

## ADMINISTRATIVE POLICY

The online version of this policy is official.  
Therefore, all printed versions of this  
document are unofficial copies.

### SAFETY AND SECURITY: EXTERIOR DOORS

Clarksville-Montgomery County School System requires that all exterior school doors are closed and locked during the school day. It is against CMCSS Policy and a violation of T.C.A. § 49-6-817 to prop open any exterior doors. It is the responsibility of anyone entering or exiting to verify that the door is properly closed and latched. Employees must report any unsecured doors to a school administrator or SRO immediately.

Outside of regular school hours, the school may unlock the door to the school building's primary entrance during a related school-related event or activity if the door is continuously monitored by a school employee who is physically present at the door to ensure access is limited to only authorized persons and to alert others if an unauthorized person enters, or attempts to enter, the school building.

Any employee, regardless of position, who knowingly leaves a door unsecured and/or unattended or willfully and/or repeatedly violates, or causes to be violated, any safety and security standard of this or any safety policy, procedure, or program shall be subject to disciplinary action according to district policy and practices.

If a school is found to have violated this policy as outlined in T.C.A. §49-6-817, the commissioner shall withhold state funds according to the number of annual violations as follows:

- 2% for a second violation in one year
- 4% for a third violation in one year
- 6% for a fourth violation in one year
- 8% for a fifth violation in one year
- 10% for a sixth violation in one year

Associated Documents: T.C.A § 49-6-817

[SAF-P007](#)-Standard Operating Procedures for Safety Measures

[HUM-M001](#) - CMCSS Employee Handbook

[STS-M001](#) - CMCSS Student Code of Conduct

#### Revision History:

<u>Date:</u>	<u>Rev.</u>	<u>Description of Revision:</u>
6/20/23		Initial Release



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**\*\*\* End of Policy \*\*\***