
AURORA PUBLIC SCHOOLS
Adopted August 2001
Revised September 2007
Revised December 2012
Reviewed July 2014
Revised August 2018
Reviewed May 2021

APS Code: ECA

SECURITY/ACCESS TO BUILDINGS

Security for district buildings and grounds (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.

Exterior doors are to be locked at all times.

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

During regular school hours, flow of traffic into and out of buildings shall be monitored to the extent consistent with student safety and access should be limited to certain doors. Principals and site managers will require visitors to check in to show proper identification and reason for being at the school, and to wear tags identifying them as visitors. This will not apply when parents/guardians have been invited to a program.

Schools and district buildings may implement visitor management software systems. These systems electronically screen visitors by comparing their name and dates of birth against the national registry of sexual offenders.

An adequate key control system is in place which will limit access to buildings to authorized personnel and will safeguard against entrance to buildings by persons not authorized to have keys.

“Security” means not only keeping buildings locked and secure, but also providing protection against physical hazards and acts of violence. It also includes having available floor plans of buildings and site plans showing campus boundaries and access points. The Board requires and encourages close cooperation with local police, fire and office of emergency management.

Funds and valuable records shall be kept in a secure place.

Alarm systems and other devices that protect buildings against illegal entry and vandalism shall be installed in all buildings and must be utilized by staff members opening and closing buildings.

LEGAL REFS.: C.R.S. 18-9-112
 C.R.S. 18-9-117

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CROSS REFS.: C.R.S. 22-32-109.1 (5)
ECAB, Access to Buildings
KI, Visitors to School

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Door Locking Devices

Use of Extra Locking Devices

The only extra locking device to be used on exterior doors shall be:

- a. Bolt locks which can be locked in the open position with a key device while the building is occupied;
- b. Any exterior door which has such a bolt lock shall carry a sign with letters of at least 1" in height on contrasting colors which reads:

THIS DOOR MUST BE IN THE LOCKED OPEN POSITION WHILE BUILDING IS OCCUPIED - BY ORDER OF THE FIRE CHIEF.

No bolt locks shall be placed in locked position until a building has been cleared of all persons, other than building custodians and administrators.

When a building is to be occupied the following morning, the first custodian into a building shall immediately proceed to open all bolt locks and lock them in open position.

NO OTHER DEVICES OR OBSTRUCTIONS SHALL BE PLACED ON ANY DOORS.

Security Intrusion Alarm System

The School District operates and maintains an intrusion alarm system for the purpose of protecting District property. Individuals who enter District buildings at times when they are normally "secure" and unoccupied will activate the alarm system and result in a response from District Campus Safety Officer and/or the Aurora Police Department.

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If it is necessary to enter a building during "secure" times, the employee shall call Security Dispatch before or immediately after entering the building, disarm the security system and provide Security Dispatch with name, purpose for being in the building and estimated duration of stay. A call shall be made to Security Dispatch just before leaving the building to verify departure. The building should then be re-secured with the alarm security system.

If these procedures are not followed, the Security Dispatch shall assume any alarm received is the result of an unauthorized intrusion and a District Campus Safety Officer and/or the Aurora Police Department will be dispatched. If the unauthorized person found in the building should be a District employee, the only acceptable identification is the employee identification card with picture, issued by the Office of Human Resources. All employees are required to carry this card whenever entering School District facilities.

If a District employee is found in a building, who has failed to notify Security Dispatch, a report shall be made by District Campus Safety Officer to the employee's immediate supervisor, who shall issue the employee a warning, including an explanation of required procedures.

If a second violation occurs within a 12-month period from the first violation, the immediate supervisor shall give the employee a written reprimand with copies to the Division of Human Resources. If three or more offenses occur within a 12-month period, the employee shall be subject to disciplinary action, which may include dismissal.