

Policy 808 KEY ACCESS CONTROL TO BUILDINGS AND SITES

I. PURPOSE

The purpose of this policy is to ensure the safety of all Northfield School District students, staff, volunteers and visitors along with ensuring the security of the buildings.

II. GENERAL STATEMENT OF POLICY

This policy governs the issuance, surrender and replacement of both metal keys and identification badges which function as electronic keys. This document refers to “key(s)” as both metal keys and electronic identification badge access cards.

III. STAFF IDENTIFICATION BADGE CARDS

The district requires permanent school employees, substitute employees and volunteers/visitors to wear appropriate identification. As identification badges are also electronic keys, employees will not surrender their badge to any other party or leave their badge in a compromised location except as described below.

In limited circumstances an employee may loan their badge to another employee or substitute who is completing a specific task to ensure seamless operations of the school day. Examples could be a teacher loaning their badge to an educational assistant who retrieves photocopies for them or loaning their badge to a substitute who is opening a door for students to return from recess while the regular staff member is supervising other students. In cases like these, the badge should be promptly returned to the staff member following completion of the task.

Employees who loan their badge to another employee or substitute are responsible for their actions. A violation of this policy may result in disciplinary action.

IV. STAFF BUILDING METAL KEYS

The district shall issue permanent school employees and substitute employees metal keys as outlined in the procedures for this policy. Employees will not surrender their metal keys to any other party or leave their metal keys in a compromised location.

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Board of Education

INDEPENDENT SCHOOL DISTRICT NO. 659

Northfield, Minnesota

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

Cross References: MSBA/MASA Model Policy 903 and Procedures (Visitors to School District Buildings and Sites)