

# Security Access Guidelines for PHM Schools

2/2020

## General Guidelines

- ☐ All paid permanent staff members, and contracted employees (e.g. Joint services, Youth Service Bureau, etc.) will have access to their home- work site.
- ☐ Building principals will have access to their schools 24/7/365, all entrances.
- ☐ Cabinet administrators will have access to every building from 6:00 a.m. to 10:00 p.m., Monday through Friday, all entrances.
- ☐ The following positions will have access to every building 24/7/365, all entrances: Superintendent, Chief Operating Officer, Assistant Superintendent, Director of Facilities, Assistant Director of Facilities, all maintenance staff, Sodexo Director, Custodial Supervisor, all computer technicians, Telephone Systems Manager, Director of Safety, Security, and Student Services. Police and Firemen.
- ☐ Non-PHM employees may be given access for specific times and activities. The building administrator and the Director of Safety, Security, and Student Services must approve requests for access. Access, if granted, will be terminated at the end of the activity.
- ☐ Students and Summer help (students) will not be issued key cards.

## Elementary Schools

- ☐ Building principal: 24/7/365, all entrances
- ☐ Teachers and support staff: 6:00 a.m.- 10:00 p.m., Monday through Friday, all entrances.
- ☐ Teachers: 8:00 a.m. - 8:00 p.m., Saturday and Sunday, main entrance and/or parking entrance.
- ☐ Custodians: 24/7/365, all entrances.
- ☐ Non-employees may be given card access for specific doors and specific times. Director of Safety, Security, and Student Services must approve issuance of access card.

## Middle Schools

- ☐ All building administrators: 24/7/365, all entrances
- ☐ Teachers and support staff: 6:00 a.m.- 10:00 p.m., Monday through Friday, all entrances.
- ☐ Teachers and support staff: 8:00 a.m. - 8:00 p.m., Saturday and Sunday, main entrance and/or parking entrance.
- ☐ Custodians: 24/7/365, all entrances.
- ☐ Non-employees may be given card access for specific doors and specific times. Director of Safety, Security, and Student Services must approve issuance of access card.
- ☐

## Penn High School

- ☐ All Penn administrators: 24/7/365, custodian entrance.
- ☐ Teachers and support staff: 6:00 a.m.- 10:00 p.m., Monday through Friday, All entrances.
- ☐ Teachers and support staff: 8:00 a.m. - 8:00 p.m., Saturday and Sunday, Doors A, C, F and Custodial door only.
- ☐ Operations Supervisor: 24/7/365, custodian entrance.
- ☐ Custodians: one hour before and one hour after their assigned shift. All doors
- ☐ Coaches, academic coaches, co-curricular and extracurricular staff: 6:00 a.m. to midnight, seven days a week for the custodian entrance and Door F.
- ☐ Non-employees may be given card access for specific doors and specific times. Director of Safety, Security, and Student Services must approve the issuance of access card.

## ESC

- ☐ All P-H-M administrators: 6:00 a.m. to 10:00 p.m. Monday through Friday, east door
- ☐ ESC administrators: 6:00 a.m. to 10:00 p.m., seven days
- ☐ ESC staff: 6:00 a.m. to 10:00 p.m. Monday through Saturday
- ☐ School Board members: 6:00 a.m. to 10:00 p.m. Monday through Friday, east door

## Transportation Center

- ☐ All transportation staff and mechanics: 24/7/365, all entrances and gate.
- ☐ Bus drivers: 24/7/365, bus driver's door and gate only.

## Support Services Center

- ☐ Technology staff: 24/7/365
- ☐ Maintenance workers: 24/7/365, maintenance office door
- ☐ Sodexo manager and employees: 24/7/365, west door