



Glen Allan Elementary Door Locking Schedule 2024-25

As per Administrative Procedure 538: Building Security and Door Locking, all exterior doors at Glen Allan Elementary will remain locked throughout the school day with the exception of the following times:

Front Doors Unlocked for Student Arrival

(active supervision will be in place as staff are outside welcoming students at the front parking lot and busses and staff present in the office to welcome students and visitors)

- 8:15 am – 8:45 am

Back Playground Doors Unlocked for School Access During Recess

(active supervision will be in place as teachers are outside supervising recess)

- 10:11 am – 10:26 am (9:53 am – 10:08 am early dismissal Wednesdays)
- 12:22 pm – 12:47 pm (11:46 am – 12:11 pm)
- 1:51 pm – 2:04 pm (1:03 pm – 1:16 pm)

Students who arrive to school after doors are locked will enter the school through the main entrance.

All parents/caregivers and visitors must enter the school through the main entrance and will be admitted into the school after ringing the doorbell/video-monitored intercom entry system.

All visitors must sign in and out of the school at the main office, follow the visitor protocol and wear visible identification.