



GGA Safety Procedures

Full emergency procedures and protocols are shared only upon request from the Director of Operations in the main office to ensure the safety of our procedures themselves. Here, we have provided an outline of the procedures in place.

School Security

- Where possible, GGA doors are always locked from the exterior of the building and locked from the inside to ensure the space remains secure for our students, while maintaining allowable emergency egress.
- GGA contracted with outside security personnel to provide additional supervision during entry and exit times.
- GGA reserves the right to conduct search and seizure on an as-needed basis. We do not have daily metal detector screenings, but will periodically conduct bag and locker searches as needed to ensure the safety and wellbeing of our students.

Guest Policy

- GGA allows guests to visit the building, including parents and families, provided they are not interrupting instructional time. Parents and guardians may shadow their student(s) with advanced notice.
- All guests will be required to sign in--a process that includes scanning a valid photo ID which provides a quick background check service to ensure the safety of our school community. Without a valid school ID, you will not be permitted to enter the building.
- If a parent or guardian would like to meet with a teacher, principal, SPED Coordinator, or other school staff - they must make an appointment through the main office or with the person they are visiting. Those without an appointment may not be able to meet with the person they wish to see at that time.
- Those guests or volunteers who are in the building for more than 10 hours per week will be required to be fingerprinted.

Emergency Drills

- GGA conducts regular emergency drills to ensure preparedness of students and staff during actual emergencies. This includes:
 - Fire Drills - all people are required to evacuate the building and go to the corner of 8th and H street, if the drill is extended beyond a few minutes, or there is inclement weather, we will go to the courtyard of the Portrait Gallery. Students are not permitted to leave the supervision of the assigned teacher without being signed out by an authorized contact.
 - Lockdown drills - all personnel are required to follow procedures and stay in place and out of sight until released by school or police authorities.