

## 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 2023-2024**

#### **Website Information**

Breakfast hours are 7:30 AM to 8:00 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 2:05 PM. The front gate closes at 8:05 AM, at which time students are considered late.

#### **Arrival**

SUPERVISION IS NOT AVAILABLE BEFORE 7:30 AM. STUDENTS ARE NOT PERMITTED ON CAMPUS BEFORE 7:30 AM. If parents arrive to school before 7:30 AM, they must wait with their child until 7:30 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. All visitors to the school must show a valid identification prior to entering the gate. The office staff will also request to see the valid identification upon arrival to the front office.

#### **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 28<sup>th</sup> 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. Students must be ready to exit the vehicle safely and quickly. Staff is not required to open vehicle doors for students, if / when a staff member opens the car door for your child, it is as a courtesy.

Once they arrive to school and have finished breakfast, students are to wait in their designated areas (KG in the KG hallway, PreK, 1<sup>st</sup>, 2<sup>nd</sup> and ASD in the cafeteria, 3<sup>rd</sup> grade in the media center, 4<sup>th</sup> and 5<sup>th</sup> in the upstairs hallway. Students in the cafeteria (PK, 1<sup>st</sup>, 2<sup>nd</sup> and ASD) as well as in the media center will be escorted to their classrooms by their teachers at 7:55 a.m. All 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. 27<sup>th</sup> 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. Parents may not park in neighbors' driveways or yards. Parents may not drop off students from their vehicles at the walker's gate. Students may not exit vehicles and cross the street to enter at the walker's gate. Walkers may not arrive before 7:35 AM, as there is no supervision at the walker's gate before that time.

**Supervision is not available until 7:30 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 7:30 AM.**

### **Dismissal**

VPK and PK is dismissed at 1:50 PM. All VPK and PK parents may line up on Roosevelt to pick up their children between 1:50 to 2:05 PM. All other parents picking up on Roosevelt must wait behind the cones on 28<sup>th</sup> Avenue until 2:05 PM. All other grade-level students arrive to the student pick-up areas at 2:05 PM for KG-5<sup>th</sup> 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, 4<sup>th</sup>, and 5<sup>th</sup> grade students as well as ASD students, and north side of the school on Roosevelt Street for PK, 1<sup>st</sup>, 2<sup>nd</sup>, and 3<sup>rd</sup> 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 4<sup>th</sup> time.**

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