

Brooklake Elementary School

2019-2020

Student/Parent Handbook

Mr. Thomas Connolly, Principal



Florham Park Public Schools

Brooklake Elementary School

Mission Statement

As a caring community of learners embracing diversity and constantly striving for excellence, the Brooklake Elementary School declares, as its mission, to instill in each learner a passion for learning and commitment to maximize one's potential throughout life by creating participatory learning experiences that are challenging, relevant, and dynamic correlating to the New Jersey Student Learning Standards.



2019-2020 Student/Parent Handbook

Table of Contents

1) Faculty List

2) Daily Schedules

3) Building Procedures & Policies

4) Appendix

- District Calendar
- District Allergy Letter and Six That Saves Lives Fact Sheet
- Sports-Related Concussion and Head-Injury Fact Sheet



Brooklake Elementary School

235 Brooklake Road
 Florham Park, NJ 07932
 (973) 822-3888

<https://brooklake.fpk.org>

Main Office

Mr. Thomas Connolly, Principal
 Kristine Nester, Secretary
 Marguerite Aromando, Nurse

Child Study Team Office

Jane Steffen, Director of Special Services
 Lorraine Casale, CST Secretary

Third Grade Teachers	Fourth Grade Teachers	Fifth Grade Teachers
Jill Alcuri	David Kaluzavich	Lisa Bregman
Kathleen Cogan	Maria Lazorko	Gina Enderle
Allison Conroy	Kacey Micone	Roseann Franklin
Cynthia Regan	Lori Pompei	David Letchinger
Wendy Tedesco	Maria Zieja	Marissa Perlee

Special Subject Teachers	Special Education/Support Teachers
Dave Burrows – Speech	Jaclyn Davis – Gr. 3/4 resource / support
Joseph Chiaravallo – World Language	Melissa Dillon – Gr. 4 support
Jennifer Gilligan – Physical Education	Rachel Frishberg – Gr. 5 support
Harry Hipwell – General Music	Maggie Hausman – BSI/G&T
Linda Laub – ESL	Donna Kuzemczak – Gr. 5 support
Christine Meierdierck – Technology/ Media Center	Jennifer Munzer – Gr. 3-5 LLD
RJ Russo – Art/STEAM	Allison Ventola – Gr.4 support
Jeremy Serfozo– General Music	Janice Vitiello – Gr. 3 support
	Christe Volpe – Gr. 4/5 resource/support
	Alexis Zurbach – Gr. 3 support

Custodians	Guidance /Child Study Team
Andrew Bassolino – Day Custodian	Cheryl Bernstein – School Counselor
Michael Casaburi – Night Custodian	Lori-Jane Dolan – LDT-C
Dave Gigantino – Night Custodian	Lauren Erickson – Psychologist/Case Manager Gr.3-5

Each teacher has an email address, voicemail extension, and webpage that can be viewed at
<https://brooklake.fpk.org/staff>

Webpages will be updated on a weekly basis.

Daily Schedules

Regular Daily Schedule 8:30am – 3:05pm

8:15	Staff A.M. Supervision Posts
8:22	Line-up bell
8:25	Homeroom bell (students walk to their HR class)
8:25 - 8:40	AM Homeroom

8:30 Teachers take attendance promptly at 8:30 a.m. Students arriving to Homeroom after this time will be marked absent and must sign in at the main office.

11:40	Grade 3 lunch
12:20	Grade 5 lunch
1:00	Grade 4 lunch
3:00-3:05	PM Homeroom
3:03	Bus riders dismissed to gym
3:05	Walkers dismissed
3:15	Teachers dismissed

Early Dismissal Schedule for students: 8:30am – 12:50pm*

**Lunches will not be served on these days, please provide a healthy snack*

- Please note early dismissal days (12:50pm) as indicated on the calendar. As a reminder, students must be transported home or parents must make arrangements to have their child return home after school is dismissed if they do not take the bus.

Delayed Opening Schedule for students: 10:25am – 3:05pm

Brooklake Building Procedures & Policies

All FPPS policies & regulations are located at:

https://www.fpbs.org/board_of_education/policy

- 1) **Absences** – In the event your child is going to be absent, please notify the main office as early as possible at 973-822-3888. You must call the school each day your child is absent. In addition, please provide a note to the homeroom teacher upon your child's return to school.
- 2) **Visitors /Security** - For the safety and security of Brooklake students, staff, and faculty, all visitors must ring the intercom at the main entrance and state their name and reason for visit. The district has added a new safety/security procedure, in an effort to keep our children safe - No one will be permitted in the building without a previously arranged appointment. Upon entering the building, visitors must report directly to the main office to sign in and you will be asked for your driver's license. In return, you will be provided a visitor lanyard that must be worn at all times. Upon exiting the building, you will return the lanyard and retrieve your license. This helps the school keep track of everyone who is entering/exiting the building. Thank you for your patience in our efforts to keep our children safe.
- 3) **Drop-Off Bin** – The BKL Drop-Off Bin is located to the right of the main entrance. Please place your child's name and homeroom on the item and the item will be delivered. The bin is checked every hour.
- 4) **Affirmative Action** – It is the policy of the Florham Park Board of Education not to discriminate on the basis of race, color, creed, religion, sex, ancestry, national origin, social or economic status, or handicaps in its educational programs or activities and employment policies, as required by Title IX of the Educational Amendments 1972 (prohibiting sex discrimination in education), N.J.A.C. 6:4 (Equality in Education Program), and Section 504 of the Rehabilitation Act of 1973, as amended (prohibiting discrimination on the basis of handicaps). The District has an assigned Affirmative Action Officer (each building principal) and a District 504 Compliance Officer (Supervisor of Special Education). Contact information for each is located at www.fpbs.org or you can contact the main office for further information.
- 5) **After-care** - After-care is provided by an independent organization, the Work-Family Connection. For information, go to www.theworkfamilyconnection.org and select the link to Florham Park. Student pick up from after-care is allowed only at designated WFC pick up area(s).
- 6) **After school admittance** – Please note that the building closes to the public at 4pm. Custodians are not permitted to open the school or individual classrooms for any parent and/or student without the principal or secretary being present.
- 7) **Arrival** – Staff supervision of students begins at 8:15am and students should not arrive prior to 8:15am. Weather permitting, students will be supervised on the Brooklake playground until the line-up bell rings at 8:22am. The homeroom bell rings at 8:25am at which time staff members will lead students into the building. During inclement weather, orange cones will be placed on the playground and lights will be

on in the gym, indicating morning supervision will be provided indoors. The same bell schedule applies.

- 8) **Birthday/School Celebrations** –BKL monthly birthday celebrations will no longer involve food/drink products. Alternate activities will be coordinated by the teacher/parents/PTA classroom reps to celebrate this event. Birthday invitations may not be distributed in school. Two celebrations involving food products will take place at BKL (Holiday Break, End of Year). The two celebrations will be coordinated by the teacher/PTA classroom reps. The teacher(s) will alert parents to allergy concerns and will provide approved classroom and/or grade level snack/food lists. Classroom celebrations are held between 2:20 - 3:00pm, unless otherwise noted.

- 9) **Building Calendar** – This calendar contains building-specific events, activities, etc. and can be viewed at <https://brooklake.fpk.org/calendar>.

- 10) **Building Objectives** – Building objectives will focus on ELA and Math, with special projects and assignments designed around these subject areas. Goals/Objectives are located at https://brooklake.fpk.org/school_info/goals_objectives.

- 11) **Buses** – Students not registered with the district transportation office may not ride the bus for any reason. Students may get on or off the school bus only at his/her assigned bus stop. The Student Code of Conduct remains in effect while students are on the bus to ensure the safety of all passengers. Students shall not distract the driver and/or interfere with the operation of the bus and failure to adhere to the Code of Conduct on the bus may result in the loss of bus privileges. Bus evacuation drills will be conducted twice yearly.

- 12) **Cell Phones/Electronic/Recording Devices** – Camera-equipped cell phones or similar devices (smart watches, etc.) may not be used by students as cameras during the school day (unless given permission by a faculty member for instructional purposes). They may not be used in the school buildings or on school buses nor may they be used at any time in locker rooms or bathrooms. Students are not allowed to take photographs or videos of students or staff without their knowledge or permission. Cellular devices are not to be turned on during the school day. The transmission, storing or sharing of photographs taken on cell phones or similar devices may constitute criminal behavior and will be reported to proper authorities. Please review Board of Education Policy #5516.
https://www.fpk.org/UserFiles/Servers/Server_213129/File/policy/5000%20student%20florham%20p ark/5516%20Policy%20Adopted.pdf

- 13) **Change of Information**– Please notify the main office immediately of changes to contact or emergency information, i.e., address, telephone numbers, email addresses.

- 14) **Attendance** – For a student to enjoy a successful and comprehensive education, it is important that all academic components are addressed. Completing course requirements and consistent attendance are two elements necessary to achieve this goal. Please review Board of Education Policy #5200
https://www.fpk.org/UserFiles/Servers/Server_213129/File/policy/5000%20student%20florham%20p ark/5200%20Policy%20Adopted.pdf

- 15) **Code of Conduct/Expectations for Student Conduct** – Brooklake School strives to create a caring, respectful, and orderly climate. Students are commended for responsible, considerate behavior and advised of the consequences when expectations are not met. It is essential for the home and school to

be mutually supportive in order for children to become responsible individuals. All disciplinary policies are outlined in the Student Code of Conduct and will be discussed extensively in each homeroom. The Student Code of Conduct may be viewed on the Brooklake Document Manager. Please review Board of Education Policy #5500.

https://www.fpk.org/UserFiles/Servers/Server_213129/File/policy/5000%20student%20florham%20park/5500%20Policy%20Adopted.pdf

- 16) **Dismissal:** Student dismissal is at 3:05 p.m. Students who ride the bus will be dismissed through the gymnasium. All other students will be dismissed through the front of the school, or if previously arranged, may walk to Briarwood School. During dismissal, please do not park in fire lanes and be aware of all pedestrians. Staff supervision is provided during dismissal. If you are going to be delayed picking up your child, please notify the main office where your child will be directed to wait. Students will not be allowed to wait on the playground. If a change in dismissal is required, you must send a note to your child's homeroom teacher. Staff members will not honor verbal notifications from students regarding dismissal changes. Please instruct your child to give the note to the teacher upon arrival at school to avoid confusion at the end of the day. The school community considers your child's safety important. The main office must be contacted immediately in the event of a last minute dismissal change. Please inform the school of any changes in transportation arrangements that you have made prior to your child leaving school by contacting the school office. Dismissal on full days is at 3:05 p.m. and dismissal on early dismissal days is at 12:50 p.m.

- 17) **District Calendar** – This calendar contains district-wide events, closings, activities, etc. and can be viewed at <https://www.fpk.org/calendar> and on the Brooklake Document Manager.

- 18) **Dress Code and Grooming** – Students are encouraged to wear clothing that is comfortable and appropriate for school. Safety is imperative. Clothing should not drag on the floor and flip flops should not be worn. Sneakers are required to participate in physical education. Shoes/clothing should not have flashing lights, etc. since this could be a distraction to the learning process. Please review Board of Education Policy #5511.
https://www.fpk.org/UserFiles/Servers/Server_213129/File/policy/5000%20student%20florham%20park/5511P.pdf

- 19) **Early Dismissal** – Students leaving school before regular dismissal time must provide a note to their teacher during morning homeroom. Students will be dismissed to the office and must be signed out in the office by a parent or guardian. In the event of an unplanned early dismissal, parents should come to the main office and the secretary will call the student from class to be dismissed.

- 20) **Emergency Contact Information** – Emergency contact information must be provided at the beginning of the school year. In the event parents/guardians are unreachable, emergency contacts will be responsible for the student. Emergency contacts must be available during school hours and able to pick up the student if necessary.

- 21) **Emergency Operations Plans** – Each month, all students will participate in fire drills and other emergency/security drills. A.L.I.C.E. protocol is followed should an intruder enter the building. Staff will review all drill procedures at the beginning of the school year with students.

- 22) **Extracurricular Activities** – The Board of Education, the FP PTA and other organizations sponsor extracurricular activities throughout the year and information is made available on the Brooklake Document Manager. Students electing to participate in Board of Education sponsored extracurricular

activities should see their homeroom teacher. Activity advisors maintain a participant list and parent contact information for cancellation of activities and/or for emergency notification purposes.

- 23) **Field Trips** – Field trips are planned by the teachers and designed to enhance classroom curriculum. Parents may be invited to chaperone when necessary. Field trips are an extension of the classroom; therefore all students are encouraged to participate and expected to behave accordingly. The Student Code of Conduct applies during field trips. Lessons and follow-up activities may be assigned.
- 24) **Grading/Standards Based Performance Report Card** – District grading and report cards reflect a standards based report card; meaning that students are assessed based on their progress towards meeting the individual strands of the NJ Student Learning Standards. Although assignments may have a traditional score associated to it, such as a 94%, report cards will reflect the following:
- Standards Performance Scale
 - Exceeds Standard- Student consistently demonstrates knowledge and skills that exceed grade level expectations by extending key concepts, processes, and evidencing high-level thinking skills.
 - Meets Standard - Students consistently and independently applies and demonstrates a thorough understanding of the key concepts, processes, and skills that are expected for proficiency at this grade level.
 - Progressing toward Standard - Students demonstrates a partial understanding of the knowledge and skills that are expected by the end of this grade level, and with prompting, is beginning to apply key concepts and processes.
 - Not Demonstrating Standard - Student performance does not yet demonstrate an understanding of the knowledge and skills expected for this grade level. This may be an area of concern that requires additional support.
 - NA= Not Applicable - This standard has not been addressed during this trimester.
- 25) **Harassment, Intimidation and Bullying** –The Board of Education prohibits acts of harassment, intimidation, or bullying. A safe and civil school environment is necessary for pupils to achieve academic success. Brooklake teachers, staff, volunteers, and administrators will model appropriate behavior and commend students for demonstrating good behavior, treating others with civility and respect, and refusing to tolerate harassment, intimidation, or bullying. Please review Board of Education Policy #5512.
https://www.fpk.org/UserFiles/Servers/Server_213129/File/policy/5000%20student%20florham%20park/5512%20Policy%20Adopted.pdf
- 26) **Food Allergies** - All Brooklake teachers, staff, administrators, and parents MUST follow protocols outlined in the Student Accommodation Plan for students with food allergies. The classroom teachers will communicate student food allergy information to all parties concerned and ensure protocol is followed.
- 27) **Homework** – Homework helps reinforce what is being taught in the classroom. Homework also teaches fundamental skills such as time management, organizing, task completion, and responsibility. Please review Board of Education Policy 2330.
https://www.fpk.org/UserFiles/Servers/Server_213129/File/policy/2000%20program/P2330%20Adopted.pdf

- 28) **Intervention and Referral Services – (I&RS)** Each student is treated as an individual and provided a customized education within the framework of the school curriculum. The I&RS Team meets once a month (or more than once as needed) to discuss situations of specific concern to individual students. Parents will be informed about the status of the I&RS process concerning their child. The I&RS Team includes the principal, the guidance counselor, and select members of the school staff. Intervention strategies are devised and implemented by the teacher who will provide progress updates to the parents. Parents can request an I&RS meeting by speaking to the principal or the guidance counselor and are encouraged to do so if deemed warranted by the teacher.
- 29) **Items From Home** – Students should bring to school only what is necessary for their academic experience. Items including, but not limited to stuffed animals, iPads, fidget spinners, handheld games, trading cards (or any type of trading items), slime, are not permitted in school, on the bus, or at lunch/recess without permission. Should your child bring these items for after-care, the items must stay in your child’s backpack until that time.
- 30) **Late Arrival:** Students reporting to school late (after 8:30am) must sign in at the main office before proceeding to class. Consequences for repeated tardiness are outlined in the Student Code of Conduct. Please understand that arriving to school late disrupts the continuity of the school day for your child and his/her classmates and may impact your child’s educational progress.
- 31) **Library Books** – Students are responsible for library books borrowed. Writing in a borrowed book is not allowed and in case of loss or damage, fines or replacement costs will be imposed.
- 32) **Lunch** – The lunch program is coordinated by the FP PTA. Please contact the PTA for more information at <http://fpkpta.org>. Parents must provide lunch for each day that food has not been ordered through the lunch program. Should you need to drop off your child’s lunch, please place in the BKL Drop-Off Bin, clearly marked with your child’s name and homeroom. Please note: There are no lunch periods on early-dismissal days, but all students will be provided time for a snack.
- 33) **Pets** – Animals are prohibited on school grounds without prior principal approval.
- 34) **Projects** – When teachers assign projects, completed examples will be modeled for students and directions and due dates will be sent home. Projects will be graded using a rubric provided to the students. The teacher will grade and return completed projects within one week.
- 35) **Report Cards (Trimesters)** – Report cards are issued three times a year for all students. Should a parent have questions regarding their child’s grades/progress, please contact your child’s teacher immediately.
- 36) **Working 5 Min. Snacks** – Grades 3-4 have a daily *working* 5 min. snack. Snacks should be healthy in nature, i.e., fruit, vegetables, or crackers. A *working* snack should involve a snack that requires one hand to eat, since the child may be using a pen/pencil during this time. The teacher(s) will make you aware of allergy concerns in the classroom and will provide approved classroom/grade snack lists.
- 37) **Tests/Quizzes** (defined as anything that must be studied for at home) – Students will not take more than one test or quiz per school day, not including regularly scheduled tests/quizzes. For example, teachers who administer spelling tests every Friday may schedule an additional test on Friday, as students are accustomed to preparing for a spelling test each Friday. Overall, students should be assigned no more than three tests/quizzes per week. Teachers will grade and return completed tests/quizzes within one week.

- 38) **Textbooks/Leveled Readers** – Students are responsible for textbooks and leveled readers issued to them. Textbook covers must be used for any textbook supplied (no contact paper please) and writing in any book, other than an assigned workbook, is not permitted. In case of loss or damage, fines or replacement costs will be imposed.
- 39) **Support Classrooms** - Students in a support classroom with two staff members may, at times, work on an assigned activity outside the classroom in small groups with either the homeroom/subject level teacher or the support teacher.
- 40) **Tutoring/Extra Help** – Teachers may voluntarily tutor, provide extra help, or re-test students before/after school.
- 41) **Equal Educational Opportunity** - The Board of Education directs that all students enrolled in the schools of this district shall be afforded equal educational opportunities in strict accordance with law. No student shall be denied access to or benefit from any educational program or activity or from a co-curricular or athletic activity on the basis of the student's race, color, creed, religion, national origin, ancestry, age, marital status, affectational or sexual orientation, gender, gender identity or expression, socioeconomic status, or disability. The Board shall assure that all students are free from harassment, sexual or otherwise. Please review Board of Education Policy #5750.
https://www.fpk.org/UserFiles/Servers/Server_213129/File/policy/5000%20student%20florham%20park/5750%20Policy%20Adopted.pdf
- 42) **WebPages** – Teachers update their individual WebPages weekly, at a minimum. Web pages are a valuable resource and contain important classroom information, i.e., schedules, assignments and upcoming events. <https://brooklake.fpk.org/staff>.



FLORHAM PARK SCHOOL DISTRICT 2019-2020 SCHOOL YEAR

July 2019						
Su	M	Tu	W	Th	F	Sa
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30	31			

August 2019						
Su	M	Tu	W	Th	F	Sa
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	31

September 2019						
Su	M	Tu	W	Th	F	Sa
1	2	3	4	5	6	7
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15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30					

Date	Event or Holiday
September (17)	
2	Labor Day (District Closed)
3-4	Teacher In-Service
5	Schools open for students
30	Rosh Hashanah (Schools Closed)
October (21)	
9	Yom Kippur (Schools Closed)
14	Columbus Day-Teacher Inservice
November (17)	
4-6	Half Day Teacher Conferences
7-8	NJEA Teacher's Convention (District Closed)
27	Thanksgiving Holiday-Early Dismissal
28-29	Thanksgiving Holiday (District Closed)
December (15)	
20	Early Dismissal
23-31	Winter Recess (Schools Closed)
January (21)	
1	New Years Day (District Closed)
2	Schools Reopen
17	Half day - early dismissal (Teacher In-Service)
20	Martin Luther King Jr. Day (Schools Closed)
February (17)	
13	Teacher In-Service
14-17	President's Day Break.
March (22)	
20	Half day - early dismissal (Teacher In-Service)
April (16)	
10	Good Friday (District Closed)
13-17	Spring Recess (Schools Closed)
May (20)	
25	Memorial Day (District Closed)
June (19)	
25	Graduation - early dismissal-Last Day of School

October 2019						
Su	M	Tu	W	Th	F	Sa
		1	2	3	4	5
6	7	8	9	10	11	12
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27	28	29	30	31		

November 2019						
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17	18	19	20	21	22	23
24	25	26	27	28	29	30

December 2019						
Su	M	Tu	W	Th	F	Sa
1	2	3	4	5	6	7
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15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30	31				

January 2020						
Su	M	Tu	W	Th	F	Sa
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5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30	31	

February 2020						
Su	M	Tu	W	Th	F	Sa
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16	17	18	19	20	21	22
23	24	25	26	27	28	29

March 2020						
Su	M	Tu	W	Th	F	Sa
1	2	3	4	5	6	7
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15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30	31				

April 2020						
Su	M	Tu	W	Th	F	Sa
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30		

May 2020						
Su	M	Tu	W	Th	F	Sa
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17	18	19	20	21	22	23
24	25	26	27	28	29	30

June 2020						
Su	M	Tu	W	Th	F	Sa
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14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30				

185 Days Students (includes 5 snow days) 4 Full Days Staff (In-service) 2-1/2 Days Staff (In-service) 189 Days for Staff (includes 5 snow days)

NOTE: If we experience more than five (5) emergency school closings, the following procedure will be put into effect. We will add one day at the end of the year (June 25th) and then, spring break will be reduced beginning with Friday, April 17th until we meet the contractual obligation of 180 days. Unused emergency closing days will be deducted from the calendar beginning with Thursday, June, 25th.

MEMORANDUM

TO: Parents and Guardians
FROM: Mr. Thomas Connolly
DATE: June 26, 2019
RE: Brooklake Food Allergy Awareness Letter



This is to inform you that if you wish to send any food items to school above and beyond the daily lunch and/or snack you provide for your individual child, you must contact your child's teacher. The district has an allergy policy and we make every effort to ensure the safety of our children. You may go to the Florham Park School's website to review the Management of Life-Threatening Allergies in Schools Policy #5331. https://www.fpbs.org/UserFiles/Servers/Server_213129/File/policy/5000%20student%20florham%20park/5331%20Policy%20Adopted.pdf

Please also review the "*Six That Saves Lives*" on the following page.

Please feel free to call me at 973-822-3888 if you have any questions.



Attc: *Six That Saves Lives*

cc: School Nurse
School Safety Committee
Superintendent

SIX THAT SAVE LIVES

1

The Symptoms

Signs of a serious food allergy reaction – known as anaphylaxis – are 2 or more of the following after eating a suspect food:

- Hives, itching and/or skin redness
- Swelling of the tongue, lips or throat
- Breathing difficulty, wheezing or coughing
- Stomach cramps or vomiting or diarrhea
- Feeling faint / drop in blood pressure (If only this 1 symptom, it is still anaphylaxis.)



4

Go to the Hospital

A person who had an emergency epinephrine shot must be taken to hospital for observation. During transport, IF symptoms have not improved within 10 to 15 minutes, a second auto-injection should be given.

2

In Anaphylaxis: Use the auto-injector right away. Call 911 and report a food allergy emergency.

Epinephrine shots are given via the auto-injector to the outer thigh muscle. This is considered a very safe drug. Antihistamines are acceptable as secondary medication only. They won't halt anaphylaxis. Allergists say: err on the side of using the auto-injector.

3

Time is of the Essence

In studies of those who have died of anaphylaxis, they did not receive an epinephrine injection, or they got it too late, after a reaction had progressed. In anaphylaxis, prompt use of the shot is always essential.

5

Reclining is Best

During the ambulance ride, the person having the serious reaction should be lying down, with the legs raised (this improves blood flow). NIAID guidelines recommend the patient receive oxygen and IV fluid.



6

Don't Go It Alone

No person should be expected to be fully responsible for self-administration of an epinephrine auto-injector. Assistance during anaphylaxis is crucial.

**Sports-Related Concussion and Head Injury Fact Sheet and
Parent/Guardian Acknowledgement Form**

A concussion is a brain injury that can be caused by a blow to the head or body that disrupts normal functioning of the brain. Concussions are a type of Traumatic Brain Injury (TBI), which can range from mild to severe and can disrupt the way the brain normally functions. Concussions can cause significant and sustained neuropsychological impairment affecting problem solving, planning, memory, attention, concentration, and behavior.

The Centers for Disease Control and Prevention estimates that 300,000 concussions are sustained during sports related activities nationwide, and more than 62,000 concussions are sustained each year in high school contact sports. Second-impact syndrome occurs when a person sustains a second concussion while still experiencing symptoms of a previous concussion. It can lead to severe impairment and even death of the victim.

Legislation (P.L. 2010, Chapter 94) signed on December 7, 2010, mandated measures to be taken in order to ensure the safety of K-12 student-athletes involved in interscholastic sports in New Jersey. It is imperative that athletes, coaches, and parent/guardians are educated about the nature and treatment of sports related concussions and other head injuries. The legislation states that:

- ∨ All Coaches, Athletic Trainers, School Nurses, and School/Team Physicians shall complete an Interscholastic Head Injury Safety Training Program by the 2011-2012 school year.
- ∨ All school districts, charter, and non-public schools that participate in interscholastic sports will distribute annually this educational fact to all student athletes and obtain a signed acknowledgement from each parent/guardian and student-athlete.
- ∨ Each school district, charter, and non-public school shall develop a written policy describing the prevention and treatment of sports-related concussion and other head injuries sustained by interscholastic student-athletes.
- ∨ Any student-athlete who participates in an interscholastic sports program and is suspected of sustaining a concussion will be immediately removed from competition or practice. The student-athlete will not be allowed to return to competition or practice until he/she has written clearance from a physician trained in concussion treatment and has completed his/her district's graduated return-to-play protocol.

Quick Facts

- ∨ Most concussions do not involve loss of consciousness
- ∨ You can sustain a concussion even if you do not hit your head
- ∨ A blow elsewhere on the body can transmit an "impulsive" force to the brain and cause a concussion

Signs of Concussions (Observed by Coach, Athletic Trainer, Parent/Guardian)

- ∨ Appears dazed or stunned
- ∨ Forgets plays or demonstrates short term memory difficulties (e.g. unsure of game, opponent)
- ∨ Exhibits difficulties with balance, coordination, concentration, and attention
- ∨ Answers questions slowly or inaccurately
- ∨ Demonstrates behavior or personality changes
- ∨ Is unable to recall events prior to or after the hit or fall

Symptoms of Concussion (Reported by Student-Athlete)

- | | |
|--------------------------------------|--|
| ∨ Headache | ∨ Sensitivity to light/sound |
| ∨ Nausea/vomiting | ∨ Feeling of sluggishness or fogginess |
| ∨ Balance problems or dizziness | ∨ Difficulty with concentration, short term memory, and/or confusion |
| ∨ Double vision or changes in vision | |

What Should a Student-Athlete do if they think they have a concussion?

- ✓ **Don't hide it.** Tell your Athletic Trainer, Coach, School Nurse, or Parent/Guardian.
- ✓ **Report it.** Don't return to competition or practice with symptoms of a concussion or head injury. The sooner you report it, the sooner you may return-to-play.
- ✓ **Take time to recover.** If you have a concussion your brain needs time to heal. While your brain is healing you are much more likely to sustain a second concussion. Repeat concussions can cause permanent brain injury.

What can happen if a student-athlete continues to play with a concussion or returns to play too soon?

- ✓ Continuing to play with the signs and symptoms of a concussion leaves the student-athlete vulnerable to second impact syndrome.
- ✓ Second impact syndrome is when a student-athlete sustains a second concussion while still having symptoms from a previous concussion or head injury.
- ✓ Second impact syndrome can lead to severe impairment and even death in extreme cases.

Should there be any temporary academic accommodations made for Student-Athletes who have suffered a concussion?

- ✓ To recover cognitive rest is just as important as physical rest. Reading, texting, testing-even watching movies can slow down a student-athletes recovery.
- ✓ Stay home from school with minimal mental and social stimulation until all symptoms have resolved.
- ✓ Students may need to take rest breaks, spend fewer hours at school, be given extra time to complete assignments, as well as being offered other instructional strategies and classroom accommodations.

Student-Athletes who have sustained a concussion should complete a graduated return-to-play before they may resume competition or practice, according to the following protocol:

- ✓ **Step 1:** Completion of a full day of normal cognitive activities (school day, studying for tests, watching practice, interacting with peers) without reemergence of any signs or symptoms. If no return of symptoms, next day advance.
- ✓ **Step 2:** Light Aerobic exercise, which includes walking, swimming, and stationary cycling, keeping the intensity below 70% maximum heart rate. No resistance training. The objective of this step is increased heart rate.
- ✓ **Step 3:** Sport-specific exercise including skating, and/or running; no head impact activities. The objective of this step is to add movement.
- ✓ **Step 4:** Non contact training drills (e.g. passing drills). Student-athlete may initiate resistance training.
- ✓ **Step 5:** Following medical clearance (consultation between school health care personnel and student-athlete's physician), participation in normal training activities. The objective of this step is to restore confidence and assess functional skills by coaching and medical staff.
- ✓ **Step 6:** Return to play involving normal exertion or game activity.

For further information on Sports-Related Concussions and other Head Injuries, please visit:

www.cdc.gov/concussion/sports/index.html

www.nfhs.com

www.ncaa.org/health-safety

www.bianj.org

www.atsnj.org

Signature of Student-Athlete

Print Student-Athlete's Name

Date

Signature of Parent/Guardian

Print Parent/Guardian's Name

Date