

## ACCESS TO BUILDINGS

The Peru Board of Education expects access to district facilities will be limited to those who have legitimate purpose for being on district property. Principals are to develop and maintain procedures to ensure proper supervision and safety of students upon arrival of students and upon dismissal of students. A minor of compulsory school age may be released only to a person whose name appears on a list supplied by the person in parental relation to the student.

Consistent with the expectation that access to facilities will be limited, key duplication and distribution is limited, as well.

The following guidelines represent the long-term goal of the school district, in regard to access to program and operations areas. The Superintendent of Buildings & Grounds will establish a timetable for reaching this long-term goal and will provide a written summary report to the Superintendent of Schools each semester. That summary report will highlight recent progress toward reaching this long-term goal.

A "great grand master" key providing access to all program and maintenance areas will be issued only with specific authorization of the Superintendent of Schools.

A "grand master" key providing access to all program areas will be issued to the Superintendent of Schools, Business Administrator, Maintenance Supervisor, Principals, Assistant Principals and full-time Directors.

Faculty members will have a key for interior access to their work area, staff bathrooms, faculty room and staff dining room. Support staff members will have a key for interior access to staff bathrooms and staff dining room. Faculty, staff, coaches and advisors will have 'card' access into the facility rather than 'key' access into the facility.

Selected members of the custodial staff (identified by the Superintendent of Buildings & Grounds] will be provided keys to program and maintenance areas for which cleaning and/or servicing tasks have been assigned. Network systems technicians, and other staff members as authorized by the Superintendent of Schools, will be provided with ready access to wiring closets for routine maintenance and updating of the information technology network.

All exterior doors are to be locked, except for during the school day when a particular exterior door area is supervised by staff. Visitors will sign-in and temporarily exchange a photo ID card for a visitor badge at the main entrance to that school. Visitors will exchange that badge for their photo ID upon sign-out.

The Buildings & Grounds Office shall maintain a complete and updated inventory of each key distributed and to whom that key was assigned, along with the signature of the individual acknowledging receipt of that assigned key.

Distribution and signature acknowledging receipt of assigned keys is to be done directly between the Buildings & Grounds Office and the individual to whom that key was assigned, rather than via third party such as an administrator, supervisor or other employee.

Employees are prohibited from loaning district keys to other individuals without advance permission from the Buildings & Grounds Office or business administrator.

Employees ending service with the school district are to return their keys prior to the end of their last day of service with the district, and are to return those keys directly to the office of buildings & grounds, and obtain a 'return of keys' receipt that acknowledges the return of those keys.

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