Memo: Building Security

From: Executive Director of Office of Safety

Date: May 26, 2022

**REMINDER**

Staff members and students are strictly prohibited from propping doors open**.** Students and staff members shall not open a door for anyone. All persons seeking entry to the building shall be directed to the main entrance.

* Once school is in session, all doors are to remain locked at all times!
* For the purpose of preventing unauthorized entry into the district buildings, the building administration and security staff shall ensure that all exterior doors are locked and secured at all times.
* A limited number of doors are available for access by staff and the staff members shall be informed of which doors they are authorized to use as designated by the building administrator.
* Security and staff members shall maintain a rotation to check all exit doors once every half hour. Any exit door found open by security or a staff member is to be secured immediately and report that location to the building principal and your security supervisor.