



Tuuli Robinson
Principal

North Elementary

3000 NW 10th Terrace
Okeechobee, FL 34972-1899
Telephone (863) 462-5100 Fax (863) 462-5107

Alyson Shirley
Assistant Principal

Student Drop Off and Pick Up Procedures 2019-20

North Elementary School has established car rider procedures and rules to ensure the safety of our students. As you drive slowly through the car rider zone, please watch carefully for children and adults crossing the parking lot. For student safety, we ask that visitors stay off the cell phones in the parking area.

Morning Procedures:

Students may be **dropped off beginning at 7:30 AM**. There is no supervision prior to that time. Please pull to the very end of the drop-off circle lane. We have many students dropped off every morning and the more cars we can unload at a time the faster parents can get to work! Students should exit on the passenger side of the car. This allows an adult to see them at all times so no one is caught between the cars. Please have students ready to get out of the car when you reach the lane. Ensure that they have their lunch money, agenda signed, and that they know how they get home **PRIOR** to entering the parking area. Please be prompt—the tardy bell rings at 8:10 AM, and the doors at the drop off circle are locked at that time. **Please escort your child to the front office starting 8:10 AM.**

Afternoon Procedures:

Due to the large number of students that are car riders, the following procedures will be strictly enforced:

- Student **dismissal starts at 2:50 PM**. No child will be dismissed early between 2:30-2:50 PM.
- **Two rider cards are provided to each family at the Open House (or upon enrollment). The cards will be available for pick up in the classroom of the oldest sibling. You MUST have the official rider card displayed to pick up your child. The card will become null and void if altered.**
- If you need additional cards, please complete this form and return to the school secretary.
- Please **clearly display the car rider sign when you come through the car rider lane**. A student is not allowed to enter a vehicle that does not have their name displayed on the official NES car rider card. If you do not have the card, you will be asked to pull forward and go through the front office to pick up your child. Students will be escorted to the front office at 3:15 PM.
- The cars will pull up in the pick up area in two lanes and students are to walk to their vehicles between the lanes. **Please choose the lane that allows your child to enter the vehicle between the lanes** (be mindful of car seats etc.).
- To ensure that all students are safe, please wait for the Go sign from the teacher on duty before pulling ahead.

TWO RIDER CARDS ARE PROVIDED TO EACH FAMILY UPON ENROLLMENT. ONLY COMPLETE THIS FORM IF YOU REQUIRE MORE THAN TWO RIDER CARDS.

NES Car Rider Sign Request

Cards Requested By: _____ Number of cards requested _____

Write the names of all students who are riding in the car:

Student's Name	Grade	Teacher
1.		
2.		
3.		
4.		



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Single Point of Entry Procedures 2019-20

Dear NES Families,

Starting with the 2019-20 school year, NES is implementing several new security measures that will significantly alter our school and classroom visitation procedures. While any and all changes are difficult, it is our hope that the information below will provide guidance to our families about what has changed, and how to help us with keeping our school in compliance with the state and district level safety requirements. The specific requirements for school safety are outlined in Marjory Stoneman Douglas High School Safety Act, SB 7026 (2018), and the Implementation of Legislative Recommendations of the Marjory Stoneman Douglas High School Public Safety Commission, SB 7030 (2019).

Single Point of Entry and Exit, and Buzzer System Procedures

The only entrance to NES and exit from NES is through the Main Office.

To gain entry to the building, please use the buzzer system on the left side of the main entrance door. In 15-20 seconds, you will be greeted by our office staff. Please state the reason of your visit and wait for the door to be unlocked. Please close the door behind you as each visitor must be checked in individually. Please have your state issued ID ready when entering our office.

An office staff member will assist you with obtaining a visitor's pass. No adult will be allowed on the campus for any reason without a school-issued visitor's tag that must be worn when on campus. When leaving, visitors are required to sign out, and return their visitor's tag to the main office.

Walking Your Child to Class

Once checked in, parents are welcome to walk their child to the classroom door, but we request that parents do not enter the classroom unless a meeting has been scheduled with the teacher ahead of time. We encourage parents to take advantage of the scheduled APTT meetings to visit the teacher. Parents are welcome to walk their child to class on first day of school (August 12).

Bus Loop Procedures

Vehicles are not allowed to enter the bus loading area (front parking lot) during the bus loading times 7:30 AM - 8:10 AM, and 2:30 PM to 3:15 PM.

There is no pedestrian traffic through the bus loop gates at any time. If walking to the building from the road, please use the designated walking area on the south side of the school to enter the property.

Thank you for your cooperation with our safety procedures!

Dr. Tuuli Robinson,
Principal of North Elementary School

Deputy William Hill
NES School Resource Officer