

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).