

Provo City School District
Policy Series 6000: Finance and Operations



6805 P3

Building Safety and Security: Classroom Door Expectations

Classroom doors provide one more physical layer of protection for students and staff. Doors that can be closed and locked quickly are necessary for school lockdowns. This procedure addresses how classroom doors should be configured for quicker school lockdown situations.

Classroom doors should always have the door lock in the **locked** position. This allows the door to be closed and locked quickly in the event of a lockdown. Devices may be used in conjunction with a locked door, i.e. magnet strip on the inside of the door frame. These devices are a convenient way to allow students access to the room during class times without having to unlock the door and disrupt teaching. In the event of a lockdown, all devices should be removed and the door closed. Doors that are not locked during a lockdown provide a potentially easier target for a malicious intruder and could cause harm to a students and faculty.

Building administrators will be asked to conduct periodic walk-throughs to ensure staff compliance to door locking expectations. Employees failing to comply may face disciplinary measures.

Adopted: February 17, 2015