

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

**PUPILS**  
**5430**  
**Class Rank**

***Regulations Follow***

**Page 1 of 1**

## **5430 - CLASS RANK**

(Reporting Student Achievement to Colleges)

The Board of Education acknowledges the importance of reporting relative academic standing of pupils to provide colleges with a fair and accurate representation of our pupil applicants.

The overall performance of pupils at Westfield High School should be based on grade point average (GPA), difficulty of courses, standardized tests as well as co-curricular activities.

Upon the request of a pupil's parent/guardian the district will provide pupil information to a college admissions office including the following:

1. Certified school transcript of all courses completed to date;
2. School profile consisting of information about Westfield High School;
3. Counselor recommendation;
4. GPA distribution charts and;
5. Course grade distribution chart.

The GPA distribution charts will be prepared at the end of the junior year.

The GPA distribution charts will display intervals of grade point averages, the number and percent of students in each interval, and the mean verbal and math SAT scores for each interval. The charts will be computed for both weighted and all subject grade point averages.

The course grade distribution chart will consist of a grade distribution of typical 11<sup>th</sup> grade academic courses. The course distribution chart will be prepared at the end of the junior year.

Specific class rank will not appear on any documents sent by WHS to college admission offices except as required by military academies and for scholarship applications. Parents/legal guardians may request their child's class rank.

Cross Reference: Policy 5431 High School Grade Point Average

Approved: June 24, 2003

First Reading: June 12, 2018

Second Reading:

**R 5430 - CLASS RANK**  
**(Reporting Student Achievement to Colleges)**

The following charts are examples of the information sent to college admissions offices for Westfield Pupils.

**Intervals of Academic (Weighted) Grade Point Average  
Example Format**

Grade Point Average	Number of Students	Percent	SAT EBRW Mean	SAT Math Mean	ACT Comp. Mean
4.25+	18	3.5	715	756	34
4.00-4.24	74	14.6	686	700	31
3.50-3.99	187	36.7	630	647	28
3.00-3.49	137	26.9	590	602	25
2.50-2.99	54	10.6	567	566	23
2.00-2.49	25	4.9	538	487	23
1.50-1.99	10	2	560	553	16
1.00-1.49	1	.2	N/A	N/A	N/A
Less than 1.0	3	.6	N/A	N/A	N/A
Total	509				

**Intervals of All-Subject (Unweighted) Grade Point Average  
Example Format**

Grade Point Average	Number of Students	Percent	SAT EBRW Mean	SAT Math Mean	ACT Comp. Mean
4.00	11	2.2	732	747	34
3.50-3.99	295	58	645	662	29
3.00-3.49	137	26.9	583	592	24
2.50-2.99	46	9.0	561	547	23
2.00-2.49	14	2.7	560	553	19
1.50-1.99	4	.8	N/A	N/A	N/A
1.00-1.49	2	.4	N/A	N/A	N/A
Less than 1.0	N/A	N/A	N/A	N/A	N/A
Total	509				

**GRADE DISTRIBUTIONS OF STANDARD 11<sup>TH</sup> GRADE COURSES**  
**(Example Format - Numbers and Percent)**

Course Title	Total	A		B+		B		C+		C		D		F	
<b>ENGLISH</b>		#	%	#	%	#	%	#	%	#	%	#	%	#	
English 3	388	122	36	96	28	77	23	17	5	14	4	11	3	1	1
English 3 Honors	78	23	29	26	33	27	35	2	3	0	0	0	0	0	0
American Studies	24	12	50	4	17	5	21	3	12	0	0	0	0	0	0
American Studies Honors	40	16	40	12	30	10	25	2	5	0	0	0	0	0	0
<b>SOCIAL STUDIES</b>															
US History II/Issues	317	164	52	62	19	64	20	17	5	9	3	1	1	0	0
United States History AP	87	20	23	37	43	28	32	1	1	1	1	0	0	0	0
<b>WORLD LANGUAGES</b>															
French 4	36	16	44	12	33	6	17	1	3	1	3	0	0	0	0
French 4 Honors	49	21	43	10	20	12	25	3	6	3	6	0	0	0	0
Italian 3	16	1	6	2	13	6	37	3	19	4	25	0	0	0	0
Italian 3 Honors	14	4	29	4	29	3	21	3	21	0	0	0	0	0	0
Latin 3 Honors	34	13	38	10	30	8	23	1	3	2	6	0	0	0	0
Spanish 4	110	56	51	23	21	25	23	4	3	2	2	0	0	0	0
Spanish Language AP	96	37	38	42	44	16	17	1	1	0	0	0	0	0	0
<b>MATHEMATICS</b>															
Algebra 2	132	28	21	26	20	43	32	17	13	9	7	8	6	1	1
Pre-Calculus	102	76	74	12	12	12	12	0	0	1	1	1	1	0	0
Pre-Calculus Advanced	161	106	66	29	18	18	11	5	3	3	2	0	0	0	0
Pre-Calculus Honors	33	20	61	8	24	4	12	1	3	0	0	0	0	0	0
<b>SCIENCE</b>															
Chemistry Concepts (Lab)	42	7	17	9	21	15	36	4	9	3	7	2	5	2	5
Chemistry 1 (Lab)	101	25	25	22	22	32	31	8	8	11	11	3	3	0	0
Biology 2 AP (Lab)	62	26	42	11	18	22	35	2	3	1	2	0	0	0	0
Environmental Science (Lab)	27	20	74	6	22	1	4	0	0	0	0	0	0	0	0
Forensic Science (Lab)	50	20	40	23	46	6	12	1	2	0	0	0	0	0	0
Physics 1 (Lab)	131	44	34	38	29	42	32	5	4	1	.5	1	.5	0	0
Physics Honors (Lab)	47	11	23	21	45	13	28	1	2	1	2	0	0	0	0

In Effect: June 24, 2003  
Revised:

## **5431 - HIGH SCHOOL GRADE POINT AVERAGE**

The grade point average (GPA) of Westfield High School pupils will be calculated using a dual system of reporting beginning with ninth grade. It will be calculated both as an unweighted GPA where every subject is granted equal weight and, on a weighted basis where academic subjects are included and additional weight is given to honors and advanced placement subjects. Both GPAs will appear on a student's transcript.

Approved: June 23, 2003  
First Reading: June 12, 2018  
Second Reading:

## **R - 5431 CALCULATION OF HIGH SCHOOL GRADE POINT AVERAGE**

### **Reporting Student Achievement to Colleges**

The Board of Education acknowledges the importance of reporting relative academic standing of pupils to provide colleges with a fair and accurate representation of our pupil applicants.

Grade Point Average (GPA) distribution charts will display intervals of grade point averages, the number and percent of students in each interval, the mean Evidenced Based Reading and Writing and Math SAT scores for each interval, and the mean ACT composite score for each interval. The charts will be computed for both weighted and all-subject grade point averages. Distribution charts are located on the School Profile, sent to colleges, and are also on the WHS website.

### **Dual GPA System**

A GPA is calculated two (2) ways for each student at Westfield High School.

**For the Classes prior to and including the Class of 2019, the GPA will be calculated in the following ways:**

1. An All Subject GPA in which every subject is granted equal weight
2. An Academic GPA in which **only** academic subjects are calculated. Honors and Advanced Placement subjects are granted additional weight in the academic GPA.

### **All Subject GPA**

Grade Weights for all subjects:

- A = 4.0 points
- B+ = 3.5 points
- B = 3.0 points
- C+ = 2.5 points
- C = 2.0 points
- D = 1.0 points
- F = no points

**PUPILS  
R 5431  
Calculation of High School  
Grade Point Average**

Page 2 of 4

**Academic GPA**

Only subjects in the following areas will be calculated in the academic GPA:  
(These areas receive academic units by college admission officers)

1. English
2. Social Studies
3. World Language
4. Mathematics
5. Science
6. Visual and Performing Arts (Art IV and Writing/Arranging Music 2)
7. 21<sup>st</sup> Century Life Skills (Computer Science I Visual BASIC, Computer Science II AP, Computer Science III Honors, Journalism 1, Journalism 2, Print Journalism)

**Honors and Advanced Placement**

Subjects designated Honors or Advanced Placement will receive additional weight in the Academic GPA according to the following scale:

- |    |              |
|----|--------------|
| A  | = 4.5 points |
| B+ | = 4.0 points |
| B  | = 3.5 points |
| C+ | = 3.0 points |
| C  | = 2.5 points |
| D  | = 1.5 points |
| F  | = no points  |

Independent study is included in a student's GPA.

**Beginning with the Class of 2020, the GPAs will be calculated in the following ways:**

1. An All Subject GPA in which every subject is granted equal weight with every other subject
2. An All Subject Weighted GPA in which **all** subjects are calculated. Honors and Advanced Placement subjects are granted additional weight in the academic GPA.

**PUPILS  
R 5431  
Calculation of High School  
Grade Point Average**

Page 3 of 4

**All Subject GPA**

Grade Weights for all subjects:

A	= 4.0 points
B+	= 3.5 points
B	= 3.0 points
C+	= 2.5 points
C	= 2.0 points
D	= 1.0 points
F	= no points

**All Subject Weighted GPA**

Subjects designated Honors or Advanced Placement will receive additional weight in the All Subject Weighted GPA according to the following scale:

A	= 4.5 points
B+	= 4.0 points
B	= 3.5 points
C+	= 3.0 points
C	= 2.5 points
D	= 1.5 points
F	= no points

**Grade Point Average (GPA)**

Calculation of the GPA is determined by multiplying the grade weight by the credit value of the course. Total credits divided into total quality points equal GPA. See the Student Handbook for examples of GPA calculations.



**PUPILS  
R 5431  
Calculation of High School  
Grade Point Average**

Page 4 of 4

**Frequency of Cumulative GPA Calculation**

1. Cumulative GPAs are calculated at the end of every grade level. In addition, cumulative GPAs are calculated at the midyear point of sophomore, junior, and senior years.
2. Only courses completed at Westfield High School will be computed in GPAs.
3. GPAs are cumulative from the beginning of grade 9 through the completion of grade 12.  
*Note:* Transcripts for college applications reflect cumulative GPAs for grades 9 – 11.

Both GPAs are reported on the transcript.

**New Students to WHS**

Students new to WHS may receive credit toward graduation for courses taken in properly accredited high schools outside the school district. However, only courses taken at WHS will be used to calculate the student's GPA. The GPA of a new student is based on the following criteria:

1. GPA is calculated beginning with the semester of the student's entrance into WHS.
2. GPA is cumulative from the semester of the student's entrance into WHS through the completion of grade 12.

In Effect: June 23, 2004

Revised:

## **5450 ATHLETIC AWARDS**

The Board of Education believes that interscholastic sports are an important part of the school program and will recognize the achievements of pupils who give many hours of their time in the district athletic program. Individual athletic achievement will be recognized by the award of varsity letters.

Community groups and individuals may recognize the athletic achievements of pupils provided that the award and the criteria by which its recipient is selected have been approved by the Superintendent and/or Supervisor of Athletics.

The Superintendent shall develop procedures for the recognition of pupil athletes that insure the equitable selection of award recipients, the designation of appropriate awards, and the arrangement of suitable presentation ceremonies.

Approved: November 13, 2001  
First Reading: June 12, 2018  
Second Reading:

## **R 5450 ATHLETIC AWARDS**

A. Eligibility

1. Awards will be made to members of the varsity teams in the following sports, provided the member has participated as indicated.

<u>Sport</u>	<u>Minimum participation for award eligibility</u>
Baseball and Softball	Compete in one inning over half of the total innings of the season except in the case of a pitcher who must participate in one third of the total innings. By participation is meant three innings, or play in championship final game. A baseball pitcher must participate in a number of innings equal to or greater than 90% of the number of games played in a season.
Basketball	Play one quarter over half of the total quarters in the regular season or play in a championship final game
Bowling	One half of the number of matches played.
Cheerleading	Cheerleaders may be awarded varsity letters after 2 seasons of successful contribution to the squad as recommended by the coach.
Cross Country/ Winter & Spring Track	Score as many points as there are dual meets, or score points for the team in a major championship or invitational meet, or medal on a relay team in a major championship or invitational meet.
Field Hockey	Play one half in excess of one half of the total halves in regular season or play in a championship final game.
Football	Play one quarter in excess of one half of the total number of quarters in the entire season

Golf	Compete in one half the total number of dual meets or play in a championship.
Gymnastics	Participate in half the dual meets or accumulate twenty points in varsity competition or win a first place in a championship meet.
Ice Hockey	Compete in one-half the total number of periods in the regular season.
Lacrosse	Play one quarter in excess of half of the total number of quarters in the entire season.
Manager	Complete at least two years as manager with faithful attendance at all practices and games and be recommended by his/her coach.
Soccer	Play one quarter in excess of one half of the total quarters in the regular season or play in a championship final game.
Swimming	Score one more point than double the number of regular meets or place in a major championship.
Tennis	Compete in one half the total number of dual meets or play in a championship.
Wrestling	Participate in half the dual matches, or accumulate eighteen points in varsity competition towards a team victory (forfeits not to count) or win a first place in the district meet in order to qualify for State Tournament.
Volleyball	Compete in one-half the total number of games in the regular season.

## **2. Marching Band/Color Guard**

Marching Band members may be awarded varsity letters after successful contribution to the ensemble as recommended and distributed by the Marching Band Director or manager.

3. To receive a team award, an athlete must be a member in good standing at the close of the season.
  - a. An athlete who is dismissed from the team for disciplinary or academic reasons is ineligible for an award.
  - b. An athlete who leaves the team voluntarily is ineligible for an award, except that this rule may be waived, in the discretion of the coach, for an athlete required to leave by:
    - (1) Illness or injury,
    - (2) Transfer to another school district, or
    - (3) Other good cause.
4. All athletes are expected to attend practice sessions regularly and demonstrate sportsmanlike conduct.

**B. Determination of Award Recipients**

1. The head coach of each sport is responsible for determining the pupils to whom awards will be given.
2. Award lists will be submitted to the Athletic Director for review and approval prior to dissemination of the lists or announcement of awards to pupils, parents or legal guardians, or other staff members.
3. Award lists are due at the completion of the season.
4. No pupil will be denied an athletic award or the opportunity to compete for an award solely on the basis of the pupil's race, color, creed, religion, ancestry, national origin, disability, or social or economic status.

**C. Presentation**

Athletic awards will be presented at end of season banquets.

In Effect: November 13, 2001

Revised:

## **5460 HIGH SCHOOL GRADUATION**

The Board of Education will recognize the successful completion of the secondary school instructional program by the award of a State-endorsed diploma certifying the pupil has met all State and local requirements for high school graduation. The Board will annually certify to the Executive County Superintendent each pupil who has been awarded a diploma has met the requirements for graduation.

### **A. High School Graduation Requirements**

A graduating pupil must have earned a minimum of 120 credits in courses designed to meet all of the standards adopted by the State of New Jersey including, but not limited to, the following credits:

1. At least twenty credits in language arts literacy aligned to grade nine through twelve standards;
2. At least fifteen credits in mathematics, including Algebra I or the content equivalent including geometry or the content equivalent and including a third year of mathematics that builds on the concepts and skills of algebra and geometry and that prepares pupils for college and 21<sup>st</sup> century careers;
3. At least fifteen credits in social studies, including satisfaction of N.J.S.A. 18A:35-1 and 18A:35-2: five credits in world history, and the integration of civics, economics, geography, and global content in all course offerings;
4. At least fifteen credits in science, including at least five credits in laboratory biology/life science or the content equivalent, including one additional laboratory/inquiry-based science course which shall include chemistry, environmental science, or physics, and including one additional laboratory/inquiry-based science course;
5. At least 4 credits in health, safety, and physical education during each year of enrollment distributed as one hundred fifty (150) minutes per week as required by N.J.S.A.18A:35-5, 7 & 8;
6. At least five credits in visual and performing arts;
7. At least five credits in world languages or pupil demonstration of proficiency as set forth in N.J.A.C. 6A:8-5.1(a)2ii(2);

8. At least two and one-half credits in financial, economic, business, and entrepreneurial literacy;
9. Technological literacy, consistent with the standards adopted by the State of New Jersey integrated throughout the curriculum;
10. At least five credits in 21<sup>st</sup> century life and careers, or career-technical education; and
11. Electives as determined by the high school program sufficient to total a minimum of 120 credits.

As defined in N.J.A.C. 6A:8-1.3, “credit” means the award for the equivalent of a class period of instruction which meets for a minimum of forty minutes, one time per week during the school year or as approved through N.J.A.C. 6A:8-5.1(a)2.

The high school graduation credit requirement may be met in whole or in part through program completion of a range of experiences that enable pupils to pursue a variety of personalized learning opportunities, as follows:

1. The District shall establish a process to approve individualized pupil learning opportunities that meet or exceed the standards adopted by the State of New Jersey.
  - a. Individualized pupil learning opportunities in all standards adopted by the State of New Jersey include, but are not limited, to the following:
    - (1) Independent study;
    - (2) Online learning;
    - (3) Study abroad programs;
    - (4) Pupil exchange programs;
    - (5) Structured learning opportunities including, but not limited to work-based programs, internships, apprenticeships, and service learning experiences.
  - b. Individualized pupil learning opportunities based upon specific instructional objectives aimed at meeting or exceeding the standards adopted by the State of New Jersey shall:
    - (1) Be based on pupil interest and career goals as reflected in the Personalized Pupil Learning Plans;

- (2) Include demonstration of pupil competency;
    - (3) Be certified for completion based on the District process adopted according to 2. below; and
    - (4) Be on file in the school District and subject to review by the Commissioner or a designee.
  - c. Group programs based upon specific instructional objectives aimed at meeting or exceeding the standards adopted by the State of New Jersey shall be permitted and shall be approved in the same manner as other approved courses.
- 2. The District shall establish a process for granting of credits through successful completion of assessments that verify pupil achievement in meeting or exceeding the standards adopted by the State of New Jersey at the high school level, including those occurring by means of the individualized pupil learning opportunities enumerated as outlined in N.J.A.C. 6A:8-5.1(a)2. Such programs or assessments may occur all or in part prior to a pupil's high school enrollment; no such locally administered assessments shall preclude or exempt pupil participation in applicable Statewide assessments at grades three through twelve.
  - a. The District shall choose assessments that are aligned with or exceed the standards adopted by the State of New Jersey and may include locally designed assessments.
  - b. The District shall choose from among the following assessment options to determine if pupils have achieved the level of language proficiency designated as Novice-High as defined by the American Council on the Teaching of Foreign Languages (ACTFL) and recognized as fulfilling the world languages requirement of the standards adopted by the State of New Jersey:
    - (1) The Standards-based Measurement of Proficiency (STAMP) online assessment;
    - (2) The ACTFL Oral Proficiency Interview (OPI) or Modified Oral Proficiency Interview (MOPI); or
    - (3) Department of Education-approved locally designed competency-based assessments.



3. The District shall establish a process to approve post-secondary learning opportunities that may consist of:
  - a. Advanced Placement (AP) courses;
  - b. The District shall award credit for successful completion of an approved, accredited college course that assures achievement of knowledge and skills that meets or exceeds the standards adopted by the State of New Jersey.

**B. Additional Graduation Requirements**

1. Attendance requirements as indicated in Policy No. 5200.
2. Any statutorily mandated requirements for earning a high school diploma;
3. Any Statewide assessment graduation requirements as determined by the New Jersey Department of Education, as outlined below.

**C. Statewide Assessment Graduation Requirements**

1. The requirement that all pupils demonstrate proficiency in the high school end-of-course Partnership for Assessments of Readiness for College and Careers (PARCC) assessment in ELA 10 and Algebra I, or through the alternate means set forth at N.J.A.C. 6A:8-5.1(f) through (i);
2. The Board of Education will provide pupils who have not demonstrated proficiency on the high school end-of-course PARCC assessments in ELA 10 and Algebra I with the opportunity to demonstrate such competence through one of the alternate means set forth below:
  - a. For the graduating classes of 2018, and 2019, pupils who do not take both the ELA 10 and the Algebra I end-of-course PARCC assessments or who take, but do not achieve a passing score on both assessments, as required by N.J.A.C. 6A:8-5.1(a)6, may satisfy the State requirement to demonstrate proficiency in English language arts and mathematics in one of the following ways:
    - (1) Achieve a passing score, as determined by the Commissioner, on a corresponding substitute competency test in English language arts and/or mathematics, as applicable, or substitute a passing score on another end-of-course PARCC assessment, including ELA 9, ELA 11, Geometry, or Algebra II; or

- (2) Meet the criteria of the portfolio appeals process; and
- b. For the graduating class of 2020, pupils who take all applicable high school end-of-course PARCC assessments for all courses in which they are enrolled, including those pupils who received a waiver for ELA 11 pursuant to N.J.A.C. 6A:8-4.1(c)3i, as of September 6, 2016, and thereafter, but do not achieve a passing score on both the ELA 10 and Algebra I end-of-course PARCC assessments pursuant to N.J.A.C. 6A:8-5.1 (a)6, may satisfy the State requirement to demonstrate proficiency in English language arts and mathematics in one of the following ways:
  - (1) Achieve a passing score, as determined by the Commissioner, on a corresponding substitute competency test in English language arts and/or mathematics, as applicable, or substitute a passing score on another end-of-course PARCC assessment, including ELA 9, ELA 11, Geometry, or Algebra II; or
  - (2) Meet the criteria of the portfolio appeals process.
- 3. Beginning with the graduating class of 2021, pupils who take all applicable high school end-of-course PARCC assessments for all courses in which they are enrolled, including those pupils who received a waiver for ELA 11 pursuant to N.J.A.C. 6A:8-4.1(c)3i, as of September 6, 2016, and thereafter, but do not achieve a passing score on both the ELA 10 and Algebra I end-of-course PARCC assessments pursuant to N.J.A.C. 6A:8-5.1(a)6, by the conclusion of their senior year and after multiple opportunities to take the assessments, may satisfy the State requirement to demonstrate proficiency in English language arts and mathematics by meeting the criteria of the portfolio appeals process.
- 4. In accordance with a NJDOE Memorandum dated January 24, 2017, pupils in the graduating cohort of 2020 and 2021 who completed an Algebra I course prior to September 6, 2016 and:
  - a. Took the PARCC Algebra I assessment, but did not pass and are now in an advanced mathematics course (e.g. Geometry or Algebra II); or
  - b. Did not receive a valid test score, but are now in an advanced mathematics course (e.g. Geometry or Algebra II); or

- c. Did not have an opportunity to take the PARCC Algebra I assessment because the NJDOE did not offer a summer test administration, but are now in advanced mathematics course (e.g. Geometry or Algebra II). Only pupils in the graduating cohorts of 2020 and 2021 described in the three specific groups above in a. b., and c. are eligible to utilize the following pathways to demonstrate proficiency in mathematics:

- (1) Take or retake the PARCC Algebra I assessment and pass; or
- (2) Utilize the NJDOE portfolio appeals process, provided they take the PARCC Geometry assessment and the PARCC Algebra II assessment (if enrolled in the Algebra II course) and receive valid scores; or
- (3) Take and pass the Geometry or Algebra II assessment.

5. All English Language Learners (ELLs) shall satisfy the requirements for high school graduation, except ELLs may demonstrate they have attained State minimum levels of proficiency through passage of the portfolio appeals process in their native language, when available, and passage of a Department of Education-approved English fluency assessment.
6. Pupils with disabilities as defined in N.J.A.C. 6A:14-1.3 or eligible under Section 504 of the Rehabilitation Act who participate in the alternative assessment for pupils with disabilities are not required to participate in repeated administration of high school end-of-course PARCC assessments.

**D. Attendance**

Regular attendance is required for the successful completion of a course of study and graduation. Pupils are expected to be present in every scheduled class except as their attendance is excused in accordance with Board Policy 5200.

In accordance with policy 5200, a pupil absent from a class more than 18 days in a school year, or nine days for a semester course, or 5 days in a marking period course may not receive credit for that course.

**E. Pupils with Disabilities**

1. The District, through the IEP process and pursuant to N.J.A.C. 6A:14-4.11 - Graduation, may, for individual pupils with disabilities as defined in N.J.A.C. 6A:14-1.3, specify alternate requirements for a State-endorsed diploma.

- a. The District shall specifically address any alternate requirements for graduation in a pupil's IEP, in accordance with N.J.A.C. 6A:14-4.11.
  - b. The District shall develop and implement procedures for assessing whether a pupil has met the specified alternate requirements for graduation individually determined in an IEP.
2. If a pupil with a disability attends a school other than that of the school district of residence, which is empowered to grant a diploma, the pupil shall have the choice of receiving a diploma of the school attended or a diploma of the school district of residence.
  - a. If the school the pupil is attending declines to issue a diploma to the pupil, the district of residence Board of Education shall issue the pupil a diploma if the pupil has satisfied all State and local graduation requirements, as specified in the pupil's IEP.
3. Pupils with disabilities who meet the standards for graduation according to the school district's graduation requirements shall have the opportunity to participate in graduation exercises and related activities on a nondiscriminatory basis.
4. A pupil with a disability whose individualized education program prescribes continued special education programs beyond the fourth year of high school shall be permitted to participate in commencement ceremonies with his/her graduating class and shall receive a certificate of attendance, provided the pupil has attended four years of high school.
5. When a pupil with a disability graduates or exceeds the age of eligibility, the pupil shall be provided a written summary of his or her academic achievement and functional performance prior to the date of the pupil's graduation or the conclusion of the school year in which he or she exceeds the age of eligibility. The summary shall include recommendations to assist the child in meeting his or her postsecondary goals.

**F. High School Diploma**

1. The Board of Education shall award a State-endorsed high school diploma to prospective graduates who have met all of the requirements adopted in accordance with State and local requirements.

2. The Board of Education shall not issue a high school diploma to any pupil not meeting the criteria specified in State and local requirements.
  - a. The District shall provide pupils exiting grade twelve without a diploma the opportunity for continued high school enrollment to age twenty or until the requirements for a State-endorsed diploma have been met, whichever comes first.
  - b. The District shall allow any out-of-school individual to age twenty who has otherwise met all State and local graduation requirements, but has failed to pass high school end-of-course PARCC assessments to demonstrate proficiency as set forth in N.J.A.C. 6A:8-5.1(f) pursuant to the standards applicable to the student's graduating class. Upon certification of passing the test applicable to the student's class in accordance with N.J.A.C. 6A:8, a State-endorsed diploma shall be granted by the high school of record.
3. The Commissioner of Education shall award a State-issued high school diploma in accordance with the provisions of N.J.A.C. 6A:8-5.2(c) and (d).
4. The Board of Education shall award a State-endorsed high school diploma to any currently enrolled pupil, regardless of grade level, who:
  - a. Has demonstrated proficiency in the high school end-of-course PARCC assessments in ELA 10 and Algebra I, or as set forth in N.J.A.C. 6A:8-5.1(f);
  - b. Has presented official transcripts showing at least thirty general education credits leading to a degree at an accredited institution of higher education; and
  - c. Has formally requested such early award of a State-endorsed high school diploma.

**G. Notification**

Each pupil who enters or transfers into the high school and the pupil's parent(s) or legal guardian(s) will be provided a copy of the school district's requirements for a State-endorsed diploma, and those programs available to assist pupils in attaining the State-endorsed diploma in accordance with N.J.S.A.18A:7C-5.

H. Reporting

The Superintendent, in accordance with N.J.S.A. 18A:7C-7 and 18A:7E-3, shall report annually to the Board of Education at a public meeting not later than September 30, and to the Commissioner of Education: .

1. The total number of pupils graduated;
2. The number of pupils graduated under the substitute competency test process;
3. The number of pupils graduated under the portfolio appeals process;
4. The number of pupils receiving State-endorsed high school diplomas as a result of meeting any alternative requirements for graduation as specified in their IEP's;
5. The total number of pupils denied graduation from the twelfth grade class; and
6. The number of pupils denied graduation from the twelfth grade class solely because of failure to pass the high school end-of-course PARCC assessments, substitute competency tests, or portfolio appeals process based on the provisions of N.J.A.C. 6A:8.

- I. The Superintendent shall provide to the Executive County Superintendent the District's graduation requirements each year they are evaluated through the Quality Single Accountability Continuum (QSAC) and update the filed copy each time the graduation policy is revised.

N.J.S.A. 18A:7C-1; 18A:35-1;

18A:35-4.9; 18A:35-7; 18A:36-17

N.J.A.C. 6A:8-1 et seq.; 6A:8-5.1; 6A:8-5.2; 6A:14-4.11 et seq.

Related Policies:

5200 Attendance

5240 Tardiness

5410 Promotion and Retention

Approved: November 20, 2001

Revised: December 10, 2013

Revised: November 15, 2016

First Reading:

Second Reading:

**Use of Physical Restraint and  
Seclusion Techniques for  
Pupils with Disabilities**

*Regulations Follow*

**M**

Page 1 of 3

**5561 – USE OF PHYSICAL RESTRAINT AND  
SECLUSION TECHNIQUES FOR PUPILS WITH DISABILITIES**

The Board of Education strives to provide a safe, caring atmosphere that supports all pupils in the least restrictive environment. On occasion, during an emergency, a situation may arise making it necessary to temporarily restrain or seclude a pupil with a disability in accordance with N.J.S.A. 18A:46-13.4 through 13.7.

A school district, an educational services commission, or an approved private school for pupils with disabilities (APSSD) that utilizes physical restraint on pupils with disabilities shall ensure that:

1. Physical restraint is used only in an emergency in which the pupil is exhibiting behavior that places the pupil or others in immediate physical danger;
2. A pupil is not restrained in the prone position, unless the pupil's primary care physician authorizes, in writing, the use of this restraint technique;
3. Staff members who are involved in the restraint of a pupil receive training in safe techniques for physical restraint from an entity determined by the Board of Education to be qualified to provide such training, and that the training is updated at least annually;
4. The parent of a pupil is immediately notified when physical restraint is used on the pupil. This notification may be by telephone or electronic communication. A full written report of the incident of physical restraint shall be provided to the parent within forty-eight hours of the occurrence of the incident;
5. Each incident in which physical restraint is used is carefully and continuously visually monitored to ensure it was used in accordance with established procedures set forth in Policy and Regulation 5561 – Use of Physical Restraint and Seclusion Techniques for Pupils with Disabilities, developed in conjunction with the entity that trains staff in safe techniques for physical restraint, in order to protect the safety of the child and others; and

**PUPILS  
5561  
Use of Physical Restraint and  
Seclusion Techniques for  
Pupils with Disabilities  
*Regulations Follow***

**M**

**Page 2 of 3**

6. Each incident in which physical restraint is used is documented in writing in sufficient detail to enable staff to use this information to develop or improve the behavior intervention plan at the next individualized education plan meeting.

A school district, an educational services commission, and an APSSD shall attempt to minimize the use of physical restraints through inclusion of positive behavior supports in the pupil's behavior intervention plans developed by the individualized education plan team.

A school district, an educational services commission, or an APSSD that utilizes seclusion techniques on pupils with disabilities shall ensure that:

1. A seclusion technique is used on a pupil with disabilities only in an emergency in which the pupil is exhibiting behavior that places the pupil or others in immediate physical danger;
2. Each incident in which a seclusion technique is used is carefully and continuously visually monitored to ensure it was used in accordance with established procedures set forth in Policy and Regulation 5561 – Use of Physical Restraint and Seclusion Techniques for Pupils with Disabilities, developed in conjunction with the entity that trains staff in safe techniques for physical restraint, in order to protect the safety of the child and others; and
3. Each incident in which a seclusion technique is used is documented in writing in sufficient detail to enable the staff to use this information to develop or improve the behavior intervention plan at the next individualized education plan meeting.

A school district, an educational services commission, and an APSSD shall attempt to minimize the use of seclusion techniques through inclusion of positive behavior supports in the pupil's behavior intervention plans developed by the individualized education plan team.

The New Jersey Department of Education shall establish guidelines for school districts, educational services commissions, and APSSDs to ensure a review process is in place to examine the use of physical restraints or seclusion techniques in emergency situations, and for the repeated use of these methods for an individual child, within the same classroom, or by a single individual. The review



**PUPILS  
5561  
Use of Physical Restraint and  
Seclusion Techniques for  
Pupils with Disabilities  
*Regulations Follow***

**M**

**Page 2 of 3**

process shall include educational, clinical, and administrative personnel. Pursuant to the review process the pupil's individualized education plan team may, as deemed appropriate, determine to revise the behavior intervention plan or classroom supports, and a school district, educational services commission, or APSSD may determine to revise a staff member's professional development plan pursuant to N.J.S.A. 18A:46-13.7.

N.J.S.A. 18A:46-13.4; 18A:46-13.5; 18A:46-13.6; 18A:46-13.7

First Reading:  
Second Reading:  
Adopted:

**R 5561 – USE OF PHYSICAL RESTRAINT AND**  
**SECLUSION TECHNIQUES FOR PUPILS WITH DISABILITIES**

A. Definitions

“Physical restraint” means the use of a personal restriction that immobilizes or reduces the ability of a pupil to move all or a portion of his or her body.

“Seclusion technique” means the involuntary confinement of a pupil alone in a room or area from which the pupil is physically prevented from leaving, but does not include a timeout.

“Timeout” means a behavior management technique that involves the monitored separation of a pupil in a non-locked setting, and is implemented for the purpose of calming.

B. Physical Restraint

A school district, an educational services commission, or an approved private school for pupils with disabilities (APSSD) that utilizes physical restraint on pupils with disabilities shall ensure that:

1. Physical restraint is used only in an emergency in which the pupil is exhibiting behavior that places the pupil or others in immediate physical danger;
2. A pupil is not restrained in the prone position, unless the pupil’s primary care physician authorizes, in writing, the use of this restraint technique;
3. Staff members who are involved in the restraint of a pupil receive training in safe techniques for physical restraint from an entity determined by the Board of Education to be qualified to provide such training, and that the training is updated at least annually;
4. The parent of a pupil is immediately notified when physical restraint is used on the pupil. This notification may be by telephone or electronic communication. A full written report of the incident of physical restraint shall be provided to the parent within forty-eight hours of the occurrence of the incident;

**PUPILS  
R5561  
Use of Physical Restraint and  
Seclusion Techniques for  
Pupils with Disabilities**

**M**

**Page 2 of 5**

5. Each incident in which physical restraint is used is carefully and continuously visually monitored to ensure it was used in accordance with established procedures set forth in Policy and Regulation 5561 – Use of Physical Restraint and Seclusion Techniques for Pupils with Disabilities, developed in conjunction with the entity that trains staff in safe techniques for physical restraint, in order to protect the safety of the child and others; and
6. Each incident in which physical restraint is used is documented in writing in sufficient detail to enable staff to use this information to develop or improve the behavior intervention plan at the next individualized education plan meeting.

A school district, an educational services commission, and an APSSD shall attempt to minimize the use of physical restraints through inclusion of positive behavior supports in the pupil's behavior intervention plans developed by the individualized education plan team.

**C. Physical Restraint Training Requirements**

The training requirements on the use of physical restraint shall be as follows:

1. Building level administrators and school staff members who are involved in the restraint of a pupil shall receive training in safe techniques for physical restraint from an entity determined by the Board to be qualified to provide such training.
  - a. The Principal or designee shall determine the school staff members that shall receive training in safe techniques for physical restraint of a pupil.
  - b. Training may include techniques of prevention and de-escalation, as well as alternatives to physical restraint.
  - c. Training may include current professionally accepted practices and standards regarding behavior management.
  - d. The training program in safe techniques for physical restraint shall be updated at least annually.

**D. Interventions**

1. Classroom interventions may include, but not be limited to, the following strategies:
  - a. The staff member may ignore the behavior;
  - b. The staff member may redirect the pupil to a task with verbal or non-verbal prompts or gestures. Proximity and the use of gentle humor may help, when appropriate;
  - c. The staff member shall be clear, polite, and respectful when redirecting the pupil's behavior. The staff member should make eye contact and tell the pupil what to do such as "I can't teach when you are talking, throwing things, ..." or "Please stop and listen, read, write, ..." The staff member should remind the pupil of consequences for non-compliance and rewards if they comply with the staff member's request;
  - d. The staff member shall be polite at all times. The staff member may repeat steps a. through c. above and quietly give the pupil adequate wait time. If the staff member moves on, the pupil may comply after the initial confrontation if attention goes back to the lesson;
  - e. The staff member may advise the pupil to proceed to a time out area in the classroom for a limited time (elementary and middle school); and
  - f. If classroom removal is required, the staff member shall follow school discipline procedures for notification and request for assistance if necessary.
2. Security interventions may include, but are not limited to, the staff member:
  - a. Standing quietly in the doorway and asking the pupil to accompany the staff member; and
  - b. Informing the pupil of the violation of the school discipline code and procedure and assure the pupil they have the choice to leave the classroom quietly.

**E. Use of Physical Restraint**

1. If necessary, the staff member shall restrain the pupil until the emergency no longer exists (i.e. the pupil stops punching, kicking, spitting, damaging property, etc.).
2. The school staff member shall immediately contact the appropriate administrator and school nurse and complete a written report on the physical restraint the staff member used during the emergency situation.
3. The Principal's or designee's or any school staff member's report regarding the incident shall be documented in writing in sufficient detail to enable staff to use this information to develop or improve the behavior intervention plan at the next individualized education plan meeting. The documentation of physical restraint shall be placed in the pupil's school file.
4. The use of physical restraint is subject to the following additional requirements:
  - a. Physical restraint techniques shall consider the pupil's medical conditions and shall be modified as necessary;
  - b. Pupils shall not be subjected to physical restraint for using profanity, other verbal displays or disrespect, or for non-compliance. A verbal threat will not be considered as constituting a physical danger unless a pupil also demonstrates a means of or intent to carry out the threat;
  - c. In determining whether a pupil who is being physically restrained should be removed from the area where the restraint was initiated, the supervising staff should consider the potential for injury to the pupil, the pupil's need for privacy, and the educational and emotional well-being of the other pupils in the vicinity;
  - d. A pupil shall be released from physical restraint immediately upon a determination by the staff member administering the restraint that the pupil is no longer in imminent danger of causing harm to himself/herself, others, or imminent property destruction; and
  - e. The pupil shall be examined by the school nurse after any restraint.

**F. Seclusion Techniques**

A school district, an educational services commission, or an APSSD that utilizes seclusion techniques on pupils with disabilities shall ensure that:

1. A seclusion technique is used on a pupil with disabilities only in an emergency in which the pupil is exhibiting behavior that places the pupil or others in immediate physical danger;
2. Each incident in which a seclusion technique is used is carefully and continuously visually monitored to ensure that it was used in accordance with established procedures set forth in Policy and Regulation 5561 – Use of Physical Restraint and Seclusion Techniques for Pupils with Disabilities, developed in conjunction with the entity that trains staff in safe techniques for physical restraint, in order to protect the safety of the child and others; and
3. Each incident in which a seclusion technique is used is documented in writing in sufficient detail to enable staff to use this information to develop or improve the behavior intervention plan at the next individualized education plan meeting.

A school district, an educational services commission, and an APSSD shall attempt to minimize the use of seclusion techniques through inclusion of positive behavior supports in the pupil's behavior intervention plans developed by the individualized education plan team.

**In Effect:**

## **7510 – USE OF SCHOOL FACILITIES**

The Board of Education believes the school facilities of this district should be made available for community purposes, provided that such use does not interfere with the educational and co-curricular programs of the school district. For the purpose of this policy, “school facilities” shall include, but not be limited to, school buildings, school grounds and athletic fields.

The Board will permit the use of school facilities when such permission has been requested in writing via the approved application form and has been reviewed and approved by the Buildings and Grounds Supervisor. The written application for the use of school facilities shall be made available on the district’s website and Buildings and Grounds office. Each user shall submit evidence of organizational liability insurance to the limit prescribed by district regulations with its written request for use of school facilities. The application and supporting documentation should be submitted to the Buildings and Grounds Office at least ten (10) business days in advance of the requested date of use. Applications will not be accepted more than 6 months prior to requested use.

The Board reserves the right to withdraw permission after it has been granted in the event circumstances change requiring such school facilities or school grounds will be needed for a school district purpose or due to a school closing due to weather or other emergency. Permits are subject to cancellation if information on the application is false or the use is contrary to policies, rules and regulations of the Board of Education. The Board and its agents are to be held harmless of any expense or losses incurred by the sponsoring organization due to the required cancellation of programs or activities in violation of policies, rules or regulations.

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

1. Uses and groups directly related to the district’s educational program and the Westfield school district operations, including student and teacher groups.
2. Uses and organizations indirectly related to the schools, including parent-teacher organizations and other school-parent related organizations.
3. Departments and agencies of the municipal government.
4. Other governmental agencies.
5. Community organizations formed for charitable, civic, social, or educational purposes.
6. Other community groups.
7. Private groups and organizations.

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

Each user shall inspect any facility or school grounds to be used prior to such use and shall notify a district representative of any existing safety or dangerous conditions. In the event such conditions exist, the district may cancel or modify the user's access to the school facility until such conditions are addressed. Users shall be financially liable for damage to the facilities and for proper chaperonage as required by the school district administration.

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

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

1. The use of school facilities for activities directly related to the district's educational program and Westfield school district operations shall be without cost to the user.
2. Free use of the facilities will also be given to organizations whose primary purpose is to provide educational, cultural, patriotic, recreational, or religious programs to the Westfield community or otherwise provide a town wide benefit. These users shall be responsible for any custodial overtime costs incurred by the use of school facilities, the services of school employees required by use of the facilities, and any fees charged by a law enforcement agency in connection with the use.
3. All other organizations or persons granted the use of school facilities shall pay in advance the scheduled fee and the cost of any additional staff services required by the use.

The school district shall provide a copy of Policy and Regulation 2431.4 – Prevention and Treatment of Sports-Related Concussions and Head Injuries to all youth sports team organizations that operate on school grounds or in school facilities. In accordance with the provisions of N.J.S.A. 18A:40-41.5, the school district shall not be liable for the injury or death of a person due to the action or inaction of persons employed by, or under contract with, a youth sports team organization



that uses school facilities or operates on school grounds if the youth sports team organization provides the school district proof of an insurance policy in the amount of not less than \$50,000 per person, per occurrence; insuring the youth sports team organization against liability for any bodily injury suffered by a person. The youth sports team organization must also provide a statement of compliance with the school district's Policy and Regulation 2431.4 - Prevention and Treatment of Sports-Related Concussions and Head Injuries.

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

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

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

First Reading:

Second Reading:

Adopted:

**R 7510 – USE OF SCHOOL FACILITIES**

A. Classification of Users

With the exception of the Westfield Area Y (which is specifically addressed in Subsection F.4. herein), organizations and individuals using school facilities will be classified as Group I, II, or III users as follows:

1. Group I users will be given priority for the use of school facilities over other users and may use school district facilities without payment of a rental fee or charge for custodial costs. Group I users are those seeking the use of school facilities for activities directly related to the district's educational program and Westfield school district operations.
2. Group II users will be given priority for the use of school facilities over Group III. Group II users are those organizations whose primary purpose is to provide educational, cultural, patriotic, recreational, or religious programs to the Westfield community or otherwise provide a town wide benefit.

Group II users include, but are not limited to, the following organizations and individuals:

- a. parent-teacher organizations, including the Parent Teacher Council and its associated committees
- b. Westfield Boosters
- c. Rotary Club
- d. Local Boy Scout and Girl Scout troops
- e. The Town of Westfield
- f. The Education Fund of Westfield
- g. Westfield Adult School
- h. Westfield Soccer Association
- i. Westfield Basketball Association
- j. Westfield Baseball Association
- k. Westfield Lacrosse Club
- l. Westfield PAL
- m. Westfield Adult School
- n. Westfield Summer Workshop
- o. Children's Specialized Hospital
- p. Chinese School

Westfield school district teachers who seek the use of school facilities for summer or after-school programs for which they charge a fee may be classified as Group II users, but may receive a lower priority for use of facilities than a Group I or another Group II user.. In addition, the district reserves the right to charge a user fee or facilities fee not otherwise set forth herein.

3. Group III users will be given lowest priority for the use of school facilities. Group III users are defined as for-profit groups, groups from outside Westfield, and groups not included in Groups I or II above. Group III users include, but are not limited to, the following organization(s) and individual(s):

- a. Westfield Tigers

**B. Application Procedures**

1. Application must be made in writing and on the district's approved form which is available on the district's website, the Buildings and Grounds office, and the office of each of the district's school buildings.
2. Application for use of a specific school building must be submitted to the Buildings and Grounds Supervisor.
3. Applications for use must be submitted not less than ten (10) business days before the date of the requested use. A use that does not conform to this policy requires the approval of the Board and must be submitted not less than fifteen (15) business days prior to a regular Board meeting and not less than twenty (20) business days before the date of the requested use.
4. The application must be signed by an authorized adult representative of the requesting organization, who will be considered by the Board to be the agent of the organization.
5. The application must include all the school facilities that the applicant wishes to use and all the dates and times of the requested use. Approval of any application is limited to the school facilities, dates, and times expressly requested on the application. Approval does not include the privilege of additional rehearsal time or the use of rooms or buildings not expressly requested.

6. The application must include evidence of organizational liability insurance to the limit prescribed by subsection (D) of these regulations with its written request for use of school facilities.
7. The application must include all the equipment and supplies that the applicant wishes to include in the use, pursuant to Policy No. 7520, Loan of School Equipment.

C. Approval

1. Applications for the use of a specific school building will be reviewed by the Principal of the requested school building, and/or Athletic Director and the Buildings and Grounds Supervisor. Applications for the use of school grounds or athletic fields will be reviewed by the Principal and/or Athletic Director and the Buildings and Grounds Supervisor. These individuals will check the district and school calendars to determine whether the school facility requested is available at the date and time requested, and has not been scheduled for use.
  - a. in the instructional or co-curricular program,
  - b. for maintenance, repair, or capital improvement, or
  - c. for use by another organization.
2. If the school facility is not available for use, the Buildings and Grounds Supervisor will so inform the representative of the organization and may suggest alternative dates, times, or facilities.
3. If the school facility is available for use and the applicant meets the standards set by Policy No. 7510 and these regulations, the Buildings and Grounds Supervisor will note his/her approval on the application form and will record the classification of the applicant organization. Requests that require Board approval will be forwarded to the Business Administrator for placement on the Board agenda.
4. Standards for approval include the following limitations on use:
  - a. School facilities are available for use only on weekdays.  
School facilities may be available for use on Saturdays, Sundays, vacations and other public holidays depending on appropriate and adequate custodial coverage.

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

11. The organization representative must inform the Supervisor of Buildings and Grounds of any canceled use request as soon as he/she is aware of the cancellation. An organization's failure to inform the Supervisor of Buildings and Grounds of a canceled use at least three (3) business days in advance of the scheduled time of the use may result in imposition of service charges.
12. Permission to use a school facility is automatically withdrawn on a day when the facility is closed for inclement weather, work stoppage, or other emergency.

**D. Insurance and Indemnification**

1. The representative of an organization granted permission to use a school facility must assume responsibility for the orderly and careful use of the facility and must agree to assume liability for any damage or loss of property caused by the use or in the course of the use.
2. The organization and/or its representative will hold the Board of Education harmless from claims arising out of the permitted use of the school facility or during the user's occupancy. In addition, the user shall agree to save the Board harmless from liability for injury or damage to any person or property of any person who may be attending or participating in the function or activity for which permission has been granted.
3. The user shall furnish evidence of the purchase of liability insurance and will provide a certificate of insurance naming the Westfield Board of Education as additional insured in the amount of
  - a. \$500,000 per person,
  - b. \$1,000,000 per accident or event, and
  - c. \$100,000 property damage.
4. Any youth sports team organization that is granted permission to use school facilities must provide the school district proof of an insurance policy against liability for any bodily injury in the amount of not less than \$50,000 per person per occurrence, insuring the youth sports team organization against liability for any

bodily injury suffered by a person. The youth sports team organization must also provide a statement of compliance with the school district's Policy and Regulation 2431.4 - Prevention and Treatment of Sports-Related Concussions and Head Injuries, which will be provided to the adult representative of the requesting organization with the application to use school facilities.

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

E. Rules for the Use of School Facilities

1. Users of school facilities will be bound by the law.
  - a. Users must comply strictly with all applicable statutes; municipal ordinances; and rules of the Board of Health, Fire Department, and Police Department regarding public assemblies.
  - b. The use must not exceed the established capacity of the facility used.
  - c. The use must not involve gambling or games of chance.
  - d. The use, possession, and/or distribution of alcohol and/or controlled dangerous substances is absolutely prohibited, in accordance with law and Policy Nos. 5530 and 7435.
  - e. Smoking is prohibited in accordance with Policy No. 7434.
  - f. School facilities cannot be used for any purpose prohibited by law or likely to result in rioting, disturbance of the peace, damage to property or for the purpose of defaming others.
2. Users of school facilities will respect Board property.
  - a. The user will not damage, destroy, or deface school property. The facility shall be used with care and left in an orderly and neat condition.

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



- i. No signs, posters, advertisements, or other displays may be placed in a school building without prior approval.
  - j. No school keys shall be issued to a user.
  - k. No pets shall be allowed on school premises without prior approval as per District policy 7490 - Pets on School Property. Service Animals are allowed as provided for by the Americans with Disabilities Act.
  - l. An authorized school district staff member shall examine the school facilities and/or grounds after the use and will inform the user of any loss or damage that must be corrected.
  - m. Permission to use school facilities extends only to the facility requested. Users are not entitled to enter health offices, administrative offices, storage closets, or any other room to which permission to use has not been expressly granted. Users are not permitted to use district telephones, word processors, and office equipment.
  - n. No vehicles of any type shall be operated in any area that is not designed for such vehicles without prior permission.
3. Users Must be Properly Supervised.
- a. A school custodian must be on duty during the entire time a use occurs. The custodian is present for the purpose of insuring the security and proper functioning of the facility and of enforcing these regulations. The custodian is paid by the Board and may not accept gratuities from users. If the custodian is needed to perform extra services as an accommodation to the user, the user may be charged an additional fee and the custodian will be compensated accordingly by the district.
  - b. The use of certain school facilities (such as kitchen and auditorium sound and lighting) require the services of school employees trained in the use of the facility. Only authorized Board employees are allowed to operate sound and lights in auditoriums. The user will be charged an additional fee and the school employee will be compensated accordingly by the district.

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

**F. Fee Schedule**

- 1. Group I users will not be charged a fee or costs for the use of any school facility.
- 2. Group II users seeking use of any school facility **other than an Auditorium**, will not be charged a rental fee, but will be charged:
  - a. For the specific services of school employees rendered pursuant to Subsections (E)(3)(a) and (E)(3)(b), if any;
  - b. For overtime costs, when overtime is required, at the rate of \$45 per hour M-F, \$55 per hour Saturdays, Sundays and holidays; and
  - c. Any fees charged by law enforcement in connection with the use.

Group II users seeking use of any school Auditorium, will be charged:

- a. a rental fee of \$250 per day;
- b. for the specific services of school employees rendered pursuant to Subsections (E)(3)(a) and (E)(3)(b), if any;
- c. for overtime costs, when overtime is required, at the rate of \$45 per hour M-F, \$55 per hour Saturdays, Sundays and holidays; and
- d. any fees charged by law enforcement in connection with the use.

**NOTE:** No food or drinks are allowed in High School or Middle School Auditoriums. A violation of this rule can result in immediate termination and withdrawal of use privileges by the district.

3. Group III users seeking use of any facility **other than an Auditorium** will be charged:

- a. a fee of \$20 per participant per quarter;
- b. For the specific services of school employees rendered pursuant to Subsections (E)(3)(a) and (E)(3)(b), if any;
- c. For overtime costs, when overtime is required, at the rate of \$45 per hour M-F, \$55 per hour Saturdays, Sundays and holidays;
- d. Any fees charged by law enforcement in connection with the use; and
- e. Additional facility use fees as follows:
  - i. High school gymnasium - \$100 per hour
  - ii. High School cafeteria - \$100 per hour
  - iii. Intermediate School gymnasium - \$100 per hour
  - iv. Intermediate School cafeteria - \$100 per hour
  - v. Elementary School Multipurpose room - \$75 per hour
  - vi. Grass athletic field - \$50 per hour
  - vii. Turf athletic field & track - \$150 per hour
  - viii. Equipment rental, as needed - \$50 per hour
  - ix. Classroom - \$40 per day
  - x. 50 or more chairs - \$50 per day

**Auditoriums at the High School and Middle Schools will not be available for use by Group III users.**

4. Historically, the Westfield Area Y has sought the use of school facilities and fields in the following ways:
  - a. After-care programs at various school buildings during the week;
  - b. Westfield Area Y track and field programs use of Kehler track and field facility; and
  - c. Summer camp programs at various locations throughout the district including but not limited to Elm Street field.

In recognition of the extensive and long-standing relationship between the Westfield Area Y and the Westfield school district, the use of school facilities by the Westfield Area Y shall be separately agreed to and negotiated between the Westfield Board of Education and the Westfield Area Y. In determining the appropriate fees associated with the Westfield Area Y's use of school facilities and athletic fields, the district should give consideration to the use of the Westfield Area Y pool by the Westfield High School swim team. In all cases, however, the Westfield Area Y shall pay for overtime costs incurred by the district as a result of their use of school facilities.

5. An itemized bill for the use of school facilities will be prepared based on the approved application form. If the user does not totally vacate the premises at the time stated on the application additional fees will be charged. The bill will be sent to the representative of the applicant organization in advance of the use and payment will be required at least five days in advance of the use.

In Effect: