

**BOARD OF EDUCATION
HIGH POINT REGIONAL HIGH SCHOOL
APPLICATION FOR USE OF SCHOOL BUILDING**

20

(Date of this application)

1. Name of Organization: _____
2. Name and address of the Sponsor: (This is the person responsible for enforcing the regulations of the Board of Education. He/She shall also be personally responsible for making all necessary arrangements with the school and shall sign the application).

Name, Address & E-Mail Address

3. Facility requested: _____
Auditorium, Gymnasium, Classrooms, etc.
4. Specify any special equipment required: _____
PA System, Lighting, AV Equip. etc.
5. Purpose for which facilities are to be used: _____
6. Date(s) of Use: _____ Start Time: _____ End Time _____
_____ Start Time: _____ End Time _____
7. Is admission to be charged? Yes No If yes, Board Approval is required.
Disposition of Proceeds: Scholarship Donation to HPRHS Back to HPRHS Club Other _____
8. Are you requesting fees to be waived? Yes No If yes, Board Approval is required.
9. Est. Attendance: _____ (Security Guard is required for over 100 in attendance - the Organization will be billed for this service).
10. Will you require additional security or police present? Yes No (See Regulations)

11. Sponsor signifies that he or she has read and will abide by the regulations of the Board of Education for use of school facilities as herein and attached. The sponsor is responsible for the proper care and use of all school property. He shall be the first person admitted and the last person to leave. He shall be in attendance at all times during the occupancy of the buildings or grounds. Requirements - When user has finished with facilities check out with custodian who will initial this form.

Agreement to Save Harmless

For and in consideration of the Board of Education of the High Point Regional High School, in the County of Sussex and State of New Jersey, permitting us, the undersigned, to use school premises and facilities, we hereby agree to save harmless, the said Board of Education of the High Point Regional High School, from any and all claims, suits, liabilities, litigation or proceedings of any kind or nature, against said Board of Education of the High Point Regional High School, by reason of any injury, or alleged injury, damage, or alleged damage, sustained, or alleged to be sustained, by any person, firm, or corporation, arising out of the use of said premises and facilities, and we further agree to indemnify the Board of Education of the High Point Regional High School from and against all costs, counsel fees, expenses, and liabilities incurred as a result of any such claims or any action or proceeding brought thereon.

Insurance Requirements

All users are required to maintain, in addition to any insurance required by law, Comprehensive Liability insurance, in an amount not less than \$1,000,000 per occurrence. The High Point Regional High School Board of Education must be named as an additional insured on this policy. A certificate of insurance as described **MUST** be provided before the facility is used. Failure to enforce the required production of the certificate will not void users' obligation to provide the insurance as aforesaid.

With respect to use of the facilities for any athletic activity, all users will be supplied a copy of the Board of Education's policy on concussion testing and return to play. The user agrees and certifies that it will comply with this policy for the management of concussions and other head injuries.

All prospective users must provide a minimum of two weeks notice.

Signature of Sponsor

Telephone Number/Cell Number

FOR SCHOOL USE ONLY

Please Indicate your approval – initial below

PRINCIPAL.....

ATHLETIC DIRECTOR.....

DATE BOARD APPROVED.....

BOARD OF EDUCATION
HIGH POINT REGIONAL HIGH SCHOOL
APPLICATION FOR FIELD USE

20

(Date of this application)

1. Name of Organization: _____
2. Name and address of the Sponsor: (This is the person responsible for enforcing the regulations of the Board of Education. He/She shall also be personally responsible for making all necessary arrangements with the school and shall sign the application).

Name, Address & E-Mail Address

3. Field requested: _____
See Illustration on the Reverse Side of this Form
4. Purpose for which facilities are to be used: _____
5. Date(s) of Use: _____ Start Time: _____ End Time _____
_____ Start Time: _____ End Time _____
6. Est. Attendance: _____ (Security Guard is required for over 100 in attendance - the Organization will be billed for this service). Is admission to be charged? Yes No
- Disposition of Proceeds: _____
7. Will you require additional security or police present? Yes No (See Regulations)
8. Does your organization require Board Approval to run this program? Yes No
If you answered Yes to question #9 please enter the date of approval _____

9. Sponsor signifies that he or she has read and will abide by the regulations of the Board of Education for use of school facilities as herein and attached. The sponsor is responsible for the proper care and use of all school property. He shall be the first person admitted and the last person to leave. He shall be in attendance at all times during the occupancy of the buildings or grounds. Requirements - When user has finished with facilities check out with custodian who will initial this form. Field conditions will also need to be evaluated. The final decision will be made by Chris Dexter, Athletic Director. If the fields are determined to be un-playable, you must adhere to that decision. Failure to comply with the Athletic Director's determination may result in possible financial liability, should damage to the facilities or fields occur, and/or field use privileges being revoked.

Agreement to Save Harmless

For and in consideration of the Board of Education of the High Point Regional High School, in the County of Sussex and State of New Jersey, permitting us, the undersigned, to use school premises and facilities, we hereby agree to save harmless, the said Board of Education of the High Point Regional High School, from any and all claims, suits, liabilities, litigation or proceedings of any kind or nature, against said Board of Education of the High Point Regional High School, by reason of any injury, or alleged injury, damage, or alleged damage, sustained, or alleged to be sustained, by any person, firm, or corporation, arising out of the use of said premises and facilities, and we further agree to indemnify the Board of Education of the High Point Regional High School from and against all costs, counsel fees, expenses, and liabilities incurred as a result of any such claims or any action or proceeding brought thereon.

Insurance Requirements

All users are required to maintain, in addition to any insurance required by law, Comprehensive Liability insurance, in an amount not less than \$1,000,000 per occurrence. The High Point Regional High School Board of Education must be named as an additional insured on this policy. A certificate of insurance as described MUST be provided before the facility is used. Failure to enforce the required production of the certificate will not void users' obligation to provide the insurance as aforesaid.

With respect to use of the facilities for any athletic activity, all users will be supplied a copy of the Board of Education's policy on concussion testing and return to play. The user agrees and certifies that it will comply with this policy for the management of concussions and other head injuries.

All prospective users must provide a minimum of two weeks notice.

Signature of Sponsor

Telephone Number/Cell Number

FOR SCHOOL USE ONLY

Please Indicate your approval - initial below

PRINCIPAL.....

ATHLETIC DIRECTOR.....

**CAMP CHECKLIST
NON AFFILIATED**

Name of Camp: _____

- | | | |
|---|-------|-------|
| 1. We have assurance that all advertisements state this camp is open to all students in the age group regardless of what school they attend. | Yes | No |
| 2. We have assurance that ALL advertisements for this camp clearly state this camp is not affiliated with High Point Regional High School. | Yes | No |
| 3. Building Use paperwork has been submitted and approved. | Yes | No |
| 4. Is security required? | Yes | No |
| 5. Amount of coverage of the insurance policy on file with our Board of Education Office. (Minimum \$1 million liability coverage) | \$ | _____ |
| 6. Name of person in charge. | _____ | |
| 7. Phone number of the person in charge. | _____ | |
| 8. What sport/activity is offered at the camp? | _____ | |
| 9. Is the camp Co-Ed? | Yes | No |
| 10. How long will the camp run? | Days: | _____ |
| 11. Number of athletes/students attending this camp | _____ | |
| 12. Cost to attend this camp. | \$ | _____ |
| 13. Age of students attending this camp. | _____ | |
| 14. We have assurance that checks submitted as payment for this camp are not made out to High Point Regional High School. | Yes | No |
| 15. The use of High Point Regional High School facilities fee in the amount of _____ has been paid. | Yes | No |

All required paperwork has been submitted and reviewed by me.

Copy: Principal
Bus. Administrator
Camp Director
Athletic Director

Chris Dexter-Athletic Director

Date

POLICY

BOARD OF EDUCATION HIGH POINT REGIONAL

NO. 7510

PROPERTY
Use of School Facilities
Page 1 of 5

7510 USE OF SCHOOL FACILITIES

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

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

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

1. Uses and groups directly related to the schools and the operations of the schools, including student and teacher groups;
2. Uses and organizations indirectly related to the schools;
3. Community organizations formed for charitable, civic, social, or educational purposes;
4. Departments and agencies of the municipal government;
5. Governmental agencies;
6. Community church groups;

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

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

POLICY

BOARD OF EDUCATION HIGH POINT REGIONAL

NO. 7510

PROPERTY
Use of School Facilities
Page 2 of 5

damage to the facilities and for proper chaperonage as required by the school district administration.

Use of school equipment in conjunction with the use of school facilities must be specifically requested in writing and may be granted in accordance with Policy No. 7520. The users of school equipment must accept liability for any damage or loss to such equipment that occurs while it is in their use, regardless of any assignment of negligence. Where rules so specify, certain items of equipment may only be used by a qualified operator approved by the school district administration.

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

1. The use of school facilities for activities related to the educational program, district operations, and use by organizations existent within the geographical boundaries of the High Point Regional High School district shall be without cost to the user, except the the user shall be responsible for any fees changed by a law enforcement agency, or district security personnel as required on the Use of Facilities form, in connection with the use.
2. All other organizations or persons granted the use of school facilities shall pay in advance the scheduled fee and the cost of any additional staff services required by the use.

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

POLICY

BOARD OF EDUCATION HIGH POINT REGIONAL

NO. 7510

PROPERTY
Use of School Facilities
Page 3 of 5

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

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

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

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

Date Adopted: 1/16/1997

Date Revised: 1/19/76, 3/18/91, 11/19/13, 10/27/20

POLICY

**BOARD OF EDUCATION
HIGH POINT REGIONAL**

NO. 7510

PROPERTY
Use of School Facilities
Page 4 of 5

FACILITY	COMMUNITY GROUP (FOR PROFIT) and NON-COMMUNITY GROUPS (FOR PROFIT/NON-PROFIT)
BUILDING	RENTAL FEE*: Minimum based on 3 Hours and shall be adjusted accordingly for longer periods.
Auditorium	\$120.00
Gymnasium	\$120.00
Cafeteria	\$75.00
Classroom	\$25.00
Media Center	\$120.00

*In addition to the rental fee, there are hourly fees as follows:

POLICY

**BOARD OF EDUCATION
HIGH POINT REGIONAL**

NO. 7510

PROPERTY
Use of School Facilities
Page 5 of 5

Custodial Service

Monday-Friday: \$28 per hour/per custodian

Saturday: \$42 per hour/per custodian

Sunday: \$56 per hour/per custodian

Security

Required for events with 100 or more people attending: \$30 per hour/per security guard

Lighting/AV Technicians

\$25 per hour

REGULATION

BOARD OF EDUCATION
HIGH POINT REGIONAL

NO. R 7510

PROPERTY
Page 1 of 12
Use of School Facilities

R 7510 USE OF SCHOOL FACILITIES

A. Classification of Users

Organizations and individuals using school facilities will be classified as Class I, II, or III users as follows:

1. Class I users will be given priority for the use of school facilities over other users and may use school district facilities without payment of a use fee or charge for custodial and service (fuel, water, and electricity) costs. Class I users include the following organizations and individuals:
 - Organizations, individuals or groups affiliated with High Point Regional High School
2. Class II users will be given priority for the use of school facilities over Class III users and may use school district facilities without payment of a use fee but will be charged custodial and service costs. Class II users include the following organizations and individuals:
 - Organizations, individuals or groups existent within the geographical boundaries of the high Point Regional High School District.
3. Class III users will be given lowest priority for the use of school facilities and may use school district facilities only on payment of a use fee and charges for custodial and service costs. Class III users include the following organizations and individuals:
 - Organizations, individuals or groups that are outside the geographical boundaries of the High Point Regional High School District.

REGULATION

**BOARD OF EDUCATION
HIGH POINT REGIONAL**

NO. R 7510

PROPERTY
Page 2 of 12
Use of School Facilities

4. No other organizations or individuals will be permitted to use school facilities.

B. Application Procedures

1. Application must be made in writing and on the form supplied by the school district. The form is available in the office of the High Point Regional High School and on the High Point Regional High School website.
2. Application for use of school facilities must be submitted in a timely manner, to the Athletic Director or Principal, before the date of the requested use. A use that requires the approval of the Board must be submitted not less than five working days prior to a regular Board meeting.
3. The application must be signed by an adult representative of the requesting organization, who will be considered by the Board to be the agent of the organization.
4. The application must include all the facilities that the applicant wishes to use and all the dates and times of the requested use. Approval of any application is limited to the facilities, dates, and times expressly requested on the application. Approval does not include the privilege of additional rehearsal time or the use of rooms or buildings not expressly requested.
5. The application must include all the equipment and supplies that the applicant wishes to include in the use, pursuant to Policy No. 7520, Loan of School Equipment.

REGULATION

**BOARD OF EDUCATION
HIGH POINT REGIONAL**

NO. R 7510

PROPERTY
Page 3 of 12
Use of School Facilities

C. Approval

1. The Athletic Director will review each application and check the school calendar to determine whether the facility requested is available at the date and time requested, that is, the facility has not been scheduled
 - a. For use in the instructional or co-curricular program,
 - b. For maintenance, repair, or capital improvement, or
 - c. For use by another organization.
2. If the facility is not available for use, the Athletic Director or designee will so inform the representative of the organization and may suggest alternative dates, times, or facilities.
3. If the facility is available for use and the applicant meets the standards set by Policy No. 7510 and these regulations, the Athletic Director will note his/her approval on the application form and will record the classification of the applicant organization and forward the application to the Superintendent or designee for final approval or for referral to the Board for requests that may be approved only by the Board.
4. Standards for approval include the following limitations on use:
 - a. School facilities are available for use only on weekdays, including school vacations. School facilities may be available for use on Saturdays, Sundays, and other public holidays depending on appropriate and adequate custodial coverage.

REGULATION

**BOARD OF EDUCATION
HIGH POINT REGIONAL**

NO. R 7510

PROPERTY
Page 4 of 12
Use of School Facilities

- b. School facilities are not available for use during the school day or for any use that may interfere with the school district's educational or co-curricular programs.
 - c. The use of school facilities will generally not be granted for observances or celebrations that are essentially private in nature or for meetings of small groups that can conveniently convene in private homes.
 - d. In accordance with Policy No. 7510, the use of school facilities will not be granted for the advantage of any commercial or profit-making organization or partisan political activity, or any purpose that is prohibited by law.
5. The Athletic Director or Designee will determine the classification (I, II, or III) of the applicant organization and the fees and costs, if any, to be charged for the use of the facility. This information will be provided on the application form.
6. In the event of a conflict between requesting organizations within the same class, the request received earlier by the district will be honored first.
7. A copy of each approved or disapproved application will be distributed to the representative who signed the application form.
8. The application form will include the rules governing the use of school facilities, and the representative's signature on the application will signify notice of those rules and the organization's agreement to be bound by those rules.
9. The Board reserves the right to deny an application and to withdraw permission to use school facilities after approval has

REGULATION

**BOARD OF EDUCATION
HIGH POINT REGIONAL**

NO. R 7510

PROPERTY
Page 5 of 12
Use of School Facilities

been granted and after the use has commenced. Permission may specifically be withdrawn from any organization whose representative has willfully made misrepresentation on the application or whose members violate the rules established for the use of school facilities. Such withdrawal of permission may constitute grounds for denying a future application made by the organization.

10. Permission to use school facilities is not transferable.
11. The organization representative must inform the Athletic Director of any canceled use request as soon as he/she is aware of the cancellation. An organization's failure to inform the Athletic Director of a canceled use at least three working days in advance of the scheduled time of the use may result in imposition of service charges.
12. Permission to use a school facility is automatically withdrawn on a day when the facility is closed for inclement weather, work stoppage, or other emergency.

D. Insurance and Indemnification

1. The representative of an organization granted permission to use a school facility must assume responsibility for the orderly and careful use of the facility and must agree to assume liability for any damage or loss of property caused by the use or in the course of the use.
2. The organization and/or its representative will hold the Board of Education harmless from claims arising out of the permitted use of the school facility or during the user's occupancy. In addition, the user shall agree to save the Board harmless from liability for injury or damage to any person or property of any person who may be

REGULATION

**BOARD OF EDUCATION
HIGH POINT REGIONAL**

NO. R 7510

PROPERTY
Page 6 of 12
Use of School Facilities

attending or participating in the function or activity for which permission has been granted.

3. The user shall furnish evidence of the purchase of liability insurance.
4. Any youth sports team organization that is granted permission to use school facilities must provide the school district proof of an insurance policy against liability for any bodily injury in the amount of not less than \$50,000 per person per occurrence, insuring the youth sports team organization against liability for any bodily injury suffered by a person. The youth sports team organization must also provide a statement of compliance with the school district's Policy and Regulation 2431.4 - Prevention and Treatment of Sports-Related Concussions and Head Injuries, which will be provided to the adult representative of the requesting organization with the application to use school facilities.

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

E. Rules for the Use of School Facilities

1. Users of school facilities will be bound by the law.
 - a. Users must comply strictly with all applicable statutes; municipal ordinances; and rules of the Board of Health, Fire Department, and Police Department regarding public assemblies.

REGULATION

BOARD OF EDUCATION
HIGH POINT REGIONAL

NO. R 7510

PROPERTY
Page 7 of 12
Use of School Facilities

- b. The use must not exceed the established capacity of the facility used.
 - c. The use must not involve gambling or games of chance.
 - d. The use, possession, and/or distribution of alcohol and/or controlled dangerous substances is absolutely prohibited, in accordance with law and Policy Nos. 5530 and 7435.
 - e. Smoking is prohibited in accordance with Policy No. 7434.
 - f. School facilities cannot be used for any purpose prohibited by law or likely to result in rioting, disturbance of the peace, damage to property or for the purpose of defaming others.
2. Users of school facilities will respect Board property.
- a. The user will not damage, destroy, or deface school property. The facility shall be used with care and left in an orderly and neat condition.
 - b. The user must request in the application and receive permission to bring and use equipment, decorations, or materials to the school facility. No equipment, decorations, or materials may be nailed to floors, walls, windows, woodwork, curtains or fixtures or affixed to the same in any manner that defaces or damages school property or grounds.
 - c. Any equipment, scenery, decorations, or other material brought to the school facility and any debris caused by the use or remaining after the use must be promptly removed

REGULATION

BOARD OF EDUCATION
HIGH POINT REGIONAL

NO. R 7510

PROPERTY
Page 8 of 12
Use of School Facilities

- by the user. Any such materials left on school premises beyond the time period approved in the application may be removed by the Board at the user's expense. The Board assumes no liability for damage to or loss of materials brought to school facilities.
- d. The user must request in the application and receive permission to use, move, or tune a district piano. A piano may be moved only by school district staff or by a competent and experienced commercial mover approved by the Board and at the expense of the user. Any piano that has been moved must be returned to its original placement with the same care and at the expense of the user.
 - e. Users of the gymnasium must ensure that all participants wear rubber-soled footwear to prevent damage to floors.
 - f. No school facility may be used for a purpose in conflict with the purpose for which the facility was designed.
 - g. Lighting equipment, ventilation systems, and thermostatic controls may be operated only by an employee of the district.
 - h. The user must request in the application and receive permission to serve and consume food and/or beverages on school premises. The service and consumption of food and/or beverages is strictly limited to the area for which permission is granted. If food and/or beverages are served, the user must clean all utensils, equipment, serving dishes, and the like and restore the facility to its proper condition. The user may not consume food or beverages or use supplies purchased with public funds.

REGULATION

BOARD OF EDUCATION
HIGH POINT REGIONAL

NO. R 7510

PROPERTY
Page 9 of 12
Use of School Facilities

- i. No signs, posters, advertisements, or other displays may be placed in a school building without prior approval.
 - j. No school keys shall be issued to a user.
 - k. No animal shall be allowed on school premises without prior approval.
 - l. An authorized school district staff member shall examine the school facilities and/or grounds after the use and will inform the user of any loss or damage that must be corrected.
 - m. Permission to use school facilities extends only to the facility requested. Users are not entitled to enter health offices, administrative offices, storage closets, or any other room to which permission to use has not been expressly granted. Users are not permitted to use district telephones, word processors, and office equipment.
 - n. No vehicles of any type shall be operated in any area that is not designed for such vehicles without prior permission.
3. Uses Must be Properly Supervised.
- a. A school custodian must be on duty during the entire time a use occurs. The custodian is present for the purpose of insuring the security and proper functioning of the facility and of enforcing these regulations. The custodian is paid by the Board and may not accept gratuities from users. If the custodian is needed to perform extra services as an accommodation to the user, the user may be charged an

REGULATION

**BOARD OF EDUCATION
HIGH POINT REGIONAL**

NO. R 7510

PROPERTY
Page 10 of 12
Use of School Facilities

additional fee and the custodian will be compensated accordingly by the district.

- b. The use of certain school facilities (such as kitchen and auditorium stage) require the services of school employees trained in the use of the facility. The user will be charged an additional fee and the school employee will be compensated accordingly by the district.
- c. The user must assume full responsibility for the conduct of all participants in the use while they are in or about school buildings and grounds and must enforce these regulations. The user must provide an adequate number of persons to supervise participants in the activity. The district, depending on the activity, may require as a condition of approval, a certain number of chaperones, law enforcement officials, and/or a school district representative(s) to be present at the activity.
- d. The user must, in consultation with the Principal, anticipate the need for the assistance of police officers, fire fighters, and/or parking attendants. All such services must be arranged by the user and will be at the expense of the user. When a user refuses or fails to secure police, fire, and/or parking assistance after having been advised to do so by the Principal, the Principal may recommend that permission to use the facility be withdrawn.
- e. Board members and school officials are entitled to full and free access to any part of the school premises during any use. No user may exclude a Board member or school official from a school facility for any reason.

REGULATION

BOARD OF EDUCATION
HIGH POINT REGIONAL

NO. R 7510

PROPERTY
Page 11 of 12
Use of School Facilities

F. Fee Schedule

1. Class I users will not be charged a fee or costs for the use of schools, except that special charges for the specific services of school employees rendered pursuant to paragraph E3a and paragraph E3b will be billed.
2. Class II users will not be charged a facility fee, but will be charged
 - a. For the specific services of school employees rendered pursuant to paragraph E3a and paragraph E3b, if any, and
 - b. For service costs of the use as follows:

Custodial costs: Amount determined by cost to the Board for hourly custodial coverage.

3. Class III users will be charged the costs charged Class II users (paragraph F2a and paragraph F2b) and the following facility fee for each four hours' use. Class III user fees will be agreed upon by Group Organization leader and district Business Administrator prior to use of facilities approval.
4. An itemized bill for the use of school facilities will be prepared based on the approved application form. The bill will be sent to the representative of the applicant organization in advance of the use and payment may be requested in advance of the use.

G. Provision of Training on School Safety and Security

1. In accordance with the provisions of N.J.S.A. 18A:41-7.c., the Board of Education shall provide to all persons who supervise

REGULATION

**BOARD OF EDUCATION
HIGH POINT REGIONAL**

NO. R 7510

PROPERTY
Page 12 of 12
Use of School Facilities

youth programs that are not sponsored by the school district, but operate a program in a district building before or after school hours, on the weekend, or during a period when school is not in session, information on the district's school practices and procedures in the event of a school safety or security incident at a school including non-confidential information on evacuation procedures, emergency response protocols, and emergency contact information.

2. It shall be the responsibility of the organization that sponsors the youth program to train the program's employees and volunteers on the school security and emergency procedures in effect in the school building in which the youth program is located.
3. The organization that sponsors the youth program shall file a statement of assurance with the Superintendent or designee that it has complied with the training requirements prior to the district authorizing the use of the school building.
 - a. The statement of assurance shall be developed by the Commissioner of Education and shall be filed with the school district on an annual basis.

Date Adopted: December 18, 1995
Date Revised: November 19, 2013, February 21, 2017, October 27, 2020

POLICY

**BOARD OF EDUCATION
HIGH POINT REGIONAL**

NO. 2431.4

PROGRAM

Page 1 of 4

2431.4 Prevention and Treatment of Sports-Related
Concussions and Head Injuries

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

A concussion is a traumatic brain injury caused by a direct or indirect blow to the head or body. In order to ensure the safety of pupils that participate in interscholastic athletics 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 Kindergarten 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.

POLICY

**BOARD OF EDUCATION
HIGH POINT REGIONAL****NO. 2431.4**PROGRAM
Page 2 of 4**2431.4 Prevention and Treatment of Sports-Related
Concussions and Head Injuries**

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. 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

POLICY

BOARD OF EDUCATION HIGH POINT REGIONAL

NO. 2431.4

PROGRAM
Page 3 of 4

2431.4 Prevention and Treatment of Sports-Related Concussions and Head Injuries

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

POLICY

**BOARD OF EDUCATION
HIGH POINT REGIONAL**

NO. 2431.4

PROGRAM

Page 4 of 4

2431.4 Prevention and Treatment of Sports-Related
Concussions and Head Injuries

reflects the most current information available on the prevention, risk, and treatment of sports-related concussion and other head injuries.

NJSA: 18A:40-41.1; 18A:40-41.2; 18A:40-41.3; 18A:40-41.4; 18A:40-41.5

Date Adopted: March 28, 2011

Date Revised: November 21, 2011, November 19, 2012

REGULATION

**BOARD OF EDUCATION
HIGH POINT REGIONAL**

NO R 2431.4

PROGRAM

Page 1 of 9

2431.4 Prevention and Treatment of Sports-Related
Concussions and Head Injuries

2431.4 Prevention and Treatment of Sports-Related Concussions and Head Injuries

A concussion is a traumatic brain injury caused by a direct or indirect blow to the head or body. Allowing a student-athlete or cheerleader to return to play before recovering from a concussion increases the chance of a more serious brain injury that can result in severe disability and/or death. The following procedures shall be followed to implement N.J.S.A. 18A:40-41.1 et seq. and Policy 2431.4.

A. Interscholastic/Cheerleading Program Athletic Head Injury Training Program

1. The school district will adopt an Interscholastic Athletic/Cheerleading Program Head Injury Training Program to be completed by the school or team physician, licensed athletic trainer(s) involved in the interscholastic athletic program, all staff members that coach an interscholastic sport or cheerleading program, designated school nurses, and other appropriate school district personnel as designated by the Superintendent.
2. This Training Program shall be in accordance with the guidance provided by the New Jersey Department of Education and the requirements of N.J.S.A. 18A:40-41.1 et seq.

B. Prevention

1. The school district may require pre-season baseline testing of all student-athletes and cheerleaders before the pupil begins participation in an interscholastic athletic program or activity or cheerleading program. The baseline testing program shall be reviewed and approved by the school or team physician trained in the evaluation and management of sports-related concussions and other head injuries.

REGULATION

**BOARD OF EDUCATION
HIGH POINT REGIONAL**

NO R 2431.4

PROGRAM

Page 2 of 9

2431.4 Prevention and Treatment of Sports-Related
Concussions and Head Injuries

2. The Principal or designee will review educational information for student-athletes and cheerleaders on prevention of concussions.
 3. All school staff members, student-athletes, and parents of student-athletes shall be informed through the distribution of the New Jersey Department of Education Concussion and Head Injury Fact Sheet and Parent/Guardian Acknowledgement Form and other communications from the Principal and coaches on the importance of early identification and treatment of concussions to improve recovery.
- C. Signs or Symptoms of Concussion or Other Head Injury
1. Possible signs of concussions can be observed by coaches, licensed athletic trainer, school or team physician, school nurse, or other school staff members. Possible signs of a concussion may be, but are not limited to, the student-athlete:
 - a. Appears dazed, stunned, or disoriented;
 - b. Forgets plays, or demonstrates short-term memory difficulty;
 - c. Exhibits difficulties with balance or coordination;
 - d. Answers questions slowly or inaccurately; and/or
 - e. Loses consciousness.
 2. Possible symptoms of concussion shall be reported by the student-athlete to coaches, licensed athletic trainer, school or team physician, school nurse, and/or parent. Possible symptoms of a concussion are, but not limited to:
 - a. Headache;

REGULATION

**BOARD OF EDUCATION
HIGH POINT REGIONAL**

NO R 2431.4

PROGRAM

Page 3 of 9

2431.4 Prevention and Treatment of Sports-Related
Concussions and Head Injuries

- b. Nausea/vomiting;
- c. Balance problems or dizziness;
- d. Double vision or changes in vision;
- e. Sensitivity to light or sound/noise;
- f. Feeling sluggish or foggy;
- g. Difficulty with concentration and short-term memory;
- h. Sleep disturbance; or
- i. Irritability.

D. Emergency Medical Attention for Concussion or Other Head Injury

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

REGULATION

**BOARD OF EDUCATION
HIGH POINT REGIONAL**

NO R 2431.4

PROGRAM

Page 4 of 9

2431.4 Prevention and Treatment of Sports-Related
Concussions and Head Injuries

the physician may make the determination to call emergency medical assistance.

3. The school staff member supervising the student-athlete or cheerleader when the pupil is exhibiting signs or symptoms of a sports-related concussion or other head injury during practice or competition shall report the occurrence to the Principal or designee. The Principal or designee shall contact the student-athlete's parent and inform the parent of the suspected sports-related concussion or other head injury.

E. Sustained Concussion or Other Head Injury

1. A student-athlete or cheerleader who participates in interscholastic athletics or cheerleading program and who sustains or is suspected of sustaining a concussion or other head injury shall immediately be removed from practice or competition and shall be required to have a medical examination conducted by their physician or licensed health care provider. The 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.
2. The student-athlete or cheerleader suspected of sustaining a concussion or other head injury shall be provided a copy of Board of Education Policy and Regulation 2431.4 and a copy of Board of Education approved suggestions for management/medical checklist to provide to their parent and their physician or licensed health care professional.
3. The student-athlete or cheerleader's physician must provide to the school district, upon the completion of a medical examination, a written medical release/clearance when the pupil is able to return to the activity. The release/clearance must indicate:

REGULATION

**BOARD OF EDUCATION
HIGH POINT REGIONAL**

NO R 2431.4

PROGRAM

Page 5 of 9

2431.4 Prevention and Treatment of Sports-Related
Concussions and Head Injuries

- a. The medical examination determined the injury was not a concussion or other head injury, the pupil is asymptomatic at rest, and the pupil may return to the interscholastic athletic activity; or
- b. The medical examination determined the injury was a concussion or other head injury, the pupil is asymptomatic at rest, and can begin the graduated return to competition and practice protocol outlined in F. below.

A medical release/clearance not in compliance with this requirement will not be accepted. The student-athlete or cheerleader may not return to the activity or begin the graduated return to competition and practice protocol until he/she receives a medical evaluation and provides a medical clearance/release that has been reviewed and approved by the school or team physician.

4. Complete physical, cognitive, emotional, and social rest is advised while the pupil is experiencing symptoms and signs of a sports-related concussion or other head injury. (Minimize mental exertion, limit over-stimulation and multi-tasking, etc.)

REGULATION

BOARD OF EDUCATION
HIGH POINT REGIONAL

NO R 2431.4

PROGRAM

Page 6 of 9

2431.4 Prevention and Treatment of Sports-Related
Concussions and Head Injuries

F. Graduated Return to Competition and Practice Protocol

1. Upon the school physician's acceptance of the written medical release/clearance, the student-athlete or cheerleader may begin a graduated return to competition and practice protocol supervised by a licensed athletic trainer, school or team physician, or designated school nurse trained in the evaluation and management of concussions and other head injuries. The following steps shall be followed:

Step 1 - Completion of a full day of normal cognitive activities (attendance at school, studying for tests, watching practice, interacting with peers, etc.) without re-emergence of any signs or symptoms. If there is no return of signs or symptoms of a concussion, the student-athlete or cheerleader may advance to Step 2 below on the next day. If a re-emergence of any signs or symptoms of a concussion occur, the pupil shall be required to have a re-evaluation by their physician or licensed healthcare provider. The pupil shall not be permitted to begin the graduated return to competition and practice protocol until a medical clearance, as required in E.3. above, is provided and approved by the school or team physician.

Step 2 - Light aerobic exercise, which includes walking, swimming, or stationary cycling, keeping the intensity less than 70% maximum percentage heart rate. There shall be no resistance training. The objective of this Step is increased heart rate. If there is no return of any signs or symptoms of a concussion, the student-athlete or cheerleader may advance to Step 3 below on the next day. If a re-emergence of any signs or symptoms of a concussion occur, the pupil shall return to Step 1.

REGULATION

**BOARD OF EDUCATION
HIGH POINT REGIONAL**

NO R 2431.4

PROGRAM

Page 7 of 9

2431.4 Prevention and Treatment of Sports-Related
Concussions and Head Injuries

Step 3 - Sport-specific exercise including skating and/or running. There shall be no head impact activities. The objective of this Step is to add movement and continue to increase the student-athlete or cheerleader's heart rate. If there is no return of any signs or symptoms of a concussion, the pupil may advance to Step 4 below on the next day. If a re-emergence of any signs or symptoms of a concussion occur, the pupil shall return to Step 2.

Step 4 - Non-contact training drills such as passing drills, agility drills, throwing, catching, etc. The student-athlete or cheerleader may initiate progressive resistance training. If there is no return of any signs or symptoms of a concussion, the pupil may advance to Step 5 below on the next day. If a re-emergence of any signs or symptoms of a concussion occur, the pupil shall return to Step 3.

Step 5 - The pupil's medical condition, upon completing Step 4 with no return of any signs or symptoms of a concussion, shall be evaluated for medical clearance based upon consultation between the school district's licensed athletic trainer, school or team physician, designated school nurse, and the pupil's physician. After this consultation and upon obtaining written medical release/clearance approved by the school or team physician, the pupil may participate in normal training activities. The objective of this Step is to restore the pupil's confidence and for the coaching staff to assess the pupil's functional skills. If there is no return of any signs or symptoms of a concussion, the pupil may advance to Step 6 below on the next day. If a re-emergence of any signs or symptoms of a concussion occur or if the pupil does not obtain medical release/clearance to proceed to Step 6, the school or team physician, in consultation with the pupil's physician, shall determine the pupil's return to competition and practice protocol.

REGULATION

**BOARD OF EDUCATION
HIGH POINT REGIONAL**

NO R 2431.4

PROGRAM

Page 8 of 9

2431.4 Prevention and Treatment of Sports-Related
Concussions and Head Injuries

Step 6 - Return to play involving normal exertion or game activity. If the student-athlete pupil exhibits a re-emergence of any concussion signs or symptoms once he/she returns to physical activity, he/she will be removed from further activities and returned to Step 5.

G. Temporary Accommodations for Student-Athletes and Cheerleaders with Sports-Related Head Injuries

1. Rest is the best "medicine" for healing concussions or other head injuries. The concussed brain is affected in many functional aspects as a result of the injury. Memory, attention span, concentration, and speed of processing significantly impact learning. Further, exposing the concussed pupil to the stimulating school environment may delay the resolution of symptoms needed for recovery. Accordingly, consideration of the cognitive effects in returning to the classroom is also an important part of the treatment of sports-related concussions and head injuries.
2. Mental exertion increases the symptoms from concussions and affects recovery. To recover, cognitive rest is just as important as physical rest. Reading, studying, computer usage, testing, texting, and watching movies if a pupil is sensitive to light/sound, can slow a pupil's recovery. In accordance with the Centers for Disease Control's toolkit on managing concussions, the Board of Education may look to address the pupil's cognitive needs in the following ways. Pupils who return to school after a concussion may need to:
 - a. Take rest breaks as needed;
 - b. Spend fewer hours at school;
 - c. Be given more time to take tests or complete assignments (all courses should be considered);
 - d. Receive help with schoolwork;

REGULATION

**BOARD OF EDUCATION
HIGH POINT REGIONAL**

NO R 2431.4

PROGRAM

Page 9 of 9

2431.4 Prevention and Treatment of Sports-Related
Concussions and Head Injuries

- e. Reduce time spent on the computer, reading, and writing;
and/or
- f. Be granted early dismissal from class to avoid crowded
hallways.

Adopted: 18 December 1995, 12 December 2011

Revised January 2006, November 21, 2011, November 19, 2012

