



Board Policy [CLA LEGAL](#)

I. Purpose

The purpose of this Administrative Regulation is to provide standardization for managing access control and key distribution for district facilities.

II. Scope

The regulation applies to electronic access control credentials and keys provided to SCUCISD staff members. These guidelines represent the least restrictive parameters for access control and key distribution. Supervisors may request more restrictive controls through the maintenance department work order system. Any requests for less restrictive controls must be reviewed by the Executive Director of Facilities and Construction and the corresponding ELT member.

III. Guiding Factors

- a. Improve safety and security of district facilities
- b. Effective and efficient use of district resources
- c. Standardized access across the district
- d. Administrative awareness for after-hours access

Electronic Access Control

1. Administration

a. Cabinet

- i. 24/7, all doors, assigned building
- ii. 7 days, 5 am-11 pm Malish/MDLC, all doors
- iii. Campus access specific to each Cabinet members responsibility

b. Campus

- i. Includes Principal, Assistant Principals, and Counselors
- ii. 24/7, all doors at assigned campus

c. District Level Administrative Staff (officed at MDLC or Malish/Rehmann)

- i. Credentials to be printed at Malish
- ii. 24/7, all doors, at assigned building
- iii. MDLC coordinators and district level SPED staff

1. Classroom teacher access to all campuses
2. 6 am-6 pm, Malish

iv. District level admin officed at a campus

1. Classroom teachers access to all campuses

v. Technology

1. 24/7, all buildings



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2. Classroom Teachers
 - a. M-F, 6 am–6 pm, all doors at assigned campus
 - i. Exit building before 8 pm
 - b. Weekend
 - i. Single door access, exit building before 5 pm
 1. Saturday, 10 am-12 pm
 2. Sunday, 1 pm-3 pm
3. Paraprofessionals
 - a. M-F, 6 am-6 pm, all doors at assigned facility
4. Extracurricular
 - a. Intermediate
 - i. Check-out Credential
 - b. Junior High
 - i. Athletics Coaches, 24/7, all doors, assigned campus
 - ii. Fine Arts (band, choir, orchestra, theater), 24/7, all doors, assigned campus
 - c. High School
 - i. Athletics Coaches and Trainers
 1. 24/7, all doors, assigned campus
 - ii. Fine Arts (band, choir, orchestra, theater, dance, cheer, color guard sponsor)
 1. 24/7, all doors, assigned campus
 - iii. ROTC, 24/7, all doors, assigned campus
 - iv. CTE
 1. Culinary and Ag, M-F, 5 am-11 pm, all doors, assigned campus
 - v. Student Council Sponsor, M-F, 5 am-11 pm, all doors, assigned campus
 - vi. Yearbook/Newspaper sponsor, M-F, 5 am-11 pm, all doors, assigned campus
 - vii. Athletic Clerk, 24/7 athletic building
5. Check-out Credential from Campus Administrator
 - a. Weekday
 - i. 3 – per campus
 - ii. Classroom teacher access
 - b. Weekend
 - i. 2 - Elementary
 - ii. 4 – Secondary
 - iii. Friday 6 pm – Mon 6 am, access to all doors of assigned campus



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6. Non-District

- a. Substitutes/Student Teachers
 - i. Check out Credential
- b. CIS & MSTC, classroom teacher access
- c. SRO's
 - i. 24/7, all campuses
- d. Contractors
 - i. Check out Credential from hiring department
- e. Renters
 - i. Check out Credential from campus after verification from Maintenance and Facilities

7. Operations

- a. Administrators, 24/7, assigned building
- b. Head/Lead custodians, 24/7, assigned campus
- c. Custodian, 5 am-11 pm, assigned campus
- d. Maintenance
 - i. 24/7, all buildings (Admin, Electrician, Plumber, HVAC, Locksmith)
 - ii. M-F, Classroom teacher access, all buildings, turned in at end of each day
- e. Auxiliary
 - i. Technology, Warehouse, classroom teacher access, all buildings
- f. Child Nutrition
 - i. Administrators, 24/7, all kitchens
 - ii. Auxiliary, Classroom teacher access, all kitchens
 - iii. Kitchen Mgr. and Asst. Mgr., 5 am-5 pm, assigned kitchen
- g. Transportation
 - i. Administrators add Steele front and back doors
 - ii. Drivers/Monitors, Steele gate only
 - iii. Lead Drivers and Mechanics, 24/7, Transportation building and Steele gate

8. Replacement

- a. Lost access control cards must be reported immediately to maintenance. Replacement of the card is \$5.
- b. Damaged/non-working credential must be returned before a new credential is issued.

ELT REVIEW DATE	11/18/2019
ELT APPROVED DATE	11/18/2019
CABINET REVIEW DATE	12/9/2019
CABINET APPROVED DATE	12/9/2019
TEAM ONE REVIEW DATE	12/10/2019
TEAM ONE APPROVED DATE	12/10/2019