

Forest Grove School District

Code: ECAA
Adopted: 4/11/95
Revised/Readopted: 10/26/15
Orig. Code(s): ECAA

Access to Buildings

The superintendent or designee will control access to district buildings as appropriate and necessary to protect property, students and personnel. Building access shall be for authorized persons only.

Principals will control access to school buildings and will provide safeguards against unauthorized access to these buildings. Each principal, with the superintendent's approval, 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.

Teachers are responsible for keys that are loaned to them. In the event a key is lost, a serious problem is created for the district. If the key comes into the possession of unauthorized persons, it becomes necessary to provide new keys and combinations for several locks. There is a charge for service and materials for each lock that has to be changed. In cases of carelessness, the district will expect the individual who lost the key to assume these costs. Employees are prohibited from loaning their keys to anyone without authorization. Under no circumstances are keys to be duplicated.

END OF POLICY

Legal Reference(s):

[ORS 164.205 - 164.270](#)

[ORS 332.107](#)

[ORS 332.172](#)