

REGULATION

NUTLEY
SCHOOL DISTRICT

PROPERTY
R 7440/page 1 of 5
School Security

R 7440 SCHOOL SECURITY

A. Definitions

1. "Access" means free and unimpeded entry to the public areas on school premises. Access does not include entry to:
 - a. Areas that are the private domain of individuals, such as an individual's office, closets, and filing cabinets, or
 - b. Areas in which pupil instruction is being carried on, without the express permission of the principal or the teacher in charge.
2. "School premises" means all school buildings, all school grounds, and any structures on school grounds.

B. Access to School Premises

1. Access to school buildings and grounds during the school day will be permitted to all pupils enrolled in the school, all school staff members, and visitors pursuant to Policy No. 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. The Superintendent, Board Secretary, Supervisor of Buildings and Grounds, and Head Custodian;
 - c. The building principal and other administrative staff members;
 - d. Staff members in the performance of their professional responsibilities;
 - e. Pupils involved in interscholastic athletics, co-curricular, and extra-curricular activities and authorized spectators;
 - f. Members of organizations granted the use of school premises pursuant to Policy No. 7510;

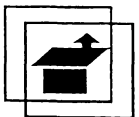


REGULATION

NUTLEY SCHOOL DISTRICT

PROPERTY
R 7440/page 3 of 5
School Security

- b. The building principal and foreman of custodians will be provided with keys to the school building and master keys to all offices, classrooms, and storage facilities in the building.
 - c. Other administrators assigned to the school building will be provided with keys to the school building and to the offices to which they require access for the performance of their professional duties.
 - d. The Superintendent, School Business Administrator/Board Secretary and the Manager of Buildings and Grounds will be provided with a set of all master keys.
2. The employee or school official to whom a key or keys is entrusted is prohibited from distributing a key or copy of a key to a person not authorized to possess a key by these regulations.
 3. Possession and/or use of a key to school premises by a district employee not expressly authorized by these regulations to possess such a key is an infraction of rules subject to discipline.
 4. The loss of a key to any school building, facility, office, classroom, or storage place must be immediately reported to the Principal, immediate supervisor or the Manager of Buildings and Grounds. The staff member who loses a key will be responsible for the cost of the replacement of the key or, if necessary, the lock.
- E. Staff Member Responsibilities
1. All valuable belongings should be kept secure. A secure storage place shall be maintained in the school office under lock and key for the temporary storage of valuables belonging to staff members or pupils.
 2. A valuable item brought to school by a pupil should be placed in the school office under lock and key and a written receipt given to the pupil. The pupil's parent or legal guardian will be requested to retrieve the item from the school office. The parent or legal guardian may be requested to provide adequate identification before the item is released. The parent or legal guardian to whom a valuable item is released will sign a receipt, which will be maintained by the Principal.

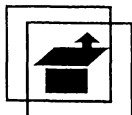


REGULATION

NUTLEY SCHOOL DISTRICT

PROPERTY
R 7440/page 4 of 5
School Security

3. Teaching staff members shall:
 - a. Close classroom windows and shut and lock classroom doors when leaving at the end of the school day,
 - b. Shut and lock classroom doors during the school day when the room is empty,
 - c. Report immediately to the Principal any evidence of tampering or theft.
 4. Custodians shall, at the end of the work day, 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 the purposes of authorized persons.
 5. Office personnel shall take all reasonable precautions to insure the security of records and documents against unauthorized access, deterioration, and destruction.
 - a. Petty cash funds and records will be secured daily in accordance with Regulation No. 6620.
 - b. Board minutes will be secured in accordance with Bylaw No. 0168.
 - c. Financial records and books of account will be secured in accordance with Policy No. 6810.
 - d. Pupil records will be secured in accordance with Policy No. 8330 and Regulation No. 8330.
 - e. Personnel records will be secured in accordance with Policy No. 8320 and Regulation No. 8320.
- F. Summoning the Police
1. The Nutley Police Department will be summoned promptly whenever evidence is discovered that indicates:
 - a. A crime has been committed on school premises or in the course of staff or pupil transportation to or from school,



REGULATION

NUTLEY
SCHOOL DISTRICT

PROPERTY
R 7440/page 5 of 5
School Security

- b. A break and entry has occurred on school premises,
 - c. A deadly weapon is on school premises, or
 - d. A breach of the peace has occurred on school premises.
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.

Issued: 3 May 2004

