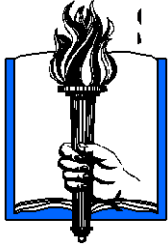


MURFREESBORO CITY SCHOOLS

ADMINISTRATIVE DIRECTIVES



Descriptor Term: Preventative Safety Procedures	Descriptor No: BO16	Effective Date: 7/22
	Reviewed/Revised: 8/23	

All employees hold the responsibility to help ensure all schools remain safe learning environments. To accomplish this, the following expectations are established for all school buildings.

- All visitors must utilize the front entry to the school, and all visitors are required to sign-in at the office upon arrival. Visitors include any individual who is not employed to work in that specific building.
- Interior and exterior classrooms doors should remain locked at all times.
- When classrooms are unoccupied, interior doors must be shut and locked. Exterior classroom doors must be locked at all times.
- Exterior classroom or school doors should never be propped open. Exterior classroom doors may only be used in emergency situations or during school emergency drills.
- Exterior doors used during arrival and dismissal will be manned by an employee.
- Teachers are responsible for performing a check to ensure their classroom door is locked in the morning, after lunch, and following recess. Extended School Program staff are responsible for ensuring exterior doors are locked at the end of the school day and before the ESP program begins. School administration will assign individuals to check exterior doors located in hallways or other areas of the school routinely throughout the school day.
- If an employee has knowledge of a mechanical issue with a school door that prevents it from locking or shutting correctly, the employee must notify their supervisor and school administrator immediately.
- Mechanical rooms and storage areas are to remain locked at all times.
- Windows are to remain closed and properly locked at all times.
- Chairs, furniture or other large items shall not be left outside of the school building or on the playground.
- Vehicles should not be driven or parked on the grass, sidewalk, or non-designated parking spaces.
- All electrical panels and closets are kept clear and storage free.
- All employees shall alert the office or SRO of any unusual or suspicious activity immediately.

Failure to comply with these procedures could result in disciplinary action.