

**Neah-Kah-Nie
School District 56**

Code: **ECA**
Adopted: 11/12/01
Readopted: 1/14/08; 4/13/15
Orig. Code(s): ECA

Buildings and Grounds Security

Buildings constitute one of the greatest capital investments of the district and should be protected. Security includes:

1. Minimizing fire or other safety hazards;
2. Reducing the probability of faulty equipment;
3. Keeping records and funds in a safe place;
4. Protecting against vandalism and burglary;
5. Controlling keys by the supervisor. All keys used in a school shall be the responsibility of the respective principal. Each principal shall set up a key control system with a record of the number of each key filed. The greatest care shall be given to master and sub-master keys. Master keys shall never be loaned.

The superintendent is directed to establish regulations as may be needed to provide for security of buildings and grounds.

Incidents of illegal entry, theft of school property, vandalism or damage to district property from any cause shall be reported by phone to the office of the superintendent 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 superintendent's office.

END OF POLICY

Legal Reference(s):

[ORS 332.172](#)

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