

Business

Exits: Gates and Outside Doors

1. The school building should be accessible through exterior doors designated by the Principal on school days as follows:
 - a. Elementary Schools - 20 minutes before the start of school days
 - b. Junior/Middle & Senior High Schools - 15 minutes before the start of school days
 - c. At the discretion of the principal, doors may be opened earlier in inclement weather.
2. All exterior doors will be locked to prevent entry from the outside 15 minutes after school starts, with the exception of the main entrance doors or any other door designated by the Principal. (Schools equipped with security buzzers may also lock main entrances.)
3. All doors shall be locked to prevent entrance from the outside 15 minutes after school is dismissed, unless otherwise directed by the Principal.
4. The Principal and employees shall make certain that at all times the public is able to exit from the interior. The use of chains to prevent doors from being opened is strictly prohibited.
5. After securing doors in accordance with the above policy employees are to make certain that all windows in the building are closed and locked.
6. Principals and employees will make certain the gates remain unlocked.

Legal Reference:

Administrative Regulation adopted:	February 14, 1977
Administrative Regulation revised:	August 16, 1982
Administrative Regulation edited:	October 20, 1997
Administrative Regulation modified:	May 20, 2013