

Dear Highland Lakes Families,

The teachers and staff have been busily preparing for the start of the 2023-20234 school year! We are so excited to welcome you all to our campus and look forward to an amazing year of learning!

Highland Lakes will continue to use the assigned entry points/gates as were used last school year. Parents and visitors are not permitted on campus (behind the gates) before school.

- **Entrance Point #1**-(Kinder Gate) leading to the Kindergarten playground: **Kinder Entrance Only.**



Entrance Point #2-(Gate) is located near the North end of the 500 building by the elementary bike rack: **First, Second and Third Grade Entrance Only.**



Entrance Point #3-(Gate) is located South of the 200 building by the bike rack: **Fourth, Fifth, and Sixth Grade Entrance Only.**



Entrance Point #4- (Gate) is located between the 100 and 200 building near the front office: **7th and 8th grade Entrance Only.**



- Entrance points will be opened for student arrivals at 8:30 am. This does not apply to students enrolled in Bear's Den Before Care Program.
- We encourage all families who are able to have their child(ren) walk or ride a bike to do so. This will help to alleviate congestion in the front parking lot.
- Parents using our drive through drop off lane, please remain in your car and have students exit vehicles promptly as to allow for the most efficient arrival/dismissal. · **Parents/visitors are not permitted on school campuses (behind gates) before school.**

- Visitors/volunteers may be allowed per normal District and campus procedures. Visitors must enter through the front office and sign in. Volunteers must complete the volunteer training and must also sign in at the front office.

Elementary students will go directly to the playground and middle school students will go to the courtyard area when the gates open at 8:30 a.m. At 8:40 a.m. students will go to their classroom.

- Elementary students will line up in the designated line for their classroom and teachers will escort the students to class.
 - Middle school students will go to their first hour class at 8:40 a.m.
 - If a student requires breakfast, they are to visit the cafeteria when the gates open at 8:30, eat in the cafeteria and arrive at their classroom by the 8:45 bell.
- Parents/Guardians of students who attend Community Education - Bear's Den, will drop off at the designated spot in the breezeway by the 500 building up until 10 minutes prior to school starting.
- Late student drop-off and early student pick-up will go through the office. *Please be sure to bring ID when checking out a student. Students may not be signed out after 3:15 p.m.

Highland Lakes will dismiss as follows:

- Kinder 3:20
- 1st-8th: 3:30

Students who live in the neighborhood are highly encouraged to walk to limit parking lot traffic.

If parents are picking up students in the drive through lane, please remain in your vehicle at all times.

We at Highland Lakes appreciate your cooperation and support in order to assure a smooth and safe school year. We look forward to a successful school year!