

## Building / Card Access Chart and Procedural Guidelines

All District personnel must contact Alarm Response at 801-567-8865 **BEFORE** entering a building after designated hours.

Extended Access Hours	
	(Monday - Friday)
District Offices/Auxiliary Services	6:00 am - 11:00 pm
Elementary Schools	6:00 am - 8:00 pm
Middle Schools	5:39 am - 10:30 pm
High Schools	5:00 am - 11:00 pm
Technical Schools	5:00 am - 11:00 pm
Special Schools	5:30 am - 10:30 pm

**Building / Card Access Administrator Access Form** required for Saturday or holiday access.

Extended Access Districtwide
Superintendent
Deputy Superintendent
All Cabinet Members
Staff Assistant of Auxiliary Services
Department Directors
Maintenance Coordinators
Maintenance Leads
Maintenance Crews (p.m.)
Risk Management Coordinator
New Construction Coordinators
Custodial Trainer / Energy Coordinator
Alarm Responders
Alarm Technicians
Computer Repair
Network Technicians
Software Technicians
Adult Night Supervisor
River's Edge itinerant employees*
Temporary / Sub Custodians

\*Temporary or assignment as a function of job

Extended Access School Based
Principal
Assistant Principal
Head Secretary
Head Custodian
Nutrition Manager with Breatfast programs*
Custodian as designated by principal
Lead Custodian (p.m. staff supervisor)
Athletic Directors
Coaches / Activity supervisors*
School Resource Officer (SRO) by assignment or as needed

\*Temporary or assignment as a function of job

Limited Access Hours	
	(Monday - Friday)
District Offices/Auxiliary Services	6:00 am - 6:00 pm
Elementary Schools	7:00 am - 6:00 pm
Middle Schools	6:00 am - 6:00 pm
High Schools	6:00 am - 6:00 pm
Technical Schools	6:00 am - 6:00 pm
Special Schools	6:00 am - 6:00 pm

Limited Access Districtwide
Central Warehouse Delivery
District Mail Delivery
Assigned Nurses*
Assigned Media Specialists
Computer Technicians
Software Technicians
Programmers
Fixed Assets
Dietician

\*Temporary or assignment as a function of job

Limited Access School Based
Teachers
Classified staff
Portable pass
Sweeper pass
Recess pass
School Resource Officer (SRO) by assignment or as needed

### Procedural Guidelines

- Principals have the ultimate responsibility for building security and the authorization of extended access. Authorization can be obtained by submitting a **Building / Card Access Administrator Authorization Form** to the Alarm Response Department at Auxiliary Services. Administrator authorization is required for temporary extended access, Saturday and holiday access.
- Card access is limited to District employees who are accountable under policy. No students or public patrons are allowed to access school buildings without adult employee supervision.
- All individuals / employees visiting another location during regular business hours must check in and out at the Main Office. This is in accordance to Utah Code §53A-3-503, §76-9-106.
- All employees with authorized extended access must call (801) 567-8865 **before** entering a building between the hours of 6:00 p.m. to 5:00 a.m., Monday through Friday. Security codes will be limited to building Administrators and Custodians only.
- District security personnel should be notified immediately if a key or employee access card is lost or stolen.
- Employees who disregard or fail to follow these guidelines shall be subject to disciplinary action or termination.
- School Resource Officers that are newly assigned to a location, have a change in assignment, or need limited or extended access are required to be authorized by school administration (see item 1 above).