

### **Buildings and Grounds Security/Access**

The Board encourages close cooperation with local police and fire authorities and insurance company personnel in planning and carrying out proper security measures to preserve and protect the district's investment in its physical plant.

The superintendent will control access to district buildings as is appropriate and necessary to protect property, students and personnel.

Principals will control access to school buildings and will provide safeguards against unauthorized access to these buildings. Each principal, with approval of the superintendent, will develop regulations designed to control the use of building keys and to ensure that buildings are adequately closed and locked when no authorized personnel are present. Staff or students who fail to obey such regulations may be disciplined, suspended or dismissed.

The building principal shall be responsible for the care of the building and its property and all damage should be promptly reported to the superintendent. The principal is concerned about the condition and use of the building during all the hours it is open. Either he/she should be present or he/she should assign a responsible person to be present at all functions within the building.

Building keys are used to maintain the security of the building. Those people assigned district keys have the responsibility of maintaining continuous security of district property. Keys should not be loaned, given to students or made available for unauthorized use.

Staff or students who fail to conform to established building security regulations may be disciplined, suspended or dismissed.

END OF POLICY

---

Legal Reference(s):

ORS 332.107  
ORS 332.172

OAR 437-002-0020 to -0075