



Administrative Directive

Secured Schools

3.20.031

Introduction

In our ongoing commitment to ensure the safety and security of all students and staff, this directive outlines the requirements regarding the mandatory ID badges, locking and monitoring of all exterior doors during school and after school programming hours.

I. Mandatory ID Badge

- A. All staff, contractors, volunteers, and visitors are required to display a proper district-issued identification badge in plain view at all times while on any district campus.

II. Locked Doors

- A. All exterior doors must remain locked and secured at all times during the regular school day and all extracurricular school activities and programs. This includes all entry and exit points to the school building.

III. Arrival, Dismissal, and Passing

- A. During student arrival, dismissal, and passing time between classes, designated entry and exit points may be unlocked and/or temporarily propped open. These entry and exit points must be actively monitored by an adult(s) (staff member, cleared volunteer) at all times. The monitoring adult(s) is responsible for ensuring that no unauthorized individuals enter the building.

IV. Propped Doors

- A. Under no circumstances should exterior doors be propped open unless absolutely necessary and temporary.
- B. If a door must be temporarily propped for any reason, it will be supervised by an adult (staff member, cleared volunteer) at all times. The supervising adult is responsible for ensuring that no unauthorized individuals enter the building.
- C. If an unsecured, propped door is found, the door should be immediately secured.

V. Reporting and Action

- A. Any staff/contracted member who notices an exterior door that is unlocked or unsecured, or finds a propped door that is not actively supervised the door should be immediately secured and reported immediately to the main office and/or the person in charge of the afterschool extracurricular activity/program.

VI. Training and Implementation

- A. Training: Staff will receive training on proper security protocols and the importance of maintaining a secure environment for our students and colleagues.



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- B. Consequences: Failure to comply with this directive may result in disciplinary action, as maintaining a secure school environment is a collective responsibility.
- C. Implementation: This directive is effective immediately and will be reviewed periodically. All staff members are expected to familiarize themselves with these procedures.

Adopted: 12/2025