

Policies

Newport Public Schools School Facilities - Security – Access to Buildings & Grounds

No. 7610

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In order to protect the school facilities from vandalism, fire, and undue intrusion when the schools are not in session, the School Department shall use alarms, periodic inspections, and other detection procedures.

When schools are not in session, no one other than authorized departmental personnel may have access to the building. The principal or his or her designee shall have the authority to turn away any individual who is not authorized and shall summon the police if necessary.

Access to the building during after-school hours or weekend hours, i.e., when necessitated by sports, student performances, PTO/PTSO meetings, or other events shall be regulated by security procedures developed by the Superintendent. Students and adults shall be restricted to parts of the building in use for the event in progress.

All school buildings shall be open to students, staff, registered parents or guardians and other visitors Monday through Friday when school is in session. In addition, school buildings may be open for special events such as parent-teacher conferences, dramatic performance, athletic events, before and after school programs, summer programs, and all other school approved activities.

Students and staff may not be present in any school building outside of normal school hours without written permission obtained in advance from the Superintendent or Property Services Director. The Property Services Director shall maintain a register of all persons granted permission to use school buildings outside of school hours. The senior administrator at each school building shall maintain a sign in sheet on which all persons using the building after hours shall record their presence. The sheets shall be forwarded to the Superintendent on a monthly basis.

Persons must leave the school building as they found it or otherwise follow directives of the Supervisor of Buildings and Grounds regarding its use.

Individuals permitted to use school buildings after-hours may only use the building for the purpose(s) stated at the time permission was sought and granted.

Individuals authorized to use school buildings after hours may not allow anyone to accompany them nor may they otherwise facilitate another person's entry into any school building.

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Failure to follow these procedures and any other directive of the Superintendent or the Supervisor of Buildings and Grounds may result in loss of access privileges and may also subject the offender to prosecution for trespass.

History: ECA/ECAA, 1978