

PARENT HANDBOOK

2017-2018

Eastport Elementary School

Leaders: Every Student. Every Chance. Every Day.

September 2017

Dear Parents,

Welcome to Eastport Elementary School. As part of welcoming our families to our school and in an effort to communicate accurate and up-to-date information with our parent community, we have created this handbook. Enclosed you will find many of our building practices and procedures at Eastport Elementary School.

This handbook contains information that we believe should be shared between our school and your homes. Please take time to review it carefully. Throughout the year, we also encourage all parents to visit our website at www.esmonline.org and click on the “schools” tab to locate Eastport Elementary School.

We look forward to a successful 2017-2018 and look forward to working closely with our parent partners to improve academic and social/emotional outcomes for students. Do not hesitate to reach out to me via email at Steimel@esmonline.org or by phone at 631-801-3171.

Sincerely,

Joseph A. Steimel

Principal

Eastport South Manor School District

2017-2018

Board of Education

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Assistant Superintendent for Curriculum and Instruction

Linda A. Weiss
Assistant Superintendent for Personnel

Eastport Elementary School

Contact Information

Mr. Joseph A. Steimel

Principal

631-801-3171

Main Office:

Hours: 8:00 am – 4:00 pm

Phone: 631-801-3173

Fax: 631-325-1066

Attendance Office:

Phone: 631-801-3186

Nurse's Office:

Phone: 631-801-3188

Fax: 631 325-2764

School Psychologist's Office:

Phone: 631-801-3181

School Social Worker's Office:

Phone: 631-801-3183

ABSENCES/LATENESS

All children in New York state ages 6 to 16 are required to attend school. Regular school attendance is a critical factor in student success. Regular school attendance helps all students reach their goals. Eastport Elementary School has adopted a Comprehensive Student Attendance Policy to corroborate with the Board of Education's Attendance Policy (5100).

Teacher's Responsibility:

- Eastport Elementary's Comprehensive Student Attendance Procedure will be clarified and reviewed by all teachers during Back-to-School Night at the start of the school year.
- Teachers shall routinely remind parents of Eastport's attendance procedure by stressing the importance of class attendance and discussing the interventions that may occur with absences.
- Teachers will review classroom attendance on a bi-monthly schedule.
- After 5 (or 15%) excused/unexcused student absences, teachers will fill out an attendance concern form which outlines the first steps to help a student meet success:
 - A phone call to the parents/guardians will be made to verify absences
 - The conversation will be documented and added to the form
 - The form will be sent to the building principal and PPS staff
 - A copy of the form will be filed

Teacher Review of Student Attendance: Bi-Monthly Schedule 2017-2018		Absence 15%
Friday	September 29, 2017	3
Friday	October 13, 2017 ; October 27, 2017	4 and 6
Thursday	November 9, 2017	7
Friday	December 1, 2017; December 15, 2017	9 and 10
Friday	January 5, 2018; January 19, 2018	11 and 13
Friday	February 2, 2018; February 16, 2018	14 and 16
Friday	March 9, 2018; March 23, 2018	17 and 19
Friday	April 13, 2018; April 27, 2018	20 and 22
Friday	May 11, 2018	23
Friday	June 1, 2018; June 15, 2018	25 and 27

First Intervention:

- After 10 excused/unexcused student absences or 15% or more for that time of the year, a letter will be mailed home with a return receipt from the attendance office.
 - If unreturned after four days, a second letter will be mailed.
 - If the second letter's return receipt is not received, the attendance office will place a phone call.
- A copy of the letter will be placed in the student's file.
- The IST will meet to determine if an intervention is needed at this time.

Second Intervention:

- After 20 excused/unexcused student absences or 15% or more for that time of the year, a second letter with a return receipt will be mailed home requesting a parent meeting with the IST Committee.
 - Example: 110 days of school=17 absences; 42 days of school=7 days

Third Intervention:

- When a student is absent 15% or more for that time of year and no improvement has been shown, a third letter with a return receipt will be mailed home requesting an additional conference with the IST Committee.
 - At this point, more formal sanctions may be put into place as noted in the Board of Education Attendance Policy (5100) such as:
 - When all building intervention strategies have been exhausted and the pattern persists, the case should be referred to the District's Family Court Liaison to determine if an educational Neglect Petition should be filed with the Department of Child Protection Services or a Student (PINS) should be filed with the Department of Probation.

BIRTHDAY AND CLASSROOM CELEBRATIONS

The Eastport-South Manor Board of Education adopted a Student Health Services policy in March 2014. BOE policy 5420 states, "The Board recognizes its role and responsibility in supporting the healthy learning environment for all students, including those who have, or develop, life-threatening allergies." The policy grants principals the authority to ban all outside foods for events such as birthday parties and all other celebrations.

- Only non-food related items are permissible to be brought in from home for school parties or events.
- When appropriate, the district encourages families to participate in school celebrations. However, outside food and drink are not allowed to be brought into any of our schools.

Therefore, teachers may be celebrating birthday parties, holidays and other special events with non-food items only. Please do not send in cupcakes, ice cream, fruit, candy etc. for any celebration. Classroom teachers will make suggestions about how you can celebrate your child's special day. Your cooperation will help teachers set a tone in their classroom that reflects health, wellness and most importantly an environment conducive to learning.

When appropriate, a grade level activity may have a culminating event which includes food. In these cases the classroom teachers will notify the parents and contact our school nurse to address all issues and concerns which are health related.

Children are welcome to come to the Main Office to receive their birthday pencil/sticker from the Principal and Secretaries.

BUS TRANSPORTATION

Transportation to and from school is provided by the school district according to Board of Education policy. Eligible students will receive a bus assignment indicating the bus run they are assigned to at the end of August. Parents are not permitted to change a bus assignment without the approval of the Transportation Office. If you have any questions or concerns about your child's bus stop or the route, please call Montauk Bus Company at 631-874-5300. If your child has a change in dismissal, a note is required.

All students will be dropped off at their assigned bus stop. Students are provided with school bus safety programs during the school year as required by New York State guidelines and are expected to follow the procedures they learn in the safety lessons which are outlined below.

1. Students should remain seated at all times and are encouraged to wear their seatbelts.
2. Students should follow the directions of the bus driver at all times. If these rules are not followed and there are repeated offenses, the student may lose his/her bus privilege.
3. Parents are not permitted on the bus.

CALENDAR

Please refer to the Eastport-South Manor District Calendar for 2017-2018 (which you should have received in a mailing) for many scheduled events and important District information and contacts.

COMMUNICATION

Communication is an important part of home/school relations. It begins with interaction between the parent and the teacher. This may be initiated by either party at any time during the school year. We encourage you to be in touch with your child's teacher when you have any concerns regarding your child's well being. Students receive an Agenda Book each year. This is an excellent tool for sharing important information between home and school. Many faculty and staff utilize a variety of sources to communicate to include email, Remind, Google Classroom, and Webpages. If you need to speak to your child's teacher please contact the main office at 631-801-3173. The best time to call to speak to your child's teacher is before or after school hours. However, the office will gladly leave a message for the teacher. Calls will not be put through to the classroom during the school day unless there is an emergency situation.

Scheduled parent/teacher conferences will begin in December. There will be two half days of school to accommodate these conferences. The purpose of these conferences is to inform you of your child's progress while sharing your child's accomplishments, strengths and identified areas for academic and personal growth. Although we design conference days twice annually, you are encouraged to set up a meeting with your child's teacher any time the need arises. If you have any questions or concerns, the administrators and teachers will work closely with you in the interest of your child.

POSITIVE BEHAVIOR INTERVENTIONS AND SUPPORTS

The Eastport South Manor School District is committed to providing a safe and orderly school environment where students may receive quality educational services without disruption or interferences. Responsible behavior by students, staff, parents and other visitors is essential to achieving this goal.

PBIS is a framework based on the theory of Applied Behavior Analysis. PBIS is a system that is implemented to identify needs, develop strategies, and evaluate practice toward success. At Eastport Elementary School we have also integrated components of *The 7 Habits of Happy Kids* into our PBIS structure. At Eastport Elementary School we demonstrate Self-Discipline (Being Proactive), being Helpful (Begin with the End in Mind), focus on Achieving (Put First Things First), being Respectful (Think Win-Win), are kind, (Seek First to Understand then to be Understood), Successfully Collaborate, (Synergize), and we Sharpen the Saw. These habits and expectations represent what it means to be S.H.A.R.K.S. PBIS is implemented for the following reasons:

- to increase academic performance
- to increase appropriate behaviors
- to establish positive school culture
- to decrease problem behavior
- to increase safety

DISMISSAL

If you are planning on picking up your child at dismissal (instead of having them take their assigned bus home) please send a note to your child's teacher alerting them to this request. Your child will be dismissed to the Old Front Entrance lobby on Montauk Highway at 3:25 p.m. All parents need to sign students out and this information is placed in our Raptor sign-in/out security system. Parents must have an updated photo identification on file in Raptor. Please park in a parking spot and do not block the fire lane in the front of the building.

We would also like to request the following: *Please do not sign students out of school before the end of the school day, which is at 3:25 p.m.* This interferes with the delivery of instruction and the routines established in the classroom. Occasionally, an emergency may arise that necessitates an early dismissal, but regularly scheduled appointments for children before the end of the school day should be avoided. We ask that you plan appointments and after-school activities after the school day has ended. In addition, any parent requesting an early dismissal for their child prior to 2:50 will be asked to wait in the Main Entrance lobby.

Once again, please review these procedures carefully. The office staff will be glad to answer any questions that you may have concerning the above. Please feel free to call 801-3186 during regular office hours (8:00 a.m. until 4:00 p.m.).

ELECTRONIC DEVICES

We have a number of classroom teachers that have embraced our Bring Your Own Device initiative (BYOD) that is part of our District Technology Plan. Classroom teachers will provide more information and the required BYOD consent form.

EMERGENCY DRILLS

Fire Drills: Eight fire drills are required by law to provide orderly evacuation of the classrooms and building. Students will be instructed on the proper procedures that they are to follow during and after a fire drill.

Early Dismissal Drill: One district-wide drill is performed annually.

Lock Down and Lock Out Drills: Four drills are periodically performed at which time no one is to enter or exit the building.

EMERGENCY SCHOOL CLOSING/DELAYED OPENING

In the event that a school closing, delayed opening or early dismissal is needed due to inclement weather or hazardous road conditions, announcements will be made on the District website: www.esmonline.org School Messenger, and over the following TV stations:

Channel 12 (CABLE TV)
WALK 1370 AM/97.5
WRCN 1560 AM/103.9 FM
WBLI 106.1
WBAB 102.3
WLNG 92.1

Whenever you are in doubt about the schools being open, you are urged to listen to these radio/TV stations. When the schools are closed due to emergency conditions, the before-school and after-school programs are canceled.

If weather predictions indicate that early morning storm conditions will clear shortly, delayed opening procedures may be implemented. Depending on weather conditions, bus pick-ups for all schools will begin two hours later than the regular schedule. The delayed opening schedule will only be used when road and weather conditions are expected to improve after the very early morning hours.

At times, early dismissal of schools may be necessary due to threatening weather conditions or other emergencies such as loss of heat or electrical power. When there is a need to close schools early due to an emergency situation, parents/guardians will be notified via School Messenger and School Tool email. It is important that parents/guardians develop plans for their children in the event of such an emergency closing. Specifically, children should know the names of designated adults who can meet them at the bus stop.

In the event of inclement weather which does not require early dismissal, all parents should anticipate that buses will be delayed. Parents will NOT be notified by the school of these delays. Please feel free to contact your child's school or check the District's website at: <http://www.esmonline.org>.

ENL (ENGLISH AS A NEW LANGUAGE)

Instruction is available for those students whose primary language is one other than English. On a regularly scheduled basis, a trained English as a New Language teacher will work individually or in small groups with students. This will help their successful acquisition of the English language.

FIELD TRIPS

From time to time, students may participate in a school field trip. Parents will be notified in advance and will be given all information concerning the trip. Written permission is required for a student to attend. All trips will be chaperoned by classroom teachers. Parents may be asked to volunteer to chaperone by lottery, if necessary. Fundraising occurs throughout the school year to lower the cost per student for field trips. If a family has any concern regarding the cost of a field trip, please contact your classroom teacher or the principal. No child will be excluded from participating in a field trip they want to attend.

HEALTH SERVICES

Students are not permitted to carry medication with them during the school day. When a parent must bring medication to school, she/he will be directed to the nurse's office where the medication will be administered. The nurse cannot administer medication unless she has a prescription from the family doctor for the medication and a note from the parents giving permission for the administration of this medication.

At the beginning of the school year, parents should review their emergency information submitted on the District provided Emergency Contact Form. Information such as a valid and current parent/guardian cell phone and home phone numbers, email address, family doctor's name, as well as the name and telephone number of a friend, neighbor or relative should be listed in the event that the family cannot be reached regarding a student's illness. Please be sure to update the information as changes occur.

Please call the attendance office at 801-3186 when your child is ill and will be unable to attend school. An answering machine will record your message if staff is unavailable at the time of your call. If a call is not received from the home, parents will be notified to confirm a student's absence from school. A written note signed by the parent is required when a student returns to school from an absence. If a note is not sent in, the attendance record will indicate an illegal absence.

HOMEWORK

Homework serves as an opportunity to reinforce instruction. We work closely with our families to strike a balance in the assignment of homework. If at any time your child is having difficulty with the completion of homework please contact your child's teacher. We will work collaboratively to put a plan together to ensure your child's success. Homework is not designed to replace instruction. We highly encourage reading every night with and/or to your child. Inform your child's teacher if he or she is ill and will be absent for a few days. Homework requests for children that are ill should be made as early as possible in the morning to give your child's teacher time to prepare. Homework will be left at the main office.

LIBRARY Media Center

The Library Media Center is the research hub of Eastport Elementary School. We are pleased to have a state of the art Library Media Center and program. We are proud to be a Common Sense Media Digital Citizenship recognized school. All children in grades 3-6 are scheduled for the Library Media Center weekly. The Library Media Center is also available during recess.

LOST AND FOUND

The Cafeteria is designated as the Lost and Found. Students who lose any of their belongings should check this area. It is recommended that all clothing, lunch boxes, etc. be labeled so that these items may be returned if lost.

LUNCH

Students will have recess and lunch daily. Each class has their own lunch aide assigned to them for the full period.

According to Board of Education Policy on Wellness, it is recommended that children be provided with healthy lunches and snacks such as fruit, vegetables, and other low sugar foods. Lunch and snacks are available for purchase every day in the cafeteria. Please go to the District website to retrieve a monthly lunch menu. There is an allergy aware table in the cafeteria that is managed by a lunch aide everyday. Please let your child's teacher or the school nurse know if you prefer your to eat lunch with friends at the allergy aware table.

Lunch Accounts: Each child is assigned a student identification number to provide to the to the cashier. This account number will follow them through grade 12. It is recommended that you deposit lunch money into the child's account for them to draw against to purchase their lunches. You should monitor the account online (go to the District website and click on "MyPaymentsPlus") or click on this link to sign in to your account <https://www2.mypaymentsplus.com/welcome> to ensure that your child's account is current. You may also send your child with cash or a check on the day(s) they choose to buy.

Helpful Hints:

- Discuss the menu with your child before school so they know what to ask for on their tray.
- Make sure that your child understands that if they bring lunch they MUST eat it and not buy a lunch.
- The cafeteria food service providers have no way of knowing if there is a bag lunch or money in the backpack. If they see a child with no lunch or lunch money they will allow them to purchase a meal with credit so that they don't go hungry.

If a student forgets their lunch or lunch money a credit lunch will be charged to their account. Repayment of the credit should be made the next day.

RECESS

We expect your child to exhibit the same habits of leadership and good manners in the cafeteria and on the playground that you would at home. Cafeteria monitors will report any incident to the classroom teacher who will mediate the situation. If necessary the Principal or school support staff will be notified to investigate, mediate, and support students in good decision making and determine natural consequences.

Overall Recess Rules:

Pushing, shoving, fighting, abusing other children or school personnel, and inappropriate language is not permitted at any time during recess or the school day. Toys and games from home are not allowed.

Lunchroom Rules:

1. Students remain seated during lunch and sit with their classroom.
2. Students expectations are reinforced by utilizing Shark Bites in the Cafeteria.
3. Students may talk using an inside voice in the cafeteria.
4. Good walking is the expectation of all students in the lunchroom or any other place in the school.
5. All students will use the hallway bathroom across from the cafeteria.

Outside Playground Rules:

1. Students participating in group games remain under the supervision of a lunch-aide.
2. Toys and games from home are not allowed.

FREE AND REDUCED LUNCH:

The application for free and reduced lunch can be found on the District website following the link below. If you have any questions or need support completing the application do not hesitate to contact the main office at 631-801-3085. <http://esmonline.org/district.cfm?subpage=1889134>. A new eligibility determination in the current year supersedes the carry-over eligibility. For example, if a student is determined eligible for reduced-price for the new school year benefits, the free meal eligibility for the prior school year discontinues as soon as the household is notified of the new reduced price eligibility.

Eligibility: Please keep in mind that prior year eligibility for free and reduced priced meals may be used ONLY through September 30. This includes children whose eligibility was determined from income and categorical applications as well as through direct certification. As of October 1st, the eligibility of children who have not provided a new approvable application or new direct certification letter for the 2017-2018 school year, reverts to the paid or full price category.

Remember eligibility approvals are not retroactive. If a child doesn't submit a new approvable application for example, until October 14th, the child's eligibility from October 1st through October 14th is in the paid or full priced category. If you have any concerns or questions regarding our school lunch program, please email them to Timothy Laube at laubet@esmonline.org.

SNACKS

Please provide your child with a healthy snack and discuss with him or her the choices they are making on the snack line at lunch. Please avoid sending in candy and drinks in glass bottles. Remember the sharing of food is not permitted.

PHYSICAL EDUCATION PROGRAM

Physical education assists students in acquiring skills, knowledge and positive attitudes through participation in movement activities. Proper gym attire is as follows:

Grades 3-6 - Only sneakers are acceptable for safety reasons. Students will not change for gym. Students may wear clothing worn to school for gym class.

Students must have a note to be excused from physical education class. A written note from parents will excuse a child for no longer than two consecutive classes. For a longer excuse from physical education, a medical note is required.

REPORT CARDS

Report cards will be distributed three times a year: December, March and June. This information will provide you with an opportunity to review your child's progress. The first report card will be discussed with you at the Parent Teacher Conference in December. At that time, you will receive a copy of the report card. It is essential that you come to scheduled conferences when invited by the teacher to discuss your child's progress. We also suggest that you request a conference with the teacher when you have questions regarding your child's progress.

INSTRUCTIONAL SUPPORT TEAM (IST)

This team includes the classroom teacher(s), school psychologist, literacy coordinator, social worker, speech and language teacher, special education liaison, building principal, parent, teacher assistants, aides, or other staff members that work directly with your child that may be struggling with specific skills. The team meets to discuss targeted, research based practices and instructional strategies to assist your child in the learning process. The team monitors the progress of your child's growth and discusses the interventions to put in place.

RESPONSE TO INTERVENTION (RtI)

Is a multi-tier approach to the early identification and support of students with learning and behavior needs. The RTI process begins with high-quality instruction and universal screening of all children in the general education classroom.

Response to Intervention models typically consist of three "Tiers.":

Tier 1: Tier 1 is the core, general education curriculum where schools monitor student progress using benchmark assessments and identify struggling readers. The majority of students typically remain within Tier 1.

Tier 2: Students not making adequate progress in the regular classroom in Tier 1 are provided with increasingly intensive instruction matched to their needs on the basis of levels of performance and rates of progress. Intensity varies across group size, frequency and duration of intervention, and level of training of the professionals providing instruction or intervention. These services and interventions are provided in small-group settings in addition to instruction in the general curriculum. A longer period of time may be required for this tier, as progress can be slow.

Tier 3: Students who continue to show too little progress at Tier 2 are then considered for more intensive interventions as part of Tier 3. At this level, students receive individualized, intensive interventions that target the students' skill deficits in and out of the classroom in a small group setting. Students who do not achieve the desired level of progress in response to these targeted interventions are then referred for a comprehensive evaluation and considered for eligibility for special education services under the Individuals with Disabilities Education Improvement Act of 2004 (IDEA 2004). The data collected during Tiers 1, 2, and 3 are included and used to make the eligibility decision.

SUPPORT STAFF

The following staff members are available to assist the students with their academic, social and emotional needs:

RESOURCE ROOM TEACHER

Students having been identified by the Committee on Special Education or the Instructional Support Team to receive specialized supplementary instruction in accordance with their Individualized Education Plan (IEP) and/or student goals and needs.

SCHOOL PSYCHOLOGIST

The school psychologist identifies students' academic and emotional needs to determine an effective instructional program and appropriate instructional methodologies to be implemented, both in or out of the classroom setting. This intervention only takes place through the District Response to Intervention Plan in conjunction with the building Instructional Support Team. The school psychologist also provides individual and small group counselling to support student needs recommended by the Instructional Support Team and the student's parent.

SOCIAL WORKER

The role of the school social worker is to assist all students in the areas of self esteem, self-respect, self-image, cooperation skills, career education, coping skills, and decision making. The social worker visits classrooms periodically throughout the year to reinforce these lessons. The social worker has the resources to connect parents and guardians to outside agencies to support the student and family as a unit.

SPEECH AND LANGUAGE TEACHER

Students having been identified as needing speech services meet either individually, or in small groups, for speech instruction. Through the IST process, students may receive building level services to assist in strengthening specific areas of weakness. Students with a handicapping condition who have been identified through the Committee on Special Education (CSE) and have developed an Individualized Education Plan (IEP) will receive speech services.

READING AND MATH ACADEMIC INTERVENTION SERVICES

Students having been identified through multiple research based measures overtime through the Response to Intervention process along with teacher and parent recommendation receive remedial reading and/or math instruction by the reading or mathematics specialist.

PTO

PTO Mission:

is to make every child's potential a reality by engaging and empowering families and communities to advocate for all children.

PTO Values:

- **Collaboration:** We will work in partnership with a wide array of individuals and organizations to broaden and enhance our ability to serve and advocate for all children and families.
- **Commitment:** We are dedicated to children's educational success, health, and well-being through strong family and community engagement. **Diversity:** We acknowledge the potential of everyone without regard, including but not limited to: age, culture, economic status, educational background, ethnicity, gender, geographic location, legal status, marital status, mental ability, national origin, organizational position, parental status, physical ability, political philosophy, race, religion, sexual orientation, and work experience.
- **Respect:** We value the individual contributions of members, employees, volunteers, and partners as we work collaboratively.

PTO Committee Members for the 2017-2018 school year are:

**Theresa Betner 631 235-7149
Danielle Grecky 631 445-8089
Danielle Lanier 631 236 3197
Sue Masera 631 514-5919
Jeanine Randazzo 631 325-4956
Sandy Racine 516 524-4519
Jodi Repp 631 506-1984
Alexandra Salazar 917 656-0242
Donna Smith 631 742 3785
Angela Vona 631 504-7245
Dina Wayrich 516 721-2995**

PTO meetings are held at the Eastport Elementary School and Tuttle Avenue Schools. Dates, times and locations are listed in the school calendar and reminders are sent out prior to each meeting. All are welcome!

SEPTO

SEPTO is a district-wide Parent Teacher Organization that offers information and support for Parents & Teachers of children with special needs, any student with an IEP, 504, and or in need of extra support. These meetings are open to everyone. They have speakers discuss different topics that will support the children with physical, developmental, and learning disabilities.

What does SEPTO do? We host informational meetings, social events & fundraisers. Any money raised goes directly to the students for our 6th grade and 12th grade scholarships/awards, guest speakers, social events & donations to the school.

SEPTO 2017-2018 Board Members

Melissa Goldhammer President 631-942-6562
Renee Acquista Vice President 516-835-2968
Daina Melton Secretary 516-901-4504
Priscilla Galiano-DiDonna Treasurer 646-503-0175

Officers:

Suzanne Pfeffer 516-446-2790
Regina Fortuna 631-506-1130
Susan Blackler 732-619-5081
Lori Driscoll 631-278-9756
Carol Petitpain 631-678-2204

VISITORS

In order to maximize security, all parents/guardians and visitors must report to the Greeter's desk upon entering the building and must be able to provide a valid photo ID (license, etc). This includes a visit to the main office for any reason. Parents will sign a visitor's roster and be issued a visitor's pass, which must be visibly worn. You will also be asked to sign out upon your departure as per district policy. All visitors are required to exit the main door and may not exit through any side or back door.