

## NAVAL AIR STATION KEY WEST (NASKW)

### Gate Access Policy for Sigsbee Charter School

One of the unique characteristics of Sigsbee Charter School is that it sits on city property, originally owned by the Navy, and given to the City of Key West for the express purpose of having a neighborhood school located on base. As such, SCS benefits from the Navy's commitment to providing a safe and secure environment for our school family.

NASKW has been very accommodating in making sure that Sigsbee Charter School is accessible to those students and community members who should have access to the school.

Please adhere to the following procedures so that we can be good neighbors:

#### **If your gate access is for the explicit purpose of coming to Sigsbee Charter School....**

1. Be sure you always have your license, insurance, and registration in your vehicle as well as your bright yellow SCS pass displayed on the driver's side of your windshield.
2. Have your license ready to show the guard so you do not hold up the line.
3. If your child is attending SCS, your yellow pass will grant you access to the base from 6:00 AM- 7:30 PM Monday-Friday. The pass will also be accepted during special school events (i.e. the Fall Festival, Astronomy Night). This pass grants access to and from SCS ONLY – nowhere else. Violations may result in termination of your access.
4. If you are coming to SCS in a volunteer capacity or as a temporary paid instructor (and do not have an MCSD badge), your yellow pass will grant you access to the base during the times you are contracted to be at SCS. Please return your pass to the school's main office on your last day.
5. PLEASE ADHERE TO THE SPEED LIMIT RESTRICTIONS. There are many children residing on base and we need to serve as excellent role models in our travels through their neighborhoods.

#### **Special Circumstances**

We realize that there will be special circumstances that will require additional consideration for gate access. Please review the following instructions for some common scenarios:

#### **Someone else is dropping off or picking up my child...**

Anyone who will be sent *regularly* to pick up your child should have a yellow pass from the office. Please be sure these individuals understand the rules of the base and that their access is limited to coming to/from school. IT IS A PARENT'S/GUARDIAN'S responsibility to notify the office and return the yellow pass, when the person is no longer providing this service for you.

If a situation arises where someone *without a pass* is being sent to drop off/pick up your child, please call the main office as soon as possible. Provide the person's name (as it appears on the license) and the type of car he/she will be driving. The main office will notify the front gate if enough advance notice is given. Please try to minimize the amount of times you request this service.

**Other people will be with me when dropping off or picking up my child....**

All others aged 16 years and older must be in possession of a valid photo identification card, and must adhere to all rules of the base. You are responsible for the conduct of these guests at all times and do not have escort privileges, so please keep these visits to a minimum (i.e. attending special events).