

**WEST LINN-WILSONVILLE SCHOOL DISTRICT  
SCHOOL BOARD POLICY**

Current File Code: ECAA  
Date Policy Adopted: 2-12-07

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**ACCESS TO BUILDINGS**

All persons visiting a district school are required to immediately report to the school office. The school administrator has discretion in admitting visitors to the school grounds. The only people allowed on school grounds at the end of the school day are those who are engaged in or spectators to approved activities.

Each school administrator shall inform the night custodians what activities and what personnel are authorized to be in the building after the close of the school day. Administrators and custodians shall refuse admittance by unauthorized persons. School personnel have the authority to ask any person found on school property after hours to leave, and to inform the police should the person fail to respond to a request to do so.

Buildings secured for the night may be entered only by the members of the central staff, the administrator of such facility, the supervisor of maintenance and such personnel as each of these may authorize for a specific date, time, or purpose.

An adequate key system shall be established and maintained which will limit access to buildings to only authorized personnel. The supervisor of maintenance shall be responsible for the control and issuance of building keys.

END OF POLICY