

# La Grande School District 1

Code: ECA  
Adopted: 6/11/03  
Readopted: 4/11/07; 4/30/08; 7/28/10  
Orig. Code(s): ECA

## Buildings and Grounds Security

Buildings constitute one of the greatest investments of the district and should be protected.

Security should mean maintenance of a secure (locked) building, protection from fire hazards and faulty equipment, and safe practices in the use of electrical, plumbing and heating equipment. The Board requires and encourages close cooperation with local police, fire and sheriff's departments and with insurance company inspectors.

Access to school buildings and grounds outside of regular school hours shall be limited to personnel whose work requires it. An adequate key control system shall be established which will limit access to buildings to authorized personnel and will safeguard against the potential of entrance to buildings by keys in the hands of unauthorized persons. Authorized personnel shall check keys in and out annually so that keys may be inventoried. Authorized staff that lose keys, or have them stolen, may be financially responsible for re-keying costs incurred by the district.

Records and funds shall be kept in a safe place and under lock and key when required.

Incidents of illegal entry, theft of school property, vandalism or damage to school property from any cause shall be reported by phone to the office of the supervisor of plant and operations and to the appropriate law enforcement agency as soon as discovered. A written report of the incident shall be made within 24 hours of discovery and forwarded to the supervisor of plant and operation's office.

END OF POLICY

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### Legal Reference(s):

[ORS 332.172](#)

[OAR 437-002-0020 to -0075](#)