

## **Policy 808 KEY ACCESS CONTROL POLICY TO BUILDINGS AND SITES**

### **I. PURPOSE**

The purpose of this policy is to ensure the safety of all District Students, Staff and Visitors along with ensuring the security of the Buildings. This policy shall govern the issuance, surrender and replacement of both metal keys and identification badges which function as electronic keys. This document will refer to “key(s)” as both metal keys and electronic identification badge access cards.

### **II. STAFF IDENTIFICATION BADGE CARDS**

The School District shall require Permanent School Employees, Substitute Employees and Volunteers/Visitors to wear appropriate identification as described in the procedures to accompany Policy 808.

### **III. STAFF BUILDING METAL KEYS**

The School District shall issue Permanent School Employees, Substitute Employees metal keys to the buildings as outlined in Procedures to Policy 808.

## **Policy 808 Key Access Control to Buildings and Sites**

Adopted: 02/08/16; Reviewed: 07.01.19

School Board  
INDEPENDENT SCHOOL DISTRICT 659  
Northfield, Minnesota

*Legal References:* Minn. Stat. § 123B.02 (General Powers of Independent School Districts)

*Cross References:* Policy 903 and Procedures - Visitors to School District Buildings and Sites