

PMHS Building Access

Standard Operating Procedures:

Staff:

- Staff will need ID's to gain access to the building.
- Access to the building will be permitted from:
 - 7:00am – 9:00pm Monday – Friday
 - 7:00am – 3:00pm Saturday.

Students:

- **All students may enter the building at 7:45am at the following locations:**
 - **Auditorium Lobby – Canopy Entrance**
 - **Gymnasium Lobby – Broadway Entrance**
 - **Cafeteria –Courtyard Entrance (Faculty Parking Lot)**
- **Early Arriving Students:**
 - Students may enter the building from 7:15am – 7:45am at the courtyard cafeteria entrance.
 - Students must remain in the Cafeteria until 7:45am.
 - AM Club Meetings and Make-up Tests
 - Students arriving before 7:45 for club meetings or to make up tests **MUST** enter at the Courtyard Cafeteria Entrance and Sign-in with the staff member on duty.
- **Late Students must enter at the Main Lobby Entrance and sign in.**
- **After School Hours Building Access:**

- The following doors will be unlocked from the Hours of: 2:30pm – 8:30pm Monday-Friday:
 - Gym Lobby Entrance – Broadway & Courtyard Entrance.
 - Auditorium Lobby – Courtyard Entrance.
- Additional Doors will be Unlocked and Hours Extended for Special Events.
- Saturday and Holiday Access Hours will be based on the schedule of athletics/special events.

Parents/Guardians:

- All parents/guardians must enter through the main entrance and go directly to the main office. (NOTE: Parent/Guardian ID may be requested for early student dismissal.)