ACADEMY OF ACCELERATED LEARNING, INC.
BOARD POLICY MANUAL
POLICY GROUP – SCHOOL SAFETY AND SECURITY
INTERIOR CLASSROOM DOOR LOCK POLICY
CAMPUS SAFETY AND EMERGENCY PREPAREDNESS

Section 1. Purpose

The purpose of this policy is to establish districtwide expectations and procedures for securing interior classroom doors during instructional hours and emergency situations. This policy is intended to enhance the safety of students, staff, and visitors by supporting timely classroom security during potential threats and by aligning campus practices with recognized school safety standards and emergency preparedness protocols.

Section 2. Scope

This policy applies to all district campuses, instructional areas, classrooms, laboratories, student service offices, and any interior room or designated instructional space where students may be present.

Section 3. Policy Statement

The Board recognizes that secure interior classroom doors are an essential component of campus safety and emergency response. The district shall maintain procedures requiring interior classroom doors to be capable of being secured quickly and safely from inside the room, while also ensuring that staff are trained on daily expectations, emergency procedures, and reporting requirements related to door-locking hardware.

Section 4. General Requirements

- All interior classroom doors should be equipped with lockable hardware that allows authorized staff to secure the door from inside the room without opening the door.
- Interior classroom doors shall remain closed and locked during instructional time unless an exception is approved by campus administration.
- Staff shall ensure that door-locking mechanisms remain accessible, functional, and unobstructed at all times.
- Classroom doors may remain open only under limited circumstances, including when:
    - Supervision is active,
    - No students are present, or
    - The campus has approved an unlocked-door period, such as arrival or dismissal.

Section 5. Daily Procedures

- Teachers and assigned staff shall ensure classroom doors are locked upon entering the room each morning or before students arrive.
- If a door is propped open for ventilation or traffic flow, it must remain latched so it can be closed quickly.
- Substitute teachers must be informed of this policy and given door-locking instructions.

Section 6. Emergency Procedures

During any emergency conditions requiring classroom security, including shelter-in-place, secure, or lockdown alerts, staff shall take immediate action consistent with district emergency response procedures.

- Staff must immediately close and lock the classroom door.
- Students should move away from doors, windows, and direct lines of sight.
- Once the room is secured, staff shall not open the door unless directed by law enforcement, campus administration, or authorized emergency personnel.
- Communication devices, such as intercoms, phones, or emergency apps, should be used only when safe.

Section 7. Maintenance and Compliance

- Campus administration or designee shall conduct quarterly inspections to verify that interior door locks are operational and compliant with district safety expectations.
- Any malfunctioning lock or related safety concern shall be reported to the facilities department within 24 hours of discovery.
- If a classroom door cannot be secured due to a hardware issue, affected staff and students may be temporarily relocated until the concern is resolved.

Section 8. Training

- The district shall provide annual training to appropriate staff on:
    - Locking procedures,
    - Emergency response protocols,
    - Reporting maintenance concerns.
- Students shall receive age-appropriate instruction regarding lockdown expectations and classroom safety procedures.

Section 9. Exceptions

Campus administration may approve limited exceptions when necessary for safety, supervision, operational, or instructional needs, including:

- Documented student needs requiring open-door supervision;
- Rooms where students are not present;
- Approved maintenance, custodial, or operational activities.

Section 10. Review and Administrative Responsibility

The Superintendent or designee shall be responsible for implementing this policy, establishing related administrative procedures, and ensuring staff training and compliance monitoring. This

policy shall be reviewed annually and updated as needed to remain consistent with applicable state safety requirements, district procedures, and recognized best-practice recommendations.

Section 11. Adoption and Approval

This policy was presented for review and consideration by the Board of Directors and was formally adopted as part of the district's campus safety and emergency preparedness procedures. Upon Board approval, the policy becomes effective in accordance with the Board's official action and remains in effect until amended, replaced, or rescinded by the Board.

Recordkeeping: A copy of the approved policy shall be maintained with the district's official board records and made available for administrative reference, staff training, and compliance documentation.