

Building Access Policy

Purpose:

To ensure the safety, security and privacy of East Providence School District students, staff and facilities by regulating access and visitor accompaniment protocols for School Committee members and district personnel.

I. General Access Rules

1. During Normal Business Hours:

- Visitors are allowed entry only if the facility is open to visitors and must remain in the designated area.
- All visitors must:
 - Check in upon entry at the designated point (e.g., main office).
 - Complete the sign-in sheet, if provided.
 - Wear a visitor's badge for the duration of their visit.
 - Be escorted by authorized personnel.
- School Committee Members must:
 - Check in upon entry at the designated point (e.g., main office).
 - Complete the sign-in sheet, if provided.
 - Wear a badge for the duration of their visit.

2. After-Hours Access:

- School Committee members and district personnel with access privileges may use their swipe access badges for entry after hours. **No one** is permitted to accompany them during after-hours visits.
- School Committee members are not allowed to direct district employees to unlock areas that are secured without prior approval from the Superintendent.
- Violations of this policy may result in disciplinary action and loss of access privileges.

II. Visitor Accompaniment Restrictions

1. No Accompaniment During After-Hours Access:

- School Committee members and employees of EPSD are strictly prohibited from allowing anyone to accompany them when accessing facilities outside of normal business hours without the express written permission of the Superintendent or School Committee vote.
- This restriction is in place to:
 - Minimize liability risks for the district.
 - Ensure compliance with student and staff privacy regulations.

III. Privacy and Security Compliance

1. Protection of Privacy:

- Unapproved accompaniment during after-hours access infringes on the privacy rights of students and staff, in violation of:
 - **Family Educational Rights and Privacy Act (FERPA)**
 - **Rhode Island General Laws on Privacy and Security**
 - **Rhode Island Department of Education (RIDE) Regulations**

2. Liability Considerations:

- Unauthorized access or accompaniment exposes the district to liability.

IV. Disciplinary Actions

1. Enforcement and Consequences:

- Any violation of this policy may result in:
 - Revocation of access privileges.
 - Disciplinary action as per district personnel policies.
 - Potential individual liability in a legal action in the case of willful misconduct or breach of privacy regulations.

V. Review and Compliance

1. Annual Review and Training:

- This policy will be reviewed annually and updated as needed to ensure compliance with RIDE regulations and applicable state and federal laws.
- Annual training sessions will be conducted to educate School Committee members and district personnel on security protocols, privacy laws and the importance of compliance.

VI. Legal References and Compliance

- **Rhode Island Department of Education (RIDE) Regulations**
- **Rhode Island General Laws** on privacy and security in educational settings
- **Family Educational Rights and Privacy Act (FERPA)**
- **Any other applicable state and federal laws**