

# USE OF SCHOOL FACILITIES PROCEDURE

EXTERNAL GROUPS (2, 3, & 4) & BOOSTER CLUBS

## Step 1

### Read BOE Policy 7510

Read and review the WHRHS [Use of Facilities Policy 7510](#)



## Step 2

### Become a Requester

Go to:  
<https://fs-watchunghills.rschooltoday.com/authentication/credential/login>

Click on 'Become a Requester' to create your new account (or log in)

## Step 3

### Enter Event Details

Click on 'Make a Request' and follow the steps to enter the name of the activity, then pick your dates, times, location, setup needs, and expected attendance.

## Step 4

### Upload Additional Forms & COI

Click on *Attach File: Upload*

1. Signed Application for Use of Facilities Form
2. Signed BOE Policy 7510
3. A current Certificate of Insurance
4. Letter of Determination from the IRS for Nonprofit Organizations
5. Roster List of students attending the event (Groups 1-3)

## Step 5

### Submit

Click 'Submit' to book and save.

The Business Office reviews all requests and issues final approval or denial only after receiving your completed Use of Facilities Application and COI

# USE OF SCHOOL FACILITIES PROCEDURE

REMINDERS & POLICY HIGHLIGHTS



## 60 Days Notice

Facilities may be reserved up to one year in advance, but individuals and groups must reserve facilities at least 60 days prior to any event.

## Open Flame Restrictions and Permit Requirements

Sternos or other open flame food warming devices are not allowed. The use of a propane grill requires a permit from the town prior to use and must be kept at least 25 feet from any building.

## Security and Staffing Requirements

The Business Office reserves the right to require the presence of police officers and/or other necessary personnel at any event that the district's Director of Security deems necessary. The cost for this requirement will be borne by the organization/individuals entering into this rental agreement.

## Required Document Submission

All required documents must be uploaded at the time your online facility use request is submitted. Incomplete submissions may delay or result in denial of the request.

## Sundays Require Authorization

Use on Sundays, holidays and vacation periods, including summer use is discouraged and will only be permitted under special circumstances. Authorization for Sunday and holiday use must be given by the Superintendent of Schools or his/her designee.



# WATCHUNG HILLS REGIONAL HIGH SCHOOL

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## Watchung Hills Regional BOE District Policy

### **7510- USE OF SCHOOL FACILITIES**

Section: Property

Date Created: December, 2012

Date Edited: December, 2012

The Board of Education believes that the school facilities of this district should be made available for community purposes, provided that such use does not interfere with educational programs of the school.

This policy applies to the use of all Watchung Hills Regional High School (WHRHS) facilities, including but not limited to classrooms, cafeterias, theaters, athletic facilities, and open areas. This policy also applies to the use of all school supplies and equipment.

**For scheduling priority and establishing usage fees, groups or individuals are placed in one of four groups as defined below:**

Group 1 – WHRHS and WHRHS sponsored organizations including school related curricular and co-curricular activities that are supervised by school district staff, such as non-profit parent organizations and clubs recognized by the Board of Education.

Group 2 – Government agencies or local schools of Green Brook, Long Hill, Warren and Watchung, and the State of New Jersey.

Group 3 – All non-profit civic and community organizations and community members not identified above in Groups 1 or 2, but who are within Green Brook, Long Hill, Warren and Watchung who have as one of their main purposes the provision of funds to the public schools of our sending districts. For a community organization to be included in this group, approximately 75% or more of the members and participants must be residents of the three constituent districts or sending districts of Watchung Hills Regional High School.



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Group 4 – All organizations and individuals not included in Group 1, 2 or 3 as defined above.

The use of school facilities will not be permitted for private social functions, partisan political activity or any purpose that is prohibited by law.

**Charges** will be made for the use of facilities and The Performing Arts Center at WHRHS (Hereinafter “WHRHSPAC”) as indicated below:

Group 1 – No charge.

Group 2 – The out-of-pocket custodial cost to the school for such use, plus any payments due to the use of specialized equipment belonging to the school which can only be operated by authorized employees or persons approved by the school authorities, operators of stage lights and other equipment provided by the Board that requires compensation.

Group 3 – The charges due for Group 2 users, plus where applicable, a rental fee in accordance with Appendix B or WHRHSPAC rental agreement and fees. While rentals are not normally charged to this group, the Board of Education reserves the right to assess rental fees to this group.

Group 4 – A rental fee in accordance with Appendix B or WHRHSPAC rental agreement and fees, plus any charges due for Group 2.

Certain activities in the schools or on school grounds are prohibited by law, policy of the Board of Education, or execution of the Board’s moral responsibility. Among these prohibited activities are:

1. Activities advocating governmental change by violence or promulgating any theory or doctrine subversive to the laws of the United States or any political subdivision thereof.
2. Any activity that may be contrary to goals or objectives of curriculum of Watchung Hills Regional High School, or damaging to the building, grounds or equipment.



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3. Any use in conflict with school activities, except as provided by law.
4. Fundraising campaigns except as permitted by Board of Education policy or special action of the Board
5. Activities which are discriminatory.

### **All organizations and individuals using the school facilities must:**

- Obtain approval for use of the school facilities following the defined procedure, including the execution of a contract. These procedures must require requests to be submitted to the Business Office in writing. The procedure for obtaining approval shall be the return of the Use of Facility form.
- Provide supervision to ensure all contractual obligations are met, including supervision by the responsible person from the contracting organization during any use of the facility,
- Provide evidence of insurance as required by the contract.
- The event sponsors from the contracting organization and/or athletic coaches must wear identification badges while on site.
- The Business Office reserves the right to require the presence of police officers and/or other necessary personnel at any event that the district's Director of Security deems necessary. The cost for this requirement will be borne by the organization/individuals entering into this rental agreement.
- The Business Office reserves the right to require the presence of EMS on-site for the duration of the event.

The attached Facilities Use Form (Appendix A), Rental Fee Schedule (Appendix B) and Schedule of Personnel Charges (Appendix C) may be revised without prior notice.



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Any damage or loss to the school facilities or equipment is the responsibility of the contracting organization and will require timely replacement/or restitution made to WHRHS for the damage or loss incurred. WHRHS representatives will verify correct operation of equipment before and after the use of equipment utilized that is delineated in the rental agreement. It is required that after a Group 2, 3 or 4 uses a facility that the users assure the facility is cleaned and is suitable for school use. The Board of Education reserves the right to charge additional fees to those listed in Appendix B or C if the facility requires clean-up.

**Any individual or group that is using the school facilities for profit making purposes must submit a Facility Use Form and have approval prior to engaging in any profit-making activities on campus.** Individual and student use of athletic fields and tennis courts is encouraged. Use of fields or tennis courts by groups or individuals who charge a fee to their participants or users must complete the Facility Use Form and pay according to the established fee structure.

Any individual or group that reserves the school facility is not permitted to transfer the facility use to another group without the permission of the Superintendent and/or Business Administrator. If an individual or group does not use the facility on a day scheduled for that groups use, it will be required to pay the regular fee scheduled. If an individual or group does not use the facility for three scheduled days (not necessarily consecutive days), the Superintendent and/or Business Administrator may terminate that groups contract without refund of fees, and reschedule the use of that facility.

If a contracting organization needs additional support, such as but not limited to ushers, ticket booth operators, stage hands, then Watchung Hill Regional High School students will be given first priority to staff these events. Use of facilities or equipment will only be permitted by personnel with sufficient qualifications, as defined in the appropriate regulation or contract for that facility.

**Illegal substances, alcohol, or tobacco use is not permitted on school grounds. All facility use must comply with state and local fire, health, safety and police regulations.**



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## Scheduling

For use of the facilities, the priority use is the same as the order of the groups, with Group 1 being the highest priority and Group 4 being the lowest priority.

Facilities may be reserved up to one year in advance, but **individuals and groups must reserve facilities at least 60 days prior to any event.** This includes use of the following areas: Theaters, TV studio, Athletic fields/Tennis Courts, Gymnasiums, Classrooms, Cafeteria, Parking lots, and open areas.

If an organization reserves the facility for an extended period of time, their use during the time frame in which they have reserved use, must be secondary to Group 1 usage. This may mean that previously unscheduled activities from Group 1 may cause an organization to reschedule their activities.

At times conditions occur where use of a reserved facility is not possible, e.g. weather or emergency maintenance requirements. Cancellation of events will at the discretion of the Chief School Administrator or his/her designee. The next available date will be provided to the contracting organization.

The Superintendent of Schools and the Business Administrator shall have full authority to refuse to grant the use of the facility whenever, in his/her judgment, there is good reason why permission should be refused. Neither the Board of Education, Superintendent of Schools nor the Business Administrator shall be required to give a reason for such refusal.

Use on Sundays, holidays and vacation periods, including summer use is discouraged and will only be permitted under special circumstances. Authorization for Sunday and holiday use must be given by the Superintendent of Schools or his/her designee.



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## Regulations and Contracts

The Superintendent of Schools will develop the necessary regulations and contracts to cover use of supplies, equipment, and the following facilities:

- Theaters,
- TV studio,
- Athletic fields/Tennis Courts,
- Gymnasiums,
- Classrooms,
- Cafeteria,
- Parking lots,
- Open areas.

If possible, a single regulation or contract may cover more than one type of facility.

Regulations and contracts will be made available to every contracting organization, and that organization will be responsible for assuring that all its members who use the facilities and/or equipment are aware of any regulations.

These regulations or contracts will be approved annually by the Board of Education, and will establish requirements for staffing, fees, and scheduling.

## Use Application and Approval

Scheduling of school facility use is reviewed by the persons serving the functions listed below:

Athletic facilities	Athletic Director
Classrooms, TV studio	Principal
Theater (both large and small)	Production Manager
Cafeteria	Principal/Food Services Management
Open areas, parking lot	Principal

The District's Director of Security will review all applications to determine the need for police presence.



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## Appendix A Facilities Use Form

WATCHUNG HILLS REGIONAL HIGH SCHOOL 108 STIRLING RD., WARREN, NJ 07059 908-647-4800	Policy # 7510 Appendix A
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### APPLICATION FOR USE OF SCHOOL FACILITIES

Name of Organization	Date
Address of Organization	Fed. No-profit Cert. Y N
	Non Profit ID#

FACILITY	IDENTIFY	DATE(S)	DAY(S) OF WEEK	ARRIVAL/DEPART TIME
Performing Arts Center				
South Auditorium				
Cafeteria (N or S)				
Room #				
Gymnasium				
Track				
Tennis Courts				
Athletic Field				
Turf Field				
Other				

Purpose of Affair:	Will Admission be Charged? Y N	Total Number of People Attending (crowd, contestants, coaches, etc.):
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The undersigned person agrees to accept the responsibility for the payment of fees and charges and the observation of regulations governing the use of all school facilities. The undersigned also acknowledges receipt of policy and regulation 2431.4 - Prevention and Treatment of Sports-Related Concussions and Head Injuries.

Signature of Applicant \_\_\_\_\_ Position/Title \_\_\_\_\_

Mailing Address \_\_\_\_\_ E-Mail \_\_\_\_\_

Print Name \_\_\_\_\_ Contact Number \_\_\_\_\_

**CERTIFICATE OF INSURANCE MUST BE SUBMITTED WITH COMPLETED FORM. HALF OF THE FEE IS DUE WHEN APPROVED AND THE BALANCE DUE ON OR BEFORE DATE OF USE.**

CUSTODIAL FEES WILL BE CHARGED TO ALL NON-SCHOOL ORGANIZATIONS AT BOARD APPROVED RATES. ADDITIONAL CHARGES WILL BE BILLED IF HOURS EXCEED TIME ALLOTTED. ALL FEES ARE PER HOUR, MINIMUM CHARGE OF THREE (3) HOURS. POLICE/SECURITY CHARGES (IF NECESSARY) WILL BE BILLED AT APPROVED TOWNSHIP RATE.

Use of School Facilities Rental Fee \$ \_\_\_\_\_ Custodial Fees: \$ \_\_\_\_\_ /Hr. (starting ½ hr. before arrival and ending after clean up).

Police/Security Fee \$ \_\_\_\_\_ /Hr. (at the prevailing rate). Number of Officers Required \_\_\_\_\_

Other Charges \$ \_\_\_\_\_ Total \$ \_\_\_\_\_

Fire Permit Required \_\_\_\_\_ Yes \_\_\_\_\_ No

\_\_\_\_\_  
Athletic Director      Director of Operations      School Business Administrator      Director of Security

Copies to: Rental Organization      Accounts Receivable  
Athletic Director      Security  
Director of Operations  
PAC Manager

\_\_\_\_\_  
Superintendent

Superintendent Approval Required For Sunday Use of Facilities.



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## Appendix A Facilities Use Form (attached separately)

## Appendix B

(Applicable to Groups 3 & 4)

### Rental Charge Schedule For Use of Facilities\*\*

Rental Fees (Group 3) These fees may be charged depending on the event circumstances			Rental Fees (Group 4)	
Facility	Fee*	Night Fee* (If Applicable)	Fee*	Night Fee* (If Applicable)
South Auditorium	\$0 - \$200		\$400	
South Auditorium (Rehearsal)	\$0 - \$50		\$100	
Cafeteria	\$0 - \$100		\$200	
Gymnasium	\$0 - \$200		\$400	
Athletic Field/Tennis Courts	\$0 -\$200	\$0 -\$500	\$400	\$700
Turf Field	\$0 -\$500	\$0 -\$800	\$1,500	\$1,800
Snack Shack	\$0 -\$100	\$0 -\$100	\$250	\$250
Stadium Rental All Inclusive	\$0 -\$600	\$0 -\$900	\$1,750	\$2,050



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<b>Track</b>	<b>\$0 -\$40</b>	<b>\$0 -\$340</b>	<b>\$80</b>	<b>\$380</b>
<b>Parking Lots</b>	<b>\$0 -\$200</b>	<b>\$0 -\$500</b>	<b>\$400</b>	<b>\$700</b>
<b>Classroom</b>	<b>\$21</b>		<b>\$36</b>	
<b>Computer Lab (Technician required)</b>	<b>\$175</b>		<b>\$250</b>	
<b>TV Studio (Technician required)</b>	<b>\$250</b>		<b>\$250</b>	

\*Fees are based on three (3) hours per use (minimum of 3 Hrs.). Additional hours will be based on a pro-rated hourly rate.

\*\*Additional fees may be charged to aid in the set-up and closing down of the facilities.

## Appendix C

### Schedule of Charges For Personnel For Use of School Facilities

Personnel	Weekdays Prior to 11:00 p.m.	Weekdays After 11:00 p.m. and Saturdays	Sundays and Holidays
Buildings (Indoor)	\$12.50 per event Group 3* \$25.00 per hour Group 4**	\$20.00 per event Group 3* \$40.00 per hour Group 4**	\$27.00 per event Group 3* \$54.00 per hour Group 4**
Grounds (Outdoor)	\$12.50 per event Group 3* \$25.00 per hour Group 4**	\$20.00 per event Group 3* \$40.00 per hour Group 4**	\$27.00 per event Group 3* \$54.00 per hour Group 4**



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A/V Technician	\$26.00 per hour (2.5 hours Minimum)	\$39.00 per hour (2.5 Hour Minimum)	\$52.00 per hour (2.5 Hour Minimum)
Stage Manager	\$35.00 per hour (4 hours Minimum)	\$35.00 per hour (4 hours Minimum)	\$35.00 per hour (4 hours Minimum)
Technical Director	\$35.00 per hour (4 hours Minimum)	\$35.00 per hour (4 hours Minimum)	\$35.00 per hour (4 hours Minimum)
Site Supervisor	\$35.00 per hour (4 hours Minimum)	\$35.00 per hour (4 hours Minimum)	\$35.00 per hour (4 hours Minimum)
Police Officers	Prevailing Rate	Prevailing Rate	Prevailing Rate

\*1. All Group 3 charges may be increased if the custodian time being used by Group 3 exceeds the allocated 30 minutes. For instance, this 30 minutes of custodian time is designed only for the purposes of opening and closing of the facility, and if additional custodial time is required (such as for clean-up, setting up tables, etc.) then additional fees may be charged. Also, if the Group 3 requires the use of outdoor bathrooms, press box, or any scoreboard or PA system, an additional charge of \$12.50 will be charged per event in addition to the charges listed above.

\*\*1. All Group 4 rates are for a single custodian. If more than one custodian is required, then the rate will be increased proportionally.

Adopted: 03 December 2012



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**By signing below, I acknowledge that I have read, understand, and agree to abide by Watchung Hills Regional BOE District Policy 7510- USE OF SCHOOL FACILITIES:**

**Date** \_\_\_\_\_

**Printed Name of Applicant**

\_\_\_\_\_

**Signature of Applicant**

\_\_\_\_\_

WATCHUNG HILLS REGIONAL BOARD OF EDUCATION  
JANET'S LAW WAIVER

Organization Requesting Use: \_\_\_\_\_

1. Authorized Representative: \_\_\_\_\_

2. Organization's Address: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

By signing below, the above-referenced organization agrees to the following:

The organization certifies that its representative(s) are familiar with "Janet's Law," N.J.S.A. 18A:40-41, et seq., and the law's attendant requirements for the placement of automated external defibrillators ("AEDs") at all events on school grounds, as well as the training and use requirements for such AEDs by organization staff, as the case may be. In addition to, and notwithstanding, any other provision of this Agreement, the organization agrees to defend, indemnify and hold harmless the Board of Education, collectively and individually, and its members, agents, officials, representatives and employees, from any and all liability associated with the organization's compliance or non-compliance with Janet's Law and the organization's use or nonuse of AEDs or the use or nonuse of AEDs by organization staff.

By signing this form, I certify that I am an authorized representative of the above-named organization, that I am signing on the Organization's behalf, and that I fully understand my/our rights and responsibilities under this Agreement and that I am legally capable of entering into same.

\_\_\_\_\_  
Date

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Printed Name and Title



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District Policy

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

Section: Program Date Created: August 2011 Date Edited: March 2016

### **M**

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

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

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

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

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

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



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The Principal or designee shall contact the pupil's parent and inform the parent of the suspected sports-related concussion or other head injury.

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

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

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

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

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

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

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

Adopted: 22 August 2011

Readopted: 01 March 2016