

From: Leonardo Ramirez
Sent: Wednesday, December 10, 2025 12:56 PM
To: Leonardo Ramirez
Subject: Updated Duties of the Supervisor * Please Read*

Dear All:

We've received several reports of doors being propped open during evening and weekend events hosted by outside organizations. Please note that this is a violation of state law. As a result, we've updated the SOP for supervisors assigned to those events to include the following:

4. Per state law, outer doors leading into the building may not be propped and remain open. The supervisor should remain within 15 feet of the door to permit access. The supervisor may only leave the area momentarily to tour the area being used. Once that review is complete, the supervisor should return to the access door.

Please ask every supervisor to read through this document prior to reporting to their next event.

Thanks so much.

Below is the quoted state law:

[https://law.justia.com/codes/tennessee/title-49/chapter-6/part-8/section-49-6-817/#:~:text=\(a\)%20Each%20public%20school%20operated,required%20by%20subsection%20\(a\).](https://law.justia.com/codes/tennessee/title-49/chapter-6/part-8/section-49-6-817/#:~:text=(a)%20Each%20public%20school%20operated,required%20by%20subsection%20(a).)

Tennessee Code Annotated (TCA) § 49-6-817.

This specific code section, titled "**School building entrances required to be locked**," mandates the following:

- **Exterior doors must be locked:** All exterior doors leading into a school building must be locked at all times while students are present for the school day or related activities.
- **Limited access:** Access to school buildings must be limited to the school's primary entrance, unless an exception is made in school policy for specific, actively monitored access points.
- **Active monitoring exception:** If a non-primary door is unlocked outside of regular school hours for a school event, a school employee must be physically present and continuously monitor the door to ensure access is limited to authorized persons.

- **Enforcement and penalties:** State and local law enforcement are authorized to conduct unannounced inspections to ensure compliance.
 - If a violation is found, the door must be locked immediately, and law enforcement must notify school and district leaders, the parent-teacher organization, and state officials within 24 hours.
 - Repeated violations can result in financial penalties for the school district or charter organization, and may require a full-time School Resource Officer (SRO) to be posted at the school.

Additionally, the State Fire Marshal's Office (SFMO) provides guidance that **fire-rated doors cannot be propped open** for fire safety reasons, further reinforcing the rule against leaving doors ajar.