

WILDWOOD HS/MS

COACHES MANUAL

2020-2021

The use of face coverings will be implemented per NJDOE, NJSIAA, and health organization guidance/recommendations. Current policies and procedures will be shared via email prior to the start of the season and updated throughout.

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ACCEPTABLE USE AGREEMENT STAFF 2020-2021

PLEASE SIGN AND RETURN

Policy and Purpose Statement

The Wildwood Board of Education believes that the use of computers and the Internet have become, if used appropriately, an integral part of the educational program. The Wildwood Board of Education has decided to make Internet access available to the staff for a limited educational purpose in order to meet the district's mission, goals, and objectives. The term "educational purpose" includes classroom activities, continuing education, professional or career development, and high-quality, educationally enriching personal research, which relate to student curriculum.

This Wildwood Board of Education Policy is intended to comply with the Children's Internet Protection Act/Neighborhood Children's Internet Protection Act and the Children's Online Privacy Protection Act (whichever is applicable). The District's System Administrator shall be responsible for ensuring that the blocking software is installed and functioning.

Although the Internet offers vast opportunities to access resources, the Wildwood Board of Education must maintain an environment, which promotes both responsible and ethical conduct in all computer activities by the staff. With access to the Internet also comes the possibility, even with the use of filtering software, that staff members may access materials that is either of no educational value, or violates applicable state or Federal law. This occurs because with the current state of the technology, it is impossible to control access to all materials, which are obscene or profane, or advocate illegal acts, violence, or unlawful discrimination.

It is the belief of the Board of Education of the Wildwood School District that the educational value of the access to information and the interaction enabled by Internet access far outweighs the disadvantage that users may procure materials that are not consistent with the educational goals of the school district.

The operation of the district computer network relies, in part, on the proper conduct of the users -staff members. Therefore, it is necessary for the staff members to follow the guidelines, which are set forth within this policy; his/her privileges to use district computers may be limited or suspended. In addition, the staff member may be subject to other applicable disciplinary measures. The staff members will be subject to all possible discipline as described in the Wildwood Board of Education Policy Manual #4160 and #4260.

Attached is the Wildwood School District's Staff Use Internet Social Networks and Other Forms Electronic Communication #'s 4119.27 & 4219.27. The agreement incorporates this policy. It also indicates that the party who has signed the agreement has read the terms and conditions carefully and understands their significance. The user's (staff members) agreement is an acknowledgement of the responsibilities of all users. The staff members will not be permitted to use the district computer system for the purpose of the Internet unless they have signed the agreement. The agreement/permission form annexed to this policy is expressly made a part of the policy.

A. Terms and Conditions of Use

- 1. Acceptable Use.** The use of the Internet must be solely to support an educational purpose, which furthers the educational objectives and curriculum established by the Wildwood Board of Education. It is to provide access to various resources and opportunities for collaborative work. In addition, the use of other organizations' networks or computer resources must comply with the rules for use of those networks in addition to those of this Wildwood School District. Transmission, downloading and accessing of any material in violation of any Federal law, (including either the Children's Internet Protection Act or the Neighborhood Children's Internet Protection Act and the Children's Online Privacy Protection Act) state law or regulation or Board Policy is prohibited. The Wildwood Public School district provides access to the internet for educational purposes only.

2. **Unacceptable Use.** Prohibited activities include, but are not limited to the following:
 - (a) Transmitting, downloading or accessing material, which is profane, pornographic, obscene, harmful to minors, inappropriate material, which advocates illegal acts, violence or unlawful discrimination.
 - (b) E-mailing for personal use or non-educational activities, using profane, abusive, or impolite language; threatening, harassing, or making damaging or false statements about others or using email to access, transmit or download offensive, harassing or disparaging materials.
 - (c) Sharing assigned username and password or impersonating other users.
 - (d) Using the network for commercial or for-profit, advertising or political purposes.
 - (e) Disrupting or interfering with the use of the network by others.
 - (f) Altering, mishandling, abusing of hardware or software, or the destruction of data by spreading computer viruses.
 - (g) Installing copyrighted software for use on the Local Area Network system.
 - (h) Using social chat rooms and social networking sites
 - (i) Plagiarizing and violating copyrights.

3. **Privileges.** The use of the Internet through the Local Area Network system is a privilege, not a right. Inappropriate use may result in the suspension, or partial suspension of those privileges as well as other possible discipline, as outlined in Policy #4160 and #4260 of the Wildwood Board of Education Policy Manual, which is incorporated by reference herein, and even possible prosecution for illegal activity. Each staff member, in order to obtain access to the Local Area Network system, will be required to complete the Wildwood School District's Acceptable Use Policy for Internet access. The administration will have the authority to, at least temporarily; suspend use of the system at any time.
4. **Network Etiquette.** The staff members of the Wildwood Public School District's computer system are expected to:
 - (a) Be polite.
 - (b) Only use appropriate language.
 - (c) Be prepared for a search of staff member data files and other electronic storage areas. The district administrators may access these files from time to time not only to insure system integrity, but also to determine if users are complying with this policy. Staff members should not expect that the information they store on the system would be private.
 - (d) Comply with all intellectual property laws, such as copyright.

B. Penalties for Improper Use

1. Security of the system is a high priority. If you have reason to believe that you can identify a security problem on the Local Area Network system, you must notify the administrators or be subject to disciplinary action.
2. Vandalism will result in the automatic suspension of use and will be subject to discipline, other forms of legal action or perhaps even criminal prosecution. Vandalism is defined as any attempt to harm or destroy data, software, or hardware, even if belonging to another network. This includes, but is not limited to, the creation of a virus, intentional propagation of a virus, or dissemination of contaminated storage devices.
3. The use of the district account is a privilege, not a right, and misuse will result in the restriction or cancellation of the account. Misuse may also lead to disciplinary and/or legal action for both students and employees, including suspension, dismissal from District employment, or criminal prosecution by government

authorities. The district will attempt to tailor any disciplinary action to the specific issues related to each violation.

C. Disclaimer

The Wildwood School District makes no warranties of any kind, whether express or implied, for the service it is providing. The district will not be responsible for any damages users suffer. This includes loss of data, non-deliveries, mis-deliveries, or service interruptions caused by the district's own negligence or the user's errors or omissions. Any additional charges a user accrues due to the use of the District's networks are to be borne by the user. The district cannot accept responsibility for the accuracy or quality of information obtained through its services. Any statement accessible on the computer network or the Internet is understood to be the author's individual point of view and not that of the District, its affiliates, or employees.

INTERNET ACCEPTABLE USE AGREEMENT

This form is to be completed after reviewing the Wildwood School District's Acceptable Use Policy and Provisions. The completion of this form indicates that you have read the policy and understand the same. It also indicates that you agree to abide by the terms and conditions of this policy.

I understand, agree to accept and abide by the Wildwood School District's Acceptable Use Policy and provisions. I also understand that if I fail to follow this policy, my access to the Internet or the district computer system may be suspended. I may be subject to other discipline, and there may even be criminal consequences to my behavior depending upon the severity of my actions.

Staff Signature _____ Date _____

Name (please print) _____

Title _____

School _____ Grade/Subject _____

Complete and return to Sue Clement.

ATHLETIC PHILOSOPHY

Athletics are an important part of the overall educational program at the Wildwood Public Schools. Participation in athletics is a privilege available to all eligible students. While physical skill and demonstrated ability are primary considerations in determining participation in competitions, we believe that all aspects of secondary school athletics are subordinate to the essential purpose for which schools exist and must be controlled by educational considerations.

This privilege carries with it serious personal responsibilities to the school and the community that the athlete represents. Student-athletes will understand that an emphasis on academic achievement is of primary importance and that athletic achievement is secondary to this responsibility.

Interscholastic athletics provide another dimension of education. The program strives to develop in student's positive values and habits so that personal growth and development occurs. Preparing students to succeed as adults is a primary priority of the athletic program. Sound athletic programs teach young people values and lifelong skills such as, accountability, sportsmanship, confidence, leadership skills, organizational skills, persistence, and work ethic, self-discipline, social skills, teamwork, performing under pressure, the ability to take instruction and striving for excellence. All levels of each sport program are designed with the development of these qualities in mind. Successful competitive performance in combination with educational consideration provides the cornerstone for our athletics program. At the varsity level in particular, full efforts are made to win the various competitions. Within this framework, however, all athletes are given ample opportunity to demonstrate their skill levels in order to earn starting positions on the various teams. Within their roles as team members, athletes accept the following:

- long hours may be spent in practice with no guarantee of participation in games
- self-discipline and cooperation with others are integral parts of competition.

The program of athletics plays a unique role in joining the school and community. Civic pride and identification with Wildwood Public Schools are results of athletic participation that can last a lifetime. The athletic department aspires to provide these self-fulfilling opportunities for all of those students who choose to participate.

STATEMENT OF PURPOSE

To provide opportunities that will allow it to be viewed as a learning laboratory where students may experience problems and situations similar to those that may be encountered in adult life. The laboratory should provide adequate and natural opportunities for students to grow as follows:

1. Develop physically, mentally, emotionally, and socially.
2. Develop such concepts as loyalty, cooperation, fair play, dedication, and self-discipline through team play.
3. Develop special skills appropriate for each sport and the student's physical ability.
4. Develop self-motivation, excellence, responsibility, and academic development.
5. Develop worthy use of leisure time in later life, either as a participant or spectator.
6. Develop the ability to make the best choices with their time and energy. In addition, the athletic program should accomplish the following:
 - a. Generate community and social pride.
 - b. Archive initial goals set out in the philosophy.
 - c. Provide guidance to student-athletes to enable these individuals to make appropriate educational or career choices.

WILDWOOD WARRIOR COACHES GUIDE TO MEDIA

BEFORE YOUR SEASON STARTS, PLEASE LOG IN TO

www.njschoolsports.com

USERNAME: WILDWOOD ATHLETICS

PASSWORD: WARRIORS

✓ **Once** logged in, please input your entire roster. The earlier you do this, the better off you will be in the long run. (The system automatically promotes underclassmen from last year, so you should only have to plug in freshmen or newcomers).

✓Pre Load your media contacts. This is a one shot deal. You load the emails in once, and for the rest of the season, your game summary will automatically be sent to them. If we are playing a team let's say in Pitman, even though we are the away team, we need to make sure we send the scores so that our local papers get them in.

✓The following is a list of emails that must be in your media contact:

- cpvarsity@gmail.com
- highschoolscores@philly.com
- sports@pressofac.com
- cmgazettesports@yahoo.com
- solson@wvschools.org

Our goal as coaches should be to give every athlete the opportunity to be recognized. If the scores and stats do not make it to the media, then it will not get in the paper.

Thank you for your hard work and understanding and Good Luck in your season!!

GO WARRIORS!

SPONSORED SPORTS

Wildwood High School sponsors varsity and junior varsity, interscholastic teams.

SPORT & LEVELS	Wildwood HS	Wildwood MS
Baseball	Varsity	Varsity
Basketball Boys	Varsity, JV	Varsity, JV
Basketball Girls	Varsity, JV	Varsity, JV
Cheerleading Fall	Varsity	
Cheerleading Winter	Varsity	
Cross Country –Boys	Varsity	Coed
Cross Country-Girls	Varsity	Coed
Football	Varsity	
Golf (Coed)	Varsity	
Soccer-Boys	Varsity	Soccer Coed
Soccer-Girls		
Softball	Varsity	Varsity
Tennis-Boys	Varsity	
Tennis-Girls		
Track Indoor	Varsity	
Track & Field	Varsity	

Formation of multiple levels is dependent on participation numbers. Thus, subject to change.

League Membership

Wildwood Public Schools are members of the Tri-County Conference and Atlantic Cape League. In addition, Wildwood High School is a member of the New Jersey State Interscholastic Athletic Assoc. (NJSIAA)

GOALS

The Wildwood Public School District Board of Education is interested in expressing the goals they wish to achieve through participation of administrators, faculty, athletes, the student body and the community at large in the district's interscholastic programs.

The Wildwood Public School District Board of Education believes that the interscholastic athletic program should be as extensive as the facilities, staff and finances can adequately support. The program must be well organized and administered by professionally certified personnel. The programs goals and objectives should be consistent with and comparable to those of the school district and the individual school.

The interscholastic athletic program should be an integral part of the total educational program and all students should have equal opportunity to become involved. No student should be deprived of the right to participate because of financial deprivation, nationality, race, religious beliefs or gender. It is further believed that:

1. Athletes should be required to maintain the same academic standards as other students.
2. Participants must learn to abide by the rules, regulations, and decisions of officials, just as they must understand the head coach has the responsibility to determine the athlete's ability and talent, who shall make the team, as well as the coaching techniques and system of play that will be employed.
3. There must be mutual respect for all who are involved in the competition-teammates, opponents, coaches, and officials.
4. Participation helps develop character, social competence, cooperation and the moral and ethical values that are an everyday part of our society.

5. Participation leads to a better understanding of our democratic ideals, social and economic well-being and the spirit of fair play.
6. Participation teaches a student that discipline and self-sacrifices are necessary ingredients of team work.
7. Through participation, the individual will develop a healthy body, a sound mind and a better understanding of individual differences.
8. Valuable lessons are learned in the course of completion –that losing as well as winning, reflect team effort.
9. Competition helps develop the fundamental processes that lead to emotional maturity and self-control.
10. Members of the athletic staff shall abide by the rules and regulations and officials decisions that govern each sport, maintain the highest standards of ethics, recognize each participant as an individual, conduct themselves in a manner befitting their responsibilities and develop the kind of rapport with the total school community that will improve the total educational program.
11. Citizens/Spectators must fully recognize their responsibilities for such understanding, self-restraint, exemplary conduct, financial and moral support and the image they project.
12. The school administration must provide adequate control and safety measures for the participants, officials and spectators in order to ensure the proper atmosphere for interscholastic events.
13. The school administration will administer the interscholastic program to provide the best possible climate, conditions and competition for our students, guests, and the community.
14. The superintendent of schools and the board of education pledge to do everything within their power and the resources available to promote the athletic program and create an atmosphere of learning that is in the best interest of the students and the community.

Wildwood City School Board of Education

Board of Education Athletic Committee
Superintendent of Schools

School Principal/Assistant Principals

Athletic Director

Head Coaches of All High School Sports

Assistant High School Coaches-Junior High & Elementary Coaches

New Jersey State Law gives the High School Principal responsibility for every activity at the high school level. The state gives Jr. High and Elementary Principals the same responsibilities at their respective levels. The school Principals delegate their authority in athletic matters to the Athletic Director. The Athletic Director is then responsible for developing and executing every aspect of the athletic program.

Head high school coaches are responsible for developing a program in their respective sport throughout the school system, including the jr high and elementary schools. All coaches at all levels are assistant coaches to the head high school coach in a particular sport. There is no tenure for coaches in the State of New Jersey. Each coach must reapply every year. Staffing recommendations from the head coaches are very important and will be seriously considered. Generally, the Athletic Director and the school Principal make recommendations to the Board Athletic Committee, who in turn, makes recommendations to the full Board. **Only the Board has the power to hire and dismiss coaches.** The same process is involved in approving Volunteer coaches (no financial payment for services.) Under no circumstances can anyone serve as a volunteer coach without the approval of the Board of Education, regardless of qualifications.

The following information is Board of Education policy regarding Volunteer Coaches:

1. A coaching volunteer is an individual, who upon approval by the Board of Education provides assistance relating to the coaching of any interscholastic sport without remuneration, and at the direction and under the control of the head coach.
2. The head coach shall submit in writing to the Athletic Director and the School Principal the rationale and the need to be addressed by approving a coaching volunteer.
3. The individual to serve as a volunteer is initially recommended by the head coach and shall be interviewed by the Athletic Director and/or School Principal.
4. The volunteer coach shall possess the qualifications described in number 5 below and have successfully completed 60 college level credits and possess a County Substitute Certificate. Also, must have CPR, Basic First Aid, Heat and Concussion certificate prior to approval of the Board.
5. The criteria to be considered in an interview may include, but not limited to the following:
 - a. Knowledge of the sport, including the rules of play.
 - b. Ability to fulfill the role assigned by the head coach.
 - c. Experience in working with youth.
 - d. Experience in the sport, be it high school, college, or professional.
 - e. An understanding of the regulations and responsibilities in working directly with students, in a school situation.
6. Upon completion of the screening process, the School Principal shall submit in writing his/her recommendation of the volunteer coach, with accompanying rationale, to the Superintendent of Schools.

7. The final approval rests with the Board of Education.
8. The procedure does not limit the authority of a head coach, upon notification to the Athletic Director, to arrange for an individual to give a presentation, clinic, or some other lessons of one time duration at the coach's discretion.
9. Any person involved in the athletic program other than players, managers, and coaches approved by the Board of Education must have the permission of the Athletic Director to participate in any capacity in the Wildwood City School's Athletic program.

If a coach is not fulfilling their responsibilities the Athletic Director will meet with him/her to identify and clarify what is expected of them. If the coach does not make the appropriate changes another meeting will take place between the parties and the coach to discuss additional required improvement or his/her dismissal or nonrenewal as a coach.

ATHLETIC COACHES

CERTIFICATION AND EMPLOYMENT ISSUES

County Superintendents are involved in the approval of employment of athletic coaches in school districts under certain circumstances (N.J.A.C. 6:293.3). The purpose of this information is to provide clarification of issues involving employment of coaches so that consistent decisions and advice are rendered to districts in all counties.

CURRENT RULES

The rules listed in N.J.A.C. 6:293.3 for employing coaches is as follows:

A person who is not certified as a teacher and not employed as a staff member by a district board of education cannot coach, provide instruction, or conduct games, events, or contests in physical education or athletics during school time.

Under the Appellate Division's decision in Krupp v. Board of Education of the Union County Regional High School District #1, Union County, a district board that has advertised a coaching position may fill that position by selecting any candidate who is fully certified and meets the district's written qualifications, regardless of whether that candidate is employed within the district.

If there is no qualified (according to Board policies and advertised requirements) and certified applicant for a coaching vacancy, then the district may employ the holder of a county substitute certificate for a designated sports season. However, the approval of the County Superintendent must be obtained prior to such employment. The chief school administrator must demonstrate to the County Superintendent that the vacant position had been advertised and that there were no qualified applicants based on the board's written standards for that position. The chief school administrator must provide a letter attesting to the prospective employees' knowledge and experience in the sport that he or she will coach.

This Means:

In appointing athletic coaches, boards must comply with N.J.S.A. 34:13A23, which indicates that all aspects of coaching assignments are mandatory negotiable within the local bargaining unit and legally arbitral, except for the establishment of qualifications and hiring decisions.

Nothing in the rules governing coaching positions would preclude a board of education from creating, pursuant to N.J.A.C. 6:114.6, paraprofessional aide positions to assist in the supervision of athletic activities under the direction of a certified coach. However, all such positions must be created and maintained in full compliance with the provisions of N.J.A.C. 6:114.6. Including requirements for written job descriptions and qualifications standards, and approvals by, and annual reporting to, the county superintendent. As with classroom aides employed to assist certified teachers, athletic paraprofessionals may only function under the direct supervision of a certified coach, or if not assisting with coaching duties, under the direct supervision of designated certified staff, they may not independently undertake coaching duties requiring educational certification. Additionally, all persons employed by a district in a paraprofessional capacity (i.e. not

serving on a volunteer basis) are subject to the criminal history record check law. If a board contemplates the use of an aide (paid or unpaid), the policies of the local board must be adopted and in place regarding this type of position, and the rules of the league or conference to which the district belongs must be followed. Please contact your county superintendent of schools with questions.

Wildwood Public Schools District Athletic Team Rules

1. The proper conduct and good sportsmanship of all team members is a primary goal in athletics.
2. Athletes must meet all eligibility requirements as set by the Board of Education and the New Jersey Interscholastic Athletic Association. Eligibility requirements are listed in your student handbook.
3. All student athletes must complete a medical examination/sports physical packet to determine the fitness for participation in athletics.
4. An athlete will not be permitted to practice or play in a contest if the athlete has been absent from school that day, unless his absence has been cleared through the Athletic Director.
5. Athletes will not be permitted to play or practice while serving suspension (in school or out).
6. Attendance at all practices is necessary for all team members to attain success. There are legitimate reasons for absences, but they should be minimal and permission to miss practice must be cleared through the head coach or athletic director.
7. Any and all injuries must be reported to the coach and athletic trainer as soon as possible.
8. Athletes and managers may not drive to any away contest with anyone other than on the team bus unless a written note of permission signed by the parent/guardian is given to the Athletic Director at least 24 hours before the athletic contest in question, unless there is an unavoidable emergency.
9. Destruction of property, including team uniforms, equipment and facilities by athletes at either home or away events will not be tolerated. Violators will be promptly disciplined and possibly removed from the team.
- 10 All athletes must return all school issued uniforms and equipment to the coach at seasons end or outstanding obligation will be issued. Failure to do so may result in the inability to participate in succeeding sports or activities.
11. The following behaviors are forbidden for any athlete to engage in:
 - a. Hazing/Initiations any situation that produces mental or physical discomfort, embarrassment, harassment or ridicule towards another.
 - b. Betting and/or gambling in or outside of school.
 - c. Bullying/Intimidation causing physical, verbal, cyber, and or emotional victimization of another.
 - d. Sexual Harassment verbal, or physical or visual sexual gestures directed towards another.
 - e. Possession and/or use of alcoholic beverages, narcotics, tobacco, marijuana, or other controlled substances, as defined by the laws of the State of New Jersey, in the school, on the school grounds, on a school bus or outside of school grounds.
- 12 .Any violation of the above (a-e) must be reported immediately to the Athletic Director or any staff member. Appropriate disciplinary action will be taken.

13. Forgery of any portion of this document may result in forfeiture of participating in the athletic program.
14. Violations of any of the above listed requirements may bring disciplinary action in proportion to the severity of the offense.

EXPECTATIONS SHEET

Role of Coaches:

- Set a good example for the young men/women through positive reinforcement and constructive criticism.
- Be fair with all players.
- Establish a successful routine through organization, effort, and thought.
- Communicate with players on expectations and team rules.
- Keep track of student academic progress.
- Be available to talk with players and parents at appropriate times.
- Mold future key contributors of our area.

Role of Players:

- Be positive and have a good attitude. Sportsmanship is everything. Foul language will not be tolerated.
- Support their teammates on the court, off the court, during the school day, and in the community.
- Work hard, Effort is a must.

Role of Parents:

- Be a fan to everyone on the team in a positive manner.
- Respect the decisions of the officials. They will not overturn a call.
- Respect the other fans, players and coaches.
- Be supportive of your child
- Conduct yourself like a role model on game days.
- Don't "poison the water" toward a coach through conversation. Someone is always listening.
- Talk to the child first. If still a problem, contact head coach and we will agree on an appropriate time and place to meet with you and your child. Never on game days.

Communication

- Communication is the key to success.
- Positive communication.
- Coaching staff will not meet with parents to discuss issues on game day.
- It is important for coaches to discuss issues with athletes before parents. They need to be involved in their own lives.
- If a meeting is required and appropriate time and place can be arranged.
- Coaches will not discuss with parents playing strategies, players other than their own, and playing time.
- Unless it is an emergency or otherwise absolutely necessary, do not engage parents in any conversation (telephone, text, or email) until a reasonable "cooling off period of 24-48 hrs".

PROCEDURES AND POLICIES: PRESEASON

Forms can be found on the school district athletics website or can be picked up at the Athletic Office or Athletic Trainer's office.

1. Sports Participation Parent Consent- Must be filled out for each sport played.
2. Sudden Cardiac Death-Valid for 1 school year.
3. Use and Misuse of Opioid Drugs
4. Sports related eye injuries. Sports related concussion and head injuries.
5. NJSIAA Banned Drugs.
6. Opioid Fact sheet.
7. NJSIAA Concussion Policy-This form is valid for 1 school year.
8. Student-Athlete Contract
9. NJSIAA Steroid Consent- This form is valid for 1 school year.
10. Part A Health History Questionnaire-This form must be completed each time a new sport is played. It is to be completed by parent/guardian. Please make sure that all areas are complete, including signature and date.
11. Part B Physical Examination Form- Physicals are valid for one calendar year from the date of exam. Please check that all areas are completed by a physician. Physical exams must be completed by the family physician and a report sent to the school on a district form. The physical must have been completed within one year of the first day of practice. No student may practice until the required medical and permission forms are on file with the school nurse.
12. Attention Diabetics and Asthmatic Athletes- Athletes with diabetes are advised to bring in extra snacks to be kept in the athletic trainers office during sports participation to serve as a backup to the athlete's personal supplies. Asthmatics must have their rescue inhaler present on the field, court, etc. for all games and practices.

Eligibility/Academic Requirements

To be eligible for membership on any athletic team, a student must fulfill the conditions of the regulations established by the NJSIAA as approved by the Board of Education. The conditions and procedures for eligibility are listed below:

To participate in Fall or Winter sports a student must have passed the following minimum credits

To be eligible for athletic competition during the first semester (Sept. 1 to Jan 31) a pupil must have passed 25% of the credits (30) required by the State of New Jersey for graduation (120), , during the immediately preceding academic year. To be eligible during the second semester (Feb. 1- June 30) a pupil must have passed 15 credits at the close of the preceding semester (Jan. 31),. Full year courses shall be equated as one half of the total credits to be gained for the full year to determine credits passed during the immediately preceding semester

A student must not be a 5th year senior or be 19 years old.

Procedures and Policies: In Season

Behavior:

Student-athletes must abide by the rules set forth during school, as outlined in the student handbook. Students must also abide by any individual team rules as determined by the coach. All coaches are required to provide a copy of their team rules to the Athletic Director at the beginning of each respective season.

Attitude:

Student-athletes must come to practice with a good attitude and understand that the coaches are there to make them and the team better. They should listen to corrections and not take constructive criticism personally. Coaches and athletes are all striving to reach the same goals, and if they work together, they will attain their goals.

Communication:

Student Athlete and Coach

Communication is of utmost importance for a successful program. Student-athletes must display the ability to take direction, to get along with teammates and the coaching staff and to share information and concerns.

Parent and Coach

Communication is a three-way street between the athlete, coaches, and parents that must remain open. Parents should not hesitate to ask questions and ask for assistance from the coaching staff.

Social Media:

Student-athletes will be held accountable for any content written on social media networks (Twitter, Instagram, Facebook, Text-messages, etc.) Any inappropriate written material detrimental to the school/team will be dealt with on an individual basis and may result in dismissal from the team, or any other disciplinary action reflected in the student handbook.

Student Expectation Sheet:

Each coach will distribute team specific rules and regulations at the beginning of the season. These will outline the team expectations for the student-athlete.

Attendance Requirements:

Every athlete is expected to attend school every day. Any student who is absent from school (unexcused) or who arrives at school after 11:24 am may not practice or participate in any athletic event for that day. Practice sessions are important to the success of all our teams. Each athlete has an obligation to his/her teammates, school, coach, and him/herself to be at every practice. Any athlete missing practice will be disciplined accordingly. Chronic absences will lead to dismissal from the team. Athletes are encouraged to schedule medical appointments so that there are no conflicts with practices or games. Athletes are not to be excused from practice or games, to go to work. This is inexcusable and unfair to the rest of the team.

Transportation

Student-athletes are not allowed to transport themselves or anyone else to high school sponsored games/matches/meets. A parent/guardian must submit a note to the Athletic Director. It must be approved before this can happen. No student can go home with someone else's parents. **NO EXCEPTIONS!** All students are expected to return home from games on the team bus. This instills cohesiveness and team building. In a unique situation where an athlete is required to return home with their parent or guardian, a "Parent Transportation Form" must be completed, and submitted to the AD twenty four hours in advance of the planned trip.

Forgeries:

If an athlete is found to have forged his/her permission slip or physical forms, the athlete will receive a two game

suspension (one game for football,) plus a referral for administrative action. Any additional offenses would be cause for immediate dismissal from the team.

Accident Reporting/Insurance Coverage:

Coaches/Athletic Trainer are to complete accident reports whenever a student-athlete is injured.

Cut-Policy

1. The denial of a student's right to participate in a school activity is a most serious decision that a coach can administer. As such it must be implemented in a fair and impartial manner.
2. Students may not be cut from a team until they have participated in three practices and one inter squad scrimmage.
3. A three-year player who has earned a varsity letter will be retained on the team in their senior year.
4. Prior to tryouts, the coach will provide the following information to all candidates for the team:
 - a) Extent of try out period.
 - b) Criteria used to select the team.
 - c) Team rules.
 - d) Practice commitment if they make the team.
 - e) Game commitments if they are to make the team.

Procedures and Policies: Post Season Criteria for Awarding Status:

Varsity status shall be presented to athletes who complete the season in good standing and meeting the following criteria:

- a) Football- Play in half of the quarters.
- b) Soccer- Play half of the quarters.
- c) Cross Country-Score in half of the meets
- d) Basketball-Play in half of the quarters.
- e) Winter Track-Compete in half of the season meets and place in the top half of the competitors in one event per meet.
- f) Golf-Play in half of the matches.
- g) Tennis-Play in half of the matches.
- h) Spring Track-Score 12 points
- i) Softball-Play in half of the innings.
- j) Baseball- Play in half of the innings.
- k) Cheerleading-Participate in one-half the varsity games assigned.
- l) Managers-Any manager recommended by the coach shall be eligible for a letter.
- m) Seniors-Any senior who does not meet the participation requirements but has participated in three or more years in an athletic program and is a member of the squad in his/her senior year, upon recommendation of the coach, may be awarded a letter.

General Criteria:

If a player becomes injured and the coach determines he/she would have met the participation requirements, the player will be awarded varsity status. All members of Junior Varsity squads who successfully complete an athletic season will be awarded JV status. All members of freshman squads who successfully complete an athletic season will be awarded freshman status.

Student Awards:

Student awards are up to the discretion of the coach. Students must remain positive and exhibit good sportsmanship for the betterment of the team to receive an award.

Supervision:

Coaches are responsible for supervising student/athletes, managers, and statisticians at all times during scheduled activities and events. This includes before, during and after practices, games/contests, away trips, meetings, or other scheduled activities. An assistant or head coach should not leave the locker room until the last athlete has departed before and after practices and games/contest. This also applies to buses and restaurants when on away trips. At least one coach must be on the practice/contest site before students/athletes arrive and after the last one leaves.

Medical

The head coach is ultimately responsible for making sure that all students/athletes have attained an appropriate physical examination before participating in an activity. All students/athletes must complete six practices for a particular sport before they can participate in a scrimmage or contest. This is an NJSIAA rule and under no circumstances can it be circumvented.

Coaches must work very closely with the trainer. It is the trainer that provides teams with the appropriate medical supplies and equipment, helps set up all preseason conditioning programs, determines injury prevention procedures, and rehabilitates injured athletes. Only licensed physicians and the trainer can decide when an athlete can compete after an injury. It is a requirement at this time, for all coaches to acquire CPR and First Aid certification. Coaches must know the Emergency Procedures for athletic practices and Competition. "Heat and Concussion training and Testing is required once a school year.

Emergency Procedures

The following procedures shall be implemented whenever an athlete is injured in the course of a practice or competition: The athletic coach shall immediately notify the athletic trainer or other health personnel present at the activity and they shall assume responsibility for the emergency treatment. If the trainer or other personnel are not present and cannot be summoned to the athlete's aid, the coach shall administer such first aid as may be necessary. If the athlete's injury or disability requires more than routine first aid, the coach shall:

SUMMON AN AMBULANCE BY CALLING 911 or if mobile unit call 522-0222. Arrange for transportation to Cape Regional Hospital/or other medical office or facility that can adequately treat the injured party only in the instance where such transportation shall not possibly increase risk of further injury (back, neck, or head injuries)

Note: If on an away trip, the athletic trainer or physician of the host school will be responsible for the injured athlete in regards to emergency treatment and determination of action that must be followed (ex. Calling rescue squad). If the above medical personnel are not available at the site. In case of an emergency call 911 on your cell phone. If a student/athlete is transported to a hospital the head coach or an assistant coach must go with them. If there is only one coach, he/she must take the bus or other mode of transportation to the hospital with the other student-athletes. The parents of the injured athlete should be contacted immediately and informed of the situation. If the injured athlete is to be kept at the hospital, a parent/guardian must come to the hospital. The coach cannot leave the hospital until a parent/guardian arrives. The coach should notify the athletic trainer, athletic director, or building principal of the situation.

Report:

Upon returning back to school the athlete shall be directed by the coach to report to the school nurse for the purpose of completing the accident report.

Return to Athletic Activities:

Any athlete who is injured or disabled so as to be unable to participate in the opinion of the athletic trainer or their personal physician, cannot return to participation until the athletic trainer and/or personal physician grant permission to do so in writing. The athletic trainer will inform the coach when participation is allowed and under what conditions.

On the Field Evaluation:

1. Stop play immediately at first indication of possible injury.
2. Look for obvious deformity, bleeding, or any other deviation from the athlete's normal condition.
3. Listen to the athlete's description of his/her complaint and how the injury occurred.
4. Move the athlete only after serious injuries have been ruled out.
5. If in doubt as to the severity of the injury, immediately notify the athletic trainer, school nurse, or contact the rescue squad.

First Aid:

Impact Blows

Head-If any period of dizziness, headache, and unconsciousness occurs, disallow any further activity and obtain medical care at once. Keep athletes lying down.

Teeth

Save any teeth, if completely removed from the socket. If loosened, do not disturb, cover with sterile gauze, and apply ice.

Eye

If vision is impaired, refer to a physician at once.

Heat Illnesses

Heat Stroke-

Collapse, with warm skin, lack of sweating and rising body temperature. This is an emergency. Immediately cool athletes, loosen clothing, give cool liquids, and apply cool soaks to the body. Obtain medical care at once.

Heat Cramps-

Apply ice, employ gentle stretching, and give athletes plenty of liquids.

Bones and Joints-Fractures-

Never move an athlete if fracture of the neck, back or skull is suspected. If an athlete can be moved, carefully splint the bone.

Dislocation

Support joint, apply ice and refer to a physician.

Open Wounds

Apply sterile gauze with pressure. Continue to apply pressure until bleeding stops or until rescue squad arrives.

Sprains, Strains and Sublimations:

If any joint is injured, remember to immobilize the joint and follow the principle of I.C.E.

I – Ice - for 20 minute periods with 15 minutes between consecutive icings. Avoid icing for longer periods than 20 minutes

C – Compression - Apply ACE bandage to area, make sure wrap is not too tight

E – Elevation – Elevate injured areas above heart as much as possible to prevent swelling.

When in doubt call the following:

Amanda Perez – Athletic Trainer 522.7922 x2351 work
 668.1860 home

Dr. Richard G Olarsch– School Physician (609) 522-0727

Mr. Phil Schaffer – Principal 522.7922 x2460 work
 602.3061 cell

Wildwood Rescue Squad - 911
 Mobile 522.0222

School Nurse 522.7922 x2431 work
 374.0270 mobile

Mr. Sean Olson –AD- 501.7465 cell

SAFETY REGULATIONS

There is a certain amount of risk to all athletes. There will always be unavoidable injuries. However, coaches with the assistance of the trainer, should make every effort to prevent avoidable injuries. Many injuries are the result of poor supervision. Use the following points as a guideline in developing an effective and comprehensive safety policy:

1. Do not allow students/athletes to be alone. They must be under constant supervision.
2. No equipment should be on the practice and contest areas unless a coach or trainer is present.
3. Do not allow horseplay.
4. Any form of hazing is forbidden.
5. Initiations that are fun for all participants and safe may be acceptable if done in the presence of the trainer or coaches and approved by the Athletic Director and Principal.
6. The presence of a coach is not enough to prevent avoidable injuries, coaches must be aware of what is going on around them at all times.
7. Never leave a locker room, field, court, meeting room, weight room, or any other area until all student/athletes have departed.
8. All participants must be aware of safety rules and regulations in each sport. For example: wearing the correct equipment and wearing it correctly, wearing proper fitted equipment, filling out injury reports so a proper evaluation can be made and appropriate care can be provided to student/athletes, etc.
9. Coaches should safety check equipment used by student/athletes and for practice such as helmets, shoes, shoulder pads, basketball rims, blocking sleds, soccer goals, bats, etc.

10. Student/athletes should not be permitted to use training room equipment without the presence, instruction, and supervision of the trainer.
11. Report all safety hazards or situations to the Athletic Director.
12. Coaches should exercise good judgement in terms of weather and field conditions in determining the safety risks to student/athletes. Remember, the safety of student/athletes is the top priority.

TRANSPORTATION/AWAY TRIPS

1. Head coaches must submit a roster of team members on travel squads to the Athletic Director at least two days prior to a trip.
2. Take a headcount of everyone on the bus before departing.
3. Establish dress and behavior regulations for coaches, student/athletes, managers, and statisticians for away trips. Remember you represent your sports program, Wildwood Athletic Program, the school and the community. Inappropriate dress and behavior are unacceptable.
4. A coach must always ride on the bus or other mode of transportation to supervise student/athletes.
5. Only coaches, trainers, student/athletes, managers, statisticians, and other school Administrators are permitted to ride on the bus.
6. Make sure that the locker room is checked for equipment and clothing and the room left in the same condition as when the team arrived. This also applies to the condition of the bus or other mode of transportation when the team returns to Wildwood.
7. Make sure that all athletes have a way home when returning to Wildwood High. A coach should remain at school until all students have gone home.
8. By law, the school is responsible for students from the time they board the bus until they have gone home after returning from the trip. Under no circumstances can a student make other arrangements without the permission of the Athletic Director. Such practices will be discouraged by the Athletic Director and should never become a common procedure. Alternate transportation requests must be submitted to the Athletic Director two days in advance of the trip.
9. A parent may transport their child home after an away contest if he/she presents the head coach with a signed form stating that he/she assumes full responsibility. The Athletic Director must also sign the form. Parents are only allowed to transport their child no one else's. (see form on following pages).
10. Buses or other modes of transportation must go to and return from the site of contest. The Athletic Director must approve any other plans.

LETTER AWARDS

1. All student/athletes who qualify for varsity letters or other awards, will receive them at the seasonal banquet.
2. Letter certificates will be awarded to all varsity letter winners stating the athletes name, sport and how many varsity letters they have received in that sport. Freshman, junior varsity and participation award winners will also receive certificates recognizing achievement at their respective levels of competition.
3. First year varsity letter winners will receive a chenille "W" along with a sport pin. 2nd, 3rd, 4th year of play will receive a service bar along with the certificate.
4. Captains from each sport will receive a pin to recognize them for leadership.

5. Varsity team managers and statisticians will receive varsity letter certificates, chenille "W", and a manager pin after the first year they will receive a service bar and certificate.
6. Requirements for receiving a varsity letter:

Football	A player must play in half of the halves of the season's schedule. Any athlete playing in one minute of any quarter will receive credit for that quarter.
Soccer	A player must play in ½ of the quarters of the season's schedule.
Cross Country	A runner must participate in 75% of the meets and be among the top 7 runners on the Wildwood High team.
Tennis	A player must participate in at least ½ of the matches.
Basketball	A player must play in ½ of the quarters of the season's schedule.
Baseball/Softball	A player must participate in ½ of the total innings. Awards to pitchers shall be determined by the head coach.
Golf	A player must participate in ½ of the matches.
Track	A participant must compete in ½ of meets during the season.
Cheerleading	Cheerleaders must cheer all home football games in the Fall and all home boys and girls basketball games in the Winter.
7. Junior Varsity certificates will be awarded to all players on a team that did not earn a varsity letter.
8. All elementary and junior high student/athletes will receive a certificate for their participation if they complete the season with the team and are recommended by the coach.
9. Special Considerations- Seniors who have not met varsity letter award requirements but have participated for the entire season, may receive a varsity letter if recommended by the head coach.
10. When a student/athlete is awarded a varsity letter he/she can order a Wildwood HS varsity letter jacket. The jacket is ordered by the Athletic Director and paid by the student/athlete who orders the jacket. A financial deposit is required when ordering the jacket.

Special Awards

Maroon Letter Day

Several awards are presented during an assembly for all high school students at the completion of all regularly scheduled sporting events for the year. Most awards are stipulated for seniors. These awards will include:

1. **Most Valuable Player-** For each varsity sport team there will be an MVP. The head coach in each sport chooses his/her recipient. The recipient's do not have to be a senior.
2. **Male and Female Sportsmanship Award-** The senior recipients must have demonstrated a responsible behavioral pattern that includes respect for opponents, officials, and fans. Recipient must exercise self control. The winner is selected by the coaches and the Athletic Director.
3. **Dave Troiano Top Female Student/Athlete Award-** This senior award is presented to the student/athlete who has achieved the best balance of success in both academics and athletics. The recipient receives a plaque and monetary scholarship, selected by head coaches and the AD.
4. **Ed Gallagher Memorial Award-** Presented to the senior student/athlete who had done the most for their team with the least amount of recognition. Selected by head coaches and the AD.
5. **Dr. France Top Male Student/Athlete Award-** Same as Dave Troiano award above, other then it is for a female.
6. **TCC First and Second Team All Star Awards-** Presented by the Warrior 50 Club.

Warrior 50 Banquet – The Warrior 50 sports banquet is held at the completion of the sports year for all Wildwood student/athletes who have received a varsity letter during that time. All senior student/athletes

receive a gift from the club. In addition, several seniors receive college scholarships. The Club gives several thousand dollars annually to Wildwood High School senior student/athletes.

The Warrior 50 Club exists solely for the benefit of Wildwood City School student/athletes. 100% of all monies raised go to our student/athletes. It is incumbent of all coaches to become members of the club and to be actively involved in their fundraising programs throughout the year. Coaches should also encourage the athletes to volunteer their time to these fundraisers.

Use of School Technology

Staff, students, and coaches are required to sign the Acceptable Use Policy (AUP) located at the beginning of this manual) prior to using any school technology or logging on the school network. Each user will be issued an individual username and password. **It is against Board policy for any user to share their username and/or password with another user or to login under any other user's data. Teacher's/Coaches are not permitted to logon or work under student's or colleagues username and password, or to provide another students data to a user so that they may logon under a different name.**

Any activities that occur under a user's assigned user name/password are the responsibility of that user. If you have reason to suspect that someone else is using your information, notify an administrator immediately. If anyone asks you to allow them to work under your password or offers to share someone else's logon data, report this immediately to an administrator.

EMAIL

Personal messages should not be sent via school email. All email is subject to review at the discretion of the administration and must be in compliance with the appropriate use restrictions outlined in the AUP. Staff members including coaching staff may not solicit donations or send other general messages to the full staff without the prior approval of administration.

Procedures for Electronic Communications

1. All emails/text messages must directly relate to your program, i.e: schedule, practice times, bus times, etc.... Emails/Text Messages must include nothing personal about yourself, your family, your athlete or other students. Do not respond to Email/Text Messages about your personal information.
2. Emails/text messages sent from you should be group emails/text messages to entire team or section of the team. Try to avoid individual emails or text messages to athletes unless you are responding to a question that pertains directly to your program.
3. You must CC your email to another member of your staff or the athletic director, if you do not have any assistant coaches.
4. Coaches will not call or text student/athletes during the school day. If an athlete calls you or sends you a text during the school day, do not respond and tell the athlete at practice that the next time they use their cell phone during the day that you will have it confiscated.
5. Coaches should not be using Social Networks for use with their program and should encourage their athletes to refrain from use as pertaining to athletic programs at the high school.
6. Don't send or post comments using words or phrases that could be construed as flirtatious, sexual, profane, or offensive to any group.
7. NO PICTURES

Electronic Communication should be Informational and not Conversational

Do not engage in conversations in writing, email, text or in person about your personal life or of personal matters of anyone else including your athletes and other students. If a student approaches you about a personal matter seeking help, you should direct that student to the appropriate resource. If the health and the safety of any student is at risk you need to take immediate action and notify the appropriate individuals.

Budget and Equipment

It is the responsibility of each head coach to determine his/her equipment requirements for the next year and to submit them to the Athletic Director at the completion of their season. The Athletic Director will meet with each head coach to discuss the budgetary parameters. Note the following rules and procedures that coaches are to adhere to:

1. Records must be kept of all equipment issued to players. Items should be marked by name or number for recording purposes when possible.
2. Student/athletes must constantly be reminded of their responsibility to take good care of the uniform and equipment issued to them.
3. No equipment is to be taken from the school grounds by student/athlete except for use in a contest or for laundering purposes.
4. Each student/athlete is responsible for the equipment issued to him/her. If the equipment is lost or stolen, he/she will have to pay the designated replacement cost and this may include delivery charges. No student/athlete shall be permitted to participate in a second sport until he/she has met all equipment requirements in a previous sport.
5. Coaches are not permitted to give away equipment regardless of its condition.
6. Head coaches are to turn in to the Athletic Director at the end of their season a complete inventory of all athletic equipment in their charge. As per the WEA contract, stipends will not be dispersed until ALL equipment has been collected and inventoried.

Title IX

Section 86.41 of the Title IX Federal Regulations states that an institution or a district must develop and operate athletic programs according to the following specifications.

General: No person shall, on the basis of sex, be excluded from participation in, be denied the benefits of, be treated differently from another person or otherwise be discriminated against in any interscholastic, intercollegiate, club or intramural athletics offered by a recipient, and no recipient shall provide any such athletics separately on such basis.

Separate Teams- Notwithstanding the requirements of paragraph one of this section, a recipient may operate or sponsor separate teams for members of each sex where selection for such teams is based upon competitive skill or the activity involved is a contact sport. However, where a recipient operates or sponsors a team in a particular sport for members of one sex but operates or sponsors no such team for members of the other sex, and athletic opportunities for members of that sex have been previously limited, members of the excluded sex must be allowed to try out for the team offered unless the sport involved is a contact sport. For the purpose of this part, contact sports include boxing, wrestling, rugby, ice hockey, football, basketball and other sports the purpose of major activity of which involves bodily contact. Equal opportunity: A recipient who operates or sponsors interscholastic, intercollegiate, club or intramural athletics shall provide equal athletic opportunity for members of both sexes. In determining whether equal opportunities are available the Athletic Director will consider, among other factors:

1. Whether the selection of sports and levels of competition effectively accommodate the interests and

abilities of members of both sexes:

2. The provision of equipment and supplies
3. Scheduling of games and practices
4. Travel a per diem allowance
5. Opportunity to receive coaching and academic tutoring
6. Assignment and compensation of coaches and tutors
7. Provision of locker rooms, practice and competitive facilities
8. Provision of medical training facilities and services
9. Provision of housing and dining facilities: and
10. Publicity

Unequal aggregate expenditures for members of each sex or unequal expenditures for male and female teams if a recipient operates or sponsors separate teams will not constitute noncompliance with this section, but the Director may consider the failure to provide necessary funds for teams for one sex in assessing equality of opportunity for members of each sex.

In this section, each position in the athletic department is presented in a job description format. Everyone in the program represents an important piece of the puzzle that makes a system function efficiently and effectively. Although each sport is unique in and of itself, there must be a commonality of rules and regulations, and policy that provides for a solid foundation for a program to be built and grow.

It is particularly important in small schools, such as Wildwood, for everyone in the program to work as a team. Coaches must cooperate by sharing information, facilities, and athletes. The ability of coaches to learn from other coaches are imperative for developing a successful comprehensive athletic program. Coaches must encourage their athletes to participate in other sports and to support other teams to succeed.

Coaches and other athletic department personnel are responsible for the development of the "Whole" student/athlete. We must encourage student/athletes to achieve academically and socially as well as athletically. We have a responsibility to attempt to help student/athletes succeed in every aspect of life.

As required by Board Policy, the athletic director evaluates athletic personnel after the completion of each season

Policy Committee Approval 11/5/97

WILDWOOD HIGH SCHOOL
Wildwood , New Jersey

Job Description: Athletic Trainer

Qualifications: Baccalaureate degree from an accredited college or university
Certified by the National Athletic Trainers Association
Registered by the New Jersey Board of Medical Examiners

Supervisor: Athletic Director

Job Goal: To develop a comprehensive health care program/system for student/athletes with the advice and consultants with the team physician, school nurse, emergency medical personnel, head coaches, and athletic director.

Duties & Responsibilities

Administrative:

1. To prepare and recommend an annual budget for medical supplies and equipment.
2. To inventory, organize and personally regulate the dispensing of all medical supplies used for athletes.
3. To prepare and distribute first aid kits for all sports teams.
4. To keep accurate files on all injured student/athletes. These records should include the date and the injury, circumstances, prognosis, treatment provided, physicians referrals, and rehabilitation treatments given.
5. To notify parents of injured athletes, explaining the degree of injury sustained and the course of action to be taken in further evaluating treating and rehabilitation procedures.
6. To complete all insurance claim forms and instruct the injured athletes and Parents/guardians as to what they must do to complete the process.
7. To report to the athletic director or head coach on any situation, circumstances or physical problem that jeopardizes the health and safety of student/athletes; and
8. To take appropriate measures to insure that student and other persons are not left unsupervised in the training room.

Job Performance:

1. To ensure the safety of athletes in all sports by analyzing equipment, facilities, practice procedures and environmental conditions.
2. To assist head coaches in selecting safe athletic equipment and proper equipment fit.
3. To advise and assist head coaches in the development of effective student/athlete conditioning programs to diminish the potential for injuries and enhance performance.
4. To perform preventive measures such as taping, wrapping, and padding to lessen the potential for student/athletes injuries.
5. To conduct in-service workshops/clinics with coaches on the prevention of athletic injuries, emergency medical procedures, first-aid, CPR, rehab procedures, and other pertinent information that can improve the physical well-being of student/athletes.
6. To assist team physicians in preseason physical examinations.
7. To provide first- aid to injured athletes.

8. To work closely with the team physician and EMS to develop procedures for emergency care.
9. To maintain an efficient, clean, and effective training room.
10. To develop strategies with the team physician in the rehabilitation of injured student/athletes.
11. To keep the team physician, parents, and coaches informed of the rehabilitation progress of injured student/athletes.
12. To communicate with the team physician to determine when an injured student/athlete can return to activity.

Professional:

1. To develop a weekly work schedule, approved by the Athletic Director, reflective of the unique work arrangement that the athletic trainer must maintain to service our athletes and athletic program.
2. To attend those games and practice sessions as determined by consultation with AD.
3. To decide if and when an athlete can return to an activity (practice or game) if injured during the activity sessions; and
4. To attend workshops/seminars to remain current in all areas of sports medicine and training procedures.

Wildwood High School

Wildwood, NJ 08260

Job Description

Head Coach

Qualifications:

Minimum New Jersey Substitute Teacher Certification
Demonstrate knowledge of sport, has demonstrated:

1. Good moral character
2. Organization and administrative skills
3. Leadership skills

Supervisor: Athletic Director

Job Goal: To provide the knowledge, leadership, organization, administration, and coordination in developing and maintaining a sport program that provides student/athletes with the best opportunities to succeed.

Duties & Responsibilities:

Administrative:

1. To demonstrate a knowledge and understanding of NJSIAA, TCC, National Federation, school, Board of Education, and athletic programs rules and regulations, policies and procedures.
2. To develop, organize, supervise, and evaluate a comprehensive sport program that is in accordance with the rules, and regulations and values set forth by the NJSIAA, TCC and athletics program.
3. To present in writing, team rules and regulations in a clear and concise manner for student/athletes, assistant coaches, trainers, and other personnel involved in the sports program.
4. To cooperate with the athletic director and other pertinent school personnel in completing administrative functions (student physicals and eligibility, ordering equipment, inventory, uniform management, keeping records, etc). Care of equipment, including inventory and storage, and keeping equipment storage areas neatly organized as well as collecting all school issued equipment/supplies/uniforms at the end of the season, or when a student/athlete quits the team .
5. To keep the athletic director informed of progress of activities, needs, and problems.
6. To operate a program within the confines of the budget provided.
7. To cooperate with city officials and school custodial and maintenance staff to minimize facility usage problems.
8. To plan, coordinate and supervise the distribution, storage, and collection of all athletic equipment and uniforms.
9. To adhere to the established awards system for your players (ex. What are the minimum requirements for receiving a varsity letter?)

Professional and Personal Relationships

1. To cooperate with teachers, administrators, and the school staff, in the maturity, discipline, academic progress, and overall development of student/athletes.
2. To present his/her sport program and the overall athletic program and school in a positive manner.
3. To develop a good rapport with parents, community residents and media.
4. To demonstrate an interest in his/her players as human beings, not just as athletes.
5. To discipline student/athletes in a fair and consistent manner.
6. To develop a professional working relationship with assistant coaches, game officials, and coaches of opposing teams.
7. To make all decisions concerning team personnel, including who makes the squad, what position they will play, who will be starters, etc.: and

8. To actively promote sportsmanship among student/athletes, assistant coaches, parents, fans, etc.

Coaching Performance

1. To assign duties and responsibilities to assistant coaches that are well defined and geared toward the optional use of their knowledge and abilities.
2. To work closely with the athletic trainer to ensure the physical fitness and well-being of athletes.
3. To place the safety, health, and well-being of the student/athletes as the top priority, including overseeing the care of athletes injured during contests.
4. To demonstrate a comprehensive knowledge and understanding of his/her sport.
5. To maintain a high ethical standard that enhances the integrity of the school system.
6. To refrain from using profanity and demeaning statements to student/athletes.
7. To be a positive role model for student/athletes.
8. To demonstrate leadership, teaching effectiveness and an ability to motivate student/athletes and Assistant coaches to give their best efforts.
9. To demonstrate an ability to plan game strategies.
10. To be responsible for the behavior of student/athletes, assistant coaches and other sports staff participants.
11. To demonstrate a desire for continual professional development for himself/herself and assistant coaches.
12. To attend all appropriate NJSIAA and TCC coaches' meetings as assigned.
13. To work closely with feeder programs coaches to develop continuity in student/athletes development.
14. To enforce a dress code for all coaches and athletes during team activities (scrimmage, games, practice, trips).
15. To expose players to post high school options and assist them with college contacts and visits.
16. To use the "offseason" effectively.
 - A. Improve the mental and physical preparedness of students/athletes.
 - B. Encourages student/athletes to participate in other sports that would enhance mental and physical development.
 - C. Meets with assistant coaches and trainer to analyze needs, evaluate personnel, and make plans to develop strategies for the next competitive season.
17. To submit an annual report including: a comprehensive statistical wrap-up of the season, an evaluation of the program and of assistant coaches, recommendations for improvement, report individual and team achievements, equipment inventories and recommendations for award winners to the Athletic Director in a timely manner.
18. To be responsible for and actively provide for the general supervision of all team members during time of involvement including, but not limited to, on the field play, in the locker room, on the bus, and at host schools as well as the home school.
19. To make recommendations when possible to the athletic director when there is an assistant coaching position vacant.

**Wildwood High School
Wildwood, NJ**

Job Description: Assistant Coach

Qualifications: Minimum New Jersey Substitute Teaching Certification
Coaching Experience
Proven Successful Director of Youth
Demonstrated knowledge of Sport

Supervisor: Athletic Director and Head Coach

Job Goal: To work under the supervision of the head coach, to provide knowledge, leadership, organization, administration, and coordination in developing and maintaining an athletic program that provides student/athletes with the best opportunities to succeed.

Duties and Responsibilities:

1. To be loyal to the head coach and his/her program.
2. To complete tasks assigned by the head coach.
3. To demonstrate a good knowledge of the sport.
4. To demonstrate good teaching and motivating skills.
5. To work with other assistant coaches in a professional manner so as to maximize the effectiveness of each individual in the sports program.
6. To refrain from using profanity and making demeaning statements to student/athletes.
7. To be a good role model for student/athletes.
8. To encourage good sportsmanship and maintain a high ethical standard in your sport that enhances the integrity of the athletic program and school system.
9. To place the safety, health and well-being of the student/athletes as top priority.
10. To attend all practices, scrimmages, games, and meetings set by the head coach or AD.
11. To develop a good rapport with other coaches, parents, players, teachers, administrators, custodial and maintenance staff and community residents.
12. To demonstrate the ability to discipline student/athletes in a consistent, fair, and effective manner.
13. To demonstrate organizational skills in completing assignments as given by the head coach.
14. To know and support rules, regulations, policies, and procedures of head coach, athletic director, school, board of education, NJSIAA, and TCC.
15. To demonstrate respectful behavior towards game officials and opponents.
16. To accept criticism and positive recognition in a mature manner.
17. To continually seek ways to improve his/her coaching knowledge, skills, and communication abilities.
18. To assist student/athletes in becoming responsible people ready and willing to meet the challenges of adulthood.

Evaluation of Coaches

The assessment is designed to focus on elements of effective coaching. Below are three domains: Professional Relationships, Coaching Performance, and Related Coaching Responsibilities. Within each domain, specific expectations and indicators are outlined.

I. Professional Relationships:

- A. Cooperates with Athletic Director in regard to submitting eligibility lists, insurance lists, physical forms, accident reports, budget requests, contest reports, season summary reports and program information.
- B. Cooperates with and supports the program of other coaches.

- C. Wears appropriate attire at practices and games.
- D. Establishes positive and professional relationships with parents and spectators.
- E. Demonstrates an understanding and abides by the rules and regulations as set forth by all governing agencies of the sport.
- F. Follows up on athletes during and after the season by checking on their academic records.
- G. Exhibits positive conduct at all athletic contests/ practices toward players, officials, spectators and other workers.

II. Coaching Performance (to be completed following the season)

- A. Develops respect by example in appearance, manners, behavior, language and interest.
- B. Supervises locker room properly. Does not leave athletes unattended and makes sure all equipment/school property is properly locked. Guarantees that no student would be the last to leave without proper coach supervision.
- C. Is well versed and knowledgeable in matters pertaining to the sport he/she coaches and effectively communicates the responsibilities of student/athletes to players.
- D. Manages a well disciplined and respectful team.
- E. Expresses behaviors that are fair, patient, and well-meaning with team members and parents.
- F. Is prompt in meeting the team for practices and games.

III. Related Coaching Responsibilities (to be complete following the season)

- A. Care of equipment, including issue, inventory and storage, and keeping equipment storage areas neatly organized as well as collecting all school issued equipment/supplies/uniforms at the end of the season, or when a student/athlete quits the team.
- B. Is cooperative in preparation of schedules and evaluation of officials.
- C. Is cooperative in sharing the use of facilities.
- D. Addresses Athletic Director with all questions and matters of conflict.
- E. Works in coordination with all recommendations, directives, and suggestions from Trainer.

**Wildwood Public School District
Coaching Assessment**

Name of coach: _____ Sport: _____ Level: _____
 Date: _____ School: _____

This assessment is designed to focus on elements of effective coaching. Below are three domains: Professional Relationships, Coaching Performance, and Related Coaching Responsibilities. Within each domain, specific expectations and indicators are outlined.

E=Exemplary P=Proficient N=Non-Proficient

I. Professional Relationships: (To be completed following the season)

- ____ A. Cooperates with Athletic Director in regard to submitting eligibility lists, insurance lists; physical forms, accident reports, budget requests, contest reports, season summary reports and program information.
- ____ B. Cooperates with and supports the program of other coaches.
- ____ C. Wears appropriate attire at practices and games.
- ____ D. Establishes positive and professional relationships with parents and spectators.
- ____ E. Demonstrates an understanding and abides by the rules and regulations as set forth by all governing agencies of the sport.
- ____ F. Follows up on athletes during and after the season by checking on their academic record.
- ____ G. Exhibits positive conduct at all athletic contests/practices toward players, officials, spectators and other workers.

Comments related to Professional Relationships:

II. Coaching Performance (To be completed following the season)

- ____ A. Develops respect by example in appearance, manners, behavior, language and interest.
- ____ B. Supervises locker room properly. Does not leave athletes unattended and makes sure all equipment/school property is properly locked. Guarantees that no student would be the last to leave without coach supervision.
- ____ C. Is well versed and knowledgeable in matters pertaining to the sport he/she coaches and effectively communicates the responsibilities of student-athletes to players.
- ____ D. Manages a well disciplined and respectful team.
- ____ E. Expresses behaviors that are fair, patient, and well-meaning with team members and parents.
- ____ F. Is prompt in meeting the team for practices and games.

Comments related to Coaching Performance:

III. Related Coaching Responsibilities (To be completed following the season).

- ____ A. Care of equipment, including issue, inventory and storage, and keeping equipment storage areas neatly organized as well as collecting all school issued equipment/supplies/uniforms at the end of the season, or when a student/athlete quits the team.
- ____ B. Is cooperative in preparation of schedules and evaluation of officials.
- ____ C. Is cooperative in sharing the use of facilities.
- ____ D. Addresses Athletic Director with all questions and matters of conflict.
- ____ E. Works in coordination with all recommendations, directives, and suggestions from Athletic Trainer.

Comments related to Related Coaching Responsibilities:

Additional Comments

Signature of Coach

Signature of Athletic Director

The coach's signature on this report shall indicate that it has been read by him/her, shall not signify agreement with the contents thereof, and the coach shall have the right to append any comment to report.



STUDENT/ATHLETE CONTRACT

Athletes, Parents and Coaches working together in harmony for success (Revised 6-2016)

PROCEDURES

- All participants must have a **signed Physical and Student-Athlete Contract** on file in the Athletic Office in order to participate in interscholastic sports programs.
- Athletes must meet Wildwood and NJSIAA eligibility requirements (as found in the Wildwood High School and the NJSIAA Handbooks) and must have a clean discipline and attendance record at Wildwood High School. Athletes must abide by all school policies, which are located in the Student Handbook.
- All injuries are to be reported immediately to your Coach and to our Athletic Trainer for proper examination and if needed, a referral to appropriate medical personnel or services.
- Students are to be in school by 11:00 a.m. if they wish to participate in a scheduled practice or game on that day. Any exception must be approved by the Athletic Director or a building administrator.

CONDUCT

- Athletes are representatives of Wildwood High School and at all times must present themselves in a positive and sportsmanlike manner. ***All athletes, spectators and coaches must show proper respect for opposing teams, their coaches and officials alike.***
- Bus behavior will be beyond reproach. Appropriate demeanor and reasonable volume must be maintained at all times. No abuse, distasteful or obscene language or unsafe actions will be permitted. ***All athletes are expected to arrive and return to the school as part of the team.*** The coach may allow a student athlete to return home from an away event only after a parental release form is signed in front of the coach. At this point, the parent of that child will assume all responsibility. At no time are students allowed to drive themselves to or from athletic contests. Any other arrangement must be made prior to the beginning of the day through the office of the Athletic Director or the building Principal. That will include written parental permission, a detailed rationale for exemption, and the names(s) of assigned driver(s) who will be responsible for the child's safety. ***We encourage all team members, whenever possible, to use the assigned school transportation. This promotes team unity, ensures proper supervision and allows for greater safety of our students.***
- **Hazing:** WHS will not tolerate hazing of any kind to our student athletes. Students who disregard this rule are subject to suspension and/or expulsion from their team, as well as appropriate school consequences set forth by the Assistant Principal.
- Similar to comments made in person, the WHS Department of Athletics will not tolerate disrespectful comments and behavior via social media, such as:
 - o Derogatory or defamatory language;
 - o Comments that create a serious danger to the safety of another person or that constitute a credible threat of serious physical or emotional injury to another person;
 - o Comments or photos that

describe or depict unlawful assault, abuse, hazing, harassment, or discrimination; selling, possessing, or using controlled substances; or any other illegal or prohibited conduct, including violating the School's Policy on Prohibited Harassment and Discrimination. Any violation, or evidence of such violation in your online content, is subject to investigation and possible immediate sanction by Wildwood High School, and/or local law enforcement agencies.

RESPONSIBILITIES

- It is the responsibility of the Head Coach to decide which student/athlete will participate and at which level of play, as well as the amount of playing time that the student will have. Questions regarding this area will be addressed directly to the Head Coach in a mutually acceptable timeframe and in an appropriate, professional manner (see Parental/Coach Communication Pamphlet).
- Athletes will be on time for practice and will be prepared for practice every day. They should prioritize their affiliations with community teams, placing the needs of the WHS team first.
- Athletes are responsible for all equipment issued and for the care of said equipment. Equipment and uniforms are to be worn and used only at WHS events. Athletes will be held accountable and submit restitution for any equipment/uniforms mistreated or not returned.
- Failure to comply with requirements stipulated in the WHS Handbook or any of the rules stated in this contract or stipulated by the Coach regarding curfews, detentions, etc., will result in disciplinary action which may include suspension or dismissal for a designated time as determined by the Head Coach and/or the policy set forth in the Student Handbook.

In addition to the above-mentioned criteria, all athletes are required to be alcohol-free, tobacco-free, and drug-free twenty-four hours a day, seven days a week (24/7) throughout their season. Student/athletes who use and/or are in possession of these items are subject to disciplinary action as outlined by Board of Education Policy and Page #20 in the Wildwood High School Student Handbook. Attendance at parties or gatherings where alcohol, tobacco or drugs are present is strictly prohibited and is also considered a violation of the 24/7 policy. This rule does not restrict athletes from attending family functions where alcoholic beverages are present. The purpose of this rule is to deter under-age drinking and/or substance abuse.

Remember:

Everything you say and do should be consistent with the six core ethical values comprising good character: trustworthiness, respect, responsibility, fairness, caring, and citizenship.

I HAVE READ AND UNDERSTAND THESE RULES AND AGREE TO ABIDE BY THEM.

Student/Athlete and parent/legal guardian must sign this document prior to the athlete listed on the team roster.

SPORT _____

ATHLETE'S SIGNATURE _____

DATE _____

GO WARRIORS!

PARENT/GUARDIAN SIGNATURE _____

DATE _____

Please visit our website at

www.wwschools.org

For athletic forms, schedules, and other athletic info.

COACHING VOLUNTEERS

4143.2

A coaching volunteer is a non-staff individual, who upon approval by the Board of Education, provides assistance relating to the coaching of any interscholastic sport without remuneration and at the direction and under the control of the head coach.

The head coach shall submit in writing to the Athletic Director and the appropriate principal the rationale and the need to be addressed by approving the coach's request for establishing a particular coaching volunteer position.

The individual wishing to serve as a volunteer coach is initially recommended by the head coach, and shall be interviewed by the Athletic Director and/or the appropriate principal.

The criteria to be considered in an interview may include, but is not limited to the following?

- Knowledge of the sport, including the rules of play.
- Ability to fulfill the role assigned by the head coach.
- Experience in working with youth.
- Experience in the sport, be it youth league, high school, college, or professional.
- An understanding of the responsibilities working directly with students.

All new volunteer coaches will have one year after being hired to successfully complete the following training courses:

- Fundamentals of Coaching
- First Aid
- Heat Illness Prevention

All volunteer coaches must be CPR/AED certified.

All volunteer coaches must have completed a satisfactory criminal background check, including a fingerprint test, pass a required tuberculosis screening, and should have a total of 60 college credits along with appropriate certification in accordance with NJSIAA guidelines. The Superintendent and/or the Athletic Director may require additional documentation that they determine is appropriate. A waiver can be granted regarding the 60 credit rule based on the recommendation of the head coach, athletic director, and principal. The Superintendent shall provide information that supports his/her recommendation for Board approval. The volunteer coach will be reimbursed for costs related to the fingerprinting following successful completion.

A person that does not possess a County Certificate but has fulfilled a satisfactory criminal background check, including a fingerprint test, may be recommended by the Superintendent and/or the Athletic Director and approved by the Board of Education to serve as a volunteer paraprofessional coach.

Upon completion of the screening process, the Athletic Director and/or the Principal involved shall submit in writing the recommendation of the volunteer coach, with accompanying rationale, to the Superintendent. The final approval rests with the Board of Education, which may rely on its Athletic committee's assessment of the matter.

This procedure does not limit the authority of a head coach, upon notification to the Athletic Director, to arrange for an individual to give a presentation, clinic, or some other lesson of one-time duration at the discretion of the head coach.

Adopted: 20 August, 2003 Revised: 15 November, 2007 Revised: 21 March 2018

Disciplinary Procedures

1. The head coach may establish reasonable rules beyond general school district regulations to the sport in which he/she is in charge. It must be understood that extracurricular activities are an extension of the school day and student/athletes are subject to the disciplinary consequences of breaking the rules.
2. A "Wildwood High School Student/Parent/Staff Handbook" will be issued to every coach. Coaches and student/athletes are responsible for knowing the contents of the book.
3. If deemed necessary, the Athletic Director and/or School Principal can suspend student/athletes from participating in any sport for a period of time considered appropriate for violating school or athletic program rules.
4. A student/athlete can be dismissed from an athletic team for:
 - a. Smoking
 - b. Drinking alcohol
 - c. Use of illegal drugs
 - d. Theft
 - e. Destruction of property
 - f. Criminal prosecution
 - g. Jeopardizing the integrity of the school district, athletic program and athletic team.
 - h. Removing any of their uniform and/or walking off the field, court, or other contest areas without the permission of the head coach.
 - i. Unexcused absences or excessive tardiness at practices and/or contests.
 - j. Use of profanity.
 - k. Habitual failure to follow team rules.
 - l. Excessive disciplinary problems in school.
 - m. Failure to satisfy academic responsibilities.
 - n. See Appendix A-Board Policy on

Drugs, Alcohol & Steroid Procedures

Statement of Philosophy

The Wildwood Athletics program recognizes that the use and abuse of drugs pose a significant health problem for many students, resulting in negative effects on the total development of the individual. Specifically, the use and abuse of drugs affect learning behavior, achievement, activities participation, and related skills. Students can also be seriously affected by drug use and abuse by family, schoolmates, teammates, and other significant people in their lives.

Please refer to Student Discipline Policy regarding use of drugs.

Students need a new physical if their previous one is dated over 365 days from the start of the season. All forms can be found with the Athletic Trainer. Every athlete needs the following every season.

Health History Update Questionnaire
Athlete Emergency Information

Students need to fill out the following once a year.

Sudden Cardiac Consent
Steroid Consent
Concussion Consent
Sportsmanship Consent
Student/Athlete Contract
Sports-Related Eye Injuries
Sports-Related Head injuries
Use and Misuse of Opioid Drugs

All forms can be found online at <http://www.wwschools.org> under each school's athletic page.

Child Abuse and Neglect Reporting, NJ Law

Who must report and to whom?

According to NJ Law and the NJ Department of Education regulations any person having reasonable cause to believe that a child has been abused or neglected must report this information immediately to DCPD. The law applies to any person having reasonable cause to believe that a child has been subjected to abuse or neglect. Failure to report is a violation of the law.

Child Abuse and Neglect Reporting, NJ Depart of Education

Reporting obligations for public school personnel for suspected child abuse or neglect are set forth in Department of Education regulations N.J.A.C. 6A:16-10.1 and 10.2. Each Board of Education is required to adopt and implement a child abuse and neglect policy and procedures for reporting to, and cooperating with DCPD investigations of child abuse and neglect.

All school personnel, including teaching staff members, support staff members and unpaid volunteers, must immediately report to DCPD incidents of child abuse and neglect where there is reasonable cause to believe child abuse or neglect has occurred. The suspicion of child abuse and/or neglect may be based on the complaints of the child or on the direct observations of the employee over a period of time or both.

Failure to report is a violation of the law.

Informing the Principal

Only after reporting to DCPD, the reporter may, but is not required to inform the school principal or designee. Such notice is not required if the reporting individual believes notice would endanger the referrer or child involved or when the referrer believes disclosure would result in retaliation against the child or discrimination against the referrer. Reporting through a secondary source creates unnecessary delays in reporting and does not satisfy the statutory requirement to report directly to DCPD.

Child Abuse and Neglect Reporting Procedure, NJ

Per NJ law, you MUST report to DCPD. From 9am to 5pm on weekdays, reports of child abuse and neglect can be made to the local DCPD District Office. There is at least one District Office in every county. The Office of Child Abuse Control (OCAC) operates a **toll free 24 hour 7 days a week hotline (1-800-792-8610)**. Calls received at OCAC during normal working hours are immediately referred to the appropriate district office and calls received after hours are referred to the Special Response Unit (SPRU). To report abuse or neglect in institutions, such as childcare centers, schools, and residential treatment centers, you may call the Institutional Abuse Investigation Unit (IAIU) at 1-800-215-6853.

Child Abuse and Neglect Reporting Procedure, NJ

DCPD accepts all allegations of child abuse and neglect by telephone and in person from all sources including the child or parent themselves. Reports may also be made anonymously.

Report should include:

- Identifying information about the child and family and the suspected Perpetrator.
- This information should include where possible the name of the child, the age, and grade of the child, the child's birth date, if known, the name and address of the child's parents.
- Description of the child's condition, including the nature and extent of injuries, abuse, or maltreatment as well as any evidence of previous injuries.
- Other information about the abuse or neglect or suspected perpetrator or leads to such information.

Roles of School District Liaison

If you need help deciding whether to report or need more information, contact your local DCPD district office, the family helpline (1-800-THE-KIDS), or your school district liaison to DCPD. Your Board of Education's child abuse and neglect policy should identify a liaison to DCPD. Reports should be made directly to DCPD. The function of the liaison is to facilitate communication and cooperation between the district and DCPD, and to be the primary contact person between the schools and DCPD regarding general information and training.

Immunity from Civil and Criminal Liability

The Child Abuse Prevention and Treatment Act requires states to enact legislation that provides immunity from prosecution arising out of the reporting of abuse and neglect. According to New Jersey law, any person who, according to the law, reports abuse or neglect or testifies in a child abuse or neglect hearing resulting from such a report is immune from any criminal or civil liability as a result of such action.

District Policy

District policy must provide assurances that no school personnel will be discharged or discriminated against as to terms of employment as a result of making a good faith report of alleged child abuse or neglect.

Do not ever let fear that your suspicion is unfounded keep you or delay you from reporting suspected abuse to DCPD! No matter what occurs in a subsequent investigation, the reporter is always protected by the law from any form of liability.

Penalty for Failure to Report

Failure to make a report is a violation of law, subject to a \$1000 fine and up to six months in jail.

Child Abuse and Neglect are Crimes!

Under New Jersey law (N.J.S.A. 9-6-3), CHILD ABUSE, AND NEGLECT ARE CRIMES OF THE FOURTH DEGREE

DCPD Response to Child Abuse and Neglect Report

A DCPD screener will ask you clarifying questions to help determine the best response to the situation you are reporting. Not all reports result in a field investigation by DCPD. The screener may determine that only a family service assessment is required. If a child protection investigation is called for, DCPD is required to investigate in a timely manner, and if necessary, arrange for the protection of the child and treatment of the parent (s) and child. In such cases, the DCPD worker acts both as an investigator and helper. Upon receiving a report of child abuse or neglect, a DCPD caseworker shall investigate the allegations and take the necessary action to insure the safety of the child, which may include a request for assistance from law enforcement officials.

Notifying law enforcement agency

DCPD must forward information about substantiated abuse or neglect to the local police or law enforcement agency. The report should contain:

- a) Names and addresses of the child and his parent, guardian, or other person having custody
- b) If known, the child's age.
- c) Nature and possible extent of injuries: any evidence of prior injury.
- d) Any other information that might be helpful.

Continued Involvement of Reporter

If you report child abuse or neglect. You may possibly have ongoing responsibilities such as:

- Reporting to appropriate school administrator and complying with board policy
- Acting as a support person for the child or young person during interviews.
- Attending a case conference.
- Participating in case planning meetings.
- Continuing to monitor the child's or young person's behavior in relation to ongoing harm
- Providing written reports for case planning meetings or court proceedings.

What if I'm wrong?

Anyone who makes a report of suspected or neglect in good faith is immune from any liability, civil or criminal, that might otherwise be incurred or imposed. Not every case of suspected child abuse or neglect will be clear. It is important to remember that if we are to err, we need to err on the side of the child. If there is reasonable cause to believe that a child has been abused or neglected, you must report it to DCPD.

Challenging Situations:

You may face challenging or uncomfortable situations in which you suspect child abuse or neglect.

Examples:

- Student abuse of another student.
- Perpetrator is an adult working in the school.
- The source of the information about abuse or neglect is a child, or a child's friend whose credibility is questionable.

In any of these cases, use your judgment and ask yourself if you have reasonable cause to believe. If the answer is yes, call DCPD immediately, DCPD will investigate and determine the credibility of the report. Anytime, anywhere, anyone....CALL DCPD AT 1-877-652-2873 to report suspected child abuse or neglect.

It is NOT your job to investigate:

It is not your job to decide if the abuse or neglect is a police matter. You are not trained on the subtleties of evaluating a case of suspected child abuse or neglect such as:

- Determining the age of a bruise or how it occurred
- The right questions to ask
- Appropriate non-accusatory interviewing skills regarding sexual molestation and abuse you should not ask leading questions or fill in statements for the child. The incident is best conveyed in the child's own words.

The educator's role is to ask non-leading, general questions that will provide DCPD with enough information to determine if an investigation is warranted, and to report suspected abuse or neglect.

After the Report

After the report, schools can be involved in providing support programs for the child, parents, and family.

Child Abuse and Neglect Reporting Folder

It is advisable to create and maintain a Child Abuse and Neglect Reporting Folder that includes all of the information and tools you need to report child abuse or neglect and find answers to any questions you have. You will be prepared if you confront suspected abuse or neglect.

✓ Suggested Folder Contents:

Important Phone numbers

The office of Child Abuse Control toll-free 24/7 hotline: 1-877-NJAUSE.

List of other NJ DCPD and Department of Human Services Hotlines such as the Family Helpline, the Division's Action Line, and the Safe Haven Infant Protection Hotline. There is also a place to record the phone number of your local DCPD district office. Enter the number when creating your folder.

✓ Reporting Form

Reporting form that includes a place to enter pertinent information about the child, family and suspected abuse or neglect.

✓ Report Record

This form also includes a Report Record for your files. This record includes:

- The date and time that you called DCPD.

- The number you called.
- The name of the person to whom you spoke.
- Details about your phone conversation.

This is a very important step in documenting your call to report abuse of neglect.

✓ Sign of Child Abuse and Neglect Reference Document

Board of Education Child Abuse and Neglect Policy

Another document to place in your folder is your Board of Education's current Child Abuse and Neglect Policy. Obtain a copy from your Board of Education and review it carefully. The Board of Education policy should address reporting procedures, identify a DCPD liaison, and outline plans for regular staff training on child abuse and neglect.

Recognizing signs of child abuse and neglect: Role of Educators

Educators need to be able to recognize key signs of child abuse and neglect so that they can help a child in need. There are some characteristics physical and behavioral indicators or different categories of abuse and neglect that you can look for.

Signs of Physical Abuse

Signs of physical abuse include visible unexplained bruises and welts, burns, fractures or abrasions. The injuries can be anywhere on the body, including the face. They may be clustered or on several different surface areas and may appear regularly after a weekend or absence.

A child who is **physically abused** may be:

- Wary of adult contacts
- Apprehensive when other children cry
- Prone to behavioral extremes such as aggressiveness or withdrawal
- Frightened of parents, or
- Afraid to go home

Sign of Sexual Abuse

A child who has been sexually abused may display **nonspecific or specific** signs of that abuse. **Nonspecific** signs can include sleep disturbances, abdominal pain, or urinary incontinence. Nonspecific emotional behaviors can include:

- Poor peer relationships
- Delinquency or running away
- Not wanting to go home
- A drop in school performance
- Mood swings and acting out

Withdrawal, fantasy, or infantile behavior

Nonspecific signs may also indicate physical or emotional abuse or may be signs or stress unrelated to abuse.

More specific signs and symptoms of sexual abuse include:

- Difficulty in walking or sitting
- Torn, stained, or bloody underclothing
- Pain or itching in genital area
- Bruises or bleeding in external genitalia, vaginal, or anal areas
- Sexually transmitted diseases, especially in preteens or pregnancy

More specific emotional behaviors might include:

- Bizarre, sophisticated, or unusual sexual behavior or knowledge

- Excessive masturbation
- Sexual acting out
- Promiscuity

A child may report a sexual assault by a caretaker to someone he or she trusts

Signs of Emotional Abuse

An emotionally abused child may show physical signs such as:

- Habit disorders (sucking, biting, rocking, etc.)
- Conduct disorders (antisocial, destructive, etc.)
- Neurotic traits (sleep disorders, inhibition of play)
- Psychoneurotic reactions (hysteria, obsession, compulsion, phobias, hypochondria)
- Speech disorders
- Lags in physical development
- Failure to thrive
- The emotionally abused child may display
- Behavior extremes
- Compliant, passive
- Aggressive, demanding
- Overly adaptive behavior
- Inappropriately adult
- Inappropriately infant
- Developmental lags (mental, emotional), or
- Attempted suicide

Signs of Physical Neglect

A child who is physically neglected may present with:

- Constant hunger, poor hygiene, inappropriate dress
- Consistent lack of supervision, especially in dangerous activities or long periods
- Unattended physical problems or medical needs

Evidence of Abandonment the Child's Emotional behavior may include:

- Begging, stealing food
- Extended stays at school (early arrival and late departures)
- Constant fatigue, uselessness, or falling asleep in class
- Alcohol or drug abuse.
- Delinquency (eg., thefts)
- The child may report there is no care given.

Notes on recognizing signs of child abuse or neglect

None of the signs prove child abuse or neglect exists: however, when these signs appear repeatedly or in combination with one another a closer look may be needed.

Parent and child interaction

The following signs of possible child abuse or neglect may be noted in parent and child interaction. Problems may be present when they:

- Rarely look at each other
- Consider their relationship entirely negative or state that they do not like each other

Parents Behaviors

In parents, signs of child abuse or neglect may include:

- Showing little concern for the child, rarely responding to the schools or teachers request for information or conferences.
- Denying existence of, or blaming child for, the child's problems in school or at home
- Using harsh physical discipline if the child misbehaves
- Seeing the child as entirely bad, worthless, or burdensome
- Demanding perfection or a level of physical or academic performance the child cannot achieve
- Looking primarily to the child for care, attention, and satisfaction of emotional needs.

Harassment, Intimidation, and Bullying

A. Policy Statement

The Wildwood Board of Education prohibits acts of harassment, intimidation, or bullying of a pupil. A safe and civil environment in school is necessary for pupils to learn and achieve high academic standards. Harassment, intimidation, or bullying, like other disruptive or violent behaviors, is conduct that disrupts both a student's ability to learn and a school's ability to educate its pupils in a safe and disciplined environment. Since pupils learn by example, school administrators, faculty, staff and volunteers should be commended for demonstrating appropriate behavior, treating others with civility and respect, and refusing to tolerate harassment, intimidation, or bullying.

For the purposes of this Policy, the term "parent", pursuant to N.J.A.C. 6A:161.3, means the natural parent (s) or adoptive parent (s), legal guardian (s), foster parent (s), or parent surrogate (s) of a pupil. Where parents are separated or divorced, "parent" means the person or agency which has legal custody of the pupil, as well as the natural or adoptive parent (s) of the pupil, provided such parental rights have not been terminated by a court of appropriate jurisdiction.

B. Harassment, Intimidation, and Bullying Definition

"Harassment, intimidation, or bullying" means any gesture, any written, verbal or physical act, or any electronic communication, as defined in N.J.S.A. 18A:3714, whether it be a single incident or a series of incidents:

1. Is reasonably perceived as being motivated by either any actual or perceived characteristic, such as race, color, religion, ancestry, national origin, gender, sexual orientation, gender identity and expression, or a mental, physical or sensory disability; or
2. By any other distinguishing characteristics; and that
3. Takes place on school property, at any school sponsored function, on a school bus, or off school grounds, as provided for in N.J.S.A. 18A:3715.3, that substantially disrupts or interferes with the orderly operation of the school or the rights of other pupils; and that
 - a. A reasonable person should know, under the circumstances, that the act(s) will have the effect of physically or emotionally harming a pupil or damaging the pupil's property, or placing a pupil in reasonable fear of physical or emotional harm to his/her person or damage to his/her property; or
 - b. Has the effect of insulting or demeaning any pupil or group of pupils; or
 - c. Creates a hostile educational environment for the pupil by interfering with a pupil's education or by severely or pervasively causing physical or emotional harm to the pupil.

"Electronic communication" means a communication transmitted by means of an electronic device, including, but not limited to, a telephone, cellular phone, computer or pager.

C. Pupil Expectations

The Board expects pupils to conduct themselves in keeping with their levels of development, maturity, and demonstrated capabilities with proper regard for the rights and welfare of other pupils and school staff, the educational purpose underlying all school activities and the care of school facilities and equipment consistent with the Student Code of Conduct.

The Board believes that standards for pupil behavior must be set cooperatively through interaction among the pupils, parents, school employees, school administrators, school volunteers, and community representatives, producing an atmosphere that encourages pupils to grow in self-discipline. The development of this atmosphere requires respect for self and others, as well as for school district and community property on the part of pupils, staff, and community members.

Pupils are expected to behave in a way that creates a supportive learning environment. The Board believes the best discipline is self-imposed, and it is the responsibility of staff to use instances of violations of the Student Code of Conduct as opportunities to help pupils learn to assume and accept responsibility for their behavior and the

consequences of their behavior. Staff members who interact with pupils shall apply best practices designed to prevent pupil conduct problems and foster pupils' ability to grow in self-discipline.

The Board expects that pupils will act in accordance with the pupil behavioral expectations and standards regarding harassment, intimidation, and bullying, including:

1. Pupil responsibilities (e.g., requirements for pupils to conform to reasonable standards of socially accepted behavior; respect the person, property and rights of others; obey constituted authority; and respond to those who hold that authority);
2. Appropriate recognition for positive reinforcement for good conduct, self-discipline, and good citizenship;
3. Pupil rights; and
4. Sanctions and due process for violations of the Student Code of Conduct.

Pursuant to N.J.S.A. 18A:3715(a) and N.J.A.C. 6A:167.1 (a)1, the district has involved a broad-based of school and community members, including parents, pupils, instructional staff, pupil support services staff, school administrators, and school volunteers, as well as community organizations, such as faith based, health and human service, business and law enforcement, in the development of this Policy. Based on locally determined and accepted core ethical values adopted by the Board, pursuant to N.J.A.C. 6A:167.1(a)2, the Board must develop guidelines for pupil conduct pursuant to N.J.A.C. 6A:167.1. These guidelines for pupil conduct will take into consideration the developmental ages of pupils, the severity of the offenses and pupils' histories of inappropriate behaviors, and the mission and physical facilities of the individual school(s) in the district. This Policy requires all pupils in the district to adhere to the rules established by the school district and to submit to the remedial and consequential measures that are appropriately assigned for infractions of these rules.

Pursuant to N.J.A.C. 6A:167.1 , the Superintendent must annually provide to pupils and their parents or guardians the rules of the district regarding pupil conduct. Provisions shall be made for informing parents or guardian whose primary language is other than English.

The district prohibits active or passive support for acts of harassment, intimidation, or bullying. Pupils are encouraged to support other pupils who:

1. Walk away from acts of harassment, intimidation, and bullying when they see them;
2. Constructively attempt to stop acts of harassment, intimidation, or bullying;
3. Provide support to pupils who have been subjected to harassment, intimidation, or bullying; and
4. Report acts of harassment, intimidation, and bullying to the designated school staff member.

D. Consequences and Appropriate Remedial Actions

The Board of Education requires its school administrators to implement procedures that ensure both the appropriate consequences and remedial responses for pupils who commit one or more acts of harassment, intimidation, or bullying, consistent with the Student Code of conduct and the consequences and remedial responses for staff members who commit one or more acts of harassment, intimidation, or bullying. The following factors, at implementation of appropriate consequences and remedial measures for each act of harassment, intimidation, or bullying by pupils. Appropriate consequences and remedial actions are those that are graded accordingly to the severity of the offense(s), consider the developmental ages of the pupil offenders and pupils' histories of inappropriate behaviors, per the Student Code of Conduct and N.J.A.C. 6A:167.

Factors for Determining Consequences

1. Age, developmental and maturity levels of the parties involved and their relationship to the school district;
2. Degrees of harm;
3. Surrounding circumstances;
4. Nature and severity of the behavior(s);
5. Incidences of past or continuing patterns of behavior;
6. Relationships between the parties involved; and
7. Context in which the alleged incidents occurred.

Factors for Determining Remedial Measures

Personal

1. Life skill deficiencies;
2. Social relationships;
3. Strengths;
4. Talents;
5. Traits;
6. Interests;
7. Hobbies;
8. Extracurricular activities;
9. Classroom participation;
10. Academic; and
11. Relationship to pupils and the school district.

Environmental

1. School culture;
2. School climate;
3. Pupil staff relationships and staff behavior toward the pupil;
4. General staff management of classrooms or other educational environments;
5. Staff ability to prevent and manage difficult or inflammatory situations;
6. Social emotional and behavioral supports;
7. Social relationships;
8. Community activities;
9. Neighborhood situation; and
10. Family situation.

Consequences and appropriate remedial action for a pupil or staff member who commits one or more acts of harassment, intimidation, or bullying may range from positive behavioral interventions up to and including suspension or expulsion of pupils, as set forth in the Board's approved Student Code of Conduct pursuant to N.J.A.C. 6A:167.1. Consequences for a pupil who commits an act of harassment, intimidation, or bullying shall be varied and graded according to the nature of the behavior, the developmental age of the pupil and the pupil's history of problem behaviors and performance, and must be consistent with the Boards approved Student Code of Conduct and N.J.A.C. 6A:167 Student Conduct. Remedial measures shall be designed to correct the problem behavior, prevent another occurrence of the problem, protect and provide support for the victim of the act, and take corrective action for documented systemic problems related to harassment, intimidation, or bullying. The consequences and remedial measures may include, but are not limited to, the examples listed below:

Examples of Consequences

1. Admonishment;
2. Temporary removal from the classroom;
3. Deprivation of privileges;
4. Classroom or administrative detention;
5. Silent lunch;
6. Referral to disciplinarian;
7. In school suspension during the school week or the weekend;
8. Out of school suspension (short term or long term);
9. Reports to law enforcement or other legal action;
10. Expulsion; and
11. Bans from providing services, participating in school district sponsored programs, or being in school buildings or on school grounds.

Examples of Remedial Measures- Personal

1. Restitution and restoration;
2. Peer support group;
3. Recommendations of a pupil behavior or ethics council;
4. Corrective instruction or other relevant learning or service experience;
5. Supportive pupil interventions, including participation of the Intervention and Referral Services Team, pursuant to N.J.A.C. 6A:168;
6. Behavioral assessment or evaluation, including, but not limited to, a referral to the Child Study Team, as appropriate;
7. Behavioral management plan, with benchmarks that are closely monitored;
8. Assignment of leadership responsibilities (e.g., hallway or bus monitor);
9. Involvement of school disciplinarian;
10. Pupil counseling;
11. Parent conferences;
12. Alternative placements (e.g., alternative education programs);

Examples of Remedial Measures- Environmental (Classroom, School Building or School District)

1. School and community surveys or other strategies for determining the conditions contributing to harassment, intimidation, or bullying;
2. School culture change;

3. School climate improvement;
4. Adoption of research based, systematic bullying prevention programs;
5. School policy and procedures revisions;
6. Modifications of schedules;
7. Adjustments in hallway traffic;
8. Modifications in pupil routes or patterns traveling to and from school;
9. Supervision of pupil before and after school;
10. Targeted use of monitors (e.g., hallway, cafeteria, locker room, playground, school perimeter, bus);
11. Teacher aides;
12. Small or large group presentations for fully addressing the behaviors and the responses to to the behaviors;
13. General professional development programs for certificated and uncertificated staff;
14. Professional development plans for involved staff;
15. Disciplinary action for school staff who contributed to the problem;
16. Supportive institutional interventions, including participation of the Intervention and Referral Services Team, pursuant to N.J.A.C. 6A:168;
17. Parent conferences;
18. Recommending family counseling;
19. Involvement of parent teacher organizations;
20. Involvement of community based organizations (Cape Counseling, Crisis Intervention, Perform Care, Cape Assist);
21. Development of a general bullying response plan;
22. Peer support groups;
23. Alternative placement (e.g., alternative education programs); and
24. Law enforcement (e.g., safe schools resource officer, juvenile officer) involvement or other legal action.

N.J.A.C. 6A:167.9(a) 2.vi requires appropriate consequences and remedial actions for any staff member who commits an act of harassment, intimidation, or bullying of a pupil. The consequences may include, but not be limited to, verbal or written reprimand, increment withholding, legal action, disciplinary action, and/or termination. Remedial measures may include, but not be limited to, in or out of school counseling, professional development programs, and work environment modifications.

E. Harassment, Intimidation, and Bullying Off School Grounds

This Policy and the Student Code of Conduct shall apply to instances when a school employee is made aware of alleged harassment, intimidation, or bullying occurring off school grounds when:

1. The alleged harassment, intimidation, or bullying has substantially disrupted or interfered with the orderly operation of the school or the rights of other pupils; and either
2. A reasonable person should know, under the circumstances, that the alleged behavior will have the effect of physically or emotionally harming a pupil or damaging the pupil's property, or placing a pupil in reasonable fear of physical or emotional harm to his/her person or damage to this/her property; or
3. The alleged behavior has the effect of insulting or demeaning any pupil or group of pupils; or
- 4.. The alleged behavior creates a hostile educational environment for the pupil by interfering with a pupil's education or by severely or pervasively causing physical or emotional harm to the pupil.

F. Harassment, Intimidation, and Bullying Reporting Procedure

The Board of Education requires the Principal at each school to be responsible for receiving complaints alleging violations of the Policy. All Board members, school employees, and volunteers and contracted service providers

who have contact with pupils are required to verbally report alleged violations of the Policy to the Principal or the Principal's designee on the same day when the individual witnessed or received reliable information regarding any such incident. All Board members, school employees, and volunteers and contracted service providers who have contact with pupils, also shall submit a report in writing to the Principal within two school days of the verbal report. The Principal will inform the parents of all pupils involved in alleged incidents, and, as appropriate, may discuss the availability of counseling and other intervention services. The Principal, upon receiving a verbal or written report may take interim measures to ensure the safety, health, and welfare of all parties pending the findings of the investigation.

Pupils, parents, and visitors are encouraged to report alleged violations of this Policy to the Principal on the same day when the individual witnessed or received reliable information regarding any such incident. Pupils, parents, and visitors may report an act of harassment, intimidation, or bullying anonymously. Formal action for violations of the Student Code of Conduct may not be taken solely on the basis of an anonymous report.

A Board member or school employee who promptly reports an incident of harassment, intimidation, or bullying and who makes this report in compliance with the procedures set forth in this Policy is immune from a cause of action for damages arising from any failure to remedy the reported incident.

In accordance with the provisions of N.J.S.A. 18A:3718, harassment, intimidation and bullying law does not prevent a victim from seeking redress under any other available law, either civil or criminal, nor does it create or alter any tort liability.

The district may consider every mechanism available to simplify reporting, including standard reporting forms and/or web based reporting mechanisms. For anonymous reporting, the district may consider locked boxes located in areas of a school where reports can be submitted without fear of being observed.

A school administrator who receives a report of harassment, intimidation, and bullying from a district employee, and fails to initiate or conduct an investigation, or who should have known of an incident of harassment, intimidation, or bullying and fails to take sufficient action to minimize or eliminate the harassment, intimidation or bullying, may be subject to disciplinary action.

G. Anti Bullying Coordinator, Anti-Bullying Specialist, and School Safety Team(s)

1. The Superintendent shall appoint a district Anti-Bullying Coordinator. The Superintendent shall make every effort to appoint an employee of the school district to this position.

The district Anti-Bullying Coordinator shall:

- a. Be responsible for coordinating and strengthening the school district's policies to prevent, identify, and address harassment, intimidation, and bullying of pupils.
- b. Collaborate with school Anti-Bullying Specialists in the district, the Board of Education, and the Superintendent to prevent, identify, and respond to harassment, intimidation, or bullying of pupil's in the district.
- c. Provide data, in collaboration with the Superintendent, to the Department of Education regarding harassment, intimidation, or bullying of pupils;
- d. Execute such other duties related to school harassment, intimidation, or bullying as requested by the Superintendent; and
- e. Meet at least twice a school year with the school Anti-bullying Specialist(s) to discuss and strengthen procedures and policies to prevent, identify, and address harassment, intimidation, and bullying in the district.

2. The Principal in each school shall appoint a school Anti-Bullying Specialist. When a school guidance counselor, school psychologist, or another individual similarly trained is currently employed in the school, the Principal shall appoint that individual to be the school Anti-Bullying Specialist. If no individual meeting this criteria is currently employed in the school, the Principal shall appoint a school Anti-Bullying Specialist from currently employed school personnel.

The school Anti-Bullying Specialist shall:

- a. Chair the School Safety team as provided in N.J.S.A. 18A:3721;
 - b. Lead the investigation of incidents of harassment, intimidation, and bullying in the school; and
 - c. Act as the primary school official responsible for preventing, identifying, and addressing incidents of harassment, intimidation, and bullying in the school.
3. A School Safety team shall be formed in each school in the district to develop, foster, and maintain a positive school climate by focusing on the ongoing, systematic process and practices in the school, and to address school climate issues such as harassment, intimidation, or bullying. Each School Safety team shall meet at least two times per school year. The school safety team shall consist of the Principal or the Principal's designee who, if possible, shall be a senior administrator in the school and the following appointees of the Principal: a teacher in the school, a school Anti-Bullying specialist, a parent of a pupil in the school, and other members to be determined by the Principal. The school Anti-Bullying Specialist shall serve as the chair of the School Safety team. The School Safety team shall;

- a. Receive any complaints of harassment, intimidation, and bullying of pupils that have been reported to the Principal;
- b. Receive copies of any reports prepared after an investigation of an incident of harassment, intimidation, or bullying;
- c. Identify and address patterns of harassment, intimidation, or bullying of pupils in the school;
- d. Review and strengthen school climate and the policies of the school in order to prevent and address harassment, intimidation, or bullying of pupils;
- e. Educate the community, including pupils, teachers, administrative staff, and parents, to prevent and address harassment, intimidation, or bullying of pupils;
- f. Participate in the training required pursuant to the provisions of N.J.S.A. 18A:3713 et seq. and other training which the Principal or the district Anti-Bullying Coordinator may request;
- g. Collaborate with the district Anti-Bullying Coordinator in the collection of district wide data and in the development of district policies to prevent and address harassment, intimidation, or bullying of pupils; and
- h. Execute such other duties related to harassment, intimidation, or bullying as requested by the Principal or district Anti-Bullying Coordinator.

The members of a School Safety team shall be provided professional development opportunities that address effective practices of successful school climate programs or approaches. Notwithstanding any provisions of N.J.S.A. 18A:3721 to the contrary, a parent who is a member of the School Safety Team shall not participate in the activities of the team which may compromise the confidentiality of a pupil.

H. Harassment, Intimidation, and Bullying Investigation

The Board requires a thorough and complete investigation to be conducted for each report of an alleged incidents of harassment, intimidation, or bullying. The investigation shall be initiated by the Principal or the Principal's designee within one school day of the verbal report of the incident. The investigation shall be conducted by the school Anti-Bullying Specialist. The Principal may appoint additional personnel who are not school Anti-Bullying Specialist to assist the school Anti Bullying Specialist in the investigation.

The investigation shall be completed and the written finding submitted to the Principal as soon as possible, but not later than ten school days from the date of the written report of the alleged incident of harassment, intimidation, or bullying. Should information regarding the reported incident and the investigation be received after the end of the ten day period, the school Anti-Bullying Specialist or the Principal shall amend the original report of the results of the investigation to ensure there is an accurate and current record of the facts and activities concerning the reported incident.

The Principal shall proceed in accordance with the Student Code of Conduct, as appropriate, based on the investigation findings. The Principal shall submit a report to the Superintendent within two school days of the completion of the investigation and in accordance with the Administrative Procedures Act (N.J.S.A. 52:14B1 et seq.). As appropriate to the findings from the investigation, the Superintendent shall ensure the Student Code of Conduct has been implemented and provide intervention services, order counseling, establish training programs to reduce harassment, intimidation, or bullying and enhance school climate, or take or recommend other appropriate action, as necessary.

The Superintendent shall report the results of each investigation to the Board of Education no later than the date of the regularly scheduled Board of Education meeting following the completion of the investigation. The Superintendent's report also shall include information on any consequences imposed under the Student Code of Conduct, intervention services provided, counseling ordered, training established or other action taken or recommended by the Superintendent.

Parents of the pupils who are parties to the investigation shall be provided with information about the investigation, in accordance with Federal and State law and regulation. The information to be provided to parents or guardians shall include the nature of the investigation, whether the district found evidence of harassment, intimidation, or bullying, or whether consequences were imposed or services provided to address the incident of harassment, intimidation, or bullying. This information shall be provided in writing within five school days after the results of the investigation are reported to the Board of Education.

A parent or guardian may request a hearing before the Board of Education after receiving the information. When a request for a hearing is granted, the hearing shall be held within ten school days of the request. The Board of Education shall conduct the hearing in executive session, pursuant to the Open Public Meetings Act (N.J.S.A. 10:41 et seq.), to protect the confidentiality of the pupils. At the hearing, the Board may hear testimony from and consider information provided by the school Anti-Bullying specialist and others, as appropriate, regarding the alleged incident, the findings from the investigation of the alleged incident, recommendations for consequences or services, and any programs instituted to reduce such incidents, prior to rendering a determination.

At the regularly scheduled Board of Education meeting following its receipt of the report or following a hearing in executive session, the Board shall issue a decision, in writing, to affirm, reject, or modify the Superintendent's decision. The Board's decision may be appealed to the Commissioner of Education, in accordance with N.J.A.C. 6A:3, Controversies and Disputes, no later than ninety days after issuance of the Board of Education's decision.

A parent, pupil, legal guardian, or organization may file a complaint with the Division on Civil Rights within one hundred eighty days of the occurrence of any incident of harassment, intimidation, or bullying based on membership in a protected group as enumerated in the "Law Against Discrimination," P.L. 1945, c.169 (C.10:51 et seq.).

I. Range of Responses to an Incident of Harassment, Intimidation, or Bullying

The Board authorizes the Principal of each school, in conjunction with the Anti-Bullying Specialist, to define the range of ways in which school staff will respond once an incident of harassment, intimidation, or bullying is confirmed, and the Superintendent shall respond to confirmed harassment, intimidation, and bullying, according to the parameters described in this Policy. The Board recognizes that some acts of harassment, intimidation, or bullying may be isolated incidents requiring the school officials respond appropriately to the individual(s) committing the acts. Other acts may be so serious or parts of a larger pattern of harassment, intimidation, or bullying that they require a response either at the classroom, school building, or school district level or by law enforcement officials.

Consequences and appropriate remedial actions for a pupil who commits an act of harassment, intimidation, or bullying may range from positive behavioral interventions up to and including suspension or expulsion, as permitted under N.J.S.A. 18A:371, Discipline of pupils and as set forth in N.J.A.C. 6A:167.2, Short-term Suspensions, N.J.A.C. 6A:167.3, Long-term Suspensions and N.J.A.C. 6A:167.5, Expulsions.

In considering whether a response beyond the individual level is appropriate, school officials shall consider the nature and circumstances of the act, the degree of harm, the nature and severity of the behavior, past incidences or past or continuing patterns of behavior, and the context in which the alleged incident(s) occurred. Institutional (i.e., classroom, school building, school district) responses can range from school and community surveys, to mailing, to focus groups, to adoption of research based harassment, intimidation, and bullying prevention program models, to training for certificated and uncertificated staff to participation of parent(s) and other community members and organizations, to small or large group presentations for fully addressing the actions and the school's response to the actions, in the context of the acceptable pupil and staff member behavior and the consequences of such actions, and to the involvement of law enforcement officers, including safe schools resource officers.

For every incident of harassment, intimidation, or bullying, the school officials must respond appropriately to the individual who committed the act. The Board is encouraged to set the parameters for the range of responses to be established by the Principal and for the Superintendent to follow. The range of responses to confirmed harassment, intimidation, or bullying acts should include individual, classroom, school, or district responses, as appropriate to the findings from each incident. Examples of responses that apply to each of these categories are provided below:

1. Individual responses can include positive behavioral interventions (e.g., peer mentoring, short-term counseling, life skills groups) and punitive actions (e.g., detention, in school, or out of school suspension, expulsion, law enforcement report or other legal action).
2. Classroom responses can include class discussions about an incident of harassment, intimidation, or bullying, role plays, research projects, observing and discussing audiovisual materials on these subjects, and skill building lessons in courtesy, tolerance, assertiveness, and conflict management.
3. School responses can include theme days, learning station programs, parent programs, and information disseminated to pupils and parents or guardians, such as fact sheets or newsletters explaining acceptable uses of electronic and wireless communication devices or strategies for fostering expected pupil behavior.
4. District wide responses can include community involvement in policy review and development, professional development programs, adoption of curricula and school wide programs, coordination with community based organizations (e.g., mental health, health services, health facilities, law enforcement officials, faith based organizations), and disseminating information on the core ethical values adopted by the district Board of Education's Student Code of Conduct, per N.J.A.C. 6A:167.1(a)2.

The district will identify a range of strategies and resources, which could include, but not be limited to, the following actions for individual victims: counseling; teacher aides; hallway and playground monitors; schedule changes; before and after school supervision, school transportation supervision; school transfers; and therapy.

J. Reprisal or Retaliation Prohibited

The Board prohibits a Board member, school employee, contracted service provider who has contact with pupils, school volunteer, or pupil from engaging in reprisal, retaliation, or false accusation against a victim, witness, one with reliable information, or any other person who has reliable information about an act of harassment, intimidation, or bullying or who reports an act of harassment, intimidation, or bullying.

The consequence and appropriate remedial action for a person who engages in reprisal or retaliation shall be determined by the administrator after consideration of the nature, severity and circumstances of the act, in accordance with case law, Federal and State statutes and regulations and district policies and procedures.

All suspected acts of reprisal or retaliation will be taken seriously and appropriate responses will be made in accordance with the totality of the circumstances. Examples of consequences and remedial measures are listed in the Consequences and Appropriate Remedial Actions section of this policy.

K. Consequences and Appropriate Remedial Action for False Accusation

The Board prohibits any person from falsely accusing another as a means of harassment, intimidation, or bullying.

1. Pupils consequences and appropriate remedial action for a pupil found to have falsely accused another as a means of harassment, intimidation, or bullying or as a means of retaliation may range from positive behavioral interventions up to and including suspension or expulsion, as permitted under N.J.S.A. 18A:-371 et seq., Discipline of Pupils and as set forth in N.J.A.C. 6A:167.2, Short term Suspensions, N.J.A.C. 6A:167, Long term Suspensions and N.J.A.C. 6A:167.5, Expulsions.
2. School Employees Consequences and appropriate remedial action for a school employee or contracted service provider who has contact with pupils found to have falsely accused another as a means of harassment, intimidation, or bullying or as a means of retaliation could entail discipline in accordance with district policies, procedures, and agreements which may include, but not be limited to, reprimand, suspension, increment withholding, or termination.
3. Visitors or Volunteers, Consequences and appropriate remedial action for a visitor or volunteer found to have falsely accused another as a means of harassment, intimidation, or bullying or as a means of retaliation could be determined by the school administrator after consideration of the nature, severity, and circumstances of the act, including law enforcement reports or other legal actions, removal of buildings or grounds privileges, or prohibiting contact with pupils or the provision of pupil services.

L. Harassment, Intimidation, and Bullying Policy Publication and Dissemination

This Policy will be disseminated annually by the Superintendent to all school employees, contracted service providers who have contact with pupils, school volunteers, pupils, and parent(s) who have children enrolled in a school in the district, along with a statement explaining the Policy applies to all acts of harassment, intimidation, or bullying, pursuant to N.J.S.A. 18A:3714 that occur on school property, at school sponsored functions, or on a school bus and, as appropriate, acts that occur off school grounds.

The Superintendent shall ensure that notice of this Policy appears in the student handbook and all other publications of the school district that sets forth the comprehensive rules, procedures, and standards for schools within the school district.

The Superintendent shall post a link to the district's Harassment, Intimidation, and Bullying Policy that is prominently displayed on the homepage of the school district's website. The district will notify pupils and parents this Harassment, Intimidation, and Bullying Policy is available on the school district's website.

The Superintendent shall post the name, phone number, school address, and school email address of the district Anti Bullying Coordinator on the home page of the school district's website. Each Principal shall post the name, school phone number address, and school email address of both the Anti Bullying Specialist and the district Anti Bullying Coordinator on the home pages of each school's website.

M. Harassment, Intimidation, and Bullying Training and Prevention Programs

This Policy will be disseminated annually by the Superintendent to all school employees, contracted service providers who have contact with pupils, school volunteers, pupils, and parent(s) who have children enrolled in a school in the district, along with a statement explaining the Policy applies to all acts of harassment, intimidation, or bullying, pursuant to N.J.S.A. 18A:3714 that occur on school property, at school sponsored functions, or on a school bus and, as appropriate, acts that occur off school grounds.

The Superintendent shall ensure that notice of this Policy appears in the student handbook and all other publications of the school district that sets forth the comprehensive rules, procedures, and standards for schools within the school district.

The Superintendent shall post a link to the district's Harassment, Intimidation, and Bullying Policy that is prominently displayed on the homepage of the school district's website. The district will notify pupils and parents this Harassment, Intimidation, and Bullying Policy is available on the school district website.

The Superintendent shall post the name, school phone number, school address and school email address of the district's Anti Bullying Coordinator on the home page of the school district's website. Each Principal shall post the name, school phone number, address, and school email address of both the Anti Bullying Specialist and the district Anti Bullying Coordinator on the home page of each school's website.

N. Harassment, Intimidation, and Bullying Policy Reevaluation, Reassessment, and Review

The Superintendent shall develop and implement a process for annually discussing the school district's Harassment, Intimidation, and Bullying Policy with pupils.

The Superintendent and the Principal(s) shall annually conduct a reevaluation, reassessment, and review of Harassment, Intimidation, and Bullying Policy, with input from the school's Anti Bullying Specialists, and recommend revisions and additions to the Policy as well as to harassment, intimidation, and Bullying prevention programs and approaches based on the findings from the evaluation, reassessment, and review.

O. Reports to the Board of Education and the New Jersey Department of Education

The Superintendent shall report two times each school year at a public hearing all acts of harassment, intimidation, and Bullying in accordance with the provisions of N.J.S.A. 18A:1746. The information shall also be reported to the New Jersey Department of Education in accordance with N.J.S.A. 18A:1746. The information reported shall be used to grade each school and each district in accordance with the provisions of N.J.S.A. 18A:1746. The grade received by a school and the district shall be posted on the home page of the school's website and the district's website in accordance with the provisions of

N.J.S.A. 18A:1746. A link to the report that was submitted by the Superintendent to the Department of Education shall also be available on the school district's website. This information shall be posted on the website within ten days of receipt of the grade for each school and the district.

P. Reports to Law Enforcement

Some acts of harassment, Intimidation, and bullying may be bias related acts and potentially bias crimes and school officials must report to law enforcement officials either serious acts or those which may be a part of a larger pattern in accordance with the provisions of the Memorandum of Agreement between Education and Law Enforcement Officials.

Q. Collective Bargaining Agreements and Individual Contracts

Nothing in N.J.S.A. 18A:3713.1 et seq. may be construed as affecting the provisions of any collective bargaining agreement or individual contract of employment in effect on the Anti Bullying Bill of Rights Acts effective date (January 5, 2011). N.J.S.A. 18A:3730.

R. Pupils with Disabilities

Nothing contained in N.J.S.A. 18A:3713.1 et seq. may alter or reduce the rights of a pupil with a disability with regard to disciplinary actions or to general or special education services and supports. N.J.S.A. 18A:3732.

The school district shall submit all subsequent amended Harassment, Intimidation, and Bullying Policies to the appropriate Executive County Superintendent of Schools within thirty days of Board adoption. N.J.S.A. 18A:3713 through 18A:3732 N.J.A.C. 6a:167.1 et seq.; 6A:167.9 et seq. Model Policy and Guidance for Prohibiting Harassment, Intimidation, and Bullying on School Property, at School Sponsored Functions and on School Buses – April 2011

**CONCUSSION IDENTIFICATION, MANAGEMENT, AND RETURN-TO-PLAY
NJSIAA POLICY STATEMENT
Developed by the Medical Advisory Board
April 2010**

According to the Centers for Disease Control and Prevention, at least 3 million sports and recreation related concussions occur in the United States each year. Concussions are a serious and growing public health concern

especially for students participating in contact sports. The competitive athletic culture of playing through pain or “toughing it out” puts student-athletes at serious risk of brain injury, disability, and death. 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. Currently, many student-athletes, school personnel including coaches, parents/guardians, and others involved in interscholastic athletics lack of awareness about prevention, identification, and treatment of concussions as well as when it is most appropriate for the student-athlete to return to play.

The effects of concussion while not all preventable can be mitigated by prompt recognition and appropriate response, Therefore, the New Jersey State Interscholastic Athletic Association concludes that a viable public education program focused on concussion education, prevention, and a uniform return to play policy is in the best interest of student-athletes throughout the State of New Jersey.

A concussion is a type of traumatic brain injury (TBI) caused by a direct or indirect blow to the head. The injury can range from mild-to-severe, and can disrupt the way the brain normally functions. A student-athlete does not need to lose consciousness to sustain a concussion. You might notice some of the symptoms right away other symptoms can show up within hours, days or weeks after the injury.

NJSIAA POLICY STATEMENT:

It is our recommendation that NJSIAA member high schools in conjunction with the NJSIAA develop a policy related to concussions including forms and guidelines in order to educate student-athletes, school personnel, and parents/guardians about concussions. These forms shall include risks associated with the student-athlete continuing to play after sustaining a concussion.

Parents/guardians of a student-athlete, who participates in interscholastic athletics, shall receive on an annual basis, per each year the student-athlete participates, a concussion information sheet. The student-athlete and their parents/guardian shall sign a copy of the informational sheet along with all pre-participation examination forms, acknowledging the receipt of this information. These forms are to be given to the proper authorities in the school district prior to the student-athletes initiating involvement in athletics. Informational sheets and Pre-participation examination forms shall be forwarded to the office of the Principal or their designate for the district. Failure to comply with the provisions of this shall preclude the student-athlete from participating in athletics related to the desired sport.

The NJSIAA recognizes that a majority of member schools employ the services of an athletic trainer. As health care providers who work under the supervision of a licensed physician, athletic trainers serve as an extension of the physician, and play key roles in a concussion education and management program. Schools that employ athletic trainers should ensure they play a central role in the school’s concussion education and management program.

ANNUAL TRAINING RELATED TO CONCUSSIONS:

NJSIAA member high schools shall ensure that student-athletes, coaches, athletic trainers, and physicians employed by the school district and show proof of satisfactory completion of that training. Officials should receive annual training from their chapters. Concussion training will be applicable towards certified continuing education requirements.

POSSIBLE SIGNS AND SYMPTOMS OF CONCUSSION:

Signs observed (a member of the coaching staff, athletic trainer, and/or physician) include but are not limited to:

1. Appears dazed, stunned, or disoriented.
2. Forgets plays or demonstrates short-term memory difficulties (e.g. is unsure of the game, score or opponent).
3. Exhibits difficulties with balance or coordination.
4. Answers questions slowly or inaccurately.
5. Loses consciousness.
6. Demonstrates behavior or personality changes.
7. Is unable to recall events prior to or after the hit.

Symptoms reported by the student-athletes to a member of the coaching staff, athletic trainer, and/or physician include but are not limited to:

1. Headache
2. Nausea/vomiting
3. Balance problems or dizziness.
4. Double vision or changes in vision.
5. Sensitivity to light or sound/noise.
6. Feeling sluggishness or fogginess.
7. Difficulty with concentration, short-term memory, and/or confusion.
8. Irritability or agitation.
9. Depression or anxiety.
10. Sleep disturbance.

RETURN-TO-PLAY GUIDELINES:

NJSIAA member high schools that partake in interscholastic athletics shall develop a written plan of policy to address incidents of suspected or actual concussion among participants that are involved in the district programs. A student-athlete who is suspected of sustaining or who has sustained a concussion and/or has become unconscious during an athletic event shall not return-to-play until(s)he meets all of the following criteria:

1. Immediate removal from play and no return-to-play that day.

2. Medical evaluation to determine the presence/absence of a concussion.
3. It is recommended that the student-athlete diagnosed with a concussion complete a symptom-free week initiated on the first asymptomatic day before initiating a graduated return-to-play exercise protocol. The student-athlete must be monitored during this time period for any recurrence of concussion symptoms.
4. If the student-athlete exhibits a re-emergence of any post-concussion signs or symptoms once they return-to-play, they will be removed from exertional maneuvers and return to his/her primary care physician or the team doctor for reevaluation.
5. If concussion symptoms recur during the graduated return-to-play exercise protocol, the student-athlete will return to the previous level of activity that caused no symptoms and then advance as tolerated.
6. Utilization of available tools such as symptom checklists, baseline and balance testing are suggested.

GRADUATED RETURN-TO-PLAY EXERCISE PROTOCOL:

Step 1: No activity, complete physical and cognitive rest. The objective of this step is recovery.

Step 2: Light aerobic exercise, which includes walking, swimming, or stationary cycling, keeping the intensity <70% maximum percentage heart rate; no resistance training. The objective of this step is an increased heart rate.

Step 3: Sport-specific exercise including skating, and/or running drills, no head impact activities. The objective of this step is to add movement.

Step 4: Non-contact training drills involving progression to more complex training drills (e.g. passing drills). The student-athlete may initiate progressive resistance training.

Step 5: Following medical clearance, participate in normal training activities. The objectives of this step is to restore confidence and assess functional skills by the coaching staff.

Step 6: Return to play involving normal exertional or game activity.

Reference: Consensus Statement on Concussion in Sports, 3rd International Conference on Concussion in Sport held in Zurich, November 2008. Clinical Journal of Sports Medicine, Volume 19, No. 3 May 2009 pp. 185-200.

FINAL STATEMENTS:

The NJSIAA recognizes that although outside of our purview, student-athletes must also return to the classroom post-concussion. NJSIAA member high schools shall recognize that the aforementioned signs and symptoms of concussion also impact the student-athlete in their academic pursuits which can cause a deleterious effort on their ability to function in the classroom, learn new material, complete homework and study for tests. Parents/guardians should also be aware that driving may be impaired during the post-concussion period. This NJSIAA policy is a dynamic document which will be altered or amended as new clinical research becomes available.

Dear NJ Secondary School Athletic Trainers,

As each of you should know concussions have received a large amount of media attention recently. The NJSIAA has released new guidelines on concussion care. At this point you should each be aware of these guidelines and should be working with your school/team physician and your board of education to ensure the following:

1. NJSIAA member schools develop a policy related to concussion education including forms and guidelines in order to educate student-athletes, school personnel and parents/guardians about concussions.
2. Parents/guardians of student-athletes, who participate in interscholastic athletics shall receive on an annual basis a concussion information sheet. A signed form acknowledging receipt of this

information sheet should be signed by both the parent/guardian and student/athlete and given to the proper authorities in a school prior to a student-athlete initiating involvement in athletics.

3. NJSIAA member schools shall develop a written plan of policy to address incidents of suspected or actual concussions among participants that are involved in school sports.

In addition, there are resources available that will help with the educational aspect. **Educational resources** for parents and coaches can be found at **National Federation of State High School Associations website** www.nfhslearn.com. This new online coach education course-Concussion in Sports-What You Need to Know-is now available. It provides a guide to understanding, recognizing and properly managing concussion in high school sports.

- This course is endorsed by the CDC.
- Is of no cost, but registration is required.
- Coaches get a completion certificate.

It provides many useful resources and handouts for parents, coaches and athletes. The 20-minute online course is designed to help educate interscholastic teacher/coaches, officials, parents and players in the importance of recognizing and responding to sports-related concussions, which pose a particularly high risk for adolescents. Michael Koester, M.D. chair of the NFHS Sports Medicine Advisory Committee and Director of the Slocum Sports Concussion program in Eugene, Oregon, leads users through the course. Individuals have unlimited access to the course and printable resources, which includes a parent's guide to concussion in sports, a coach's guide, an athlete fact sheet and materials for schools to implement protocol for concussion treatment, up to one year after accessing the course. The NFHS Coach Education Program was started in 2007, and more than 140,000 coaches have taken the core course-Fundamentals Of Coaching. Forty-Five of the 51 NFHS member associations have adopted or recommended the course. Additional Resources for parents and athletes can be found at <http://www.cdc.gov/concussion/CDCConcussionToolkits>. There are now four versions.

- Heads Up: Brain Injury in your Practice (for Physicians)
- Heads Up: Concussion in High School Sports
- Heads Up: Concussion in youth sports
- Heads Up to Schools: Know your Concussion ABC's

If you should have any further questions please feel free to contact me via e-mail at mikep@atsnj.org

Regards,

Mike

Michael Prybicien, MA, ATC, CSCS
President

PROCEDURE IN THE EVENT OF LIGHTNING

Termination, or temporary suspension, must always take place when an electrical storm is imminent. The decision to terminate or suspend a game/meet/event when an electrical storm is imminent may be made by either the host school or the official.

As noted previously, a chain of command and designated decision-maker should be established for each organized practice and competition.

Recognition

Coaches, certified athletic trainers, athletes and administrators must be educated regarding the signs indicating thunderstorm development. Since the average distance between successive lightning flashes is approximately

2-3 miles, any time that lightning can be seen or thunder heard, the risk is already present. Weather can be monitored using the following methods:

- Monitor Weather Patterns-Be aware of potential thunderstorms by monitoring local weather forecasts the day before and the morning of the practice or competition, and by scanning the sky for signs of potential thunderstorm activity.
- The National Weather Service (NWS)-Weather can also be monitored using small, portable weather radios from the NWS. The NWS uses a system of severe storm watches and warnings. A watch indicates conditions are favorable for severe weather to develop in an area: a warning indicates severe weather has been reported in an area and for everyone to take proper precautions.

Management

- Evacuation-if lightning is imminent or a thunderstorm is approaching, all personnel, athletes and spectators **must** evacuate to available safe structures or shelters. A list of the closest safe structures **must** be announced, displayed on placards at all athletic venues.
- Thirty minute rule-Once lightning/thunder has been recognized, it is **mandatory** to wait at least 30 minutes after the last flash of lightning is witnessed or thunder is heard. Give the average rates of thunderstorm travel, the storm should move 10-12 miles away from the area. This significantly reduces the risk of local lightning flashes. Any subsequent lightning or thunder after the beginning of the 30-minute count **must** begin.
- When one contest is suspended on a site due to thunder being heard and/or lightning being observed, all contests/activities on that site must be suspended.

Education on Lightning Danger

Coaches, athletic trainers, officials, administrators, as well as athletes, **must** be educated regarding the signs indicating nearby thunderstorm development. Generally speaking, it is felt that anytime that lightning can be seen, or thunder heard, risk is already present.

Criteria for Suspension and Resumption of Activity

Once lightning has been recognized or thunder heard, by an official, a coach, the host site, management personnel, or by a lightning detection system, the game must be suspended immediately with all players, coaches, spectators, and officials directed to appropriate shelters.

After the suspension, the plan should include strict, documented criteria for the resumption of activities. It is mandatory to wait at least 30 minutes after the last flash of lightning is witnessed or thunder is heard. Any subsequent lightning or thunder after the beginning of the 30-minute count **must** reset the clock and another count **must** begin.

Once the contest has been suspended, the 30-minute mandatory suspension in play is in effect. If the lightning detection system gives an "all clear signal" prior to the end of the 30-minute suspension time, the contest shall not be resumed until the 30-minute suspension time limit has elapsed, per the NJSIAA and NFHS policy.

However, if a member school has a Board policy that states no play/no activity may resume until the lightning detection system gives the "all clear signal" even though the 30-minute suspension time has elapsed per NJSIAA and NFHS policy.

Evacuation Plan

All personnel, athletes and spectators must be clearly informed of available safe structures or shelters in the event a thunderstorm approaches. A list of the closest safe structures should be announced and displayed on placards at all athletic venues when applicable. The person in authority must be aware of the amount of time it takes to get to each structure and the number of persons each structure can safely hold. For large events, time needed for evacuation is increased and there must be a method (i.e. announcement over loudspeaker) for communication the need for evacuation and directing both athletes and spectators to the appropriate safe shelter.

Safe Structures: The most ideal structure is a fully enclosed, substantial building with plumbing, electrical wiring and telephone service, which aids in grounding the structure. A fully enclosed automobile with a hard metal roof and rolled up windows is also a reasonable choice. School buses are an excellent lightning shelter that can be utilized for large groups of people. However, it is important to avoid contact with any metal while inside the vehicle.

Avoid using shower facilities for safe shelter and do not use showers or plumbing facilities during a thunderstorm as the current from a local lightning strike can enter the building via the plumbing pipelines or electrical connections. It is also considered unsafe to stand near utilities, use corded telephones or headsets during a thunderstorm, due to the danger of electrical current traveling through the telephone line. Cellular and cordless telephones are considered reasonably safe and can be used to summon help during a thunderstorm.

When caught in a thunderstorm without availability or time to reach safe structures, you can minimize the risk or lightning related injury by following a few basic guidelines.

- Avoid being the highest object. Seek a thick grove of small trees or bushes surrounded by taller trees or a dry ditch.
- Avoid contact with anything that would be attractive to lightning. Stay away from freestanding trees, poles, antennas, towers, bleachers, and baseball dugouts, metal fences, standing pools of water and golf carts.
- Crouch down with legs together, the weight on the balls of the feet, arms wrapped around knees, and head down with ears covered.

National Athletic Trainers Association Preseason Heat Acclimatization Guidelines for Secondary School Athletics

DEFINITIONS

Before participating in the preseason practice period, all student-athletes should undergo a pre-participation medical examination administered by a physician (MD or DO) or as required/approved by state law. The examination can identify predisposing factors related to a number of safety concerns, including the identification of youths at particular risk for exertional heat illness.

The heat-acclimatization period is defined as the initial 14 consecutive days of preseason practice for all student-athletes, the goal of the acclimatization period is to enhance exercise heat tolerance and the ability to exercise safely and effectively in warm to hot conditions. This period should begin on the first day of practice or conditioning before the regular season. Any practices or conditioning conducted before this time should

not be considered a part of the heat-acclimatization period. Regardless of the conditioning program and conditioning status leading up to the first day of practice, all student-athletes (including those who arrive at preseason practice after the first day of practice) should follow the 14 day heat-acclimatization plan. During the preseason heat acclimatization period, if practice occurs on 6 consecutive days, student-athletes should have 1 day of complete rest (no conditioning, walk through, practices, etc.).

Days on which athletes do not practice due to a scheduled rest day, injury or illness do not count toward the heat acclimatization period. For example, an athlete who sits out the third and fourth days of practice during this time (example-Wednesday and Thursday will resume practice as if on day 3 of the heat-acclimatization period when returning to play on Friday).

A practice is defined as the period of time a participant engages in a coach supervised, school approved, sport or conditioning related physical activity. Each individual practice should last no more than 3 hours. Warm-up, stretching, and cool-down activities are included as part of the 3 hour practice time. Regardless of ambient temperature conditions, all conditioning and weight room activities should be considered part of practice.

A walk-through is defined as a teaching opportunity with the athletes not wearing protective equipment (example-helmets, shoulder pads, catcher's gear, shin guards) or using other sport related equipment (example, footballs, lacrosse sticks, blocking sled, pitching machines, soccer balls, marker cones). The walk through is not part of the 3-hour practice period, can last no more than 1 hour per day, and does not include conditioning or weight room activities.

A recovery period is defined as the time between the end of 1 practice or walk-through and the beginning of the next practice or walk through. During this time, athletes should rest in a cool environment, with no sport or conditioning related activity permitted (example, speed or agility drills, strength training, conditioning, or walk through). Treatment with the athletic trainer is permissible.

RECOMMENDATIONS FOR THE 14-DAY HEAT ACCLIMATIZATION PERIOD

Core Principles:

1. Days 1 through 5 of the heat acclimatization periods consist of the first 5 days of formal practice. During this time, athletes may not participate in more than 1 practice per day.
2. If a practice is interrupted by inclement weather or heat restrictions, the practice should recommence once conditions are deemed safe. Total practice time should not exceed 3 hours in 1 day.

3. A 1-hour maximum walk-through is permitted during day 1-5 of the heat-acclimatization period. However, a 3-hour recovery period should be inserted between the practice and walk through (or vice versa).
4. During days 1-2 of the heat acclimatization periods, in sports requiring helmets or shoulder pads, a helmet should be the only protective equipment permitted (goalies, as in the case of field hockey and related sports, should not wear full protective gear or perform activities that would require protective equipment).
 - A. Football only: On days 3-5, contact with blocking sleds and tackling dummies may be initiated.
 - B. Full contact sports: 100% live contact drills should begin no earlier than day 6.
5. Beginning no earlier than day 6 and continuing through day 14, double-practice days must be followed by a single-practice day. On single practice days-, 1 walk through is permitted, separated from the practice by at least 3 hours of continuous rest. When a double practice day is followed by a rest day, another double practice is permitted after the rest day.
6. On a double practice day-neither practices should exceed 3 hours in duration and student-athletes should not practice in more than 5 hours of practice. Warm-up, stretching, cool down, walk through, conditioning, and weight-room activities are included as part of the practice time. The 2 practices should be separated by at least 3 continuous hours in a cool environment.
7. Because the risk of exertional heat illnesses during the preseason heat-acclimatization period is high, we strongly recommend that an athletic trainer be on site before, during and after all practices.

**Wildwood City School District
4300 Pacific Avenue, Wildwood NJ 08260
(609) 522-7922 Fax: 609-729-7423**

Department of Athletics and Student Activities

**Mr. Phil Schaffer
Principal
609-522-7922**

**Mr. Sean Olson
Athletic Director
609-522-7922**

**Use and Misuse of Opioid Drugs Fact Sheet
Student-Athlete and Parent/Guardian Sign-Off**

In accordance with N.J.S.A. 18A:40-41.10, public school districts, approved private schools for students with disabilities, and nonpublic schools participating in an interscholastic sports program must distribute this [Opioid Use and Misuse Educational Fact Sheet](#) to all student-athletes and cheerleaders. In addition, schools and districts must obtain a signed acknowledgement of receipt of the fact sheet from each student-athlete and cheerleader, and for students under age 18, the parent or guardian must also sign in.

This sign-off sheet is due to the appropriate school personnel as determined by your district prior to the first official practice session of the spring 2018 athletic-season (March 2, 2018, as determined by the New Jersey State Interscholastic Athletic Association) and annually thereafter prior to the student-athletes or cheerleader's first official practice of the school year.

Name of School: Wildwood High School

Name of School District (if applicable): Wildwood City School District

I/We acknowledge that we received and reviewed the Educational Fact Sheet on the Use and Misuse of Opioid Drugs.

Student Signature:

Parent/Guardian Signature (also if needed if student is under age 18):

Date:

Does not include athletic clubs or intramural events.

**WILDWOOD PUBLIC SCHOOLS
4300 PACIFIC AVE.
WILDWOOD, NJ 08260**

Request to Use the Facilities

Date of Request _____ Responsible Person: _____

Group or
Organization _____ Phone: _____

Date Requested: _____ Time Requested: _____

Identify Building and Area to be Used: _____

What will be needed from Building and Grounds?

_____ Table Microphone _____ Podium _____ Screen Lowered

PERMISSION

GRANTED _____

PRINCIPAL SIGNATURE

This form must be submitted **NO LATER THAN FIVE WORKING DAYS PRIOR** to Use of the Building. Please forward form to Sue Clement and she will get the signature needed for approval.

NOTE: The master calendar for Use of the high school and middle school is with Sue Clement.

Signature of person responsible for area being used

Filed with Business Administrator _____ Date:

(Upon approval, Business Administrator will coordinate with Building & Grounds Supervisor)

Date Forwarded to Buildings & Grounds _____

Date Forwarded to Cafeteria, if applicable: _____

After the person requesting use of the facility completes this form, please return to Sue Clement and she will get the approval of the principal.

INSTRUCTIONS FOR REQUEST FORM

1. Return completed form to Building secretary, (Sue Clement).
2. Building secretary will record the date and time on the master calendar and forward the form to the Principal for approval.
3. Once Principal signs form it is forwarded to the Board Office for approval by Business Administrator.
4. Business Administrator will coordinate with Building & Grounds
5. Business Administrator will return request to building secretary and then you will be notified of approval/disapproval.

TECH CREW ASSISTANCE

REQUEST FORM

If you are planning an assembly or event to be held in the auditorium and you need use of sound

equipment, or stage lighting, please submit the following information to Mr. Perro at least ONE WEEK prior to the date of assistance is needed.

Event (circle one): School Assembly Guest Speaker
Other _____ Ceremony Student Performance

Name of Event:

Date of Event: _____ Times: Start: ___: ___ am/pm
End: ___: ___ am/pm

Will there be a run through or rehearsal for this event? YES NO

Would you like tech crew assistance for rehearsal as well? YES NO

List rehearsal date and time:

Please check Tech Crew services needed: *

_____ Microphone _____ Mic Count (6 available)

_____ Music (please provide music on CD)

_____ Basic Stage Lighting

_____ Follow Spot

_____ Special Request:

Person responsible for Event: _____ Direct Dial Ext.:

*Services listed above are the basic services that can be provided by the Wildwood High School Tech Crew. Larger events such as a Choral Concert, Instrumental Concert, plays and/or musicals require professional technical assistance. Tech Crew Assistance is only available for events that take place in the auditorium.

PLEASE SUBMIT THIS FORM TO MR. PERRO

WILDWOOD ATHLETICS
SEASON WRAP-HS

SPORT: _____

YEAR: _____

SEASON: (CIRCLE ONE PLEASE)

FALL

WINTER

SPRING

HEAD COACH:

ASSISTANT COACHES:

TEAM RECORD: _____ OVERALL: _____ LEAGUE STANDINGS:

*Attach a copy of game results. Can be found at NJ.com if needed.

*Attach stats if using an electronic scorebook and can be easily printed.

PLAYOFF: _____

TEAM CHAMPIONSHIPS: _____

INDIVIDUAL HONORS: _____

CAPTAINS: _____

MVP: _____

VARSITY LETTER WINNERS

NAME	YR. AWARD	GRADE
1. _____	_____	_____
2. _____	_____	_____
3. _____	_____	_____
4. _____	_____	_____
5. _____	_____	_____
6. _____	_____	_____
7. _____	_____	_____
8. _____	_____	_____
9. _____	_____	_____
10. _____	_____	_____
11. _____	_____	_____
12. _____	_____	_____

- 13. _____
- 14. _____
- 15. _____
- 16. _____
- 17. _____

JV/FRESHMAN PLAYERS:

NAME	YR. AWARD	GRADE
1. _____	_____	_____
2. _____	_____	_____
3. _____	_____	_____
4. _____	_____	_____
5. _____	_____	_____
6. _____	_____	_____
7. _____	_____	_____
8. _____	_____	_____
9. _____	_____	_____
10. _____	_____	_____

MANAGERS:

1. _____	_____	_____
2. _____	_____	_____
3. _____	_____	_____

PLEASE ONLY NOMINATE PLAYERS ON YOUR TEAM

TEAM MVP: SPORT _____

PLAYER _____

TCC 1ST AND 2ND TEAM RECIPIENTS

SPECIAL SENIOR ATHLETE AWARDS

ED GALLAGHER MEMORIAL AWARD \$100
(Athlete with Little Recognition)

FEMALE SPORTSMANSHIP AWARD:

MALE SPORTSMANSHIP AWARD:

DAVE TROIANO-OUTSTANDING FEMALE ATHLETE AWARD:

DR. FRANCE OUTSTANDING MALE ATHLETE AWARD:

UNSUNG HERO:

WILDWOOD PUBLIC SCHOOLS
INVENTORY SHEET
EQUIPMENT-SUPPLIES-UNIFORMS

DATE _____

ITEM (INCLUDING MANUFACTURER & MODEL NUMBER)	SERIAL #	LOCATION	CONDITION			DATE OF PURCHASE
			GOOD	FAIR	POOR	

PREPARED BY: _____
SCHOOL: _____

All equipment/supplies/uniforms have been returned. Stipend may be distributed YES NO

ATHLETIC DIRECTOR'S APPROVAL _____

Mileage Reimbursement Request

Name: _____

Date(s) of Travel: _____

Event Attended: _____

Location: _____

Round Trip Mileage: _____

Tolls: _____

Signed: _____ Date: _____

Printed Name: _____ Position: _____

POST TRAVEL REPORT

The following travel report is required to be filed with each request for travel related reimbursement.

Employee Name: _____

Date(s) of Travel/Event: _____

Type of Travel/Event: _____
i.e. convention, professional development, DOE meeting, etc.)

Location: _____

Name or Title of Event _____

Narrative description of event, purpose for attending the event, benefits of event, list description of topics sessions/activities attended or participated in (use the back of this form if needed or attach additional pages):

.....
.....
.....
.....
.....
.....
.....

Give a brief statement on how attending this event will be of benefit to the Wildwood Board of Education:

.....
.....

Signed: _____

Date: _____

Printed Name: _____

Position: _____

WILDWOOD CITY SCHOOL DISTRICT
Wildwood, NJ
Professional Development Request
Please submit this form to the Main Office
Please PRINT legibly

NAME: _____

SCHOOL _____

TITLE OF WORKSHOP/IN-SERVICE _____

DESCRIPTION OF WORKSHOP _____

LOCATION _____

DATE OF APPLICATION _____ DATE OF

EVENT _____

COST: _____ REGISTRATION FEE _____ ETTC HOURS

_____ TRAVEL _____ ACCOMODATIONS

WHAT PIP AREA DOES THIS ADDRESS (Please attach copy of PIP area):

_____ Curricular Content

_____ Highly Qualified Teacher House Matrix requirement

_____ Instructional Methodologies

*PLEASE ATTACH A COPY OF ANY RELEVANT INFORMATION INCLUDING REGISTRATION FORMS, WORKSHOP INFO SHEETS, ETC.

Office Use Only:

Other absences on that date:

_____ approved _____ not approved
Principal

_____ approved _____ not approved
Supervisor of Curriculum & Instruction

_____ approved _____ not approved
Superintendent

WILDWOOD PUBLIC SCHOOLS
Wildwood, NJ
HIGH SCHOOL STUDENT FINANCIAL OBLIGATION

Each year, students are issued uniforms, library books, textbooks and, on some occasions, equipment such as, calculators that have considerable value. For this reason, the textbooks and calculators are marked with

SEASON: _____

CLOTHING	\$
SUPPLIES 1	\$
SUPPLIES 2	\$
SUPPLIES 3	\$
SUPPLIES 4	\$
SUPPLIES 5	\$
SUPPLY TOTAL	\$
CLOTHING TOTAL	\$
TOTAL REQUEST	\$

Anyone ordering clothing please fill out the clothing sheet. Make sure sizes, colors, graphics are attached.
Please attach any quotes you receive. Make sure we deal with the vendor, if not you need to get a NJ Business cert and W-9 from the vendor before we can order.

WILDWOOD SCHOOLS 2020-2021 BUDGET PROPOSAL

CLOTHING

VENDOR NAME _____

SPORT _____

VENDOR ADDRESS _____

PHONE _____

FAX _____

WEBSITE _____

ITEM # _____

DESCRIPTION _____

SIZES XSMALL _____ COLORS _____

SMALL _____

MED. _____

LARGE _____ GRAPHICS/NUMBERS: _____

XL _____

XXL _____

ADDITIONAL INFORMATION: _____

WILDWOOD SCHOOLS 2020-2021

SUPPLIES LIST 1

VENDOR NAME: _____ **SPORT:** _____

ADDRESS: _____ **COACH:** _____

PHONE: _____

FAX: _____

SIGNATURE

This is to be returned to Susan Clement.

