San José Unified School District

Drop-off/Pickup Procedures for Almaden Elementary

Drop-off Schedule- Instruction starts at 9:10 A.M. Dismissal is 3:06 P.M.

Group A: 8:50-8:55AM Coggin, Frankie, Vega , Zamorano
Group B: 8:50-8:55AM Bermillo, Higa, Koshiyama, Vanek
Group C: 8:55-9:00AM Walker, Gonzalez, Ramirez, Rendon
Group D: TK 9:00-9:10 Woodcock, Hernandez

Drop-off and Pick-up Locations **(families with multiple students will enter area assigned to youngest child)**

Group A: Main parking lot in front of office (pull in through Dentwood Drive parking lot entry). Students will exit and walk to the blacktop to assigned spot.
Group B: Park along Ayrshire Dr. Students will enter through the gate and walk to the blacktop and line up in assigned spot. Please do not double park or make U-turns.
Group C: Park along Dentwood Drive by the garden then drive through parking lot to exit **(NO U- TURNS)** or drive along Dentwood Drive and use the roundabout at the end of the road to exit.
Group D: Park along Ayrshire Dr. Students will enter through the gate. Please do not double park or make U-turns.

Families with multiple students will enter area assigned to youngest child.

Plan for Students Arriving on Bikes or Walking

Students who ride their bikes to school will lock their bikes up on the rack in front of the school cafeteria and walk directly to the blacktop.

Students who walk to school will enter through area A, B or C, whichever is closest to them when walking onto school grounds and go directly to the blacktop.

Late Students:
Students who arrive between 9:11-9:15 will go directly to the class. The teacher will mark them tardy in our attendance system. **Any student arriving after 9:15 will need to come to the office for a tardy pass.**

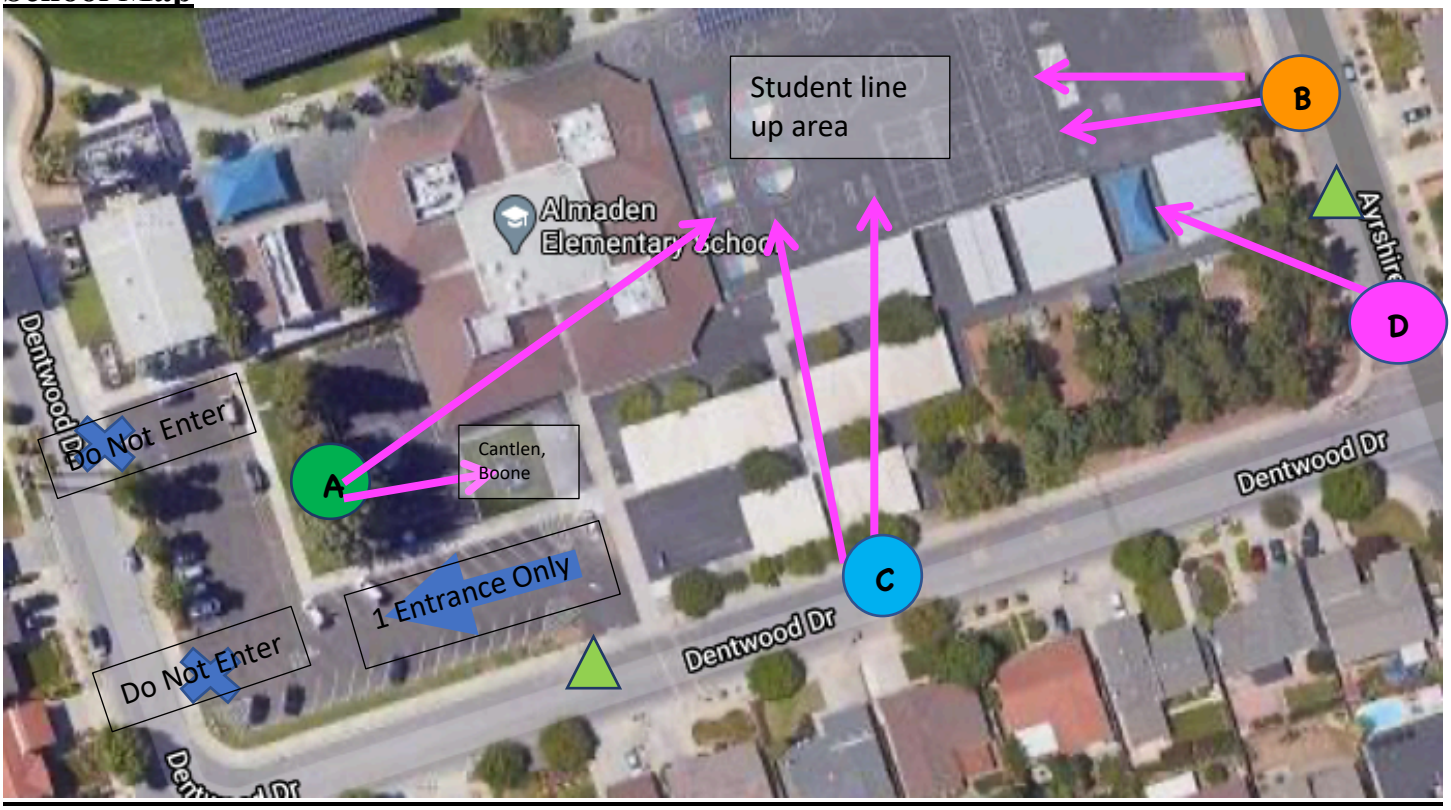
Dismissal 3:06 P.M.
Students will walk to their assigned pick-up spot (same as morning drop off).

Supervision & Pathways

Supervisors will receive students and direct them to their assigned location on the blacktop in the morning.

- Pamela Scholz (Cafeteria) Vanessa Garret (Coggin/Frankie) Group A- will be responsible for receiving students assigned to that area. Teachers will greet students at the door.
- David Chapman, Silvia Prieto, Javier Chavez, Elia Jimenz Group B- will be responsible for receiving students and directing them to their assigned line on the blacktop. Teachers will escort their students to their classroom at 9:10.
- Patty Garcia (Morning) and Rosa Harris (afternoon) Group -C will be responsible for receiving students at the crosswalk and directing them to their assigned line on the black top. Teachers will escort their students to their classroom at 9:10.
- Classroom Instructional Associates (Terry Garza and Veronica Banuelos) - Group D- Instructional Associate will be responsible for receiving students and escort them to the classroom.

School Map



A	B	C	D
Coggin Rm KA Frankie Rm KB Zamorano Rm 1 Vega Rm 2	Koshiyama Rm 3 Higa Rm 6 Bermillo. Rm 7 Vanek Rm 9	Gonzalez Rm 17 Walker Rm 11 Ramirez Rm 21 Rendon Rm 22	**Transitional Kindergarten** Woodcock 16B Hernandez. 16A
8:50-8:55	**8:50-8:55**	**8:55-9:00**	**9:00-9:10**

San José Unified School District

Almaden Elementary School Map
1295 Dentwood Drive
San Jose, CA 95118

