

**The Valley School  
of Southern Oregon**

Code: **GBCD**  
Adopted: 6/08/15  
Orig. Code(s): GBCD

**Keys**

School and/or classroom keys are issued to staff by the building director or designee. In order to protect property, students and staff and to ensure the building is adequately secured when authorized personnel are not present, all staff are expected to follow the following key-control procedures: Keys are not to be duplicated; avoid leaving keys unattended; keys may not be loaned to students or to individuals not employed by the school; lost or stolen keys must be reported immediately after discovery of the loss or theft so that measures may be taken to protect school property; charges for lost or stolen keys may be assessed to the staff member to whom the keys were issued.

END OF POLICY

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**Legal Reference(s):**

[ORS 338.115](#)