



Northlake Arrival and Dismissal Protocols

Arrival

1. Arrival time (for students not enrolled in AM Expanded Learning Program)
 - a. Gates will open for students at 7:30 am
 - i. Gates are located on the west side of campus on Oceanside Drive and at the front of the school on Oyster Point Way.
 - ii. All students will report directly to the cafeteria and will remain in the cafeteria until dismissed by staff at approximately 7:45 am
 - iii. There is no supervision on the playground until 7:45 am, so students must be in expanded learning or in the cafeteria. NO exceptions will be made.

Designated Drop off/Pick up zones

1. Drop off/pick up zones for students arriving/departing by motor vehicle can be safely dropped off/picked up on school grounds, at the front of the school in the drop off/pick up zone.
 - a. Enter at the East entrance on Oyster Point Way, drop students off (students MUST EXIT from the passenger side directly onto the walkway).
 - b. While in the pick up line, please pull all the way to the front until traffic is stopped. Children should have their things gathered and be ready to unload as soon as the car is against the curb.
 - c. Motor vehicles should NEVER be left unattended in the drop off/pick up zone.
 - d. Children should NEVER be left unattended in any vehicle on school grounds.
 - e. Motor vehicles will then exit at the far west end of the lot.
 - i. If you or your child needs more than a minute to get out of the vehicle, it is recommended that you do not utilize the drop off lane but park in the front front of the school to ease any undo stress or frustration for both your family and the other vehicles in the drop off lane.

Traffic flow management

1. Abide by all traffic signs and staff assistance.
 - a. Traffic routes and placement of signs have been designed for the safety of our students and families. Please abide by all traffic laws, review posted signage, be alert and be patient so everyone can arrive safely at their destination.
 - b. Staggering arrival times, carpooling, walking or biking are all excellent options to reduce motor vehicle traffic within the school zone.

Walkers and Bike riders

1. Walkers and bike riders can enter the Northlake campus at three different points:
 - a. Front of the school breezeway gate,

- b. Lake Mary pedestrian gate
 - c. Oceanside Drive pedestrian gate.
2. Highly recommend all walkers and bike riders participate in the JIBE program. This program will provide electronic check-ins that your student(s) arrived at school and has incentives for students to cultivate responsibility and recognize the physical fitness of walking or biking to school.
3. Bike rack is located near on the west side of campus off of Oceanside Drive.

Bus riders

Bus riders will be dropped off and picked up at the bus loading and unloading zone located on Oceanside Drive. The bus zone is for school buses ONLY; cars are prohibited. A staff member will be supervising students at the Oceanside Drive gate from 7:40 - 8 am and again at dismissal from 2:42 pm - approximately 3:00 pm (or until the students are picked up by the bus.)

Entry procedures

Any student or adult entering campus between the hours of 8 am and 2:35 pm MUST check in at the front office. All adults with business on campus, must have a visitors badge if they are in any hallways or school buildings. Parents who plan on volunteering, and secure a TRUSD volunteer badge, still need to check in and out of the front office when arriving and leaving campus. All gates will be locked once the bell rings at 8 am and the single point of entry is the office door located on Oyster Point Way.

Staff responsibilities

Staff members will rotate supervisory duties for the 7:40 - 8:00 am block of time. Staff members will also supervise their students at dismissal. If a parent or guardian has not picked up their child by 2:55 pm, the student will be in the front office and front office staff will make calls to the family.

Dismissal time

1. Parents and caregivers who wish to pick up their students can access the central breezeway and main campus courtyard at 2:40 pm and must remain in the courtyard until the bell rings at 2:42 pm (12:42 on Wednesdays) Individuals picking up transitional kindergarteners and kindergarteners, can pick up their students directly from the classrooms located on the east side of campus, but enter through the center breezeway. For grades 1 - 3, classes will line up in each corridor and will be dismissed by their teacher to their parent or guardian from their corridor. For grades 4 - 8, students will be dismissed from the classrooms. The halls will be monitored by staff until the campus is cleared by approximately 2:55 pm.
2. Picking Up Children From School Early: Children are not released directly from the classroom to leave school before dismissal times. You MUST come to the office first and sign out your child. Your child will be sent for and released to you by the front office..

Expanded Learning attendees

Before School expanded learning:

1. Expanded Learning morning program begins at 6:30 am.
2. Students will report directly to the Expanded Learning room and check in with staff. Students will be escorted to the cafeteria for breakfast at 7:30 am.

After School expanded learning:

1. Expanded Learning after school program begins at 2:42 pm (12:42 pm on Wednesdays).
2. Students in grades transitional kindergarten - 2nd grade will be picked up by Expanded Learning staff and walked to the cafeteria. Students in grades 3 - 8 will be dismissed by their teachers at the end of the day and will report directly to the cafeteria for check in.
3. Orientation meeting for parents will be held to review all Expanded Learning protocols.

Car line procedures

1. All traffic laws must be followed. Access points cannot be blocked and patience is essential to make sure all students and their families remain safe during dismissal time.
2. Please have a conversation with your child each morning regarding your plan to pick them up at the end of the day, so there is no confusion.
3. While in the pick up line, please pull all the way to the front until traffic is stopped. Staff will help direct traffic in this area. Please pull up as far as they indicate.
4. Students should only enter the vehicle from the passenger side/curb side.
5. To alleviate the anxiety of our youngest students, children that are not independent enough to load themselves into the vehicle without assistance, should not use the valet line. Those picking up young children should park on the street and walk up for pick up.
6. If your child is slow to leave the classroom and you're at the front of the line, please don't make everyone behind you wait. Pull forward and go through the pick up loop again

Walkers, bike, scooter, skateboard riders

Bikes, scooters and skateboards should not be ridden on campus. Students need to walk their bike, scooter, or skateboard outside of the school gates and be mindful of students walking on the sidewalks.

Bus riders

Bus riders in grades TK - 2 will be picked up by leadership students and walked to the bus zone off of Oceanside Drive. Students in grades 3 - 8 will report directly to the bus zone following dismissal. A staff member will supervise students at the bus zone until every child is safely on the bus and the bus departs campus.

Sibling coordination

If you would like an older sibling to pick up a younger sibling on campus, please make sure that BOTH of the students' teachers are aware of the family's plan and that the students are also aware of the arrangement. Communicating if the children are walking, riding bikes, riding the bus or meeting a parent in the car, also helps ensure the safety of the children.

Communication

School communication occurs on the ParentSquare app. It is very important to be linked to ParentSquare for all school and district communication, reminders, newsletters, etc. Emergency communication also occurs through ParentSquare, so updating contact information when it changes is important to keep you linked to the school site.