

**WESTFIELD PUBLIC SCHOOLS**  
Westfield, New Jersey 07090

**FINANCES**  
**6470**  
**Payment of Claims**  
**M**  
***Regulations Follow***

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## **6470 PAYMENT OF CLAIMS**

The Board of Education directs the prompt payment of legitimate claims by suppliers of goods and services to the school district, provided that each bill or obligation of this Board is fully itemized and verified before a warrant is drawn for its payment.

When an invoice is received, the School Business Administrator/Board Secretary or designee shall verify the voucher is properly submitted, acceptable goods were received or satisfactory services rendered, the expenditure is included in the Board's budget and funds are available for its payment, and the amount of the invoice is correct.

The School Business Administrator/Board Secretary shall identify and investigate, if necessary, the reason for any increase to a purchase order. If it is found by the School Business Administrator/Board Secretary that an increase to a purchase order is warranted, the School Business Administrator/Board Secretary shall either approve a revision to the original purchase order with the reason noted, approve the issuance of a supplemental purchase order for the difference, or cancel the original purchase order and issue a new purchase order. If it is found an increase is not warranted, the purchase order shall be cancelled and the goods returned. In no instance shall an adjustment be made to a purchase order that changes the purpose or vendor of the original purchase order or a bid award price.

The school district's financial systems shall be programmed to:

1. Limit system access so that only appropriate Business office staff may make purchase order adjustments;
2. Reject adjustments in excess of any established approval thresholds;
3. Prevent unauthorized changes to be processed;
4. Reject payments where the sum of the invoice amount plus any previous invoices charged to the purchase order exceeds the sum of the original purchase order amount plus any authorized adjustments;
5. Reject duplicate purchase order numbers;

6. Reject duplicate invoice numbers; and
7. Prepare an edit/change report listing all payments made in excess of the originally approved purchase order amount.

The School Business Administrator/Board Secretary shall review on a monthly basis edit/change reports listing all payments made in excess of the originally approved purchase order amount to ensure that all payments made are properly authorized.

If funds are not available in the budget line account to which the expenditure will be charged, funds may be transferred in accordance with Policy No. 6422.

The Board must approve all claims for payment, except such payments that are to be paid from funds derived from athletic events or other activities of pupil organizations. In accordance with N.J.S.A. 18A:19-4.1, the School Business Administrator/Board Secretary or the Superintendent are authorized to approve payment of claims not greater than \$250,000, interest on bonds as it becomes due, payments to redeem bonds as they become due, progress payments to contractors in accordance with a contract approved by the Board, and warrants to cover approved payrolls, reimbursements to district staff for tuition and conference expenditures, health insurance premiums and agency account deposits prior to presentation to the Board. Any such approval of payment must be presented to the Board for ratification at the next regular Board meeting.

All claims shall be fully itemized, verified, and shall be submitted for Board review and approval or ratification. Claims must be submitted to the Board in the form of a list that includes the number, amount, and date of the warrant; the payee; the reason for the expenditure; and the account charged. The list of approved warrants will be included in the minutes of the Board meeting. All claims that equal or exceed fifteen percent of the bid threshold amount established pursuant to N.J.S.A. 18A:18A-3, except for payrolls and debt service, shall be verified by affidavit or by signed declaration in writing in accordance with the provisions of N.J.S.A. 18A:19-3.

The list of claims maintained by the School Business Administrator/Board Secretary must be accompanied by the original records that include copies of the purchase order, the receiving report, the vendor's invoice, and the purchase requisition.

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When a claim for payment is duly approved in accordance with this Policy, the School Business Administrator/Board Secretary and/or a designated staff member shall promptly prepare a warrant for payment, cancel the commitment placed against the appropriate account, and post the actual expenditure. All warrants shall be signed by the Board President and Board Secretary.

N.J.S.A. 18A:17-36; 18A:18A-3, 18A:19-1 et seq.; 18A:19-3;  
18A:19-4; 18A:19-4.1; 18A:22-8.1  
N.J.A.C. 6A:23A-6.10

Approved: March 21, 2000  
Revised: April 10, 2012  
Revised: December 10, 2013  
First Reading: October 30, 2018  
Second Reading:

## **R 6470 PAYMENT OF CLAIMS**

A. Receipt of Goods and Services

1. The staff member authorized to receive goods or services shall check them against the purchase order issued and determine whether the goods or services delivered meet the specifications and quantities set forth in the purchase order.
2. The authorized staff member will record his or her approval of the received goods or services on the receiving copy of the purchase order and return it to the Business Office. The school copy of the purchase order will be retained by the receiving staff member.
3. Any oversupply, shortage, substitution, or discrepancy must be reported immediately to the School Business Administrator/Board Secretary or designee.

B. Approval of Invoice

1. The School Business Administrator/Board Secretary or designee shall verify the vendor's invoice for the correct billing price and check the invoice for accurate extensions and omission of tax.
2. The School Business Administrator/Board Secretary or designee shall attach the vendor's invoice and verification voucher, if a verification voucher is necessary, to the copy of the purchase order received from the requisitioner certifying satisfactory completion of the service or receipt of the goods.
3. If the invoice price exceeds the purchase order price the invoice will be referred to the School Business Administrator/Board Secretary, who will only approve a payment amount in excess of the approved purchase order amount in accordance with the provisions of Policy 6470 and N.J.A.C. 6A:23A-6.10.
4. If extensions are incorrectly calculated, the invoice will be returned to the vendor for correction.
5. If tax has been charged, the invoice will be returned to the vendor for correction with a copy of the district's tax exemption certificate.

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6. If goods or services received were not satisfactory, the receiving staff member and the vendor will be consulted in order to reach a resolution satisfactory to all parties.
  7. The final invoice, verification voucher (if necessary), verified receipt, and all accompanying papers will be forwarded to the School Business Administrator/Board Secretary or designee.
- C. Issuance of Warrants
1. The School Business Administrator/Board Secretary or designee may prepare warrants for expenditures for which the Board has waived approval as listed in Policy 6470.
  2. All claims paid without prior Board approval as permitted in Policy 6470 and N.J.S.A. 18A:19-4.1 et seq. shall be reported to the Board at its next meeting after the warrant is drawn.
  3. All other demands for payment will be submitted to the Board for approval.
  4. In accordance with Policy 6470, claims must be submitted to the Board in the form of a list that includes the:
    - a. Number, amount, and date of the warrant,
    - b. Payee,
    - c. Reason for the expenditure, and
    - d. Account charged.
  5. A warrant will be prepared in payment of goods or services. The warrant number will be recorded on the file copy of the vendor's invoice.
  6. All warrants shall be signed by the Board President and the Board Secretary, in accordance with the requirements of applicable statutes and administrative codes.

7. The Board of Education shall approve the authorized signatures to be required on warrants for each account. Warrants may be signed in one or more of the following manners:
  - a. Warrants may be run through a checkwriter machine for imprint of the required signatures. A checkwriter machine will be kept in a secured location. The key(s) to the checkwriter machine will be removed from the checkwriter machine when it is not in use and stored in a secured location not with the checkwriter machine.
  - b. Warrants may have the required signatures affixed by use of signature stamps. When the signature stamps are not in use they will be kept in a secured location.
  - c. Warrants may have an imprint of the signatures affixed by the computerized system when the warrants are printed. The computer system used to prepare warrants and affix signatures shall have appropriate security software to assure that unauthorized individuals do not have access to the system.
  - d. Warrants may be signed by the Board President and the Board Secretary

In Effect: April 11, 2012  
Revised: December 10, 2013  
Revised:

## **6660 STUDENT ACTIVITY FUNDS**

The Board of Education authorizes the establishment of a student activity account for funds derived from events and activities of pupil organizations and to account for the accumulation of money to pay for student group activities. The Board of Education may establish individual student activity accounts within a student activity account by Board resolution.

Student activity funds are maintained under the jurisdiction of the Board of Education and are under the supervision of the School Business Administrator/Board Secretary.

In accordance with the provisions of N.J.A.C. 6A:23A-16.12(a), the School Business Administrator/Board Secretary designates the Principal to administer the student activity account in each school building.

Funds collected for a student activity shall be turned into the Principal and deposited in the bank within twenty-four hours or the next school day after collection. Student activity funds shall be maintained in a secured and locked location prior to being deposited in the bank.

The student activity funds shall be maintained in an interest-bearing bank account separate from all other Board of Education funds and shall be classified by school in the event only a single student activity account is established for all schools in the district. The interest earned shall be disbursed to each individual student activity fund in proportion to the balances on deposit for each activity.

All student activity fund receipts shall be detailed and recorded by the individual student activity showing the date, source, purpose, and amount. The administrator of the student activity account shall provide a written receipt to the individual student activity advisor or coordinator when any student activity funds are turned in for deposit. A copy of these written receipts shall be maintained by the administrator of the student activity account and shall be traceable to the actual receipts or groups of receipts. All bank deposits shall agree with the copies of the written receipts for all deposits.

All requests for disbursements from the student activity account shall be submitted to the school's administrator of the student activity account and must be supported by a claim, bill, invoice, or written order. All disbursements from the student activity account shall be recorded chronologically by school and individual student activity showing date, vendor, check number, purpose, and amount. All disbursements shall be made by check requiring at least two signatures as authorized and approved by Board of Education resolution.

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The student activity account shall be reconciled with the student activity bank account on a monthly basis and if the School Business Administrator designated an administrator of a student activity account, a copy of the reconciliation shall be submitted to the School Business Administrator/Board Secretary for review and approval. The bank account reconciliation shall be completed in accordance with the procedures and requirements established by the School Business Administrator/Board Secretary. Copies of canceled checks, bank statements, and bank account reconciliations shall be retained for examination by the licensed public school accountant as part of the annual audit required under N.J.S.A. 18A:23-1 et seq. and stated in N.J.A.C. 6A:23A-16.2(i).

Borrowing funds from any student activity account is prohibited. In addition, the Board of Education shall not be responsible for the protection of and the accounting for funds collected by any teacher or student for an outside school organization. In addition, the Board of Education shall not approve such funds for deposit in a student activity account.

Any funds accumulated in an individual student activity account that are unexpended or unallocated for use after the student activity is no longer active, discontinuance of the activity or a class has graduated shall revert to the school's activity accounts in the same manner as interest earned on the bank account is disbursed.

N.J.S.A. 18A:19-14; 18A:23-2

N.J.A.C. 6A:23A-16.12

Approved: March 21, 2000

First Reading: October 30, 2018

Second Reading:



## **7430 SCHOOL SAFETY**

The Board of Education recognizes that it is required by law to take measures for the safety of pupils and district employees.

The Board shall provide, publish, and post rules for safety and the prevention of accidents; instruct pupils in safety and accident prevention; provide protective devices where they are required by law for the safety of pupils and employees; and provide suitable and safe equipment where such equipment is necessary for the conduct of the educational program and the operation of the schools.

The Superintendent shall prepare regulations governing school safety and the prevention of accidents and fire that include as a minimum the requirements of law and the applicable rules of various departments of state government. Such regulations shall provide procedures and precautions for the safety of pupils in school, employees in the performance of their duties, users of school vehicles, pupils in transit to and from school, injured pupils and employees, and visitors to the school. Safety regulations shall be promulgated to all school employees and shall be reviewed and evaluated annually. The Superintendent is directed to instruct teaching staff members in proper safety precautions.

N.J.S.A. 18A:6-2; 18A:40-12.1; 18A:40-12.2  
N.J.S.A. 40:67-16.7  
N.J.A.C. 6A:16-1.4; 6A:26-12.5

Approved: June 28, 2000  
Citation Revision: October 1, 2007  
First Reading: October 30, 2018  
Second Reading:

## **R 7430 SCHOOL SAFETY**

### Guidelines for Dealing with Accident/Injury

1. The school nurse, athletic trainer or another trained person shall be responsible for administering first aid.
2. In all cases of serious injury, every effort shall be made to contact the parent or legal guardian and/or family physician immediately.
3. Parents/legal guardians shall be requested to pick up the pupil for serious injury. If the parent/legal guardian is unable to provide such transportation, no pupil who is injured shall be sent home alone. A pupil who is injured may be taken home if a responsible person is there to receive that pupil.
4. The school nurse, school doctor or Principal may make arrangements with the EMS/Rescue Squad for immediate transport to the emergency department. Parents or legal guardians must be contacted as soon as possible.
5. A pupil shall never be sent to the emergency department unattended. If the parent/legal guardian cannot accompany the pupil, a school district employee must accompany the student.
6. The teacher or other staff member who is responsible for a pupil at the time an accident occurs shall complete a report within 24 hours, providing details about the incident. This shall be required for every incident whether first aid is necessary or not.
7. Serious injuries or accidents to pupils shall be reported as soon as possible to the Superintendent.
8. In accordance with Janet's Law, all schools shall have an accessible AED and at least 5 persons trained in CPR/AED administration.

### Emergency Medical Procedures for Sports/Athletics

The Board of Education recognizes its responsibility for pupil safety in all aspects of sports and athletic events, both intramural and interscholastic. Emergency medical procedures should ensure the delivery of appropriate medical services for all practice sessions, competitive contests, games, events or exhibitions with individual pupils or teams of the schools of this district whether among themselves or with pupils of other districts.

Prior to the beginning of the season, the Athletic Director will review emergency medical procedures with the coaching staff of all teams and monitor that they are being followed.

The procedures are as follows:

1. All coaches must meet with the nurse to identify any students who may have a medical condition that could place them at risk.
2. Each coach will carry with them the emergency phone number of their athletes which parents provide on the permission form.
3. Each Coach will have a first aid kit provided by the athletic trainer for every game and practice.
4. Coaches will complete all NJSIAA required certifications.
5. All coaches must be able to communicate with the athletic trainer and the Westfield Rescue Squad in the event of an emergency. Certified athletic trainers shall share their cell phone number with all coaches.
6. An athlete should never be sent to the hospital unattended. If parents cannot be reached and no other staff member is available, the coach must accompany the athlete to the hospital.

In Effect: June 27, 2000  
Revised:

## **7440 SCHOOL DISTRICT SECURITY**

The Board of Education believes the buildings and facilities of the school district represent a substantial community investment. The Board directs the development and implementation of a plan for school district security to protect the school community's investment in the school buildings and facilities.

The school district security program will include: maintenance of facilities that are secure against unwelcome intrusion; protection against fire hazards and faulty equipment; and compliance with safe practices in the use of electrical, plumbing, heating, and other school building equipment. The Board directs close cooperation of district officials with law enforcement, fire officials, and other emergency agencies.

The Superintendent of Schools shall designate a school administrator as a School Safety Specialist for the district in accordance with the provisions of N.J.S.A. 18A:17-43.3. The School Safety Specialist shall be required to acquire a New Jersey Department of Education School Safety Specialist certification in accordance with the provisions of N.J.S.A. 18A:17-43.2. The School Safety Specialist shall also serve as the school district's liaison with local law enforcement and national, State, and community agencies and organizations in matters of school safety and security.

Access to school buildings and grounds outside the hours school is in session shall be limited to personnel whose employment requires their presence in the facility. An adequate key control system will be established to limit building access to authorized personnel and guard against the potential of intrusion by unauthorized persons who have obtained access improperly.

Building records and funds shall be kept in a safe place and secured as appropriate and necessary.

Protective devices designed to be used as safeguards against illegal entry and vandalism may be installed when appropriate. The Board may approve the employment of school resource officers, school security officers, and/or law enforcement officers in situations in which special risks are involved.

N.J.S.A. 18A:17-43.1; 18A:17-43.2; 18A:17-43.3

First Reading: October 30, 2018  
Second Reading:

**R 7440 SCHOOL DISTRICT SECURITY**

A. Definitions

“Access” means authorized access to a school building or school grounds through the use of a Board-approved key control system.

“Key control system” means the use of a key, card, code, or any other means to disengage a locking mechanism to provide entry to a school building or school grounds.

“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 district or community provider and structures that support these buildings, such as school wastewater treatment facilities, generating facilities, and other central service facilities including, but not limited to, kitchens and maintenance shops. “School buildings” and “school grounds” also includes athletic stadiums; swimming pools; any associated structures or related equipment tied to such facilities including, but not limited to, grandstands; night field lights; greenhouses; garages; facilities used for non-instructional or non-educational purposes; and any structure, building, or facility used solely for school administration. “School buildings” and “school grounds” also includes other facilities such as playgrounds; and other 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. Access to School Buildings and School Grounds

1. Access to school buildings and grounds during the school day will be permitted to all students enrolled in the school, all authorized school staff members, and visitors pursuant to Policy and Regulation 9150.
2. Access to school buildings and grounds before and after the school day will be permitted to:
  - a. Members of the Board of Education;
  - b. Administrative and supervisory staff members, teaching staff members, and support staff members assigned to a school building or grounds in the performance of their duties;
  - c. Other school staff members in the performance of their professional responsibilities;

- d. Students involved in interscholastic athletics, co-curricular or extra-curricular activities, and authorized spectators;
  - e. Members of organizations granted the use of school premises pursuant to Policy and Regulation 7510; approval does not include the use of rooms or spaces not expressly requested.
  - f. Police officers, fire fighters, health inspectors, and other agents of Federal, State, and local government in the performance of their official duties;
  - g. Members of the public present to attend a public Board of Education or public school-related function; and
  - h. Others authorized by the Superintendent or designee and/or by Board Policy.
3. All visitors to a school building during a school day will be required to register their presence in the school and comply with the provisions of Policy and Regulation 9150. The school's registration and sign-in procedures may include the use of a school visitor management system requiring the visitor to present acceptable identification to access the school building.
4. Signs will be conspicuously posted to inform visitors of the requirement to register their presence into the building.
- C. Key Control System for Access to School Buildings and Facilities
- 1. School staff members will be provided access to a school building using the school's key control system as follows:
    - a. Teaching staff members and support staff members will be provided access using the school's key control system to the school building and to other facilities on school grounds to which they require access for the performance of their professional duties.
      - (1) The Building Principal will determine the school staff members who shall be provided access to facilities within the school building and on school grounds.
      - (2) The Superintendent or designee will determine the district administrators, supervisors, and other staff members who shall be provided access to facilities within the school building and on school grounds.

2. School staff members provided access to a school building or other facilities on school grounds shall be responsible for ensuring their key control system authorization is not shared with another individual without prior approval of the Principal or designee for school staff members, or the Superintendent or designee for district staff members. Staff members are prohibited from permitting their key control system authorization to be used by another person unless prior approval is obtained from the Principal or designee at the building level and Superintendent or designee at the district level or in the event of an emergency.
3. A staff member's loss of a key, card, or any other device authorizing the staff member access to a school building or a facility on school grounds must be immediately reported to the Principal or Superintendent or designee. The staff member who loses a key, card, or any such access device may be responsible for the replacement cost.
4. Keys and IDs are the property of the school district and must be surrendered at completion of employment to the Principal or Superintendent.

**D. Staff Member Responsibilities**

1. Staff members should not bring to school valuable personal items that cannot be in the staff member's personal possession at all times. The Board of Education is not responsible for a staff member's personal possession in the event the item is lost, stolen, misplaced, damaged, or destroyed.
2. Teaching staff members shall close classroom windows and shut and lock classroom doors when leaving at the end of the school day; shut and lock classroom doors during the school day when the room is not going to be in use after their assignment, and report immediately to the Principal or designee any evidence of tampering or theft.
3. Custodians shall, at the end of the workday, conduct a security check of the building to make certain that all windows are closed and all office, classroom, and building doors are shut and locked, except as such doors may be required to be open for persons with access.
4. Office personnel shall take all reasonable precautions to ensure the security of all school and district records and documents against unauthorized access, deterioration, and destruction.

E. Pupil's Responsibilities

Pupils should not bring to school valuable personal items. The Board of Education is not responsible for personal possessions, including electronic devices, in the event the item is lost, stolen, misplaced, damaged, or destroyed.

F. School Safety Specialist

1. The Superintendent of Schools shall designate a school administrator as a School Safety Specialist for the district in accordance with the provisions of N.J.S.A. 18A:17-43.3.
2. The School Safety Specialist shall:
  - a. Be responsible for the supervision and oversight for all school safety and security personnel, policies, and procedures in the school district;
  - b. Ensure that these policies and procedures are in compliance with State law and regulations; and
  - c. Provide the necessary training and resources to school district staff in matters relating to school safety and security.
3. The School Safety Specialist shall also serve as the school district's liaison with law enforcement and national, State, and community agencies and organizations in matters of school safety and security.
4. The School Safety Specialist shall be required to acquire a New Jersey Department of Education School Safety Specialist Certification in accordance with the provisions of N.J.S.A. 18A:17-43.2.

G. Summoning Law Enforcement Authorities

1. Law enforcement authorities will be summoned promptly whenever evidence is discovered that indicates: a crime has been committed on school premises or in the course of staff or student transportation to or from school; a break and entry may have occurred on school grounds; a deadly weapon is on school premises; a breach of the peace has occurred on school premises; for any reason required in the Memorandum of Understanding between the Board of Education and Law Enforcement and in accordance with Policy and Regulation 9320; or for any other reason there is concern about the health, safety, and welfare of persons on school grounds or school property.



2. A call to law enforcement agents will be reported to the Superintendent as soon as possible, along with the reason(s) for which the call was made and the outcome of the incident.

In Effect:

## **9150 SCHOOL VISITORS**

The Board of Education welcomes visits to school by parents or legal guardians. In order for the educational program to continue undisturbed when visitors are present 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

First Reading: October 30, 2018

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. For the purposes of this regulation, "visitor" does not include persons present in school buildings to attend meetings of the Board or events sponsored by organizations granted permission by the Board to meet in the school.

### B. Registration

1. Every visitor is required to register in the school office and receive a visitor ID which must be worn while the visitor is in the school.
2. 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.
3. 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.
4. 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.
5. 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.
6. 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.

7. 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. A parent or legal guardian who arrives at school without having sought advance approval of a classroom visit may be admitted to the classroom at the discretion of the Principal.
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.
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.

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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