

GUIDELINES FOR INTERIOR CLASSROOM AND OTHER DOORS

CKA
(REGULATION)

INTERIOR
CLASSROOM DOORS

Classroom doors must be closed and locked when students are in the classroom during instructional times throughout the school day.

- Classrooms that are unoccupied shall be closed and locked during the school day.
- Classroom doors may remain open during transitional periods but shall be closed and locked once class has started.
- When meeting/tutoring one student in a classroom, the door shall remain open and monitored.
- Classrooms utilized after school hours are not required to be closed and/or locked.
- A teacher who needs a break during the period shall
 1. wait until the end of the period, or
 2. call someone to cover the class, or
 3. ask the teacher across the hall or next door to cover by standing in the hall with both doors open.

Teachers may use professional judgment when propping their doors during limited times but shall be required to actively monitor an open classroom and must return to the closed and locked position at first opportunity.

OTHER DOORS

Designated doors for students and visitors may remain open during the school day. Examples: front office, nurse's office, library, cafeteria, etc.

EXTERIOR DOORS

Designated exterior doors for students and equipment may remain open only while in physical use and while actively being monitored. Examples: band hall equipment door, weight room roll up doors, receiving docks, gym doors, etc.

No doorstops shall be used on exterior doors without active monitoring.