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January 4, 2016

Dear parents and guardians:

I have just returned from a visit to Northridge Middle School (MS), where Porter Ranch Community School (PRCS) students will be temporarily relocated when classes resume after winter break. I was overwhelmed by the transformation of the campus, and the amazing work the District is doing to create a new and welcoming home for our students and staff.

Second semester officially begins on Monday, January 11. However, that will be a pupil-free day for PRCS so our teachers and staff can set up and organize their new classrooms. While instruction for students will begin on Tuesday, January 12, I hope you will join us on a tour of the Northridge campus at 1:30 p.m. January 11, followed by an informational meeting at 2:30 p.m. in the Northridge Auditorium.

In addition to the work taking place at Northridge MS, the District has also been planning how to best serve our children. I am including details about the new bell schedule and the drop-off and pick-up procedures to ensure a smooth transition to the temporary home on the Northridge MS campus. Please know that the District will be providing additional support staff to assist with student supervision and transportation activities at both the current and temporary home of PRCS.

I will continue to provide you with updates as we move forward. Information will also be posted online at <http://achieve.lausd.net/northwest>, and on our school's Facebook page: <https://www.facebook.com/Porter-Ranch-Community-School-578893758819689/>. The address to the temporary home of PRCS on the Northridge MS campus is 17960 Chase Street, Northridge, CA 91325. The entrance gate to the temporary home of PRCS is located on Zelzah Avenue as indicated on the attached map. The PRCS phone number will remain the same (818-709-7100).

I realize this is a new – and unexpected – experience for the Porter Ranch Community School family, but I hope it will ultimately be a positive one. I look forward to seeing you on January 11.

Warm regards,

Mary Melvin  
Principal  
Porter Ranch Community School

## Porter Ranch Community School Bell Schedule

<i>Grade Levels</i>	<i>Start Time</i>	<i>Dismissal</i>
Kindergarten	8:25 a.m.	3:00 p.m.
Grades 1 to 5	8:25 a.m.	3:00 p.m.
Grades 6 to 8	8:25 a.m.	3:00 p.m.

## Student Bus Transportation Services

Student bus transportation request forms were sent by mail to all households in December 2015. Parents and guardians have used this request to indicate that their child/children will be using the provided bus transportation from PRCS to the temporary Northridge MS campus.

For students who will be riding the bus from PRCS, the current student drop-off and pick-up procedures will remain the same.

### Bus Transportation Schedule:

- 7:00 a.m. – School will begin to receive students using the current PRCS student drop-off procedures.
- 7:30 a.m. – Buses will begin departing from PRCS to Northridge MS.
- 8:00 a.m. – Buses will begin arriving at Northridge MS.
- 3:15 p.m. – Buses will begin departing from Northridge MS to PRCS campus.
- 3:45 p.m. – Buses will begin arriving at PRCS campus.
- 4:15 p.m. – Late bus will depart from Northridge MS to PRCS campus
- 4:45 p.m. – Late bus will arrive at PRCS campus.

## Student Drop-Off and Pick-Up Procedures at Northridge MS

There will be a valet program provided for parents wishing to drop-off and pick-up their child/children directly at the temporary home of PRCS on the campus of Northridge MS. Parents are requested to head south on Zelzah Avenue or west on Schoenborn Street for this valet service. For your convenience, the valet program with a student entrance gate will be provided on Schoenborn Street, as identified on the attached school map.

## After School Care Services

LAUSD Youth Services will be providing supervision at the temporary home of PRCS from 7 a.m. to the start of school, and from 3:00 p.m. to 6 p.m. for students in Grades 2 through 8. For students that will remain on campus in the Youth Services program past the 4:30 p.m. late bus pick-up time, parents will need to pick up their child/children directly from the school.