

Traffic Guidelines for the 2020-2021 School Year

Families with children only in grades K-6 will use the Lower School Lot.

Families with children in grades 7-12, and any lower school siblings, will use the Upper School Lot.

Notice that the left turn lanes into the school will be closed on Jones Maltsberger during pick up and drop off. This is necessary to keep traffic flowing on Jones Maltsberger. Please use the Church Parking lot across from Driscoll Middle School to turn around if you are entering from Autry Pond Rd (see map below).

Follow your wave times: Please do not arrive before your wave time. The wave times are our best option to prevent vehicles from spilling out of our parking lot back onto Jones Maltsberger. **The wave timing is designed to decrease your wait time.** Students who have a later wave time will not be idle, but be using this time to read quietly and work on homework with a teacher present. **GHNO now has over 1500 students. Each vehicle that arrives before the assigned wave time will add an unnecessary amount of vehicles to the parking lot and therefore hold up traffic.** Wave times work best when everyone in our community abides by them. **If you are not at your appropriate wave time you may be asked to requeue in line or park.** If you are coming directly from home or work, you should not be turning onto Jones Maltsberger prior to your wave time. If you need a place to queue up prior to your wave time you may use the church parking lot across from Driscoll Middle School.

Placards: Each student will be issued a car placard with his or her surname and grade level. Please display the placard on the dashboard in an area which is easily viewable from outside the vehicle. The placard system will help traffic captains identify cars and students who need to be called over the radio and who have not arrived at the lot at the appropriate time. This will also allow traffic captains and those entering names into the CURB system to know which families have siblings or are in carpools. Contact: info@GreatHeartsNorthernOaks.org to request replacements.

Remain inside – and do not leave – your vehicle unattended during pick up and drop off. Follow the traffic attendants and officers’ directions at all times.

Notice: The city has mandated that officers issue tickets to any vehicle that is on Jones Maltsberger, that is stopped or standing and has opportunity to continue moving forward in any traffic lane. Vehicles that are parked or stopped off of the roadway, including the gravel portions, will also be ticketed. In the state of Texas, cell phones are not to be used while operating a motor vehicle, this includes inside the school lots. U-turns on Jones Maltsberger are dangerous and illegal.

Drop Off

Drop off will run from 7:15-7:50AM in each lot. Please **do not arrive or queue in the lot before 7:10AM** so that faculty may enter the lot unrestricted. Both schools will begin promptly at 7:50AM, with a morning tardy bell beginning at 7:55AM. **Students not in their classrooms for attendance when the bell rings will be considered tardy. Families arriving after 7:50AM will need to park in the Lower School Lot and sign in their children at the front desk.**

Lower School	Wave Start Time	Student Priority
First Wave	7:15AM	Working Parents, intervention and tutoring assigned by teacher
Second Wave	7:25AM	General student body

Upper School	Wave Start Time	Student Priority
First Wave	7:15AM	Working Parents, student drivers, tutoring
Second Wave	7:25AM	General student body

Pick Up

Pick up will run from 3:25PM – 4:10PM in each lot (1:25PM – 2:10PM on early release days). Please **do not arrive or queue in the lot before 3:15PM** (1:15PM on early release days) so that early athletic release may enter the lot unrestricted in the upper lot and appointment pick up and volunteers are unrestricted in the lower lot.

Lower School	Wave Time	Early Release Time	Grades
First Wave	3:25PM	1:25PM	Kindergarten Only
Second Wave	3:35PM	1:35PM	1 st – 2 nd Grade (and any younger siblings)
Third Wave	3:45PM	1:45PM	3 rd – 4 th Grade (and any younger siblings)
Fourth Wave	3:55PM	1:55PM	5 th – 6 th Grade (and any younger siblings)

Upper School	Wave Time	Early Release Time	Grades
First Wave	3:25PM	1:25PM	10 th – 12 th Grade Only and student drivers
Second Wave	3:35PM	1:35PM	7 th – 12 th Grade Only (no lower school siblings)
Third Wave	3:45PM	1:45PM	7 th – 12 th Grade (with K – 2 nd school siblings)
Fourth Wave	3:55PM	1:55PM	7 th – 12 th Grade (with 3 rd – 6 th school siblings)

All students **MUST** be picked up by 4:10PM (2:10 on early release days) unless they are enrolled in an after-school activity (please be aware clubs and many athletics will not begin until September). **After 4:10PM (2:10PM on early release days), students will be monitored by Athenaeum/Homework Club and a charge of \$1 per minute will be incurred. Parents arriving after 4:10PM (2:10PM early release) will need to park in the Lower School Lot and sign their child out at the front desk.**

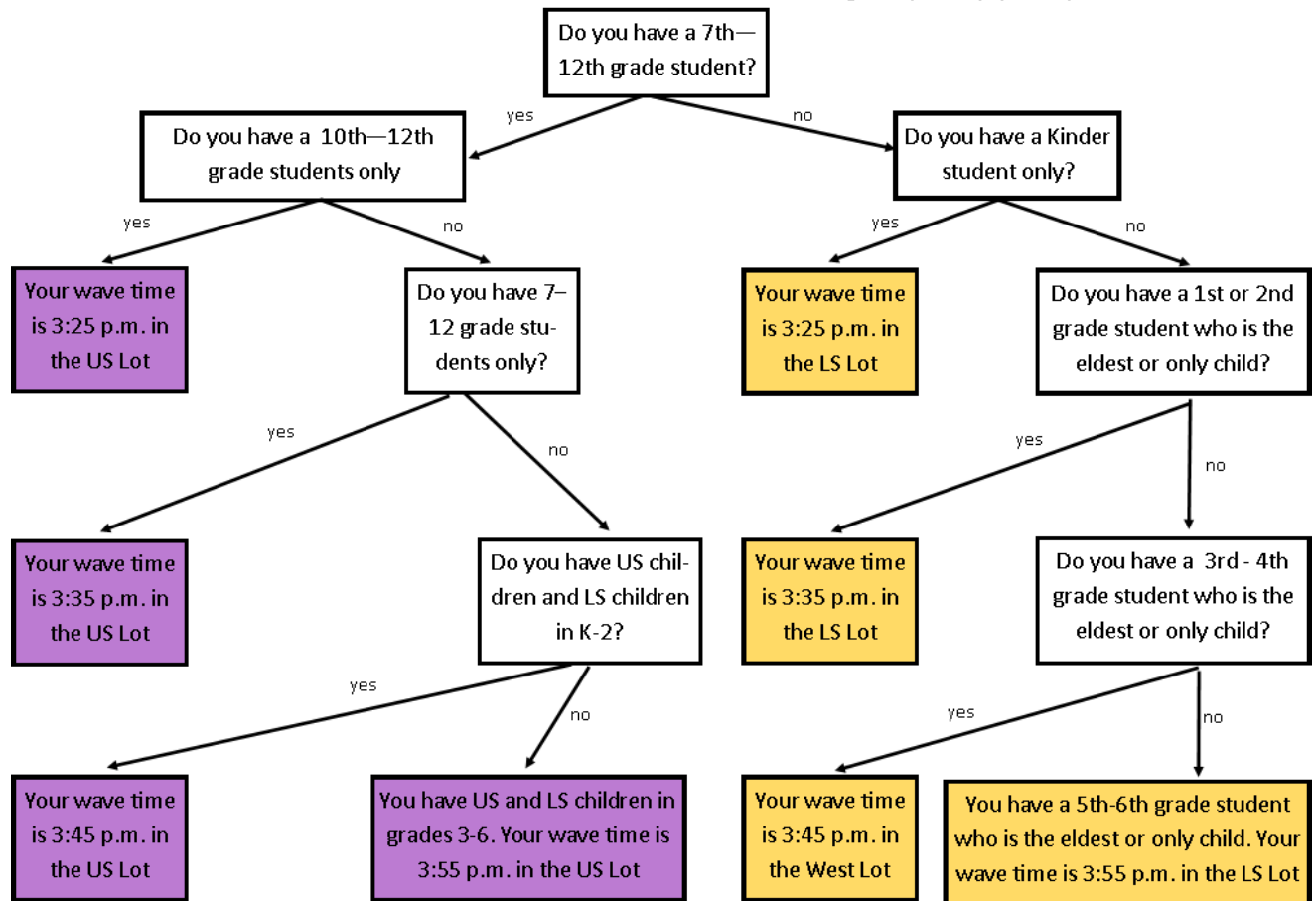
A grace period will be extended for morning tardiness and for the pickup cut off time for the first two weeks of the school year to give families and faculty time to become familiar with the new routines.

More information will be forthcoming and available at Back to School/Meet the Teacher Night. Please email Charles.brogan@greatheartsnorthernnoaks.org with any questions and feedback that you may have.

Please see the Wave Time Logic Tree and Traffic Flow maps below:

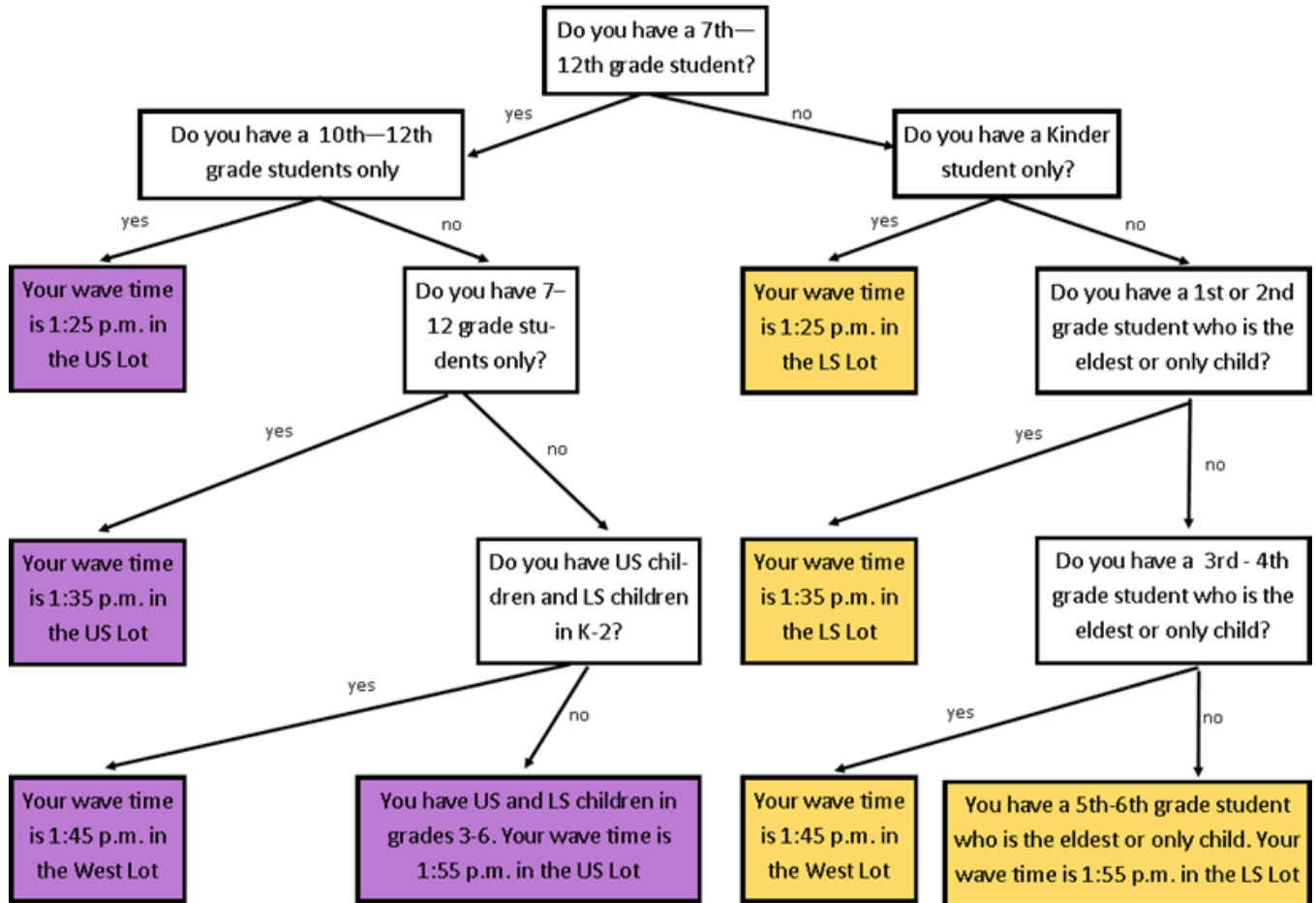
How do I find the lot I am supposed to use when I pick up my student? LS = Lower School, US = Upper School

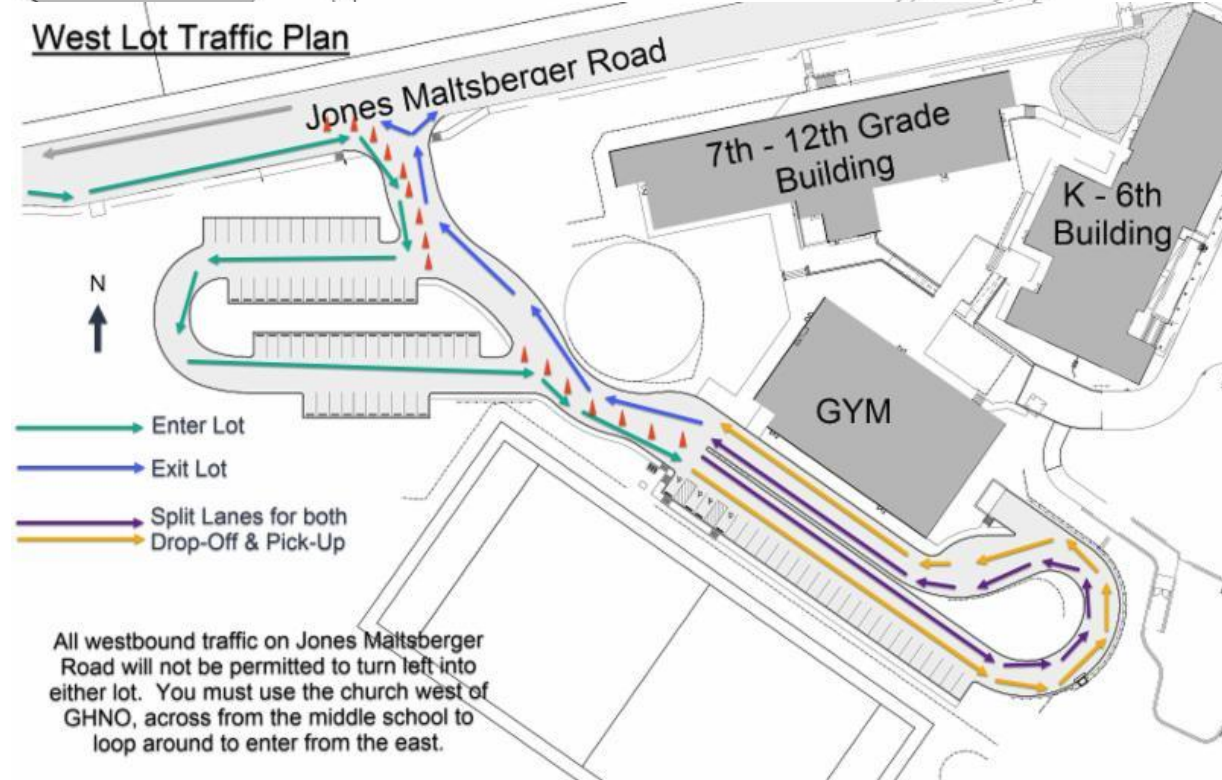
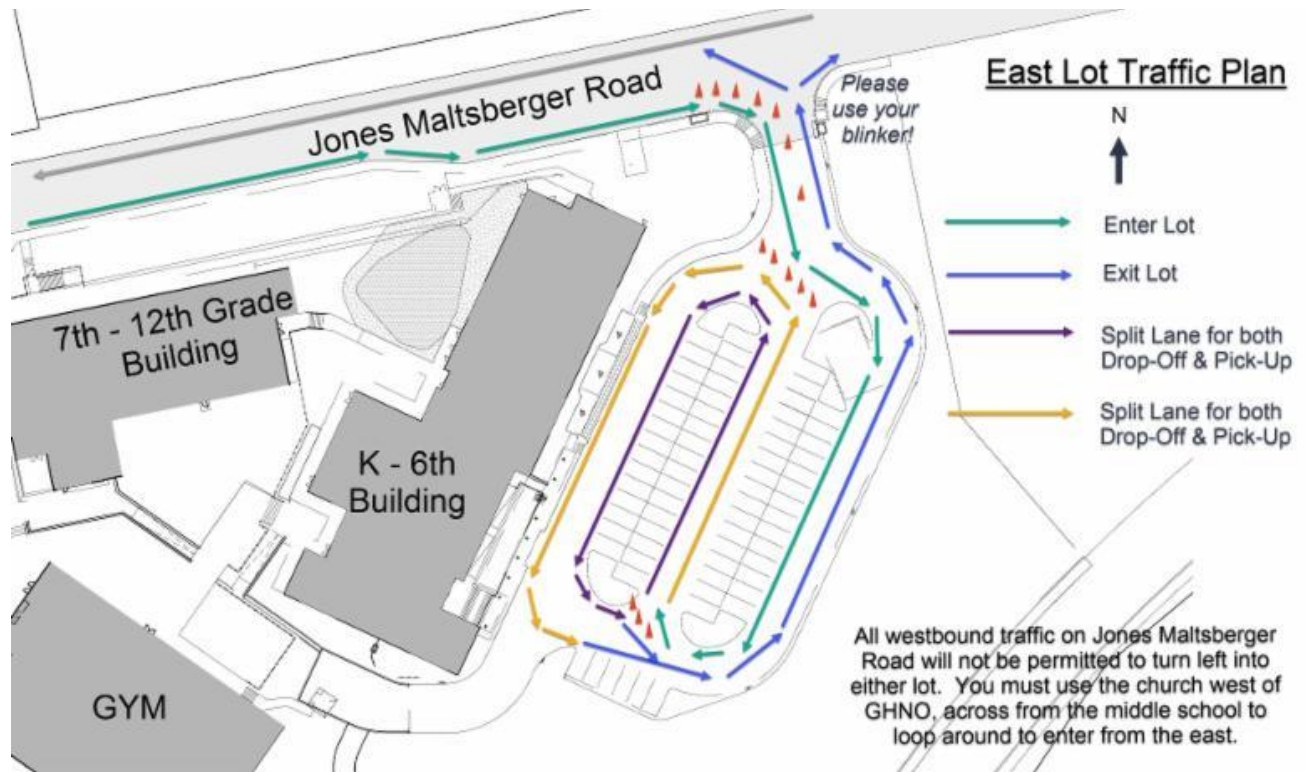
How do I find the correct time to arrive at school for **regular** pick-up (Wave)?

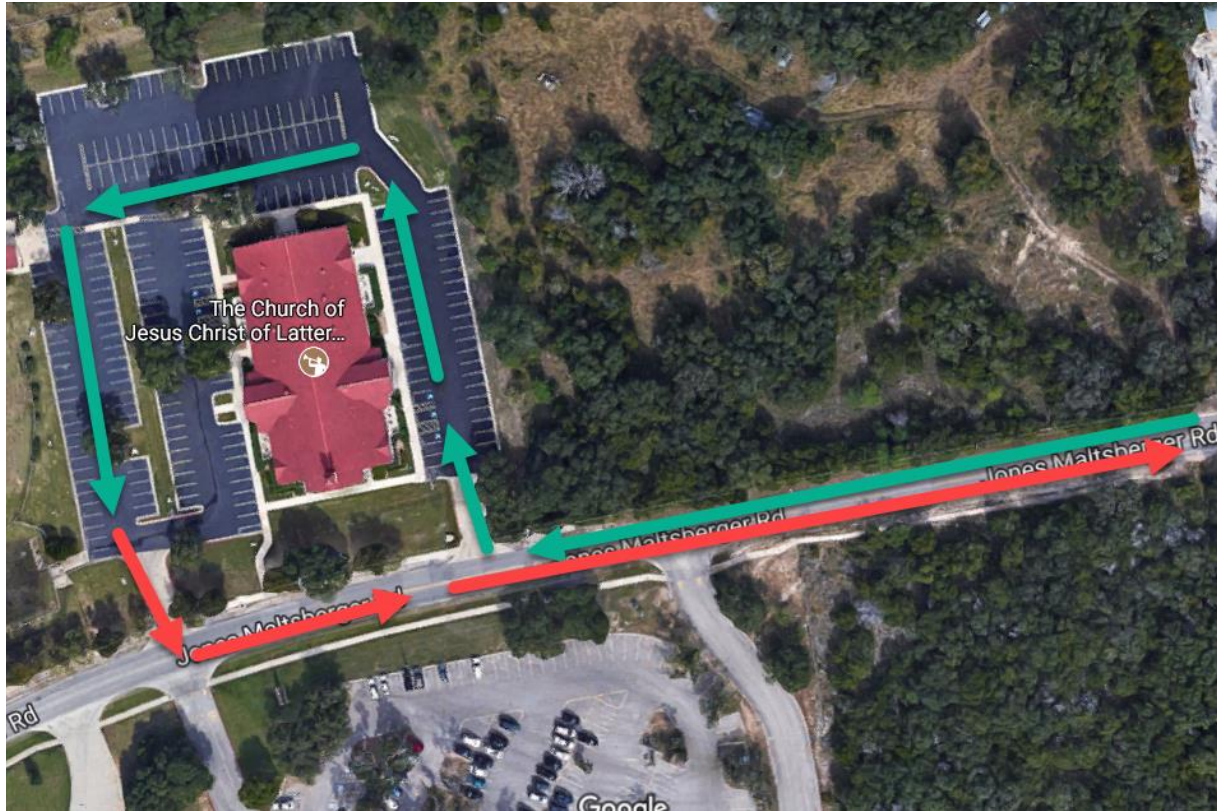


How do I find the lot I am supposed to use when I pick up my student? LS = Lower School, US = Upper School

How do I find the correct time to arrive at school for **early release** pick-up (Wave)?







As Great Hearts Northern Oaks is situated on a street with commercial traffic, we discourage students from walking or biking as sidewalks do not completely span our street. Students who walk or bicycle to school must arrive no earlier than 7:30 a.m. and must always obey the traffic lights and Walk/Don't Walk signals. Students may lock up bicycles at the bike racks, but all bicycles must be removed at the end of the school day; no bikes should be left on campus after hours or on weekends. The Academy is not responsible for any bicycles or other personal property left on the campus after hours or on weekends.

Upper School Morning Tutoring Drop Off Policy

Drop off begins at 7:15am for both the Upper and Lower School. Beginning in the month of September, the Upper School will begin half an hour tutoring sessions before school.

Students will not be allowed to wander in the halls but must go directly to either the gym/courtyard or their classroom for tutoring.

Siblings or children in a carpool with the student who requires tutoring may also be dropped off at this time. Siblings in the Lower School (K-6th grade) will go directly to their classrooms at which time they may unpack, read quietly, and will be supervised.

Transportation

The Academy does not provide bus transportation to or from school. Students planning to use public transportation should contact the Headmaster for possible discounts.

Students will not be released to leave school with any adult except the parent, or by written permission of the child's parent. If another adult will be picking up your child to drive home after school, please file permission with the office through required annual enrollment or re-enrollment documents.

Academy students are not permitted to leave campus in any car driven by someone other than the parent, unless explicit written permission from the parent is on file with the school office. It is school policy that faculty/staff do not transport students in their personal vehicles to or from school or to and from school events.

Once a student is on campus, he/she may not leave except under parental supervision or under the supervision of an authorized teacher or coach.

Student Drivers

Students shall acquire authorization and a parking permit from the school administration before parking a vehicle on school property. Unauthorized vehicles will be towed at the owner's expense. Students driving on school property must follow all posted speed limits and comply with traffic laws. Non-compliance with traffic guidelines and unsafe operation of a vehicle (speeding, improper parking, etc.) on campus may result in disciplinary action and/or removal of parking privileges.

To obtain a parking permit, students are required to write a letter of intent to park on campus. This letter should include a copy of the student's valid driver's license and vehicle information (including the year, make, model, and license plate number). School faculty receives parking priority on campus and student permits may be limited due to lot space. The letter of intent does not guarantee a parking space. If a permit is issued to the student by the school, the student will park in spaces in the West Lot (Upper School Parking Lot). Administration will direct students to park on the west end of the West Lot and will set clear boundaries and guidelines at the time a parking spot is issued.

All passengers arriving to school with the student driver require expressed written consent by a legal guardian to be kept on file at the school. This written permission should include emergency contact information in addition to the permission statement. Students are instructed to leave their vehicles immediately after parking. Under no circumstances will students be allowed to sit in or idle their vehicles once they have arrived and parked on campus. If a student driver arrives late, he/she must sign in with the lower school front desk. No student will be permitted to leave campus for lunch or during the school day under his/her own supervision, regardless of having turned legal age, unless they are personally signed out by a parent or legal guardian. Student drivers who need to leave school for an appointment must be excused by a parent phone call or written permission submitted to the office ahead of time. Student drivers may not return to their car, during the school day, for any reason without front office or teacher approval.

In order to ensure faculty and administrators are able to carry out their monitoring duties properly, we ask that any substantive meetings be scheduled ahead of time rather than taking place without appointment directly before or after school. It is therefore strongly recommended that appointments be made during teacher free periods. However, with advance notice, it may be possible to schedule an appointment immediately before or after school.

Additional Guidelines:

- Student Sign-out: Parents wishing to sign out their children before the end of the school day (e.g. for a doctor's appointment) must park in the designated parking lot and walk directly to the main office..
- Closed Campus: Students are not permitted to leave campus during school hours or during after-school activities, unless accompanied by an authorized adult. Parental requests to excuse students to leave campus on their own for lunch will not be honored.
- Non-custodial Parent Pick-up: Non-custodial parents who wish to pick up a student during or after school must have a signed statement from the custodial parent for each occasion, or there must be a statement of permission on file with the office. If you plan on having other adults pick up your child, you must provide a written list of such authorized adults to the main office.
- ~~Alumni Visitors: Alumni are invited to visit the Academy during the school day for several predetermined events throughout the school year. All alumni guests for such events must sign in at the front office upon arrival and wear a visitor badge during the visit. If alumni are interested in visiting the school during the day outside of these specified events, they must contact school leadership well in advance in order to receive approval. All alumni visiting a campus must check in at the front office upon arrival and wear a badge during the visit. Alumni must dress tastefully and appropriately and are expected to observe the school policies regarding the use of cell phones and electronic devices.~~
- Former Students on Campus: Former students who visit the school should check in at the front office. They are not allowed to visit on campus during school hours (unless the Headmaster has given written permission). Former students visiting a campus must obtain a badge and be in the presence of a teacher or administrator during the visit. Former students must dress tastefully and appropriately and are expected to observe the school policies regarding the use of cell phones and electronic devices.
- Parents visiting students during lunchtime should sit with their student in the bleachers rather than at the cafeteria tables.