Title: **School District Building Safety and Security**
Code: ECA/ECAB
Section: Section E: Support Services

Security for district buildings (during regular school hours as well as non-school hours) contributes to the well-being and safety of students and staff as well as to that of the sites themselves.

Each school building shall be inspected annually to address removal of hazards and incidents of vandalism and any other barriers to safety and supervision.

During regular school hours, flow of traffic into and out of buildings shall be closely monitored and limited to specified doors. Visitors must check in at the building main office to show proper identification and reason for being at the site. This will not apply when parents/ guardians have been invited to an authorized school program and parents/guardians go directly to the activity site.

Access to school buildings outside of regular school hours shall be limited to authorized district personnel, students under the supervision of authorized school personnel, invitees, and external lessees.

The Security Department will approve issuance of any exterior keys or card keys. Site managers will assure that building keys are distributed only to authorized district personnel. Terminating employees shall return all keys, identification badges, radios or telephones, pagers, computer passwords, and any other district property to the building site manager or designated representative. Card key access and network access shall be immediately canceled.

All site managers will develop and retain a list of all personnel who have been issued interior keys. All keys and codes will be collected and deactivated upon employee resignation or termination.

"Security" means not only keeping buildings locked and secure but also providing protection against physical hazards and acts of violence. It includes, but is not limited to, having available floor plans of buildings and site plans showing campus boundaries; utility cut offs and access points. The district, in accordance with state law, encourages close cooperation with local police,

fire and sheriff's departments and insurance company inspectors.

Alarm systems and other devices that protect buildings against illegal entry and vandalism shall be installed where appropriate, and under the supervision of the district security department.

Adopted/Approved: January 22, 2004

Reviewed: September 25, 2006

Revised: June 10, 2011

January 10, 2020

Legal Refs:
C.R.S. § 18-9-112 (definition of loitering)
C.R.S. §18-9-117 (unlawful conduct on public property)
C.R.S. § 22-32-109.1(5) (policy regarding annual school building inspections required)
C.R.S. § 22-32-109.1(7) (open school policy)

Cross Refs:
ADD, Safe Schools
KI, Visitors to School

Last Revised: **January 10, 2020**

Attachments ECA-ECAB School District Building Safety and Security.pdf