

PITMAN PUBLIC SCHOOLS
 420 HUDSON AVENUE, PITMAN, NEW JERSEY 08071
 856-589-2145 (telephone) / 856-582-5465 (fax)

APPLICATION FORM FOR USE OF SCHOOL FACILITIES

Application Submission Date: ____/____/____

Name of Organization: _____

Address: _____

Phone Number: _____ Email Address: _____

Description of Organization (be specific): _____

Contact Person: _____

Address (if different from above): _____

Phone Number: _____ Cell Phone Number: _____

Person(s) who will be in charge and present during rental period: (PLEASE PRINT OR TYPE)

Name	Complete Address	Phone Number	Cell/Emergency Number

USE REQUEST

DATE	TIME	BUILDING/ROOM(S) (see page 2)	EQUIPMENT (see page 2)	PERSONNEL (see page 2)

Attach separate sheet if needed.

For Office Use:

Approval: _____ Date: ____/____/____ Rejection: _____ Date: ____/____/____

Use of the above does _____ does not _____ conflict with school activities.

PLEASE NOTE: The Pitman Board of Education must be named an Additional Insured on organization's certificate of insurance. The organization must also complete the Hold Harmless Agreement which is attached. These items must be remitted prior to the date of the event.

APPLICATION FORM FOR USE OF SCHOOL FACILITIES

THE SPONSOR AND/OR APPLICANT/ORGANIZATION AGREE TO:

1. Provide Certificate of Insurance as listed under C.1
2. Complete the Hold Harmless Agreement as Attached
3. Assume full liability for any damage to property and/or equipment
4. That the above information represents all of the facility, personnel, and equipment requirements.
5. No additional time, facility, equipment, or personnel can be granted without prior approval by the Superintendent of Schools.

The Board reserves the right to cancel use of facilities without notice in case of emergency or due to weather conditions.

I have also read the standard operating procedures and will adhere to the rules and regulations re: Board Policy 7510.

Applicant Signature: _____

Applicant Name (printed): _____

Address: _____ Phone Number: _____

ROOM AND FEE SCHEDULE

AUDITORIUM & LOBBY (H.S. only)

High School	\$200 per hour
Middle School	\$150 per hour
Rehearsals	\$125 per hour

ALL-PURPOSE ROOMS

Elementary Schools	\$ 80 per hour
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GYMNASIUM

High/Middle	\$100 per hour
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CAFETERIAS

High/Middle	\$250 (4 hours)
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KITCHEN

High/Middle	\$100 (4 hours)
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CLASSROOMS

All Schools	\$ 50 (4 hours)
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FIELDS

TBD

(ONLY UPON APPROVAL OF ATHLETIC DIRECTOR AND FACILITIES MANAGER)

FEE SCHEDULE FOR SCHOOL PERSONEL

Auditorium Manager.....Hourly Rate + 7.65%

Student Assistants.....Minimum wage per hour +7.65%

Cafeteria/Custodians.....Hourly Rate; if over 40 hours per week time and one-half + 7.65%

EQUIPMENT

Table(s) _____ Podium _____ Microphone _____ Chairs _____

Other: _____

ESTIMATED COSTS

<i>Facility</i>	<i>Rental Cost</i>	<i>Person</i>	<i># of hours</i>	<i>Rate</i>	<i>Total Wages</i>	<i>FICA 7.65%</i>	<i>Total</i>
Auditorium		Auditorium Manager					
All purpose Room		Student Worker(s)					
Gymnasium		Custodian(s)					
Cafeteria		Cafeteria(s)					
Kitchen		Other					
Classroom							
Field							
Other							

TOTAL ESTIMATED COST FOR USE OF FACILITY: \$ _____

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APPLICATION FORM FOR USE OF SCHOOL FACILITIES

PITMAN BOARD OF EDUCATION
Pitman, NJ 08071

INDEMNITY AND HOLD HARMLESS AGREEMENT

(Insert Name of Organization, Individual, Responsible Person or Contractor)

Agrees to indemnify and hold harmless Pitman Board of Education and their agents and employees, from and against all claims, damages, losses, and expenses, including reasonable attorney's fees in case it shall be necessary to file an action for:

1. Personal or bodily, illness or death, or for property damage, including loss of use.
2. Caused in whole or in part by above Organization, personal, or contractor's negligent act or omission of that of anyone employed by the organization, person or contractor for whose acts organization, person or contractor or subcontractor may be liable.

This indemnification and agreement shall apply in all instances whether Pitman Board of Education is made a party to the action or claim. Or is subsequently made a party to the action by third-party pleading or is 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.

Representative of Organization: _____

Signature

Print Name and Title

Address

Phone Number

Date

PITMAN PUBLIC SCHOOLS
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STATEMENT OF COMPLIANCE

PITMAN BOARD OF EDUCATION
Pitman, NJ 08071

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

(Insert Name of Organization, Individual, Responsible Person or Contractor)

I have read Pitman School District Policy and Regulation 2431.4 (PREVENTION AND TREATMENT OF SPORTS-RELATED CONCUSSIONS AND HEAD INJURIES).

Our organization, _____, agrees to comply with the district's policies and regulations regarding head injuries and concussions.

Representative of Organization: _____

Signature

Print Name and Title

Address

Phone Number

Date

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APPLICATION FORM FOR USE OF SCHOOL FACILITIES

STANDARD OPERATING PROCEDURES
USE OF SCHOOL FACILITIES
RE: BOARD POLICY 7510

A. **PROCEDURES**

1. Read the rules and regulations pertaining to the use of school facilities carefully.
2. All applications for the use of the school facilities must be made through the Office of the Superintendent of Schools.
3. Determine the charges, if any, from the attached fee schedule. When fees are involved, they shall be made payable to the Pitman Board of Education and sent to the Administrative Offices located at 420 Hudson Avenue, Pitman, NJ 08071. All fees are to be paid within 14 days of date of invoice.
4. Complete the application form and return to the Administrative Offices at least four (4) weeks in advance of desired date(s).
5. Following the activity the facilities will be inspected by a representative of the district for damages. Any damages will be reported to the Board of Education Office. Any Costs associated with damages will be incorporated into the invoice.
6. School facility use may be granted solely by the authorized representative of the Board of Education. The Board reserves the right to change regulations and to adjust rental fees or other fees at any time and to reject any application for use of school facilities or revoke permission for use.

B. **RULES AND REGULATIONS**

1. **SPECIAL INSTRUCTION FOR AUDITORIUM AND GYMNASIUM FLOORS-**

Only specialty tape with non-residuing adhesive system may be used on the auditorium and gym floors and walls. The district will provide groups with the necessary tape. However, excessive use may result in a fee for which you may be billed. Anyone found using other tape will be charged the cost of repair/cleaning.

2. No facilities can be used without an approved application.
3. The approved application must state the exact time and number of hours the facility will be used. Equipment, grounds, and buildings will be made available for the community use whenever there is no conflict with the existing educational program and the usage is in accord with these regulations
 - a. Pitman School functions will be given first priority for the use of the school property.
 - b. Second priority for use of school facilities shall be given to student/parent affiliated organizations and Pitman service organizations.
 - c. Third priority for use of school facilities shall be for adult residents and organizations within the Borough of Pitman.
 - d. Fourth priority for use of school facilities shall be for organizations outside the community but which do have residents as participants.
 - e. Fifth priority for use of school facilities shall be for organizations outside the community.
4. Organizations using school facilities must confirm to the hours set forth in their applications. Facilities may not be kept open beyond 12 o'clock midnight.
5. School facilities may be used on Sundays after 1pm when such use is deemed in the interests of residents generally but only when such use will not interfere with religious services or the religious education efforts of local institutions.
6. Applications do not grant the use of facilities, equipment, supplies, etc., not specifically stated in the application. An application is not transferable, that is, the organization acquiring permission to use a school facility cannot sublease said facility to another organization.
7. Approved applicant holders must receive permission from the building Principal to bring materials or equipment to a rented area. The Board assumes no liability for damage or loss to the property of an organization using the facilities.
8. State law prohibits smoking in school buildings and grounds. The organization shall enforce this NO SMOKING regulation. If the use of school facility is for the purpose of sponsoring a program for the general public, an announcement regarding the NO SMOKING regulation shall be made prior to the beginning of the program. Failure to comply will automatically prohibit that organization from further use of the facility.
9. The presence of and/or use of alcoholic beverages are prohibited on all school property.
10. **SALE AND CONSUMPTION OF REFRESHMENTS ARE RESTRICTED TO THE CAFETERIAS OR TO A PRIOR APPROVED DESIGNATED AREA. ABSOLUTELY NO REFRESHMENTS SHALL BE SOLD OR CONSUMED IN THE AUDITORIUMS, LOBBY, HALLWAYS, GYMNASIUMS, OR ANY OTHER AREAS AS DEEMED INAPPROPRIATE BY THE SUPERINTENDENT OF SCHOOLS. FAILURE TO COMPLY WILL AUTOMATICALLY PROHIBIT THAT ORGANIZATION FROM FURTHER USE OF THE FACILITY.**
11. Use of the Pitman Middle or High School kitchen facilities will require authorized Board of Education personnel on duty as designated by district administrator.

12. If school personnel are required to assist with a program a charge for three (3) hours of service shall constitute a minimum cost figure plus FICA contribution. Those personnel are listed on the fee schedule.
13. Stage and sound equipment, A.V. Equipment, or lighting must be operated by personnel approved by the Board of Education. The costs for services of personnel are listed on the fee schedule.
14. Should an organization using the full facilities of the auditorium desire to use the spotlight, or have stage hands to assist with the curtain, etc., a request should be made to secure services of stage crew members through the auditorium manager. The costs of said services are listed in the fee schedule.
15. The school does not provide batteries for wireless microphones. If the wireless microphones are to be used you must supply your own 9 volt batteries.
16. A minimum assortment of gels for the lights is available for your use. Replacement fees will be assessed for any and all damaged gels. No gels are available for the scoops.
17. The stage lights are focused for general stage lighting. If you wish to alter this you are required to return the lights to their original condition. Any refocusing of the lights after you used the facilities will be billed to you accordingly.
18. **The school custodian is required to be on duty** as a representative of the Board of Education for the purpose of security, inspection, and clean-up for all requests for Uses of Facilities. **A Minimum charge of 1 hour prior t the start of the stated use time (enter) and a minimum of 2 hours after the end of the stated use time (exit) will be assessed** for approved applications. When the **Auditorium Manager is required to be on duty** there is a **minimum of 1 hour prior to the start of the stated use time (enter) and a minimum of 1 hour after the end of the use time (exit)**. Any additional time as required to return the facility to the condition in which it was prior to the use will be assessed, including any and all damages which are caused by the organization using the facility. Fees will also include the charges for outside contractors that may require to be contracted by the board of education due to time and expertise constraints. The Superintendent of Schools has the final authority to waive the prerequisite to require a representative of the Board of Education to be on site. All employees of the board are NOT to be paid directly by the sponsoring organization.
19. Use of decorations, scenery, flats, sound effects and/or mechanical equipment in any school facility shall be approved by the school's principal. A fire permit may be required. It is the responsibility of the sponsoring organization to obtain the correct permit from the local fire official.
20. Pianos and other school equipment may not be moved without permission of the school principal.

C. INSURANCE

1. The organization and/individuals requesting use of school facilities shall include evidence of insurance in the form of a certificate of insurance with appropriate limits of coverage and naming the Pitman Board of Education and the Atlantic and Cape May counties School Building Officials Joint Insurance Fund (ACCASBOJIF) as additional insured.
 - a. General Liability Insurance requirements from \$5000,000 to \$1,000,000 for each occurrence
 - b. Property Damage \$50,000/\$100,000
 - c. Participant and spectator coverage where applicable
2. The applicant will also be required to complete an Indemnity and Hold Harmless Agreement Form (attached)

FIRE EVACUATION PROCEDURES

1. It shall be the responsibility of the person in charge of the activity to familiarize himself/herself with the fire evacuation procedures for the area being utilized for the activity. If the procedures are not posted, the person in charge shall ascertain the procedure from the principal, or designee, of the building.
2. If the person making the request is different from the person in charge of the activity, it shall be the responsibility of the person making the request to inform the person in charge of the activity of the fire evacuation requirements.
3. The person in charge of the activity shall review the fire evacuation procedures with the participants during the first meeting for that activity.
4. All persons who are in the building when the alarm sounds **must** exit as quickly as possible, stand in an orderly manner at least 100 feet from the building, and remain outside until the principal or other district official gives the instructions to re-enter the building.

POLICY

Pitman Board of Education

Section: Program

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

Date Created: November, 2011

Date Edited: November, 2011

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

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Prevention and Treatment of Sports-Related
Concussions and Head Injuries

Aug 10

Jun 11

Nov 11

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

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 pupils that participate in interscholastic athletics, it is imperative that student-athletes, coaches, and parents are educated about the nature and treatment of sports-related concussions and other head injuries. Allowing a student-athlete 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 is required to adopt a policy concerning the prevention and treatment of sports-related concussions and other head injuries among student-athletes 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.

The school district will adopt an Interscholastic Athletic 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, 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. The Principal or designee shall obtain a signed acknowledgement of the receipt of the Fact Sheet by the student-athlete's parent and keep on file for future reference.

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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 before the student-athlete begins participation in an interscholastic athletic program.

Any student-athlete 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 is exhibiting signs or symptoms, the student-athlete will be evaluated by the school or team physician. The Principal or designee shall contact the student-athlete'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 to: coaches; licensed athletic trainer; school or team physician; school nurse; and/or parent. The Principal or designee shall provide the student-athlete 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 who participates in interscholastic athletics 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-athlete'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-athlete's physician or licensed health care provider must provide to the school district a written medical release/clearance for the student-athlete indicating when

the student-athlete is able to return to the activity. The medical release/clearance must indicate the student-athlete is asymptomatic at rest and either may return to the interscholastic athletic activity because the injury was not

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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 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

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District Regulation

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

Section: Program
Date Created: November, 2011
Date Edited: November, 2011

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Concussions and Head Injuries
Jun 11
Nov 11

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

A concussion is a traumatic brain injury caused by a direct or indirect blow to the head or body. Allowing a student-athlete 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 Head Injury Training Program
 - 1. The school district will adopt an Interscholastic Athletic 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, 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 before the student-athlete begins participation in an interscholastic athletic program or activity. 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 on prevention of concussions.

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Prevention and Treatment of Sports-Related
Concussions and Head Injuries

3. All school staff members, student-athletes, and parents of student-athletes 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:
 - 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 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;

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Prevention and Treatment of Sports-Related
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- 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 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 when the student-athlete 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 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 when the student-athlete 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-athlete's parent and inform the parent of the suspected sports-related concussion or other head injury.

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Prevention and Treatment of Sports-Related

E. Sustained Concussion or Other Head Injury

1. A student-athlete who participates in interscholastic athletics 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 have a medical examination conducted by their physician or licensed health care provider. The student-athlete'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 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's physician must provide to the school district, upon the completion of a medical examination, a written medical release/clearance when the student-athlete is able return to the activity. The release/clearance must indicate:
 - a. The medical examination determined the injury was not a concussion or other head injury, the student-athlete is asymptomatic at rest, and the student-athlete may return to the interscholastic athletic activity; or
 - b. The medical examination determined the injury was a concussion or other head injury, the student-athlete 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 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-athlete 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 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 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-athlete shall be required to have a re-evaluation by the student-athlete's physician or licensed healthcare provider. The student-athlete 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 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-athlete shall return to Step 1.

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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's heart rate. If there is no return of any signs or symptoms of a concussion, the student-athlete 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-athlete shall return to Step 2.

Step 4 - Non-contact training drills such as passing drills, agility drills, throwing, catching, etc. The student-athlete may initiate progressive resistance training. If there is no return of any signs or symptoms of a concussion, the student-athlete 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-athlete shall return to Step 3.

Step 5 - The student/athlete'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-athlete's physician. After this consultation and upon obtaining written medical release/clearance approved by the school or team physician, the student-athlete may participate in normal training activities. The objective of this Step is to restore the student-athlete's confidence and for the coaching staff to assess the student-athlete's functional skills. If there is no return of any signs or symptoms of a concussion, the student-athlete 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-athlete does not obtain medical release/clearance to proceed to Step 6, the school or team physician, in consultation with the student-athlete's physician, shall determine the student-athlete's return to competition and practice protocol.

Step 6 - Return to play involving normal exertion or game activity. If the student-athlete 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.

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G. Temporary Accommodations for Student-Athletes 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-athlete 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 pupil is sensitive to light/sound, can slow a pupil's recovery. In accordance with the Centers for Disease Control's toolkit on managing concussions, the Board of Education may look to address the pupil's cognitive needs in the following ways. Pupils 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.

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