

Hello Houghtaling Families,

We have officially set our bell schedule and school times for the coming year. School will begin at 9:00 and end at 3:00 Monday-Thursday. On Friday, school will be from 9:00 to 2:00.

Because of the need to keep students in their pods, our arrivals and departures will look differently compared to years past. Here is the schedule, which I will explain below:

**Regular Schedule**

8:30: All Staff Onsite  
8:40: Students Begin Arriving  
9:00: School Starts  
12:15: Lunches Delivered to rooms (Teachers self-schedule student lunch)  
2:50: Walkers Dismissed  
2:55: Pick-ups Dismissed  
3:00-3:15: Bussers Dismissed

**Early Release**

8:30: All Staff Onsite  
8:40: Students Begin Arriving  
9:00: School Starts  
12:15: Lunches Delivered to rooms (Teachers self-schedule student lunch)  
1:50: Walkers Dismissed  
1:55: Pick-ups Dismissed  
2:00-2:15: Bussers Dismissed  
2:15: Professional Development

**The Morning**

Students can arrive at school as early as 8:40. Whether walking, drop-off, or bussed, students will immediately enter via their assigned doors. We will have staff on duty at those doors to conduct temperature checks and symptom screenings. After entering the building, students will head straight to their classrooms and students eating school breakfast will eat in the room. Unfortunately our campus, which includes our playgrounds, will be completely closed to students before 8:40 and students are not allowed on campus before that time.

**Assigned Doors**

Students will be entering through their assigned doors upon arrival. Students should not be entering via the main door until after 9:00 (a late arrival). Walkers will also leave out of the same doors at the end of the day. Signage will be posted at the doors to help students remember. Parents wishing to walk their children to the door may walk with them to the assigned door but will be unable to continue with them inside. Students arriving by bus will walk around to the back before heading to the door (some staff will be on duty as "shoo-ers" to ensure students head inside and don't try to play outside). Here are the door assignments:

LIBRARY	SOUTH	CLIFFORD	STAGE/GYM	A-FRAME	NORTH
LO ILC	K.Varela Filyaw Manabat Tucker Sampson	Blake Kegl K.Smith Hamilton	Ranniger Jacobson Doyle	R. Varela Agoney Mike C. Smith	Simpson Carson Kinunen Merle

### The Afternoon

In order to eliminate crowding in the halls, students will be released in stages at the end of the day. Walkers will be released first, beginning with 3rd-6th graders. Students walking home will exit out of their assigned doors. If an older sibling needs to meet up with a younger sibling, they will wait outside of the younger sibling's door. Parents may also meet their children outside of these doors if they wish.

Students being picked up will be released next, beginning with 3rd-6th graders. These students will exit out of the main doors and walk down the stairs to the car pick-up line. We will have staff on duty at the pick-up line to manage traffic flow and ensure student safety. Vehicles in the line, in both lanes, will be held until students have entered vehicles and then be released. Older siblings that wish to wait for younger siblings before heading to a vehicle may wait in the "Outdoor Classroom" area (the picnic tables in front of the building).

Bussed students will remain in their classrooms until the bus has arrived. Upon arrival, the students will be escorted to the bus.

At the end of the school day, all students must leave our campus, and the playground will remain closed until 4:00pm.

### Parking

We welcome visitors to park in the lower parking lot. The upper parking lot is reserved for staff and will be closed from 8:30-9:00. Due to safety concerns with walking students, both parking lots will be closed during the student release from 2:50 to 3:10.

### Parent Information Night

We will have two online parent information sessions hosted by Meredith Lundamo and myself. The first will be this Tuesday, September 1st at 6:00pm, and the second will be on Thursday, September 3rd at 6:00pm. These sessions will be via Zoom.

To join, click the link a few minutes before the session starts:

**Tuesday:** <https://zoom.us/j/92602390473?pwd=dkE1SUtvZ0lYSU10SlllcjVTQ2ZOQT09>

**Thursday:** <https://zoom.us/j/98045143233?pwd=Z2FBYU9vdCtydkl2NHZlajdJNTNGQT09>

These Zoom sessions will be the same information; there is no need to attend both. We will be covering the same information that has been sent out via school messenger emails. Our maximum number of live viewers is 100. If the session is full, it will be recorded and sent out for watching later.

We look forward to the students' first day! If you have any questions, please don't hesitate to call the office and we will do our best to answer them.

To your child's success!  
Michael Cron