

Provo City School District
Policy Series 6000: Finance and Operations

Policy No. 6805

Building Safety and Security

A high priority of the Provo City School District Board of Education is to ensure safety and security in buildings and campuses. This policy (and procedures) standardizes access in all district facilities and allows flexibility for weekends, holidays, and special schedule changes as granted through administrative approval.

To help maintain both security and safety all school buildings have monitoring equipment. The monitoring equipment records continuous video and in some cases, audio. Access to these recordings are restricted to district administrators, building administrators, building staff that have been appointed to monitor video by building administrators and law enforcement. The public may have access to video recordings when approved by district and building level administration in following all FERPA and other legal guidelines.

All district employees are required to wear district or building level identification at all times, and allows for patrons to obtain visitor credentials when entering district facilities.

In moving to an electronic door entrance system all staff are responsible for maintaining entrance credentials and reporting the loss of credentials in a timely manner. Staff members are also responsible for adhering to door locking requirements to help increase safety and security through controlled access points throughout district buildings.

The superintendent is directed to create procedures that will help define and describe specific information related to facility access, employee and visitor credentials as well as facility entrance rules and requirements. The superintendent is also directed to define employee discipline in this matter. As with all district policies, employees may be disciplined for violation of this policy, up to and including termination. In addition, loss of credentials (keys, fobs, etc.) may result in possible financial penalties.

Approved by Board of Education: March 10, 2015