

NORTH ANDREWS GARDENS ELEMENTARY SCHOOL OF THE ARTS

SAFETY & SECURITY PROCEDURES

We are taking greater steps in order to ensure the safety of students and staff on our campus. Office hours for parents will be from 7:30 am to 3:30 pm. Student supervision begins at 8:00 am.

Single Point Access

- Must ring the bell to enter the Front Office
- All perimeter doors remain locked until dismissal
- Perimeter gates locked at specific times during arrival
 - Cafeteria gate locked at 8:00 am
 - Office gate locked at 8:30 am
 - Bus loop gates locked after the last bus leaves

Sign-In Procedures

STAR SYSTEM

- Conferences
- Field Trip
- Early Dismissal (no later than 2:30 pm)

Special Events

- Must show official identification
- Must wear name sticker provided at the event
- Must be supervised during events with limited movement
- Must arrive on time for events
- Must leave campus immediately at the conclusion of the event

The arrival and dismissal procedures listed below is to ensure supervision of students and movements on campus.

Arrival and Dismissal

Arrival

- Before Care open for Sunshine participants only at 7:00 am
 - Media Center-supervised by Sunshine personnel
- Cafeteria gates open for **Breakfast Students** only at 7:45 am
 - Gate supervised by NAGE personnel
- Gate near cafeteria will be closed by 8:00 am
- Supervision begins at 8:00 am
- First Bell-Students Report to class at 8:15 am
- Second Bell- Instruction begins all gates locked at 8:30 am
- Late arrivals must be walked into the Front Office by an adult
- Cars may not be doubled parked