

# Hood River County School District

Code: **ECAA**  
Adopted: 1/14/98  
Readopted: 2/12/14  
Orig. Code(s): 4321; 5240; 6116

## Access to Buildings

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

Keys shall be issued to staff as needed for the operation of each facility. All keys to district buildings or property must be signed for at the time of issue and a record kept by the building administration. Keys shall not be duplicated by staff or given to students.

Any key or keys to district buildings or property must be signed for before being issued to the staff members. Keys shall not be duplicated by staff personnel without such prescribed authority.

Principals will manage 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.

END OF POLICY

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### Legal Reference(s):

[ORS 164.205 - 164.270](#)

[ORS 332.107](#)

[ORS 332.172](#)