

Oakridge Elementary School

Oakridge Elementary provides a safe and compassionate learning community that challenges all students to be life-long learners and responsible citizens.

Student Arrival and Dismissal Procedures 2021-2022 (8/12/21)

Website Information

Breakfast hours are 7:35 AM to 7:55 AM. Teachers open their classroom doors at 7:55 AM. The first bell rings at 7:55 AM. Students are expected to be in their classrooms prior to 8:05 AM. School Times are 8:05 AM to 2:35 PM. Mrs. Missick's VPK students school times are 8:05 AM to 2:05 PM.

Arrival

SUPERVISION IS NOT AVAILABLE BEFORE 7:35 AM. STUDENTS ARE NOT PERMITTED ON CAMPUS BEFORE 7:35 AM. If parents arrive to school before 7:35 AM, they must wait with their child until 7:35 AM. Students who arrive to school past 8:05 AM must be accompanied by an adult to the front office to be signed in. Parents who arrive late must park their vehicles in a parking space and accompany their child/children to the front office to sign them in.

Use extreme caution as student safety is the number one priority.

Student drop-off is located on the west side of the school and is only accessible from 28th Avenue. Staff members will be on duty to assist students. Please move as far forward as possible when dropping off children so that staff can attend to more than one vehicle at a time. For safety reasons, parents need to stay in the one and only drop-off lane. For safety reasons, parents may not use their cell phones in the school zone while driving. Please adhere to the appropriate speed limit, use appropriate behavior, and exercise patience. Safety and role modeling behavior for the children is of the utmost importance.

Once they arrive to school, students are to wait in their designated areas (KG in the KG hallway, PreK, 1st, 2nd and ASD in the cafeteria, 3rd grade in the media center, 4th-5th in upstairs hallway. Students in the cafeteria (PK, 1, 2 and ASD) as well as in the media center will be escorted to their classrooms by their teachers at 7:55 a.m. All other teachers open their classroom doors at 7:55 a.m. Hallway and media center supervision will be provided by select third, fourth and fifth grade teachers with the assistance of fifth-grade student safety patrols. Cafeteria supervision will be provided by select PK and ASD teachers as well as staff. Encourage children to read as they wait in their arrival areas.

Please keep in mind that parking is limited, and double parking is never allowed. Parents are advised to drop their children off by following the car drop-off procedures, unless they have official business in the school such as a scheduled teacher conference. Please do not park your cars and walk across traffic to drop off your children. Use the car drop off lane and let your children out at the curb. The best time to drop off children is between 7:35 – 7:50 a.m.

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Walkers and bike riders are to enter at the back gate of school on N. 27th Ave. The gate will be opened from 7:35 to 8:05 AM. A staff member and/or safety patrols will escort students to the cafeteria for breakfast.

Supervision is not available until 7:35 a.m., so for your child's safety, entering the school building before this time is strictly prohibited. DO NOT DROP CHILDREN OFF PRIOR TO 7:35 AM.

Dismissal

Mrs. Missick's VPK students will be dismissed at 2:05 PM. All other grade-level students arrive to the student pick-up areas at 2:35 PM for PK-5th grade. Please coordinate the area your child should be in advance. Older siblings should sit with the youngest sibling's class so that all are together when parents arrive to pick them up. This will help make the process more efficient and safer.

Student pick-up areas are on the south side parking lot of the school for KG, 4th, and 5th grade students as well as ASD students, and north side of the school on Roosevelt Street for PK, 1st, 2nd, and 3rd graders. Staff members will be on duty to assist the students. Please have your child's nametag hanging on the rearview mirror so that our staff can call the child's name and teacher's name. This will expedite the dismissal process. Parents and all passengers are to remain in their vehicle while in the student pick-up lane. Students will enter the car on the passenger side and are not permitted to walk around the car for safety reasons. Cell phone use, honking, and speeding are not permitted. **Use extreme caution as student safety is the number one priority.**

All dismissal changes must be made in writing to the teacher. A letter must be written by the parent making the requested change. Emails, phone calls, text messages, will not be accepted. Last minute changes to dismissal procedures create confusion and chaos which lead to mistakes. This procedure is in place to keep children safe and maintain consistency and order.

Students who are picked up late must be picked up in the front office. Parents are required to sign out students being picked up late. After picking up late three times, parents will receive a letter advising them that the appropriate authorities will be notified if a student is picked up late a 4th time.

In the afternoon, the west loop is for buses and private day-care vans ONLY.

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Arrival

Students will be supervised by staff at ALL times.

Staff will remain in communication with Office Staff and Administration. All staff assigned to the posts will assist students and children with arrival procedures ensuring student safety. **Any unusual events will be communicated to Administration immediately. Staff assigned to specific posts will secure coverage in the event that they are not able to perform the assigned task.**

Staff will direct students to sit in designated areas, encouraging them to read while they wait. The Sunshine Readers program will be implemented as an incentive for those students who read as they are in their assigned arrival areas. Staff and safety patrols will be assigned to posts in the cafeteria, KG hallway, multipurpose room and hallways to ensure students are abiding by the procedures. Any students not following procedures will be reported to their classroom teacher in a timely fashion.

- Staff AM Posts (7:35-8:05)
 - Bus Drop-off (on southside parking lot) 7:35 – 8:05 AM
 - Mrs. DiPietro (gate off 27th Ave.) 7:00 AM – 8:05 AM
 - Mrs. Vreeland (exit gate off 28th Ave.) 7:35 – 8:05 AM
 - Mrs. Villegas
 - Ms. Perez
 - Mrs. Collantes
 - Main Car Drop-off (on west side of cafeteria) 7:35 – 8:05 AM
 - Ms. Salazar (open entrance gate at 7:35)
 - Mr. Guillaume (Dre) (open exit gate from 7:00-8:05 AM)
 - Ms. Aramboles
 - Mrs. Rafuls
 - Ms. Wanliss
 - Mrs. Shannon
 - Officer Diamond (monitor entrance to cafeteria)
 - Safety Patrols (3)
 - Back Gate (walkers/bikers)
 - Mrs. Simon-Mitchell (unlock gate at 7:35 AM)
 - Mrs. Sheffield
 - Coach Lulu (escort students to breakfast area)
 - Safety Patrols (3)- escort students to breakfast area)
 - Media Center (3rd) 7:45 – 7:55 AM
 - Ms. Paultre (monitor covered hallway 7:35–7:45 AM, then to Media Center)
 - Mr. Segovia (monitor covered hallway 7:35–7:45 AM, then to Media Center)
 - Mrs. Shaw
 - Third Grade Teacher
 - Safety Patrols (3)
 - Cafeteria (Breakfast 7:35 – 7:55 AM, holding area for PreK and ASD)
 - PreK or VPK Teacher (monitor students at 7:45)
 - Ms. Garcia - walk 1st & 2nd graders to classrooms at 7:45 AM
 - Ms. Moore – walk 5th graders to upstairs hallway at 7:45 AM

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- Mr. Kornhauser – call for 4th & 5th grade at 7:45 AM
 - Mr. Cook
 - Mrs. MacCumber
 - Ms. Laveroni (7:30-8:05)
 - Ms. Brown (3-5 ASD)
 - Ms. Brais (KG-2 ASD)
 - Mrs. Mejia (walk KG to downstairs hallway at 7:45)
 - Mrs. Gonzalez (VPK)
 - Mrs. Guerra (PreK)
 - Safety Patrols (6)
- Building 12 (KG, 4th & 5th)
 - Kindergarten Teacher (monitor students at 7:45)
 - Mrs. Dubin (KG)
 - Mrs. Mejia (KG)
 - Fourth Grade Teacher (monitor students at 7:45)
 - Fifth Grade Teacher (monitor students at 7:45)
 - Safety Patrols (6)

Teachers may pick up their students from arrival areas before the identified transition time, if they so wish and as needed.

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Dismissal (All Hands On Deck)

Students will be supervised by staff at ALL times.

- (2:30pm) Sunshine Aftercare counselors will pick up students from classrooms and brought to rooms 602, 605, and 802.
- (2:20) Mrs. Sheffield will pick up Kindergarten bus riders and bring them to the flagpole area. (2:25) Mrs. DiPietro will escort Kindergarten walkers to the back gate. Ms. Garcia will escort 1st and 2nd grade walkers to the back gate.
- (2:25pm) Announcement made for bus riders to be dismissed to the bus loop. Groups can wait at the tables near the flagpole while group arriving before them is placed on their bus to follow CDC guidelines.
- (2:25pm) Announcement made for Grade 3-5 walkers/bike riders dismissed to back gate. All older siblings will wait against the fence on the PE court for younger siblings to arrive. Older siblings that are car riders will go to the younger sibling's assigned car loop area (Cleveland Side: wait along the fence or benches)
- (2:30pm) Designated staff will inform teachers via WhatsApp to begin sending students to their cars. There will be two WhatsApp groups (1 for Roosevelt and 1 for Cleveland) and teachers will need to join the virtual room accordingly.
- (2:40pm) 21st CCLC coordinators: Send down 1st/2nd/3rd grade students to the double doors outside of the Genius Lounge to Mrs. Rafuls. Send down 4/5th grade students to Ms. Arambales outside the Media Center.
- Staff PM Posts (2:35 – 2:50 PM or until last student is dismissed)
 - Cleveland Street (KG, 4th, 5th) (students will remain with teacher in room until called via WhatsApp)
 - Mr. Kornhauser (2:25 PM- entrance gate off N. 27th Ave.)
 - Mr. Segovia (2:35 PM- entrance gate off N. 27th Ave.)
 - Ms. Brais (2/3 ASD)
 - Ms. Collantes (K/1 ASD)
 - Mrs. Mejia (KG)
 - Ms. Moore
 - Mr. Thornberry
 - Ms. Brown (exit gate off N. 28th Ave.)
 - Roosevelt Street (VPK, PreK, 1st, 2nd, 3rd) (first grade will remain with teacher in room and second and third grades in their area until called via WhatsApp)
 - Mr. Aguilar
 - Ms. Shannon
 - Mr. Cook
 - Mrs. MacCumber
 - PreK Teachers
 - Second Grade Teacher
 - Third Grade Teacher

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- Buses (escorted to courtyard area near office by select grade level teachers at 2:30)
 - Mrs. Sheffield (pick up KG at 2:25)
 - Ms. Perez
 - Mrs. Villegas
 - Mrs. Guerra
 - Mrs. Gonzalez – assist Ms. Cruz with PreK from 2:15-2:45

- Walkers/Bike Riders
 - Ms. Garcia (pick up 1st grade at 2:30)
 - Mrs. Simon-Mitchell
 - Coach Lulu
 - Mrs. Paultre

- Hallway (2:20 – 2:40 PM)
 - Mrs. Shaw (upstairs hallway outside Room 224)
 - Ms. Salazar (hallway intersection in front of Media Center)
 - Mrs. Dubin (hallway near cafeteria)
 - Ms. Garcia (hallway intersection outside Room 601)

- Gate Entrances/Exits
 - Mr. Hernandez (Office lot entrance 2:30-2:45 PM, until last bus enters)
 - Mr. Kornhauser/Mr. Segovia (Eastside Staff Lot 2:30-2:45 PM, until last car)
 - Mrs. Vreeland (West Staff Exit Gate 2:30-2:45, until last parent leaves)
 - Ms. Cortijo (PE Court 2:30-2:45 PM)
 - Mrs. Simon-Mitchell (Bike Rack on 27th Ave. 2:30-2:45 PM)

Dismissal Color Codes

RED = Car rider

PINK = 21CCLC

GREEN = Walker/Biker

BLUE = Sunshine Aftercare

YELLOW = Bus/Aftercare Van (write the route number/AC van w/ Sharpie on band)

***Parent/guardian changes with their child's dismissal must be in writing to the teacher letting them know how student is getting home that day.**

Staff will remain in communication with Office Staff and Administration. All staff assigned to the posts will assist students and children with dismissal procedures ensuring student safety. **Any unusual events will be communicated to Administration immediately.**