

## **ACCESS TO BUILDINGS (Keys)**

Keys for Colorado Springs School District 11 (the District) buildings and District-owned equipment are the property of the District. Building keys will be issued to the principal at schools, and to staff at non-school based District locations. It will be the principal's responsibility to maintain a record of all keys issued to him or her and to surrender the keys and the record of current holders to the school office on termination of his responsibility for the building. A non-school based staff member is required to surrender keys to his or her supervisor upon separation from or transferring within the District.

Upon request, teachers will be furnished with keys to their classrooms or work areas. Special arrangements must be made for teachers to be furnished with building keys.

Any loss of keys which results in a cost for re-keying a building or posting a security guard will result in the person losing the key being charged a prorated amount of such cost.

When a key for any District building is lost or damaged requiring the issuance of a replacement key, the school principal/supervisor or non-school based staff member must request the replacement key, and will be provided a replacement key only upon approval by the District's Security Department.

The principal should secure the return of all keys from persons being separated from his staff before a clearance statement is issued.

Building staff members must turn in exterior school keys to the principal/supervisor at the close of the spring semester and have them reissued on return to duty in the fall.

This regulation applies to both standard keys as well as electronic key cards.

Approved September 1972  
Revised June 23, 1982  
Revised January 1985  
Revised April 1989  
Revised March 13, 2013  
Revised September 9, 2015  
Reviewed September 12, 2018  
Reviewed April 13, 2022

LEGAL REFS.: C.R.S. 9-1-101 through 9-1-106  
C.R.S. 22-3-101 through 22-3-104  
C.R.S. 22-32-109.1  
C.R.S. 22-32-110 (1) (k)  
C.R.S. 22-32-124 (2),(3)  
C.R.S. 24-10-106.5

CROSS REFS.: ADD, Safe and Secure Schools  
ADD-R, Safe and Secure Schools Plan  
DM, Cash in School Buildings  
EBCA, Disaster Plans  
ECA/ECAB, Security/Access to Buildings  
ECA/ECAB-R-2, Reporting Break-Ins, Regulation to Policy ECA/ECAB,  
Security/Access to Buildings  
GBM, Staff Identification Cards  
JIH, Student Interrogations, Searches, and Arrests  
JICDE, Bullying Prevention and Education  
KLG, Relations with Law Enforcement Authorities