



Staff Badge Access – Sample Timeframes

Staff will have access to the facility at pre-determined times based on the scope of their job duties and responsibilities. Standards will be established to restrict access to the building when access is not essential. If staff members should need access outside of the designated times, they must contact their supervisor to request the exception. Below is a sample badge access schedule:

School Staff Access to Assigned Building:

Administrators

Monday – Sunday 12:00 AM – 11:59 PM All school doors

No access: Kitchen, Technology-secure areas

Child Nutrition

Monday – Friday 4:00 AM – 9:00 PM Kitchen doors only

No access: IDF, MDF, Technology-secure areas

Custodians

Monday – Sunday 12:00 AM – 11:59 PM All exterior doors

No access: IDF, MDF, Technology-secure areas

Faculty

Monday – Friday 6:00 AM – 9:00 PM All exterior doors

Monday – Sunday 12:00 AM – 11:59 PM Main entry

No access: Kitchen, IDF, MDF, Technology-secure areas

Faculty (Coach)

Monday – Friday 6:00 AM – 9:00 PM All exterior doors

Monday – Sunday 12:00 AM – 11:59 PM Main entry, Athletic areas

No access: Kitchen, IDF, MDF, Technology-secure areas

Faculty (Club Sponsor)

Monday – Friday 6:00 AM – 9:00 PM All exterior doors

Monday – Sunday 12:00 AM – 11:59 PM Main entry, Program area doors

No access: Kitchen, IDF, MDF, Technology-secure areas



Division Level Access (by Department):

Division Administrator

Monday – Sunday	12:00 AM – 11:59 PM	All buildings, All doors
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Athletics Staff

Monday – Sunday	12:00 AM – 11:59 PM	All central office doors
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Monday – Sunday	12:00 AM – 11:59 PM	Main entry, Athletic area
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No access: Kitchen, IDF, MDF, Technology-secure areas

School Support (Curriculum, Testing, Health Services)

Monday – Sunday	12:00 AM – 11:59 PM	All central office doors
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Monday – Sunday	12:00 AM – 11:59 PM	All school exterior doors
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No access: Kitchen, IDF, MDF, Technology-secure areas, Transportation areas

Child Nutrition Staff

Monday – Sunday	12:00 AM – 11:59 PM	All central office doors
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Monday – Sunday	12:00 AM – 11:59 PM	All school kitchens
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No access: IDF, MDF, School auxiliary buildings, Technology-secure areas, Transportation areas

Custodial Supervisors

Monday – Sunday	12:00 AM – 11:59 PM	All buildings, All doors
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No access: Kitchens, IDF, MDF, Technology-secure areas

First Responders

Monday – Sunday	12:00 AM – 11:59 PM	All buildings, All doors
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Maintenance and Operations

Monday – Sunday	12:00 AM – 11:59 PM	All buildings, All doors
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No access: IDF, MDF, Technology-secure areas

Safety and Security

Monday – Sunday	12:00 AM – 11:59 PM	All buildings, All doors
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Technology Administrators: All Access

Monday – Sunday	12:00 AM – 11:59 PM	All buildings, All doors
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Transportation (Bus Driver)

Monday – Sunday	12:00 AM – 11:59 PM	Transportation area doors
Monday – Friday	6:00 AM – 9:00 PM	Feeder Pattern school doors
No access: Kitchen, IDF, MDF, Warehouse, Technology-secure areas		

Transportation Administration

Monday – Sunday	12:00 AM – 11:59 PM	Transportation area doors
Monday – Friday	6:00 AM – 9:00 PM	All school doors
No access: Kitchen, IDF, MDF, Warehouse, Technology-secure areas		

Warehouse Staff

Monday – Friday	7:00 AM – 6:00 PM	All school delivery doors
Monday – Sunday	12:00 AM – 11:59 PM	All central office doors, Warehouse doors
No access: Kitchen, IDF, or MDF		