

## CHAPTER 3

### LOCKED DOORS

3.242\*

The Sarasota County School Board is committed to its first obligation to provide a safe, secure, and orderly learning environment in all schools and at school sponsored activities for students, school personnel, and other persons. This includes the adherence to State Law, Florida Department Education Rule, and best practices for safety and security at schools. In accordance with Florida Statute 1006.07, effective August 1, 2024 the Sarasota County School Board shall comply with the following school safety requirements:

- I. All gates or other access points that restrict ingress to or egress from a school campus shall remain closed and locked when students are on campus. A gate or other campus access point may not be open or unlocked, regardless of whether it is during normal school hours, unless:
  - a) Attended or actively staffed by a person when students are on campus;
  - b) The use is in accordance with a shared use agreement pursuant to F.S. 1013.101; or
  - c) The school safety specialist, or designee, has documented in the Florida Safe Schools Assessment Tool portal maintained by the Office of Safe Schools that the gate or other access point is not subject to this requirement based on other safety measures at the school. The Office of Safe Schools may conduct a compliance visit pursuant to F.S. 1001.212(14) to review if such a determination is appropriate.
- II. All school classrooms and other instructional spaces must be locked to prevent ingress when occupied by students, except between class periods when students are moving between classrooms or other instructional spaces. If a classroom or other instructional space door must be left unlocked or open for any reason other than between class periods when students are moving between classrooms or other instructional spaces, the door must be actively staffed by a person standing or seated at the door.
- III. All campus access doors, gates, and other access points that allow ingress to or egress from a school building shall remain closed and locked at all times to prevent ingress, unless a person is actively entering or exiting the door, gate, or other access point unless the school safety specialist, or designee, has documented in the Florida Safe Schools Assessment Tool portal maintained by the Office of Safe Schools that the gate or other access point is not subject to this requirement based on other safety measures at the school. The Office of Safe Schools may conduct a compliance visit pursuant to F.S. 1001.212(14) to review if such a determination is appropriate. All

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campus access doors, gates, and other access points may be electronically or manually controlled by school personnel to allow access by authorized visitors, students, and school personnel.

- IV. All school classrooms and other instructional spaces must clearly and conspicuously mark the safest areas in each classroom or other instructional space where students must shelter in place during an emergency. Students must be notified of these safe areas within the first 10 days of the school year.
  - a) If it is not feasible to clearly and conspicuously mark the safest area in a classroom or other instructional space, the school safety specialist, or designee, must document such determination in the Florida Safe Schools Assessment Tool Portal maintained by the Office of Safe Schools, identifying where affected students must shelter in place. The Office of Safe Schools shall assist the school safety specialist with compliance during the inspection required under F.S. 1001.212(14).
- V. Any person aware of a violation of this policy must report the violation to the school principal immediately. The school principal must report the violation to the school safety specialist no later than the next business day after receiving such a report.
  - a) If the person who violated this policy is the school principal, the report must be made directly to the District Superintendent.
- VI. Any instructional personnel, as defined in F.S. 1012.03(2), or any administrative personnel, as defined in F.S. 1012.01(3), who knowingly violate this policy shall be subject to progressive discipline as outlined in the Employee Handbook.

**STATUTORY AUTHORITY:**

**1001.41, 1001.42, F.S.**

**LAW(S) IMPLEMENTED:**

**1001.43, 1012.212,  
1013.101, 1006.07, F.S.**

**HISTORY:**

**ADOPTED: 07/2024  
REVISION DATE(S):  
FORMERLY: NEW**