes and Cheerleaders with Sports-Related Head Injuries
1. Rest is the best "medicine" for healing concussions or other head injuries. The concussed brain is affected in many functional aspects as a result of the injury. Memory, attention span, concentration, and speed of processing significantly impact learning. Further, exposing the concussed student to the stimulating school environment may delay the resolution of symptoms needed for recovery. Accordingly, consideration of the cognitive effects in returning to the classroom is also an important part of the treatment of sports-related concussions and head injuries.



2. Mental exertion increases the symptoms from concussions and affects recovery. To recover, cognitive rest is just as important as physical rest. Reading, studying, computer usage, testing, texting, and watching movies if a student is sensitive to light/sound, can slow a student's recovery. In accordance with the Centers for Disease Control's toolkit on managing concussions, the Board of Education may look to address the student's cognitive needs in the following ways. Students who return to school after a concussion may need to:
  - a. Take rest breaks as needed;
  - b. Spend fewer hours at school;
  - c. Be given more time to take tests or complete assignments (all courses should be considered);
  - d. Receive help with schoolwork;
  - e. Reduce time spent on the computer, reading, and writing; and/or
  - f. Be granted early dismissal from class to avoid crowded hallways.

Adopted: 18 November 2011

Revised: 22 August 2012

