



GSA Safety Reminders

2024-2025

The Girls' School of Austin is prepared for another strong, safe, and productive year!

Arrival:

Regular student arrival begins at 7:30 a.m.

We will continue to have a secure morning arrival with caregivers saying goodbye before students enter the building. Parents/Caregivers may walk students as far as the front gate or say goodbye during car drop off. Staff members will be outside and inside the gate ready to greet, welcome, and support our students as they enter the campus.

- Enter the drive by turning right off McCall, which may require you to go around the block from Windsor Road. Please drive safely and slowly through the neighborhood.
- Pull all the way forward in the drop-off area.
- **DO NOT drop off or pick up until you reach the designated area.**
- Stay in your car; a teacher or member of the Leadership Club will guide your child from your vehicle.
- ONLY TURN RIGHT when exiting the campus road onto Windsor.
- *Note: If you need to park and walk into the front office, please park in a visitor space if one is available. If you must park in the neighborhood, please do so courteously. As you approach the campus, please walk on the sidewalk, not the campus road. **All campus visitors must check in at the front office.***

Dismissal:

- Enter the drive by turning right off McCall, which may require you to go around the block from Windsor Road. Please drive safely and slowly through the neighborhood.
- Pull all the way forward in the pick-up area.
- **DO NOT pick up until you reach the designated area.**
- Stay in your car; a teacher or staff member will guide your child to your vehicle.
- ONLY TURN RIGHT when exiting the campus road onto Windsor.
- *Note: If you need to park and walk into the front office, please park in a visitor space if one is available. If you must park in the neighborhood, please do so courteously. As you approach the campus, please walk on the sidewalk, not the campus road. **All campus visitors must check in at the front office.***

Interior Doors:

- The Head of School and Director of Facilities walk the campus each week, checking each interior door and locking mechanism for any maintenance issues.

Exterior Doors:

- The Head of School and Director of Facilities walk the campus each week, checking each exterior door/gate and locking mechanism for any maintenance issues.
- All exterior gates, the door to the front office, and the front door of Lisa's House will remain locked at all times during the school day.
- Staff will check each exterior door/gate every evening and morning to ensure they are locked and secure.

Visitors:

- The front office is open Monday through Friday from 8:00 a.m. to 5:30 p.m. (or until the last child leaves).
- The front office doors are the only entry doors to the campus for visitors. The door buzzer/office communicator is on the right-side wall by the front door. Please push the button to communicate with the office, and once verified, we will buzz you into the building.
- Visitors will scan their ID's and have visitor badges printed. These badges must be worn at all times while on campus. Visitors should sign out at the front office when leaving. Please remember to bring your photo ID with you when visiting campus.
- ***No visitors will be admitted through Lisa's House at any time.***
- For Friday Community Meetings, we ask that our guests proceed through the front office and collect a Community Meeting badge that will be good for that morning.

Staff Training and Campus Drills:

- Our staff is trained on safety and campus emergency response plans during Work Week in-service, and all staff are trained in First Aid and CPR..
 - We review campus safety plans and practice throughout the year
- We hold regular safety drills with our students throughout the school year. Drills will be announced as drills so our students aren't surprised or alarmed by them.
 - Our teachers use the common language when preparing students for these drills.