

Cape May County

SPECIAL SERVICES SCHOOL DISTRICT

4 Moore Road, DN 704, Cape May Court House, NJ 08210 (609) 465-2720 Fax (609) 465-8220

Carleena L. Supp
Assistant Superintendent

Jamie P. Moscony
Superintendent of Schools

Kathleen M. Allen
Business Administrator

Jonathan Price
Related Services Director

Valerie Bowers
OA/CMCHS Director

To Whom It May Concern:

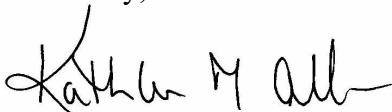
Enclosed are the following forms pertaining to your request for use of the Cape May County Special Services School District's facilities:

- Application and Permit for Use of Facilities/Application for Use of Pool
- Faculty Use/Event – Safety/Security Checklist
- School Calendar
- Use of Facilities Fee Schedule
- Insurance Requirements
- Indemnification and Hold Harmless Agreement
- Use of Facilities Statement of Compliance
- Recycling Statement
- Board Policy: Use of School Facilities
- Board Policy: Smoking in School Buildings and on School Grounds
- Board Policy and Regulation: Prevention and Treatment of Sports-Related Concussions and Head Injuries

Please return the following forms, to the attention of Lorna Hawk, by the third Tuesday of the month to be placed on the agenda for consideration at the Board of Education meeting on the fourth Tuesday of the month:

- Application and Permit for Use of Facilities/Application for Use of Pool
- Insurance Requirements
- Indemnification and Hold Harmless Agreement
- Use of Facilities Statement of Compliance

Sincerely,



Kathleen M. Allen
Business Administrator/Board Secretary

Enclosures

CAPE MAY COUNTY SPECIAL SERVICES SCHOOL DISTRICT

Ocean Academy • Cape May County High School
148 Crest Haven Road, Cape May Court House, NJ 08210

Safety and Security Protocols for Outside Groups Using Cape May County Special Services School District Facilities

Per N.J.S.A.18A:41-7, “A local board of education and chief school administrator of a nonpublic school shall provide to all persons who supervise youth programs that are not sponsored by the school district or nonpublic school, but operate a program in a district or nonpublic school building before or after school hours, on the weekend, or during a period when school is not in session, information on school district or nonpublic school practices and procedures in the event of a school safety or security incident at a school including non-confidential information on evacuation procedures, emergency response protocols, and emergency contact information. It shall be the responsibility of the organization that sponsors the youth program to train the program's employees and volunteers on the school security and emergency procedures in effect in the school building in which the youth program is located. The organization that sponsors the youth program shall file a statement of assurance with the school district superintendent or chief school administrator of the nonpublic school that it has complied with the training requirements prior to the district or nonpublic school authorizing the use of the school building.”

Emergency Telephone Numbers:

New Jersey State Police: 911

Middle Township Fire Department: 911

Middle Township Rescue: 911

School District Personnel Telephone Numbers:

Superintendent: Jamie Moscony (609) 576-8930

Facilities Supervisor: Charles Yahara (609) 780-0883

The following are general rules followed in an emergency situation:

1. Notify appropriate emergency responders
2. Provide for the complete safety of all personnel
3. Account for all personnel
4. Aid any injured individuals immediately

CAPE MAY COUNTY SPECIAL SERVICES SCHOOL DISTRICT

Ocean Academy • Cape May County High School

148 Crest Haven Road, Cape May Court House, NJ 08210

FACILITY USE/EVENT
SAFETY/SECURITY CHECKLIST

- ☐ **Weather Emergency** – In the event of a weather emergency requiring people to seek shelter, announce the weather emergency and move people away from any windows and to the interior of the building (hallways or along interior building walls). If damage or injuries occur, call 911 and await instruction from emergency responders.
-

- ☐ **Security** – You are responsible for everyone within your group at all times. Except for during emergencies, you are required to enter and leave the facility through the assigned entrance that has been reviewed with you. At no time, are you or anyone else within your group, permitted to prop any doors open. No unauthorized guests are permitted at any time.
-

- ☐ **Fire Safety** – In the case you see a live fire or smoke filled space, immediately activate the nearest fire alarm pull station to activate the fire alarms. Pull station has been reviewed. In the case of a fire alarm sounding, you are to follow the predetermined means of egress map posted at the exit doorway of the location you are utilizing. Specifics within the **Emergency Folder** pertaining to this topic have been reviewed.
-

- ☐ In the case of an **Evacuation** situation, you will hear a PA System announcement notifying you of the event or in person by a building supervisor. At that time, you will follow the procedures with the emergency folder. Specifics within the **Emergency Folder** pertaining to this topic have been reviewed.
-

- ☐ In the case of an **Active Shooter / Lockdown** situation, you will hear a PA System announcement notifying you of the event. You are to follow the protocols within the emergency folder located at the doorway and remain quietly within your space. Specifics within the **Emergency Folder** pertaining to this topic have been reviewed.

- Doors and windows are secured within the space and black shades are down.
 - Remain calm and encourage everyone to stay quiet and silence cell phones.
 - Move everyone to a hard corner / out of sight - keep away from windows and doors.
 - A lockdown supersedes a fire alarm - ignore all alarms during this time.
 - **Pool space** - Secure exterior patio door, remain on the bleachers and / or locker rooms and remain quiet.
-

CAPE MAY COUNTY SPECIAL SERVICES SCHOOL DISTRICT

Ocean Academy • Cape May County High School
148 Crest Haven Road, Cape May Court House, NJ 08210

- ❑ In the case of a **Shelter in Place** situation, you will hear a PA System announcement notifying you of the event. You are to follow the protocols within the emergency folder located at the doorway and remain quietly within your space. Specifics within the **Emergency Folder** pertaining to this topic have been reviewed.
 - Stay indoors at this time, if outside, return to the building immediately.
 - Stay within your space during this time unless further addressed.
 - Stay tuned for additional communication to follow.
-

- ❑ In the case of a **Medical Emergency** that needs immediate medical attention, call 911.
-

- ❑ **Driveway Entrance #s 1, 2 and 3** Locations and numbering have been reviewed and shown via map. Nearest driveway # to the space you are utilizing has been reviewed as well.
-

- ❑ **AED Locations** – Map of AED locations have been reviewed with the nearest location specifically pointed out and the shortest route walked together.
-

- ❑ Locations of secured **Narcan** – Lap Pool Office, Transportation and Facilities Office.

You must contact the building supervisor in order to obtain access to the Narcan.

- ❑ **Emergency Folder** contents have been reviewed.
-

- ❑ **Phones**

- Using the phone within the space, location of, how to dial out.
 - The Building Supervisor's cell phone # has been shared.
 - The Building Manager's cell phone # has been shared.
 - The Facilities Department phone # and extensions have been shared.
-

*Safety, Security, and Medical protocols must be reviewed prior to facility use. Both parties must sign below, acknowledging that the Safety, Security, and Medical protocols above have been shared and the event/program representative agrees to abide by the protocols/guidelines. If you have any questions at any time regarding Safety, Security, and Medical protocols, please consult with the building supervisor as soon as possible.

In the event of any emergency, notify the superintendent. If emergency services are needed, call 911 first, then notify the superintendent. If superintendent is not available, notify the school business administrator and/or facilities supervisor.

CAPE MAY COUNTY SPECIAL SERVICES SCHOOL DISTRICT

Ocean Academy • Cape May County High School
148 Crest Haven Road, Cape May Court House, NJ 08210

STATEMENT OF ASSURANCE

As the supervisor of the _____, I certify that the Cape May County Special Services School District has provided to me information on school district practices and procedures in the event of a school safety or security incident at a school including non-confidential information on evacuation procedures, emergency response protocols, and emergency contact information. I also certify that all of the employees and volunteers for our program have received the information on school district practices and procedures in the event of a safety or security incident in a school building.

Name of responsible party: _____

Signature: _____

Date: _____

CAPE MAY COUNTY SCHOOLS FOR SPECIAL SERVICES

Ocean Academy • Cape May County High School

4 Moore Road, DN 704

Cape May Court House, NJ 08210

APPLICATION AND PERMIT FOR USE OF FACILITIES

Name of Group Requesting Facilities: _____

Address of Group Requesting Facilities: _____

Area(s) of Building Requested:

☐ Classroom(s) _____ ☐ Cafeteria ☐ Gymnasium ☐ BOE Meeting Room ☐ Pool

Number of People Expected to Attend: Adults _____ Youth _____

Day(s) Requested: ☐ Mon. ☐ Tues. ☐ Wed. ☐ Thurs. ☐ Fri. ☐ Sat.

Date(s) Requested: _____ Time(s) Requested: _____

Special Needs: Equipment: _____

Room Arrangement: _____

Persons Responsible for Supervision of the Group:

_____ Contact Number: _____

_____ Contact Number: _____

_____ Contact Number: _____

Reason for Use of Facilities Request: _____

PROOF OF LIABILITY INSURANCE MUST BE PRESENTED WITH APPLICATION

Group Representative's Signature

Date of Application

BOE USE ONLY

Board of Education Approval Date

Board Secretary

CAPE MAY COUNTY SPECIAL SERVICES SCHOOL DISTRICT
Ocean Academy / Cape May County High School
2025-2026 School Calendar

BOE Approved: January 28, 2025

BOE Approved Revised Calendar: March 25, 2025 & May 27, 2025

School Closed on Fridays for a Condensed Work Week: June 27; July 11, 18, 25; August 1, 8, 15, 22, 29

July 2025						
S	M	T	W	T	F	S
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30	31		

August 2025						
S	M	T	W	T	F	S
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30
31						

September 2025						
S	M	T	W	T	F	S
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30				

October 2025						
S	M	T	W	T	F	S
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30	31	

November 2025						
S	M	T	W	T	F	S
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30						

December 2025						
S	M	T	W	T	F	S
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30	31			

JULY - 19 Student Days

July 1 ESY Begins
 July 4 Schools Closed/Independence Day
 July 31 ESY Ends

SEPTEMBER - 17 Student Days

Sept 1 Schools Closed- Labor Day
 Sept 2 New Hire Training
 Sept 3 Convocation/Staff Professional Development
 Sept 4 Staff Professional Development
 Sept 5 Schools Closed for 10 & 11 Month Staff
 Sept 8 First Day of School For Students
 Sept 23 Back to School Night

OCTOBER - 21 Student Days

Oct 10 Schools Closed for Students/Staff PD
 Oct 13 Schools Closed/Columbus Day

NOVEMBER - 16 Student Days

Nov 6-7 Schools Closed/NJEA Convention
 Nov 26 Early Dismissal for Students
 Nov 27-28 Schools Closed/Thanksgiving Break

DECEMBER - 17 Student Days

Dec 23 Early Dismissal for Students
 Dec 24-31 Schools Closed/Winter Break

JANUARY - 19 Student Days

Jan 1-2 Schools Closed/Winter Break
 Jan 19 Schools Closed/Dr. Martin Luther King Day

FEBRUARY - 18 Student Days

Feb 13- 16 Schools Closed/Presidents' Weekend

MARCH - 22 Student Days

APRIL - 16 Student Days

April 2 Early Dismissal for Students
 April 3-10 Schools Closed/Spring Break

MAY - 20 Student Days

May 25 Schools Closed/Memorial Day

JUNE - 14 Student Days

June 18 Last Day of School for Students
 June 19 Last Day of School for 10 & 11 Month Staff

January 2026						
S	M	T	W	T	F	S
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	31

February 2026						
S	M	T	W	T	F	S
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28

March 2026						
	M	T	W	T	F	S
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30	31				

April 2026						
S	M	T	W	T	F	S
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30		

May 2026						
S	M	T	W	T	F	S
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30
31						

June 2026						
S	M	T	W	T	F	S
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30				

 Schools Closed
  Student Early Dismissal
  Schools Closed/Staff PD
  First & Last Day for 10/11 Month Staff
 First & Last Day of ESY
 First & Last Day for Students
 Schools Closed for 10/11 Mo. Staff
 Unscheduled School Closing

In the event of an unscheduled school closing the calendar will be adjusted to conform to a 180 day school year.

Carleena L. Supp
Assistant Superintendent

Jamie P. Moscony
Superintendent of Schools

Kathleen M. Allen
Business Administrator

Jonathan Price
Related Services Director

Valerie Bowers
OA/CMCHS Director

INSURANCE REQUIREMENTS

Compliance must be met with the insurance requirements listed below.
Submit proof along with application.

Group 1

(Private Citizens or Non-business groups)

General Liability

- \$1,000,000 Commercial General Liability including Blanket Contractual, Premises and Products Liability
- Private Coverage to be Primary
- School District and NJSBAIG named as “Additional Insured”
- Executed Indemnification and Hold Harmless Agreement



4 Moore Road, DN 704, Cape May Court House, NJ 08210 (609) 465-2720 Fax (609) 465-8220

Carleena L. Supp
Assistant Superintendent

Jamie P. Moscony
Superintendent of Schools

Kathleen M. Allen
Business Administrator

Jonathan Price
Related Services Director

Valerie Bowers
OA/CMCHS Director

INDEMNIFICATION AND HOLD HARMLESS AGREEMENT

The undersigned individual or organization herewith agrees to defend indemnity and hold the Cape May County Special Services Board of Education harmless against all liabilities, claims and demands for personal injury or property damage (including counsel and attorney fees) which may arise from use of the Board's facilities by the undersigned individual or organization, its agents, servants, employees or licenses.

Print Name: _____

Signature: _____

On Behalf of Organization: _____

Or Individual: _____

Dated: _____

Received by: _____

CAPE MAY COUNTY SPECIAL SERVICES SCHOOL DISTRICT

Ocean Academy • Cape May County High School
148 Crest Haven Road (physical) 4 Moore Road, DN 704 (mailing)
Cape May Court House, NJ 08210
609-465-2720 ext. 3303
FAX: 609-465-8220

USE OF FACILITIES FEE SCHEDULE

FACILITY SPACES & FEES

Classroom	\$30 per day up to 6 hours \$20 per hour over 6 hours
Cafeteria	\$100 per day up to 6 hours \$25 per hour over 6 hours
ABC Gym	\$150 per day up to 6 hours \$25 per hour over 6 hours
Lap Pool	\$80 per hour

FEES FOR EVENT STAFF

Lifeguard	\$28 per hour
Custodial Services	\$45 per hour (Rates are per hour X's the number of staff required Minimum of 4 hours required for weekends & holidays)
Security	\$45 per hour (Rates are per hour X's the number of staff required Minimum of 4 hours required for weekends & holidays)

Liability insurance requirements must be met by all groups before use will be permitted

The district reserves the right to waive facility fees for affiliated non-profit or governmental entities. All staff fees/rates remain applicable.

Facilities are located at 148 Crest Haven Road, Cape May Court House

Carleena L. Supp
Assistant Superintendent

Jamie P. Moscony
Superintendent of Schools

Kathleen M. Allen
Business Administrator

Jonathan Price
Related Services Director

Valerie Bowers
OA/CMCHS Director

USE OF FACILITIES STATEMENT OF COMPLIANCE

Board Policy and Regulation #2431.4

Prevention and Treatment of Sports-Related Concussions and Head Injuries

Prevention of a sports-related concussion and head injuries is an important component of athletic programs containing “youth sports team organizations” which is defined as 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.

As a youth sports team organization which uses the Cape May Special Services School District’s (CMCSSSD) facilities for youth sports, you are responsible for assuring CMCSSSD that your coaches and other volunteers have been properly trained to know the facts about concussion and head injury and when it is safe for athletes to return to play according to Board Policy and Regulation #2431.4 which you received in the Use of Facilities packet.

Further training on concussion in youth sports can be obtained from the Centers for Disease Control and Prevention through an online training session entitled “Heads Up, Concussion in Youth Sports” which can viewed at the following web address:
<https://www.train.org/cdctrain/course/1089818/details>.

This statement of compliance must be presented to the district along with a current Certificate of Insurance naming Cape May County Special Services School District as an additional insured prior to the use of our facilities.

I _____ an authorized representative of _____
Print Name Name of Organization

do hereby certify that our organization is in full compliance with the Cape May County Special Services School District’s Policy and Regulation #2431.4 “Prevention and Treatment of Sports-Related Concussions and Head Injuries.”

Signature

Date

Recycling Program - It's the Law

The Cape May County Special Services School District is an active and responsible participant in the Middle Township Recycling Program. As you enjoy our facilities, we ask that you join us in complying with the recycling requirements listed below. Thank you in advance for cooperating with the recycling program.

Please inform all participants in your group of the following items that are presently recyclable. For a detailed list of recycling information please reference the Middle Township website at www.middletownship.com and click on the Public Works Department.

Containers have been provided in spaces throughout the building that will enable you to separate items efficiently and easily.

Place the following items in **Large Brown Bags**:

- Workbooks with Paper Covers (metal/plastic spines removed)
- Large Brown Manila Envelopes/File Folders/Corrugated Boxes
- Junk Mail/Magazines/Telephone Books/Newspapers
- Paperback Books/Catalogues/Flyers/Brochures
- Envelopes (may have plastic window)/Letterhead/NCR Paper
- Office Paper/Tablet Paper/Loose-Leaf Paper/Paper Notebook

Place the following items in **Blue Recyclable Containers** with a liner:

- Glass (bottles and jars)
- Aluminum and Tin Cans
- Plastic Bottles (soda, water, detergent)

Do Not Recycle the following as these items are to be placed in the Trash Containers with Plastic Bag Liners:

- Food Contaminated Items
- Carbon Paper/NCR Paper/Waxed Paper/Loose-Leaf Binders
- Ceramic Glass/Window Glass/Drinking Glasses
- Eating Utensils/Dishes/Straws/Microwave Trays
- Tupperware Type Plastic/Storage Containers
- Plastic Bags/Foil/Packaging Materials/Wrappings
- Plastic Yogurt, Sour Cream, or Cottage Cheese Containers
- Plastic Bottles with a #1 or #2 inside the recycle symbol

General Information

Corrugated cardboard boxes must be broken down and placed outside the classroom/office doors after the children leave the school building.

Stack pizza boxes, as is, in hallway for pick-up, after children leave the school building.

Heavily painted or crayoned paper is not recyclable. Place in trash container.

7510 USE OF SCHOOL FACILITIES (M)

The Board of Education believes the school facilities of this district should be made available for community purposes, provided that such use does not interfere with the educational and co-curricular programs of the school district. For the purpose of this policy, “school facilities” also includes school grounds.

The Board will permit the use of school facilities when such permission has been requested in writing and has been approved by the Director of Facilities and the School Business Administrator/Board Secretary. The Board reserves the right to withdraw permission after it has been granted in the event circumstances change requiring such school facilities or school grounds will be needed for a school district purpose or due to a school closing due to weather or other emergency.

In weighing competing requests for the use of school facilities, the Board will give priority to the following uses, in the descending order given:

1. Uses and groups directly related to the schools and the operations of the schools, including student and teacher groups;
2. Uses and organizations indirectly related to the schools, including the P.T.A., P.T.O., Home-School Association, and other school-parent related organizations;
3. Departments and agencies of the municipal government;
4. Governmental agencies;
5. Community organizations formed for charitable, civic, social, or educational purposes.

The use of school facilities will not be granted for the advantage of any commercial or profit-making organization, partisan political activity, or any private social function.

The use of school facilities will not be granted for any purpose that is prohibited by law.

Each user shall present evidence of the purchase of organizational liability insurance to the limit as prescribed by district regulations. Each user shall inspect any facility or school grounds to be used prior to such use and shall notify a district representative of any existing safety or dangerous conditions. In the event such conditions exist, the district may cancel or modify the user’s access to the school facility until such conditions are addressed. Users shall be financially liable for damage to the facilities and for proper chaperonage as required by the school district administration.

Use of school equipment in conjunction with the use of school facilities must be specifically requested in writing and may be granted in accordance with Policy 7520. The users of school equipment must accept liability for any damage or loss to such equipment that occurs while it is in their use, regardless of any assignment of negligence. Where rules so specify, certain items of equipment may only be used by a qualified operator approved by the school district administration.



POLICY

Cape May County Technical School District Cape May County Special Services School District

Property
7510/Page 2 of 2
USE OF SCHOOL FACILITIES (M)

The Board shall approve annually a schedule of fees for the use of school facilities based upon the following guidelines:

1. The use of school facilities for activities directly related to the educational program and district operations shall be without cost to the user except that the user shall be responsible for any custodial costs incurred by the use and any fees charged by a law enforcement agency in connection with the use.
2. All other organizations or persons granted the use of school shall pay in advance the scheduled fee and the cost of any additional staff services required by the use.

The school district shall provide a copy of Policy and Regulation 2431.4 – Prevention and Treatment of Sports-Related Concussions and Head Injuries to all youth sports team organizations that operate on school grounds or in school facilities. 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 uses school facilities or 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. The youth sports team organization must also provide 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 purpose 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.

The Board shall provide to all persons who supervise youth programs that are not sponsored by the school district, but operate a program in a district building before or after school hours, on the weekend, or during a period when school is not in session, information on the district's school practices and procedures in the event of a school safety or security incident at a school including non-confidential information on evacuation procedures, emergency response protocols, and emergency contact information in accordance with the provisions of N.J.S.A. 18A:41-7.

The Superintendent shall develop regulations for the use of school facilities; such regulations shall be distributed to every user of the facilities and every applicant for the use of school facilities. Permission to use school facilities shall be granted only to persons and organizations that agree to the terms of Policy and Regulation 7510, the requirements as outlined in the use of school facilities application, and in accordance with the terms outlined in the approval granted by the school district.

N.J.S.A. 18A:20-20; 18A:20-34; 18A:41-7

Adopted: 11 July 2023



POLICY

Cape May County Technical School District Cape May County Special Services School District

Property
7434/Page 1 of 2

SMOKING IN SCHOOL BUILDINGS AND ON SCHOOL GROUNDS (M)

7434 SMOKING IN SCHOOL BUILDINGS AND ON SCHOOL GROUNDS (M)

The Board of Education believes that the right of persons to smoke must be balanced against the right of nonsmokers to breathe air untainted by tobacco smoke.

For purpose of this Policy, “smoking” means the burning of, inhaling from, exhaling the smoke from, or the possession of a lighted cigar, cigarette, pipe, or any other matter or substance which contains tobacco or any other matter that can be smoked, including the use of smokeless tobacco and snuff, or the inhaling or exhaling of smoke or vapor from an electronic smoking device.

For the purpose of this Policy, “electronic smoking device” means an electronic device that can be used to deliver nicotine or other substances to the person inhaling from the device, including, but not limited to, an electronic cigarette, cigar, cigarillo, or pipe.

For the purpose of this Policy, “school buildings” and “school grounds” means and includes land, portions of land, structures, buildings, and vehicles, owned, operated, or used for the provision of academic or extracurricular programs sponsored by the district or community provider and structures that support these buildings, such as school wastewater treatment facilities, generating facilities, and other central facilities including, but not limited to, kitchens and maintenance shops. “School buildings” and “school grounds” also includes athletic stadiums; swimming pools; any associated structures or related equipment tied to such facilities including, but not limited to, grandstands; greenhouses; garages; facilities used for non-instructional or non-educational purposes; and any structure, building, or facility used solely for school administration. “School buildings” and “school grounds” also includes other facilities as defined in N.J.A.C. 6A:26-1.2; playgrounds; and other recreational places owned by local municipalities, private entities, or other individuals during those times when the school district has exclusive use of a portion of such land.

In accordance with N.J.S.A. 26:3D-58 and N.J.A.C. 8:6-7.2, the Board prohibits smoking at all times anywhere in school buildings or on school grounds.

Notwithstanding any provision of this Policy, smoking by students is prohibited and governed by Policy 5533.

A sign indicating smoking is prohibited in school buildings and on school grounds will be posted at each public entrance of a school building in accordance with law. The sign shall also indicate violators are subject to a fine. Students and district employees who violate the provisions of this Policy shall be subject to appropriate disciplinary measures and may be subject to fines in accordance with law.

The Principal or designee may order the departure and removal of any person who continues to smoke in violation of this Policy and the law after being ordered to stop smoking in school buildings or on school



POLICY

Cape May County Technical School District Cape May County Special Services School District

Property
7434/Page 2 of 2

SMOKING IN SCHOOL BUILDINGS AND ON SCHOOL GROUNDS (M)

grounds. The Principal or designee may request the assistance of law enforcement to accomplish this departure and removal.

In the event a person is found to have violated this Policy and the law, the Principal or designee may file a complaint with the appropriate Municipal Court or other agency with jurisdiction as defined in N.J.A.C. 8:6-9.1(c).

The Board of Education will comply with any provisions of a municipal ordinance which provides restrictions on or prohibitions against smoking equivalent to, or greater than, those provided in N.J.S.A. 26:3D-55 through N.J.S.A. 26:3D-63.

N.J.S.A. 26:3D-55 through 26:3D-63

N.J.A.C. 6A:16-1.3

N.J.A.C. 8:6-7.2; 8:6-9.1 through 8:6-9.5

Adopted: 11 July 2023



POLICY

Cape May County Technical School District Cape May County Special Services School District

Program
2431.4/Page 1 of 3

PREVENTION AND TREATMENT OF SPORTS-RELATED CONCUSSIONS AND HEAD INJURIES (M)

2431.4 PREVENTION AND TREATMENT OF SPORTS-RELATED CONCUSSIONS AND HEAD INJURIES (M)

A concussion is a traumatic brain injury caused by a blow or motion to the head or body that disrupts the normal functioning of the brain and can cause significant and sustained neuropsychological impairments including, but not limited to, problem solving, planning, memory, and behavioral problems. In order to ensure safety, it is imperative that student-athletes participating in a program of athletic competition, 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 a program of athletic competition before recovering from a concussion increases the chance of a more serious brain injury.

This Policy and Regulation 2431.4 are consistent with the requirements of N.J.S.A. 18A:40-41.1 et seq., the New Jersey Department of Education Model Policy and Guidance for Districts on the Prevention and Treatment of Sports-Related Head Injuries and Concussions, and the recommendations developed by the Center for Disease Control and Prevention (CDC).

For the purpose this Policy and Regulation 2431.4, “program of athletic competition” shall include any competition or practice in high school interscholastic athletic programs, middle school interscholastic athletic programs where school teams or squads play teams or squads from other school districts, intramural athletic programs within a school or among schools in the district, and any cheerleading program or activity in the school district.

For the purpose of this Policy and Regulation 2431.4, “student-athlete” shall mean any student enrolled in a public or nonpublic school in New Jersey who is a participant in a program of athletic competition organized by the school district.

The staff member supervising the program of athletic competition shall take steps to prevent concussions and head injuries; ensure student-athletes have appropriate supervision and safety equipment; and ensure student-athletes avoid unsafe conditions.

School staff members supervising programs of athletic competition; licensed athletic trainers; nurses; and school/team physicians shall be trained on the possible signs or symptoms of a concussion. Any possible signs or symptoms of a concussion shall be reported by the student-athlete or an observer to the staff member supervising the program of athletic competition; athletic trainer; school/team physician; school nurse; and/or parent.

The district will adopt an Interscholastic Head Injury Training Program to be completed by the school/team physician, licensed athletic trainer, coaches, and other appropriate district personnel pursuant to N.J.S.A. 18A:40-41.2.



POLICY

Cape May County Technical School District Cape May County Special Services School District

Program
2431.4/Page 2 of 3

PREVENTION AND TREATMENT OF SPORTS-RELATED CONCUSSIONS AND HEAD INJURIES (M)

Pursuant to N.J.S.A. 18A:40-41.4, a student-athlete who participates in a program of athletic competition and who sustains or is suspected of having sustained a concussion or other head injury while engaged in a program of athletic competition shall be immediately removed from the program of athletic competition by the staff member supervising the program or athletic competition. A student-athlete who was removed from a program of athletic competition shall not participate in further programs of athletic competition until the student-athlete: is examined by a physician or other licensed healthcare provider trained in the evaluation and management of concussions; receives written medical clearance from a physician trained in the evaluation and management of concussions to return to a program of athletic competition; and progresses through the steps outlined in the CDC's Six-Step Return to Play Progression. The student-athlete's written medical clearance shall be reviewed and approved by the school physician.

School personnel shall contact the parent of a student-athlete to inform them of a suspected sports-related concussion or head injury as soon as possible after the incident. School personnel shall provide the parent with a checklist or copy of the return to play protocols outlined in this Policy and Regulation 2431.4.

The student-athlete may not begin the CDC's Six-Step Return to Play Progression until the student-athlete receives a medical examination, provides the required written medical clearance, and the medical clearance is approved by the school physician.

Some symptoms may require immediate medical treatment. Emergency medical responders (911) shall be called if the student-athlete is experiencing a deterioration of symptoms; loss of consciousness; direct neck pain associated with the injury; or any other symptom that may require immediate medical treatment.

The district will provide temporary supports to a student-athlete that has sustained a concussion or other head injury.

The Commissioner of Education and Commissioner of Health educational fact sheet that provides information concerning the use and misuse of opioid drugs in the event a student-athlete is prescribed an opioid for a sports-related injury shall be provided to the parents of student-athletes. The district shall obtain a signed acknowledgement of receipt by the student-athlete and their parent in accordance with the provisions of N.J.S.A. 18A:40-41.10.

The Board shall review this Policy and Regulation 2431.4 annually and update as necessary to ensure it reflects the most current information available on the prevention, risk, and treatment of sports-related concussions and head injuries pursuant to N.J.S.A. 18A:40-41.3.

The 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-



POLICY

Cape May County Technical School District Cape May County Special Services School District

Program
2431.4/Page 3 of 3

PREVENTION AND TREATMENT OF SPORTS- RELATED CONCUSSIONS AND HEAD INJURIES (M)

41.5, the 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 of an 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 this Policy and Regulation 2431.4.

Pursuant to N.J.S.A. 18A:40-41.5 and for the purpose 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.

New Jersey Department of Education Model Policy and Guidance for Districts on the Prevention and Treatment of Sports-Related Head Injuries and Concussions – August 2023

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

Adopted: July 11, 2023

Revised: March 26, 2024



REGULATION

Cape May County Technical School District
Cape May County Special Services School District

PROGRAM

R 2431.4/Page 1 of 5

PREVENTION AND TREATMENT OF SPORTS-RELATED CONCUSSIONS AND HEAD INJURIES (M)

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

A concussion is a traumatic brain injury caused by a blow or motion to the head or body that disrupts the normal functioning of the brain and can cause significant and sustained neuropsychological impairments including, but not limited to, problem solving, planning, memory, and behavioral problems. Allowing a student to return to athletic competition or practice before recovering from a concussion increases the chance of a more serious brain injury. The following procedures shall be followed to implement N.J.S.A. 18A:40-41.1 et seq. and Policy 2431.4.

A. Athletic Head Injury Safety Training Program

1. The school district will adopt an athletic head injury safety training program.
2. The training program shall be completed by the school physician, any individual who coaches in an athletic competition, an athletic trainer involved in any athletic competition, and the school nurse.
3. This training program shall be in accordance with the guidance provided by the New Jersey Department of Education (NJDOE) and the requirements of N.J.S.A. 18A:40-41.2.

B. Prevention

1. The school district may require pre-season baseline testing of students before the student begins participation in athletic competition or practice. The baseline testing program shall be reviewed and approved by the school 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 students participating in athletic competition or practice on the prevention of concussions.
3. All school staff members, students participating in athletic competition or practice, and parents of students participating in athletic competition or practice shall be annually informed through the distribution of the NJDOE 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 may be observed by coaches, 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:
 - a. Appearing dazed, stunned, or disoriented;
 - b. Forgetting plays or demonstrating short-term memory difficulty;
 - c. Exhibiting difficulties with balance or coordination;
 - d. Answering questions slowly or inaccurately; and/or



REGULATION

PROGRAM

R 2431.4/Page 2 of 5

PREVENTION AND TREATMENT OF SPORTS-RELATED CONCUSSIONS AND HEAD INJURIES (M)

- e. Losing consciousness.
- 2. Possible symptoms of concussion shall be reported by the student participating in athletic competition or practice to coaches, athletic trainer, school or team physician, school nurse, and/or parent. Possible symptoms of a concussion may be, but are 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. Medical Attention for a Student Suspected of a Concussion or Other Head Injury

- 1. A student who participates in athletic competition or practice and who sustains or is suspected of having sustained a concussion or other head injury while engaged in an athletic competition or practice shall be immediately removed from athletic competition or practice.
 - a. A staff member supervising the student during the athletic competition or practice shall immediately contact the school physician, athletic trainer, or school nurse to examine the student.
 - (1) The school physician, athletic trainer, or school nurse shall determine if the student has sustained or may have sustained a concussion or other head injury. The school physician, athletic trainer, or school nurse shall determine if emergency medical responders shall be called to athletic competition or practice.
 - (2) In the event the school physician, athletic trainer, or school nurse determine the student did not sustain a concussion or other head injury, the student shall not be permitted to participate in any further athletic competition or practice until written medical clearance is provided in accordance with E. below.
- 2. The staff member supervising a student who has been removed from athletic competition or practice in accordance with D.1. above or another staff member shall contact the student's parent and the Principal or designee as soon as possible after the student has been removed from the athletic competition or practice.
 - a. A parent shall monitor their student for symptoms of a concussion or other head injury upon receiving such notification.

E. Medical Examination and Written Medical Clearance



PREVENTION AND TREATMENT OF SPORTS-RELATED CONCUSSIONS
AND HEAD INJURIES (M)

1. A student who was removed from athletic competition or practice in accordance with D.1. shall not participate in further athletic competition or practice until:
 - a. The student is examined by a physician or other licensed healthcare provider trained in the evaluation and management of concussions;
 - b. The student receives written medical clearance from a physician trained in the evaluation and management of concussions to return to competition or practice; and
 - c. The student returns to regular school activities and is no longer experiencing symptoms of the injury while conducting those activities.
2. The student's written medical clearance from a physician must indicate a medical examination has determined:
 - a. The student's injury was not a concussion or other head injury, the student is asymptomatic at rest, and the student may return to regular school activities and is no longer experiencing symptoms of the injury while conducting those activities; or
 - b. The student's injury was a concussion or other head injury and the student's physician will monitor the student to determine when the student is asymptomatic at rest and when the student may return to regular school activities and is no longer experiencing symptoms of the injury while conducting those activities.
3. The student's written medical clearance must be reviewed and approved by the school physician.
4. The student may not begin the graduated return to athletic competition and practice protocol in F. below until the student receives a medical examination and provides the required written medical clearance.
5. A written medical clearance not in compliance with the provisions of E. will not be accepted.

F. Graduated Return to Athletic Competition and Practice Protocol

1. The return of a student to athletic competition and practice shall be in accordance with the graduated, six-step "Return to Play Progression" recommendations supervised by a licensed athletic trainer, school team physician, or in cases where the aforementioned aren't available, a physician or licensed health care provider trained in the evaluation and management of sports-related concussions and any subsequent changes or updates to those recommendations as developed by the Centers for Disease Control and Prevention.
 - a. **Back to Regular Activities (Such as School)**
The student is back to their regular activities (such as school) and has the green-light from the student's physician approved by the school physician to begin the return to play process. A student's return to regular activities involves a stepwise process. It starts with a few days of rest (two-three days) and is followed by light



PREVENTION AND TREATMENT OF SPORTS-RELATED CONCUSSIONS AND HEAD INJURIES (M)

activity (such as short walks) and moderate activity (such as riding a stationary bike) that do not worsen symptoms.

- b. **Light Aerobic Activity**
Begin with light aerobic exercise only to increase the student's heart rate. This means about five to ten minutes on an exercise bike, walking, or light jogging. No weight lifting at this point.
 - c. **Moderate Activity**
Continue with activities to increase the student's heart rate with body or head movement. This includes moderate jogging, brief running, moderate-intensity stationary biking, and/or moderate-intensity weightlifting (less time and/or less weight from their typical routine).
 - d. **Heavy, Non-Contact Activity**
Add heavy non-contact physical activity, such as sprinting/running, high-intensity stationary biking, regular weightlifting routine, and/or non-contact sport-specific drills (in three planes of movement).
 - e. **Practice and Full Contact**
The student may return to practice and full contact (if appropriate for the athletic competition) in controlled practice.
 - f. **Athletic Competition**
The student may return to athletic competition or practice.
2. It is important for a student's parent(s) and coach(es) to watch for concussion symptoms after each day's "Return to Play Progression" activity. A student should only move to the next step if they do not have any new symptoms at the current step.
 3. If a student's symptoms return or if they develop new symptoms, this is a sign that a student is pushing too hard. The student should stop these activities and the student's health care provider should be contacted. After more rest and no concussion symptoms, a student can start at the previous step if approved by the student's healthcare provider and provides written medical clearance to the school physician.

G. Temporary Accommodations for Student's Participating in Athletic Competition with Sports-Related Head Injuries

1. 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. 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. The Principal or designee may look to address



REGULATION

Cape May County Technical School District
Cape May County Special Services School District

PROGRAM

R 2431.4/Page 5 of 5

PREVENTION AND TREATMENT OF SPORTS-RELATED CONCUSSIONS AND HEAD INJURIES (M)

the student's cognitive needs as described below. 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: 25 April 2023

Revised: 11 July 2023

