

# Intradistrict Communication

DATE: August 7, 2025

TO: Principals  
Assistant Principals

FROM: Michael Anderson, Associate Superintendent  
Travis Hamblin, Director of Student Services  
Matt Alvernaz, District Safety Specialist

SUBJECT: School Safety Update – Internal Classroom Door Locks

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Near the end of July 2025, the Department of Public Safety updated the School Safety Administrative Rule (R698-13) regarding internal classroom and instructional area doors. The rule now reads (*new/updated language is underlined*):

*R698-13-6 Internal Classroom Door Locks.*

- (1) *School classrooms and other instruction areas must have doors equipped with locks that allow them to be securely locked when occupied by students.*
- (2) *A school shall install an internal lock on each classroom or instructional area door that complies with the International Fire Code Section 1010.2.8. Locking arrangements in educational occupancies, as incorporated as part of the State Fire Code in Section 15A-5-103.*
- (3) *A classroom or instructional area door, shall remain locked, in a closed or fully open position, while school is in session.*
- (4) *Magnets or other methods to circumvent door locks may not be used to prevent the door from being locked and latched while school is in session.*

Please direct any questions you may have to Matt Alvernaz ([matt.alvernaz@jordandistrict.org](mailto:matt.alvernaz@jordandistrict.org)) or ext. 88623