

Provo City School District
Policy Series 6000: Finance and Operations

6805 P1

Building Security Policy: Building/Campus Access

Defined building access and access expectations are a key component in maintaining and ensuring a safe and secure environment for our students, staff and patrons. This procedure details access information that it is to be followed by all Provo City School District employees.

Access will be controlled through the following standards:

1. District Level Administration: (Superintendent Council Members, Directors and others with special approval)
 - This access is unlimited and credentials will be assigned that give these individual 24/7 access to all district facilities.
2. District Level Limited Access: (Social Workers, Psychologists, and other approved employees)
 - This access is limited to between the hours of 6:00 a.m. and 10:00 p.m. on both weekdays and weekends to district facilities where they are assigned.
3. Building Level Administration: (Principals, Assistant Principals, Facilitators, Custodians and others approved by the principal or facility administrator)
 - This access is unlimited and credentials will be assigned that give these individuals 24/7 access to their building level assignment.
4. Building Level Limited Access: (Teachers, Counselors, and others approved by building level administration)
 - This access is limited to between the hours of 6:00 a.m. and 10:00 p.m. on both weekdays and weekends to their building level assignment

All exterior doors to buildings are to be locked at all times other than designated school opening and closing times. Exterior doors must not be propped open or have the push bar engaged in the unlocked position. Any employee in violation of this procedure will be subject to disciplinary action.

Access to building and facilities outside of normal hours of operation must be coordinated with the building administrator. Building usage must have an educational focus, school sports program, or must be approved by the building administrator. Building access will be secured at all times outside of normal operating hours with the exception of approved events. When accessing a facility outside normal hours of operation only the secured entrance nearest the alarm system control panel will grant access. Upon entrance the employee will disarm the alarm system and sign-in to the after-hours logbook. This will ensure that any other employees entering or exiting the building will not arm the alarm system while others are still in the building. It is the responsibility of the employee to make sure all lights are turned off and the building alarm is re-armed when leaving.

Upon receipt of a copy of an approved and signed rental contract, the building administrator shall designate personnel to open and lock the building required for rental use. The administrator will take precautions to ensure that the activity for which access is granted is isolated to designated areas. Hourly costs for employees shall be included in the rental contract. No key or access credentials shall be issued to any rental group for any reason. The designated employee assigned to supervise the rental group will have full authority to enforce the guidelines of the signed rental contract. No rental group will be allowed to use the building past 10:00 p.m. so as to allow for custodial staff sufficient time to clean the rented areas in preparation for the next school day.

It is the responsibility of the building administrator to review the alarm codes of their employees annually. This review includes notifying the Technology Department of any staffing, code or name changes. Alarm codes must be a 6-digit number, not easily guessable, and may not be an employee ID number or birthday. Alarm codes are a privilege, and access is determined by the building administrator. Alarm codes must not be shared with others. Violations of this will result in a loss of alarm code access and possible employee discipline. If an employee enters any building during restricted hours resulting in an alarm condition more than 3 times, the assigned credentials will be returned to Human Resources and a service call fee of up to \$150.00 may be assigned to the employee. Credentials will not be reissued to the employee for at least 6 months and will only be reissued after written approval by the building administrator and the Human Resources Department.

Access credentials allow employees to access the exterior doors of their assigned building/school. Credentials are assigned to the individual employee and are not to be shared. Employees are responsible for actions associated with their assigned credential. The Human Resources Department assigns the credential at the time the employee begins employment. Access is determined by position responsibilities or administrative approval. The loss of a credential must be reported to their administrator immediately. The Technology Department will deactivate the credential if it is lost or stolen. The cost of a lost or stolen credential is \$10.00. Malfunctioning credentials will be replaced at no cost to the employee. Credentials will be automatically disabled upon termination of employment. Credentials must be returned to Human Resources Department before the final paycheck is issued. A fee of \$10.00 will be charged for credentials that are not returned.

The Human Resources Department and building administrators control key distribution. Keys will be assigned based on position and shall be accounted for on an annual basis. Keys must be accounted for before the end of the school year. If an employee is leaving the school, the key must be returned before summer vacation begins. Employees are responsible for actions that are associated with their assigned key(s). Keys are not to be shared at any time. The loss of a key must be reported immediately to the appropriate building administrator. The cost of replacement for a lost or stolen key(s) is the cost to replace locks that the key can access. The employee is responsible for this cost unless waived by the building administration based on individual circumstances. Keys must be returned to the building administrator upon termination of employment and before final paycheck will be issued. Duplicate keys shall not be obtained from any source other than the district locksmith. Any key badly worn or broken will be replaced on an exchange basis. Any employee who knowingly makes, duplicated, causes to be duplicated, or has in their possession any key to a building without authorization, will have key privileges revoked and will face discipline up to and including termination.

Issuance of building level master keys must be limited to the following individuals: school principal, assistant principals (facilitator), head custodians, Maintenance and Technology Departments. Master keys will also be secured in special entrance boxes for use by Provo City Fire and Police officials.

Building administrators must approve any exception to this procedure and keep a written log of exceptions.

Any employee found to have violated this procedure may be subject to disciplinary action up to and including termination of employment.

Adopted: March 9, 2015