

Sec. 1. DEFINITIONS

a) *Primary entrance*

A primary entrance means:

1. the main entrance to an instructional facility that is closest to or directly connected to the reception area;
2. any exterior door the school district intends to allow visitors to use to enter the facility during school hours either through policy or practice; or
3. any exterior door the school district intends to allow to remain unlocked during school hours.

b) *Secondary entrance*

A secondary entrance means any exterior door that is **not** one of the following:

1. a primary entrance; or
2. a door that is not operable from the exterior and is designed to allow only for emergency egress.

c) *Non-designated entry*

A non-designated entry means a door that is not operable from the exterior and is designed to only allow for emergency egress.

Sec. 2. EXTERIOR DOORS

During school hours and/or any time that students are present at any Triumph Public High Schools facility, exterior doors must be closed and locked. Visitors may only enter the facility through primary entrances and in accordance with Board Policy 1.13 regarding School Visitors.

Sec. 3. CLASSROOM DOORS

Classroom doors must remain locked and closed when students are present. Classroom instruction must be conducted with doors locked.

Doors to portables, or other separate buildings where instruction occurs, must remain locked and closed when students are present. Classroom instruction in portables or other separate buildings must be conducted with doors locked.

Sec. 4. ACCESS CONTROL CHECKS

Triumph Public High Schools shall ensure that each campus conducts an access control check of all exterior doors to ensure doors are closed and locked at least once each week while instruction is being conducted. Access control checks shall be conducted with any Texas Education Agency and/or Texas School Safety Center guidance to the greatest extent practicable.