

WESTFIELD PUBLIC SCHOOLS
Westfield, New Jersey 07090

BYLAWS
0131
Bylaws and Policies

Page 1 of 3

0131 - BYLAWS AND POLICIES

The Board of Education will exercise its rule-making power by adopting bylaws for the Board and policies for the organization and operation of the school district.

Adoption, Amendment, and Repeal

Any proposed adoption, amendment, or repeal of a bylaw or policy must be placed on the agenda for first reading at a regular or special meeting of the Board and must be approved by a majority of all Board members present and voting. The Board may finally adopt, amend, or repeal such proposed bylaw or policy at a second or subsequent reading, by a majority of those present and voting, at any meeting of the Board that occurs at least four or more weeks after the regular or special meeting at which the proposal is first placed on the Board's agenda and approved for first reading.

All members of the Board must be given written notice of the proposed adoption, amendment, or repeal of a bylaw at least ten days prior to the date of the meeting at which the bylaw proposal is first placed on the Board's agenda. Such ten day advance notice is not required for the adoption, amendment or repeal of a policy.

The Board may at its organization meeting and by a majority vote of those present and voting readopt existing bylaws and policies without prior notice in accordance with Policy 0154 (Annual Motions and Designations).

The Board may, by a majority of those present and voting, under emergency circumstances, suspend the operation of a bylaw or policy and adopt, amend, or repeal a bylaw or policy without prior notice. The emergency adoption, amendment, or repeal of a bylaw or policy will terminate at the next meeting of the Board or at such earlier date as may be specified by the Board unless further acted upon by the Board.

The adoption, amendment, repeal, or suspension of a bylaw or policy will be recorded in the minutes of the Board. Any bylaw or policy or part of a bylaw or policy that is superseded by a term in a negotiated agreement or by a subsequently adopted policy will no longer be in force and effect as a bylaw or policy.

Promulgation and Distribution

A manual of bylaws and policies will be maintained on-line. The Superintendent's designee will maintain both a master electronic and paper copy of the bylaw and policy manual. Access to the bylaws and policies should they not be available on-line, are available upon request.

The Superintendent's designee will institute administrative regulations providing a plan for the orderly promulgation of policies to staff members who are affected by them and will provide staff members with access to up-to-date Board bylaws and policies.

The manual of bylaws and policies will be considered a public record.

Development of Bylaws and Policies

Bylaws and policies will be developed by the Board in accordance with the following procedure:

1. the Superintendent will bring to the attention of the Board, the need for new or revised bylaws or policies as they arise.
2. the Superintendent will advise the Board of policy-writing by the staff, projected for the next academic year.
3. the Superintendent will regularly bring selected existing bylaws and policies to the attention of the Board for its review. The selection will be made with a view to:
 - a. reviewing related policies together; and
 - b. reviewing existing bylaws and policies at least once every six years;
4. individual Board members may propose new or revised bylaws or policies or seek the approval of the Board to direct the staff to write or re-write particular policies.

All bylaws and policies will be reviewed by the Board Policy committee in accordance with the six-year review cycle. Bylaws and policies reviewed during the six-year cycle, for which no changes are recommended, shall be marked "reviewed" with the date of review. The Policy Committee shall note "reviewed" bylaws and policies to the Board at a scheduled regular Board meeting. Such bylaws and policies shall be listed on the agenda and noted in the minutes of the Board meeting.

Proposal for new or revised bylaws and policies will be considered by the Board in accordance with the following procedures:

1. a suggestion for a new or revised bylaw or policy may be referred, at the discretion of the Board and as appropriate to the subject, to the Superintendent, a Board committee, or a public advisory committee for study and formulation of a recommendation to the Board. Any study of a bylaw or policy suggestion should consider whether the matter is adequately addressed in an existing Board bylaw or policy and whether the matter is more appropriately addressed by administrative regulation.

2. if a recommendation for a new or revised bylaw or policy results from referral for study, a proposed draft will be submitted to the Board for discussion and approval on first reading. Copies of the proposed draft will be made available to staff members and the public, and comments will be invited. Changes in the draft may be made, by a simple majority vote of those present and voting, when the draft is presented for approval on first reading.
3. the proposed bylaw or policy draft, approved on first reading, will be submitted for adoption four or more weeks after the regular or special meeting at which the bylaw or policy is first placed on the agenda and approved for first reading. Changes in the draft may be made by a simple majority vote of those present and voting. A change that alters the substantive meaning of the draft will constitute a new first reading, and the draft must be presented for adoption at the next succeeding Board meeting. A change that is merely editorial may be followed by a vote to adopt the new or revised bylaw or policy on second reading.

Except for policy actions taken in emergencies, the process of adoption of Board bylaws and policies will extend over two or more regular or special meetings of the Board, and will include the following:

1. announcement and distribution of proposed new or revised bylaws or policies as items of information.
2. opportunity offered to citizens to react to bylaw or policy proposals.
3. discussion and final action by the Board on bylaw or policy proposals.

The final vote on adoption will be taken four or more weeks after the regular or special meeting at which a bylaw or policy proposal is first placed on the agenda.

1. Prior to enactment, all bylaw or policy proposals will be titled and coded in conformance with the codification system used in the Board bylaw and policy manual.
2. Bylaws, policies and amendments adopted by the Board will be attached to and made a part of the minutes of the meeting at which they are adopted and will also be included in both the master electronic and paper copy of the district's bylaw and policy manual.
3. Bylaws, policies and amendments will be effective immediately upon adoption unless a specific effective date is provided in the adopted resolution.

N.J.S.A. 18A:11-1

Approved: March 7, 2000

Revised: May 21, 2013

First Reading: October 29, 2019

Second Reading:

0141 - BOARD MEMBER NUMBER AND TERM

The Board of Education shall consist of nine members.

The term of a Board member shall be three years.

The term of a Board member appointed to fill a vacancy shall be from the member's appointment to the organizational meeting following the next annual election. Any vacancy for the remainder of the term shall be filled at the next annual school election, except that:

1. A Board member appointed to fill a vacancy occurring within sixty days immediately preceding an annual election occurring in April, to fill a term extending beyond the next election, shall serve until the organizational meeting following the second annual election next succeeding the occurrence of the vacancy; or
2. A Board member appointed to fill a vacancy occurring one week prior to the filing deadline in July for an annual election occurring in November, to fill a term extending beyond the next election, shall serve until the organizational meeting following the second annual election next succeeding the occurrence of the vacancy.

Any vacancy for the remainder of a term shall be filled at the annual election or the second annual election next succeeding the occurrence of a vacancy, as the case may be.

N.J.S.A. 18A:12-6; 18A:12-9;
18A:12-11; 18A:12-15

Approved: February 1, 2000
Reviewed: February 25, 2013
First Reading: October 29, 2019
Second Reading:

**0142 - BOARD MEMBER QUALIFICATIONS, PROHIBITED ACTS
AND CODE OF ETHICS**

Each member of the Board of Education shall possess the qualifications required by law and shall be bound by the provisions of the School Ethics Act.

Qualification of Office

A Board member must be a citizen of the United States.

A Board member must be a resident of the district the member represents and must have been such for at least one year immediately preceding the member's election or appointment.

A Board member may not be convicted of a felony.

A Board member must be able to read and write.

A Board member must be registered to vote in the district and not disqualified from voting pursuant to N.J.S.A. 19:4-1.

A Board member may not have been convicted of a crime or offense as listed in N.J.S.A. 18A:12-1.

A Board member cannot concurrently hold office as mayor or a member of the governing body of Westfield (municipality within school district).

Each member of the Board of Education, within thirty days of election or appointment to the Board shall undergo a criminal history background investigation for the purpose of ensuring the member is not disqualified from membership due to a criminal conviction of a crime or offense listed in N.J.S.A. 18A:12-1 et seq. The Board of Education will reimburse the Board member for the costs of the criminal history background investigation. The Commissioner of Education shall notify the Board of Education if a member has been disqualified from membership on the Board as the result of the criminal history background investigation. The Commissioner of Education will also notify the Board if a Board member has charges enumerated in N.J.S.A. 18A:12-1 pending against him/her and the Board shall take appropriate action. If the pending charges result in conviction, the member shall be disqualified from continued membership on the Board.

Prohibited Acts

“Business” means any corporation, partnership, firm, enterprise, franchise, association, trust, sole proprietorship, union, political organization, or other legal entity but does not include a school district or other public entity.

“Interest” means the ownership of or control of more than ten percent of the profits, assets, or stocks of a business but does not include the control of assets in a labor union.

“Immediate family” shall be defined as Board member, their spouse, partner, civil union partner, domestic partner, child, parent or sibling residing in the same household, whether related by blood, marriage or adoption..

No Board member or member of his/her immediate family shall have an interest in a business organization or engage in any business, transaction, or professional activity that is in substantial conflict with the proper discharge of his/her duties in the public interest.

No Board member shall use or attempt to use his/her official position to secure unwarranted privileges, advantages, or employment for him/herself, members of his/her immediate family, or others.

No Board member shall act in his/her official capacity in any matter where he/she, a member of his/her immediate family, or a business organization in which he/she has an interest, has a direct or indirect financial or personal involvement that might reasonably be expected to impair his/her independence of judgment in the exercise of official duties. No Board member shall act in his/her official capacity in any matter where he/she or a member of his/her immediate family has a personal involvement that is or creates some benefit to the Board member or a member of his/her immediate family.

No Board member shall undertake any employment or service, whether compensated or not, which might reasonably be expected to prejudice his/her independence of judgment in the exercise of official duties.

No Board member or member of his/her immediate family or business organization in which he/she has an interest shall solicit or accept any gift, favor, loan, political contribution, service, promise of future employment, or other thing of value based upon an understanding that the gift, favor, loan, contribution, service, promise, or other thing of value was given or offered for the purpose of influencing him/her, directly or indirectly, in the discharge of his/her official duties, except that the member may have solicited or accepted contributions to his/her campaign for election to public office if he/she had no knowledge or reason to believe that the campaign contribution, if accepted, was given with the intent to influence him/her in the discharge of official duties. Board members may not accept offers of meals, entertainment or hospitality which are limited to clients/customers of the individual providing such hospitality. Board members may attend hospitality suites or receptions at conferences only when they are open to all persons attending the conference.

BYLAWS
0142
Board Member Qualifications,
Prohibited Acts and Code of Ethics

M

Page 3 of 5

No Board member shall use, or allow to be used, his public office or any information not generally available to the members of the public which he/she receives or acquires in the course of and by reason of his/her office, for the purpose of securing financial gain for him/herself, any member of his/her immediate family, or any business organization with which he/she is associated.

No Board member or business organization in which he/she has an interest shall represent any person or party other than the Board of Education or this school district in connection with any cause, proceeding, application, or other matter pending before this school district or in any proceeding involving this school district, except that this provision shall not be deemed to prohibit representation within the context of official labor union or similar representational responsibilities.

It is not a conflict of interest if, merely by reason of his/her participation in any matter voted upon by the Board, a Board member accrues material or monetary gain that is no greater than the gain that could reasonably be expected to accrue to any other member of the member's business, profession, occupation, or group.

No elected Board member shall be prohibited from making an inquiry for information on behalf of a constituent, if no fee, reward, or other thing of value is promised to or given to or accepted by the member or a member of his/her immediate family, whether directly or indirectly, in return for the information so requested.

Nothing shall prohibit a Board member or members of his/her immediate family from representing him/herself or themselves in negotiations or proceedings concerning his/her or their own interests, except that Board members shall disqualify themselves from participating in negotiations and voting on collective bargaining agreements where their spouse or dependent children are members of the bargaining unit.

Each Board member shall annually, in accordance with N.J.S.A. 18A:12-25 and 18A:12-26, file a disclosure statement regarding potential conflicts of interest.

Ineligibility for District Employment

A Board member cannot be appointed to a paid office or position required to be filled by the Board, except where law permits or requires that the office or position be filled by a Board member, and is ineligible for appointment to a paid office or position in the district for at least six months after the member's retirement, resignation, or removal from Board membership.

Code of Ethics

In accordance with N.J.S.A 18A:12-24.1 every Board member will abide by the following Code of Ethics. The Board member will:

1. Uphold and enforce all laws, rules and regulations of the State Board of Education and court orders pertaining to schools. Desired changes shall be brought about only through legal and ethical procedures.
2. Make decisions in terms of the educational welfare of children and seek to develop and maintain public schools that meet the individual needs of all children regardless of their ability, race, creed, sex, or social standing.
3. Confine his/her Board action to policy making, planning and appraisal, and help to frame policies and plans only after the Board has consulted those who will be affected by them.
4. Carry out his/her responsibility not to administer the schools, but together with fellow Board members, insure they are well run.
5. Recognize that authority rests with the Board of Education and make no personal promises nor take any private action that may compromise the Board.
6. Refuse to surrender his/her independent judgment to special interest or partisan political groups or to use the schools for personal gain or for the gain of friends.
7. Hold confidential all matters pertaining to the schools, which, if disclosed, would needlessly injure individuals, or the schools. In all other matters, he/she will provide accurate information and, in concert with fellow Board members, interpret to the staff the aspirations of the community for its school.
8. Vote to appoint the best-qualified personnel available after consideration of the recommendation of the chief administrative officer.
9. Support and protect school personnel in proper performance of their duties.
10. Refer all complaints to the chief administrative officer and act on the complaints at public meetings only after failure of an administrative solution.

BYLAWS
0142
Board Member Qualifications,
Prohibited Acts and Code of Ethics
M

Page 5 of 5

Each Board member is required to sign an acknowledgment that he/she received a copy, read and will become familiar with the Code of Ethics for School Board Members contained within N.J.S.A. 18A:12-21 et seq. The Board Secretary will provide each Board member with a copy of the Code of Ethics and the required acknowledgement on an annual basis and will maintain the original signed acknowledgment(s) in the Business Office.

The Board will receive a copy of and discuss the School Ethics Act and the Code of Ethics for School Board Members, pursuant to N.J.S.A. 12-21 et seq., at a regular scheduled public meeting each year. The discussion may include presentations by school administrative staff, the Board attorney, Board members and/or other professionals familiar with the School Ethics Act and the Code of Ethics. In addition, the Superintendent will keep the Board informed of decisions by the School Ethics Commission, Commissioner of Education, State Board of Education and courts.

Oath of Office

Each Board member shall, before entering upon the duties of the office, swear or affirm under oath that he/she qualifies for membership and will faithfully discharge the duties of the office of Board member.

N.J.S.A. 18A:12-1; 18A:12-1.1; 18A:12-2;
18A:12-2.1; 18A:12-21 through 18A:12-34
N.J.S.A. 41:1-3
School Ethics Commission Policy Guideline 1.

Approved: February 1, 2000
Revised: December 14, 2010
Revised: March 27, 2012
Revised: April 23, 2013
First Reading: October 29, 2019
Second Reading:

0142.1 - NEPOTISM

The Board of Education adopts this Nepotism Policy as a condition of receiving State aid pursuant to N.J.A.C. 6A:23A-6.2.

Definitions

For the purpose of this policy, the following definitions shall apply:

“Nepotism” shall be defined as the showing of favoritism to an employee or candidate for employment based on the existence of a “conflicted relationship” with a Board member, the Superintendent of Schools or school administrator.

“Conflicted relationship” includes but is not limited to an immediate family member, a relative, and any other relationship that create a justifiable impression that the public trust may be violated.

“Conflicted Board member/administrator” shall mean any Board member or administrator with a conflict of interest, regardless of the source of conflict as identified in the definitions below.

“Relative” shall be defined as an individual’s spouse, civil union partner, domestic partner, or the parent, child, brother, sister, aunt, uncle, niece, nephew, grandparent, grandchild, son-in-law, daughter-in-law, stepparent, stepchild, stepbrother, stepsister, half-brother or half-sister, of the individual or of the individual’s spouse, civil union partner or domestic partner, whether the relative is related to the individual or the individual’s spouse, civil union partner or domestic partner, by blood, marriage or adoption.

“Immediate family” shall be defined as Board member or school administrator, their spouse, partner, civil union partner, domestic partner, child, parent or sibling residing in the same household, whether related by blood, marriage or adoption.

“Other” when describing personal or professional relationships between individuals and Board members or the Superintendent that creates the justifiable impression that the public trust is being violated.

Employment and Supervision of a Relative

The Board of Education, in order to avoid both the reality and the appearance of conflict of interest in employment, will not initially appoint a relative of a Board member or of the Superintendent to any employment position in this district.

The Superintendent shall not recommend to the Board for initial hire any relative of a Board member or of the Superintendent, unless the person is subject to the exception below. Nor shall any person be considered for employment in any position in which he/she would come under the direct or indirect supervision of any relative. Where it is not feasible to eliminate such a direct or indirect supervisory relationship, appropriate screens and/or alternate supervision/reporting mechanisms shall be put in place.

No conflicted administrator shall supervise, or exercise authority over personnel matters in which the administrator has a conflict. No Board member shall deliberate or vote on a matter involving the member's conflicted relationship. Nor should the Board member be present for any confidential discussion of employment matters in which they have a conflict. Neither should the Board member receive confidential information pertaining to a matter in which they have a conflict.

Exceptions Regarding Employment

Persons who are employees of the Board on the date that this policy initially becomes effective or the date a relative becomes a Board member or Superintendent shall not be prohibited from continuing to be employed in the district. This includes employees who must be renewed annually by the Board. The Superintendent may recommend those employees for reemployment, transfer, promotion or removal.

A relative of a school Board member or Superintendent may be initially employed by the district provided that the district has obtained the approval from the executive county superintendent of schools. Such approval shall be granted only upon demonstration by the school district that it conducted a thorough search for candidates and that the proposed candidate is the only qualified and available person for the position. Per diem substitutes and student employees may be excluded from the initial hiring aspects of this nepotism policy.

Participation in Employment Related Matters

Conflicted Board members may not participate in employment matters concerning the Superintendent, principal or any administrator or supervisor(s) in the chain of command between the employee and Superintendent.

Prohibited activities for conflicted Board members include hiring of the selection agency, criteria, job description, voting to advertise for applicants, search committee, vote to hire and any evaluation and contract discussion post-hire.

Conflicted Board members may not be present in closed session when discussions regarding the administrators take place and should not be privy to executive session materials until such time as the minutes are made available to the general public.

Board Member/Superintendent Participation in Negotiations

A. In-District Bargaining Units

When a Board member or school administrator is in a conflicted relationship which prohibits participation in collective negotiations, that Board member or school administrator shall not participate in any way in negotiations. This includes, but is not limited to, setting negotiation parameters, being a member of the negotiating team, receiving negotiations updates, voting on the proposed agreement and post-contract participation in grievances. Nor shall that Board member or school administrator be present with the Board in closed session when negotiation strategies are being discussed. A school administrator may provide technical information that is necessary to the collective bargaining process when no one else can provide that information.

Board members or the Superintendent are similarly precluded from participation in negotiations with any bargaining unit whose members have supervisory authority over a family member or other conflicted connection.

B. Out-of-District Similar Statewide Bargaining Units

1. When a Board member is a member of an out-of-district similar statewide union or when a Board member or school administrator is in a conflicted relationship involving an immediate family member who is a member of an out-of-district similar statewide union with which the Board is negotiating, that Board member or school administrator shall not participate in any way in negotiations. This includes, but is not limited to:
 - a. Developing negotiation parameters;
 - b. Being a member of the negotiating team;
 - c. Receiving confidential negotiations information updates;
 - d. Voting on the contract; and
 - e. Grievance participation.

A school administrator may, however provide technical information that is necessary to the collective bargaining process when no one else in the district can provide that information.

2. When a Board member or school administrator is in a conflicted relationship involving a relative who is a member of an out-of-district similar statewide union with which the Board is negotiating, that Board member or school administrator shall be prohibited from participating in any way in negotiations, including but not limited to, being a member of the negotiating team or being present with the Board of Education in closed sessions when negotiation strategies are being discussed, prior to the Board of Education attaining a Tentative Memorandum of Agreement with the bargaining unit that includes a salary guide and total compensation package. Once the Tentative Memorandum of Agreement is established, a school district administrator with an immediate family member who is a member of the same State-wide union in another school district may fully participate in the process, absent other conflicts.

A school official who has a conflicted relationship with any employee of the district or an employee in another out-of-district similar statewide union as of the effective date of this policy shall declare such relationship to the Board immediately.

Doctrine of Necessity

When a quorum of the Board has conflicted interests, the doctrine of necessity may be invoked in order to allow conflicted Board members to participate in the negotiation process and vote. The doctrine of necessity may be invoked for the negotiation team or superintendent search committee only when the Board of Education has fewer non-conflicted Board members than are required, pursuant to statute, to take action. The Board shall only invoke the doctrine of necessity after consultation with the Board attorney. When invoking the doctrine of necessity the Board shall state publically that it is invoking the doctrine of necessity with the reasons for doing so and the specific nature of the conflicts of interest. The Board shall read the resolution invoking the doctrine of necessity at a regularly scheduled public meeting, post the notice of the resolution for 30 days and provide the School Ethics Commission with a copy of the resolution.

Implementation

The connections and relationships that create a conflict of interest for an individual Board member's participation in Board decisions are subject to changes that result from commissioner rulings or changes in law. Therefore the Board shall consult with the Board attorney as necessary and appropriate for guidance and clarification related to the implementation of this policy.

N.J.A.C. 6A:23A-6.2

Approved: December 14, 2010

Revised: April 23, 2013

Revised: November 15, 2016

First Reading: October 29, 2019

Second Reading:

5611 REMOVAL OF PUPILS FOR
FIREARMS OFFENSES

The Board of Education is committed to providing a safe and secure school environment to all pupils attending the public schools. To provide this environment, the Board of Education will implement policies and procedures regarding pupil offenses involving firearms, as defined in N.J.S.A. 2C:39-1(f) and 18 U.S.C. §921, pursuant to The Zero Tolerance For Guns Act, N.J.S.A. 18A:37-7 through N.J.S.A. 37-12.

Policy and Regulation 5611 shall apply to a pupil who is convicted or adjudicated delinquent for possession of a firearm on school grounds, convicted or adjudicated delinquent for committing a crime while in possession of a firearm on school grounds, or found knowingly in possession of a firearm on school grounds. A pupil, other than a pupil with a disability, convicted or adjudicated delinquent for these firearm offenses shall be immediately removed from the school's general education program for a period of not less than one calendar year and placed in an alternative education program according to the requirements of N.J.A.C. 6A:16-9.1 et seq. The Superintendent may modify on a case-by-case basis the removal of a general education student in accordance with N.J.A.C. 6A:16-5.5(b)1. A pupil with a disability convicted or adjudicated delinquent for these firearm offenses shall be immediately removed in accordance with the provisions of N.J.A.C. 6A:14 and applicable Federal regulations and shall receive a placement in accordance with N.J.A.C. 6A:14.

The Principal or designee shall remove the pupil in accordance with the requirements outlined in N.J.A.C. 6A:16-5.5(d), which includes notifying the appropriate law enforcement agency of a possible violation of the New Jersey Code of Criminal Justice.

If it is found that the removed pupil did not commit these firearm offenses, the pupil shall be immediately returned to the program from which he or she was removed.

The Superintendent shall make the final determination on whether the general education pupil removed in accordance with the requirements of N.J.A.C. 6A:16-5.5 and this Policy is prepared to return to the general education program or will remain in an alternative education program, pursuant to N.J.A.C. 6A:16-9.1 et seq., or receive home or other out-of-school instruction, pursuant to N.J.A.C. 6A:16-10 based on the criteria outlined in N.J.A.C. 6A:16-5.5(i).

PUPILS
5611
Removal of Pupils for
Firearms Offenses
M
Regulations Follow
Page 2 of 2

If a pupil, other than a pupil with a disability, is removed from the general education program pursuant to N.J.A.C. 6A:16-5.5 and this Policy, and a placement in an alternative education program is not available, the general education pupil shall be provided home or other out-of-school instruction according to N.J.A.C. 6A:16-10.2 until placement is available.

The Superintendent of Schools biannually shall submit to the Commissioner of Education a report on each incident under N.J.A.C. 6A:16-5.5 utilizing the reporting system adopted by the State of New Jersey, pursuant to N.J.A.C. 6A:16-5.3(d)1.

This Policy and Regulation 5611, implementing the requirements of N.J.A.C. 6A:16-5.5, shall be annually disseminated to all school staff, pupils, and parents.

N.J.S.A. 18A:37-1 et seq.
N.J.A.C. 6A:14-2.8 et seq.; 6A:16-5.5; 6A:16-6.1 et seq.;
6A:16-7.1 et seq.; 6A:16-8.1 et seq.;
6A:16-9.1 et seq.; 6A:16-10.2

Approved: February 1, 2005
Revised: November 18, 2014
Reviewed: October 16, 2018
First Reading: October 29, 2019
Second Reading:

**R 5611 REMOVAL OF PUPILS FOR
FIREARMS OFFENSES**

A. Definitions

“School buildings and school grounds” means and includes land, portions of land, structures, buildings, and vehicles, when used for the provision of academic or extracurricular programs sponsored by the school district or community provider and structures that support these buildings. School buildings and school grounds also includes other facilities such as, playgrounds, and recreational places owned by local municipalities, private entities, or other individuals during those times when the school district has exclusive use of a portion of such land in accordance with N.J.A.C. 6A:16-1.3 and 6A:26-1.2.

B. Removal of Pupils for Firearm Offenses

1. Pursuant to the provisions of N.J.A.C. 6A:16-5.5, any pupil, other than a pupil with a disability, committing the following offenses shall be immediately removed from the school’s general education program for a period of not less than one calendar year:
 - a. Convicted or adjudicated delinquent for possession of a firearm on school grounds;
 - b. Convicted or adjudicated delinquent for committing a crime while in possession of a firearm on school grounds; and
 - c. Found knowingly in possession of a firearm on school grounds.
2. The Superintendent may modify, on a case-by-case basis, the removal of a general education pupil.
 - a. The Superintendent or designee shall develop and maintain a written record of case-by-case modifications of the removal requirement of N.J.A.C. 6A:16-5.5(b)1, which shall be made available to the Commissioner of Education upon request.

PUPILS
R5611
Removal of Pupils for
Firearms Offenses

M

Page 2 of 3

3. Nothing in N.J.A.C. 6A:16-5.5 or this Policy and Regulation shall be construed to prohibit the expulsion of a general education pupil.
 4. The Board shall immediately remove pupils with disabilities for offenses involving firearms in accordance with N.J.A.C. 6A:14 and applicable Federal regulations.
- C. Procedures - Removal of Pupils for Firearm Offenses
1. The Principal shall:
 - a. Remove a pupil as set forth in B. above;
 - b. Isolate the pupil and place him or her under the supervision of school staff until the pupil's parent or a law enforcement official takes custody of the pupil;
 - c. Immediately report to the Superintendent the removal of the pupil;
 - d. Notify the appropriate law enforcement agency of a possible violation of the New Jersey Code of Criminal Justice; and
 - e. Notify the pupil's parent of the following information:
 - (1) The removal action;
 - (2) The law enforcement notification;
 - (3) The change of custody, if it occurs; and
 - (4) A general education pupil's due process rights, as set forth in N.J.A.C. 6A:16-7.2 through 7.6, or the due process rights of a pupil with a disability, as set forth in N.J.A.C. 6A:14-2.7 and 2.8 and N.J.A.C. 6A:16-7.2 through 7.5.
 2. A pupil, other than a pupil with a disability, removed from the general education program pursuant N.J.A.C. 6A:16-5.5 shall be placed in an alternative education program, according to the requirements of N.J.A.C. 6A:16-9.1 et seq.
 - a. If placement in an alternative education program is not available, the general education pupil shall be provided home or other out-of-school instruction, according to N.J.A.C. 6A:16-10, until placement is available.

PUPILS
R5611
Removal of Pupils for
Firearms Offenses

M

Page 3 of 3

3. A pupil with a disability removed pursuant to B. above shall receive a placement in accordance with N.J.A.C. 6A:14.
4. A pupil, other than a pupil with a disability, removed pursuant to B. above shall be entitled to a hearing before the Board of Education in accordance with N.J.A.C. 6A:16-7.3 through 7.5.
5. If it is found that the removed pupil did not commit the offenses in B. above, the pupil shall be immediately returned to the program from which he or she was removed.

D. Return to General Education Program

1. The Superintendent shall make the final determination on whether the general education pupil is prepared to return to the general education program, or will remain in an alternative education program, pursuant to N.J.A.C. 6A:16-9.1 et seq., or receive home or other out-of-school instruction, pursuant to N.J.A.C. 6A:16-10, based on the following criteria:
 - a. The nature and severity of the offense;
 - b. The Board's removal decision;
 - c. The results of relevant testing, assessment, or evaluation of the pupil; and
 - d. The recommendation of the Principal or Director of the alternative education program or home or other out-of-school instruction program in which the pupil has been placed.

In Effect: February 1, 2005
Revised: November 18, 2014

**Removal of Pupils for Assaults
With Weapons Offenses**

M

Regulations Follow

Page 1 of 2

5613 - REMOVAL OF PUPILS FOR ASSAULTS
WITH WEAPONS OFFENSES

The Board of Education is committed to providing a safe and secure school environment to all pupils attending the public schools. To provide this environment, the Board of Education will implement policies and procedures regarding a pupil who commits an assault, as defined under N.J.S.A. 2C:12-1(a)1, with a weapon, which includes, but is not limited to, items enumerated in N.J.S.A. 2C:39-1(r), except a firearm as defined by N.J.S.A. 2C:39-1(f) and 18 U.S.C. § 921, upon a teacher, administrator, other school Board employee, Board of Education member, or another pupil on school grounds, pursuant to N.J.S.A. 18A:37-2.2 through 2.5.

A pupil, other than a pupil with a disability, who commits an assault as defined above shall be immediately removed from the school's general education program for a period not exceeding one calendar year and placed in an alternative education program according to the requirements of N.J.A.C. 6A:16-9.1 et seq. The Superintendent may modify on a case-by-case basis the removal of a general education student in accordance with N.J.A.C. 6A:16-5.6(b)1. A pupil with a disability who commits an assault as defined above shall be immediately removed in accordance with the provisions of N.J.A.C. 6A:14 and applicable Federal regulations and shall receive a placement in accordance with N.J.A.C. 6A:14.

The Principal or designee shall remove the pupil in accordance with the requirements outlined in N.J.A.C. 6A:16-5.6(d), which includes notifying the appropriate law enforcement agency of a possible violation of the New Jersey Code of Criminal Justice.

If it is found that the removed pupil did not commit these offense(s), the pupil shall be immediately returned to the program from which he or she was removed.

If a pupil, other than a pupil with a disability, is removed from the general education program pursuant to N.J.A.C. 6A:16-5.6 and this Policy, and a placement in an alternative education program is not available, the general education pupil shall be provided home or other out-of-school instruction, according to N.J.A.C. 6A:16-10.2, until placement is available.

PUPILS
5613
Removal of Pupils for Assaults
With Weapons Offenses
M
Regulations Follow

Page 2 of 2

The Superintendent shall make the final determination on whether the general education pupil removed, in accordance with the requirements of N.J.A.C. 6A:16-5.6 and this Policy, is prepared to return to the general education program or will remain in an alternative education program or receive home or other out-of-school instruction based on the criteria outlined in N.J.A.C. 6A:16-5.6(i).

The Superintendent of Schools biannually shall submit to the Commissioner of Education a report on each incident and the circumstance surrounding the removal of pupils pursuant to N.J.A.C. 6A:16-5.6 utilizing the reporting system adopted by the State of New Jersey, pursuant to N.J.A.C. 6A:16-5.3(e)1.

This Policy and Regulation 5613, implementing the requirements of N.J.A.C. 6A:16-5.6, shall be annually disseminated to all school staff, pupils, and parents.

N.J.S.A. 18A:37-1 et seq.
N.J.A.C. 6A:14-2.8 et seq.; 6A:16-5.6;
6A:16-6.1 et seq.; 6A:16-7.1 et seq.;
6A:16-8.1 et seq.; 6A:16-9.1 et seq.;
6A:16-10.2

First Reading: October 7, 2014
Adopted: November 18, 2014
Reviewed: October 16, 2018
First Reading: October 29, 2019
Second Reading:

**Removal of Pupils for Assaults
With Weapons Offenses**

M

Regulations Follow

Page 1 of 3

R 5613 - REMOVAL OF PUPILS FOR ASSAULTS
WITH WEAPONS OFFENSES

A. Definitions

“School buildings and school grounds” means and includes land, portions of land, structures, buildings, and vehicles, when used for the provision of academic or extracurricular programs sponsored by the school district or community provider and structures that support these buildings. School buildings and school grounds also includes other facilities such as, playgrounds, and recreational places owned by local municipalities, private entities, or other individuals during those times when the school district has exclusive use of a portion of such land in accordance with N.J.A.C. 6A:16-1.3 and 6A:26-1.2.

B. Removal of Pupils for Assaults with Weapons Offenses

1. Pursuant to the provisions of N.J.A.C. 6A:16-5.6, any pupil, other than a pupil with a disability, who commits an assault, as defined under N.J.S.A. 2C:12-1(a)1, with a weapon, which includes, but is not limited to, items enumerated in N.J.S.A. 2C:39-1(r), except a firearm as defined by N.J.S.A. 2C:39-1(f) and 18 U.S.C. § 921, upon a teacher, administrator, other school Board employee, Board of Education member, or another pupil on school grounds, pursuant to N.J.S.A. 18A:37-2.2 through 2.5 shall be immediately removed from the school’s general education program for a period not exceeding one calendar year.
2. The Superintendent may modify on a case-by-case basis the removal of a general education pupil.
3. Nothing in N.J.A.C. 6A:16-5.6 shall be construed to prohibit the expulsion of a general education pupil.
4. The Board shall immediately remove pupils with disabilities for assaults with weapons offenses in accordance with N.J.A.C. 6A:14 and applicable Federal regulations.

PUPILS
R5613
Removal of Pupils for Assaults
With Weapons Offenses

M

Page 2 of 3

C. Procedures – Removal of Pupils for Assaults with Weapons Offenses

1. The Principal or designee shall:
 - a. Remove a pupil as set forth in B. above;
 - b. Isolate the pupil and place him or her under the supervision of school staff until the pupil's parent or a law enforcement official takes custody of the pupil;
 - c. Immediately report to the Superintendent the removal of the pupil;
 - d. Notify the appropriate law enforcement agency of a possible violation of the New Jersey Code of Criminal Justice; and
 - e. Notify the pupil's parent of the following information:
 - (1) The removal action;
 - (2) The law enforcement notification;
 - (3) The change of custody, if it occurs; and
 - (4) A general education pupil's due process rights, pursuant to N.J.A.C. 6A:16-7.2 through 7.5 or a pupil with a disability's due process rights, as set forth in N.J.A.C. 6A:14-2.7 and 2.8 and N.J.A.C. 6A:16-7.2 through 7.5.
2. A pupil, other than a pupil with a disability, removed from the general education program pursuant to N.J.A.C. 6A:16-5.6 shall be placed in an alternative education program, according to the requirements of N.J.A.C. 6A:16-9.1 et seq.:
 - a. If placement in an alternative education program is not available, the general education pupil shall be provided home or other out-of-school instruction, according to N.J.A.C. 6A:16-10, until placement is available.

PUPILS
R5613
Removal of Pupils for Assaults
With Weapons Offenses

M

Page 3 of 3

3. A pupil with a disability removed pursuant to B. above shall receive a placement in accordance with N.J.A.C. 6A:14.
 4. A pupil, other than a pupil with a disability, removed pursuant to B. above shall be entitled to an informal hearing, pursuant to N.J.A.C. 6A:16-7.2 and 7.3, and a hearing before the Board of Education pursuant to N.J.A.C. 6A:16-7.3.
 5. If it is found that the removed pupil did not commit the offense(s), the pupil shall be immediately returned to the program from which he or she was removed.
- D. Return to General Education Program
1. The Superintendent shall make the final determination on whether the general education pupil is prepared to return to the general education program or will remain in an alternative education program or receive home or other out-of-school instruction based on the following criteria:
 - a. The nature and severity of the offense;
 - b. The Board's removal decision;
 - c. The results of relevant testing, assessment, or evaluation of the pupil; and
 - d. The recommendation of the Principal or Director of the alternative education program or home or other out-of-school instruction program in which the pupil has been placed.

In Effect: November 18, 2014

8130 SCHOOL ORGANIZATION

The Board of Education directs the organization of the instructional program of this district in the following schools and grades:

Schools:

Lincoln School
Elementary Schools
Intermediate Schools
High School

Grades:

Early Childhood Learning Center
Grade 1 through Grade 5
Grade 6 through Grade 8
Grade 9 through Grade 12

The Superintendent shall continually monitor the effectiveness of the district organizational plan and recommend to the Board such modifications in the plan as may be in the best interest of pupils, make most effective use of district resources, and serve the educational goals of the Board.

Approved: May 20, 2003
Revised: May 20, 2008
First Reading: October 29, 2019
Second Reading:

Hate Crimes and Bias-Related Acts

M

Regulations follow

Page 1 of 2

8465 HATE CRIMES AND BIAS-RELATED ACTS

The Board of Education is committed to providing a safe and healthy environment for all children in the school district. Hate crimes and bias-related acts involving pupils can lead to further violence and retaliation. Hate crimes and bias-related acts, by their nature are confrontational, inflame tensions, and promote social hostility and will not be tolerated by the school district. The school district employees will work closely with local law enforcement and the county prosecutor's office to report or eliminate the commission of hate crimes and bias-related acts.

Definitions

- A. A "hate crime" is any criminal offense where the person or persons committing the offense acted with a purpose to intimidate an individual or group of individuals because of race, color, gender, gender identity or expression, disability, religion, sexual orientation, or ethnicity.

- B. A "bias-related act" is an act directed at a person, group of persons, private property, or public property that is motivated in whole or part by racial, gender, disability, religion, sexual orientation, or ethnic prejudice. A bias-related act need not involve conduct that constitutes a criminal offense. All hate crimes are also bias-related acts, but not all bias-related acts will constitute a hate crime.

Required Actions

Whenever any school employee in the course of his/her employment develops reason to believe that (1) a hate crime has been committed or is about to be committed on school property, or has been or is about to be committed by any pupil, whether on or off school property and whether or not such offense was or is about to be committed during operating school hours, or (2) a pupil enrolled in the school has been or is about to become the victim of a hate crime, whether committed on or off school property or during operating school hours, the school employee shall immediately notify the Building Principal and Superintendent, who in turn shall notify the Westfield Police Department and Bias Investigation Officer for the county prosecutor's office. The Principal shall notify the Westfield Police Department and the county prosecutor's office immediately if there is reason to believe that a hate crime that involves an act of violence has been or is about to be physically committed against a pupil or there is otherwise reason to believe that a life has been or will be threatened.

Whenever any school employee in the course of his/her employment has reason to believe that a bias-related act has been committed or is about to be committed on school property, or has been or is about to be committed by any pupil, whether on or off school property and whether or not such bias-related act was or is to be committed during operating school hours, the school employee should immediately notify the Building Principal and Superintendent, who in turn should promptly notify the Westfield Police Department when deemed appropriate.

In deciding whether to refer the matter of a bias-related act to the Westfield Police Department or the county prosecutor's office, the Building Principal and the Superintendent, should consider the nature and seriousness of the conduct and the risk that the conduct posed to the health, safety and well-being of any pupil, school employee or member of the general public. The Building Principal and Superintendent should also consider the possibility that the suspected bias-related act could escalate or result in some form of retaliation which might occur within or outside school property.

It is understood a referral to the Westfield Police Department or county prosecutor's office is only a transmittal of information that might be pertinent to a law enforcement investigation and is not an accusation or formal charge.

Unless the Westfield Police Department or the county prosecutor's office request otherwise, the school district may continue to investigate a suspected hate crime or bias-related act occurring on school property and may take such actions as necessary and appropriate to redress and remediate any such acts.

School officials will secure and preserve any such graffiti or other evidence of a suspected hate crime or bias-related act pending the arrival of the Westfield Police Department or the county prosecutor's office. The school officials, when feasible, will cover or conceal such evidence until the arrival of the Westfield Police Department or county prosecutor's office.

N.J.A.C. 6A:16-6.1 et seq.; 6A:16-6.3(e)
Memorandum of Agreement with Law Enforcement

Approved: December 2, 2003
Revised: June 5, 2012
First Reading: October 29, 2019
Second Reading:

R 8465 HATE CRIMES AND BIAS-RELATED ACTS

A. Definitions

1. A hate crime is any criminal offense where the person or persons committing the offense acted with a purpose to intimidate an individual or group of individuals because of race, color, gender, gender identity or expression, disability, religion, sexual orientation, or ethnicity.
2. A bias-related act is an act directed at a person, group of persons, private property, or public property that is motivated in whole or in part by racial, gender, disability, religion, sexual orientation, or ethnic prejudice. A bias-related act need not involve an act that constitutes a criminal offense. All hate crimes are also bias-related acts, but not all bias-related acts will constitute a hate crime.

B. Procedure for Reporting Hate Crimes

1. A school employee will notify the Building Principal whenever the school employee, in the course of his/her employment, develops reason to believe that:
 - a. A hate crime has been committed or is about to be committed on school property; or
 - b. A hate crime has been or is about to be committed by any pupil, whether on or off school property and whether or not such offense was or is about to be committed during operating school hours; or
 - c. That a pupil enrolled in the school has been or is about to become the victim of a hate crime, whether committed on school property or during school hours.
2. The Building Principal will notify the Superintendent, the Westfield Police Department and Bias Incident Officer for the county prosecutor's office.
3. The Principal and the Superintendent shall notify the Westfield Police Department and the county prosecutor's office immediately if there is reason to believe that a hate crime that involves an act of violence has been or is about to be physically committed against a pupil or there is otherwise reason to believe that a life has been or will be threatened.

C. Procedure for Reporting Bias Incidents

1. A school employee should immediately notify the Building Principal whenever the school employee, in the course of his/her employment, develops reason to believe that:
 - a. A bias-related act has been committed or is about to be committed on school property; or
 - b. A bias-related act has been or is about to be committed by any pupil, whether on or off school property and whether or not such bias-related act was or is to be committed during school hours.
2. The Building Principal will notify the Superintendent and, when deemed appropriate, the Westfield Police Department.
3. In deciding when to notify the Westfield Police Department or the county prosecutor's office the Building Principal and the Superintendent, should consider:
 - a. The nature and seriousness of the conduct; and
 - b. The risk that the conduct posed to the health, safety and well-being of any pupil, school employee or member of the general public.
4. The Building Principal will consult with the Superintendent and should consider:
 - a. That the police department or the county prosecutor's office may possess, or have access to, other information that could put the suspected bias-related act in proper context, which could shed light on the motivation for the act or some other unsolved hate crime; and
 - b. The possibility that the suspected incident could escalate or result in some form of retaliation that might occur within or outside school property.

D. Nature of Referral

1. The mandatory referral for suspected or committed hate crimes and the presumptive referral for suspected or committed bias-related acts as described in the regulation is only a request to the law enforcement agencies to conduct an investigation and is nothing more than the transmittal of information which may be pertinent to any such law enforcement investigation.

OPERATIONS
R 8465
Hate Crimes and Bias-Related Acts

Page 3 of 3

2. Any referral in accordance with this regulation is not an accusation or formal charge.
 3. Any referral pursuant to this regulation is predicated on the basis of reasonable suspicion, which is less than probable cause, less than the proof sufficient to sustain an adjudication of delinquency or a finding of guilt in a court of law and less than the proof sufficient to justify the imposition of school discipline.
 4. All doubts by school officials should be resolved in favor of referring a matter to the Westfield Police Department or the county prosecutor's office.
- E. Concurrent Jurisdiction
1. Unless the Westfield Police Department or the county prosecutor's office request otherwise, the school district may continue to investigate a suspected hate crime or bias-related act occurring on school property and may take such actions as necessary and appropriate to redress and remediate any such acts.
 2. The school officials will discontinue the in-school investigation if the Westfield Police Department or the county prosecutor's office believe the school investigation could jeopardize an on-going law enforcement investigation or otherwise endanger the public safety.
- F. Preservation of Evidence
1. School officials will secure and preserve any such graffiti or other evidence of a suspected hate crime or bias-related act pending the arrival of the Westfield Police Department or the county prosecutor's office.
 2. The school officials, when feasible, will cover or conceal such evidence until the arrival of the Westfield Police Department or county prosecutor's office in a manner designed to minimize the harm and continued exposure to pupils by such evidence, but that will not permanently damage or destroy such evidence or otherwise limit its utility in an ongoing investigation or prosecution.
 3. The Westfield Police Department and/or the county prosecutor's office will photograph or otherwise document the location and content of any such graffiti or other bias-based evidence as soon as possible, so that the graffiti or other evidence may be removed or eliminated at the school district's earliest opportunity.

In Effect: June 5, 2012

9150 SCHOOL VISITORS

In order for the educational program to continue undisturbed when visitors are present, to ensure the safety of pupils and staff and to prevent the intrusion of disruptive persons into the schools, the Board directs the enforcement of rules governing school visits.

The Superintendent and building principal each possess the authority to prohibit the entry of any person into a school of this district or to expel any person from the school when there is reason to believe the presence of such person would be disruptive to the good order of the school. If such a person refuses to leave the school grounds or creates a disturbance, the Principal is authorized to request from the local law enforcement agency whatever assistance is required to remove the individual.

Visitors shall be required to register their presence in the school. No staff member shall transact business with or permit the continuing presence in the school of a visitor who has not been duly registered.

No visitor may confer with a student in school other than his or her children without the approval of the Principal; any such conference may take place only in the presence of a teaching staff member and/or administrator.

Parents who must communicate with their children immediately should notify the school office so their children can meet them. Parents should not remove children from class without notifying the school office.

The Superintendent shall develop regulations that will protect pupils and employees of the district from disruption to the educational program and the efficient conduct of their assigned tasks.

N.J.S.A. 2C:18-3

N.J.S.A. 18A:17-42; 18A:20-1; 18A:20-34

Approved: February 25, 2003

Revised: December 4, 2018

First Reading: October 29, 2019

Second Reading:

R 9150 SCHOOL VISITORS

A. Definition

"Visitor" means any person present in a school building on a school day during the hours school is in session, other than those persons whose presence is required by their enrollment in the school or employment by the Board. Visitor includes, but need not be limited to, parents or legal guardians, family members, district residents, guests, educational researchers, and members of the Board.

B. Registration

1. Anyone wishing to visit the school must make an appointment at least 24 hours in advance except in cases of emergency.
2. Every visitor is required to provide a government issued ID, register in the school office and receive a visitor ID which must be worn while the visitor is in the school.
3. A notice will be prominently posted at each entrance to the school building advising visitors to report to the school office before advancing to any other part of the school. Additional signs should be posted in the lobby of each building to advise visitors to proceed no farther without registering in the school office.
4. The Principal will maintain a logbook in the main office of the school. Each visitor shall enter his or her name and the purpose of his or her visit in the logbook.
5. The Principal or office personnel designated by the Principal shall arrange for an escort to accompany each visitor to his or her destination, except that the Principal may permit visitors familiar with the school and personally known to the Principal to proceed unaccompanied.
6. A staff member who encounters a visitor without identification will request the visitor to report to the school office and, if feasible, accompany the visitor to the school office. A visitor who resists the request or refuses to be accompanied to the school office shall be reported to the Principal immediately.
7. A teacher shall not admit a visitor to his or her classroom unless the visitor has the identifying tag or badge or is accompanied by the Principal or the Principal's designee.

8. When a visitor has completed the business of his or her visit, he or she will return directly to the school office, return the identification tag or badge, and promptly leave the building.

C. Permission to Visit Classroom

Instructional time is limited and precious. Visitors to a class can distract both students and teachers and can disrupt instruction. The Principal must determine if the need for the visit outweighs the potential for disruption.

1. Permission to visit a classroom in session must be sought from and granted by the Principal.
2. In general, arrangements to visit a classroom should be made a day in advance of the intended visit.
3. If the intended visit would interfere with the planned instructional program, the Principal will so advise the visitor and suggest another time for the visit.
4. The Principal is authorized to exclude a visitor from a classroom if the Principal has reason to suspect that the visitor may disrupt the educational program or threaten the health and safety of pupils or staff members.
- 5.
6. The Principal may arrange visits to classrooms by educators and student teachers with the cooperation and consent of the classroom teachers.
7. Teachers may invite guest speakers or observers to their classrooms with the approval of the Principal.
8. The Principal has the authority to evaluate all requests to visit a classroom. A denied request will be accompanied by an explanation of the denial. A parent or legal guardian who has been denied access to his or her child's classroom may appeal the Principal's decision to the Superintendent, whose determination may be appealed to the Board of Education in accordance with Policy No. 9130.

D. Limitations on Visits to School

1. Visitors are permitted in the schools during school hours provided that they have made an appointment at least 24 hours in advance.
2. A visitor may remove a pupil from school only in strict accordance with Policy No. 5230.
3. A visitor may confer with a pupil in the school only with the approval of the Principal and in the presence of a teaching staff member.
4. A visitor to a classroom shall not interrupt the instructional program, speak to or disturb pupils, or distract the teacher. A visitor who wishes to confer with the teacher must make arrangements for a conference at a later date.
5. A visitor may not bring a child or children to a classroom without the express permission of the teacher and the Principal.
6. A classroom visit may ordinarily not exceed sixty minutes without the express permission of the teacher and the Principal.
7. The Principal may restrict the number of visitors to any classroom at any one time. Preference will be given to the parents or legal guardians of pupils in the classroom.

E. Disruptive Visitors

1. The Principal has complete authority to exclude from school premises any person whom he or she believes may:
 - a. Disrupt the instructional program;
 - b. Disturb teachers or pupils; or
 - c. Commit an illegal act.
2. A visitor whose presence or conduct is disruptive or whose conduct in the past suggests that he or she may be disruptive may be requested to leave the school premises. If the visitor so requested does not leave, the Principal may summon assistance from the Westfield Police Department.
3. A visitor who presents a serious and immediate threat to the health and safety of persons in the school may be restrained by appropriate means pending the arrival of law enforcement officers.

**COMMUNITY
R 9150
School Visitors**

Page 4 of 4

4. If the Principal has been alerted to dangerous persons in the vicinity of the school or has been informed that a person intends to enter the school with the intent of doing harm, the Principal will:
 - a. Assign personnel to patrol entrances to the school and deny entrance to any person not properly identified or personally known to them;
 - b. Contact the Westfield Police.
 - c. Consider initiating a school lock down or shelter in place.
 - d. Contact the Superintendent of Schools.

In Effect: February 25, 2003
Revised: December 4, 2018
Revised: