Oakridge Elementary School

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

Student Arrival and Dismissal Procedures 2026-2027

- **Arrival**

 Breakfast hours are 7:25 AM to 7:55 AM. Teachers open their classroom doors at 7:50 AM. The first bell rings at 7:50 AM. Students are expected to be in their classrooms prior to 8:00 AM. School times are 8:00 AM to 2:00 PM. The front gate closes at 8:00 AM, at which time students are considered late.

 SUPERVISION IS NOT AVAILABLE BEFORE 7:25 AM. STUDENTS ARE NOT PERMITTED ON CAMPUS BEFORE 7:25 AM. If parents arrive to school before 7:25 AM, they must wait with their child until 7:25 AM. Students who arrive to school past 8:00 AM must be accompanied by an adult to the front office to be signed 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.

 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. For safety reasons, parents please:

- move as far forward as possible when dropping off children so that staff can attend to more than one vehicle at a time.
- stay in the one and only drop-off lane.
- do not use cell phones in the school zone and campus while driving.
- adhere to the appropriate speed limit.
- use positive behavior.
- 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.

 Once they arrive to school and have finished breakfast, students are to wait in their designated areas: KG and 1st grade at their tables in the cafeteria (Ms. Brown will monitor and escort them to their hallway); PreK and ASD at their tables in the cafeteria (ESPs will monitor students); 2nd – 5th grade in their hallways. Students in PK and ASD will be escorted to class by their teachers who will meet them in the cafeteria at 7:50 AM. Also, at 7:50 AM, all teachers will open their classroom doors to welcome students.

 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. 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 7:30 – 7:45 AM.

 Walkers and bike riders are to enter at the back gate of school on N. 27th Ave. The gate will be open from 7:30 to 8:00 AM and it is only for students arriving to school via foot, bicycle, or scooter. A staff member and/or safety patrols will escort students to the cafeteria for breakfast. Parents please:

- supervise your child before 7:30 AM, as there is no supervision at the walker's gate before that time.
- use a cross street and/or crossing guard to cross any streets.

Supervision is not available until 7:30 AM, 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 are dismissed at 1:45 PM. All VPK and PK parents may line up on Roosevelt to pick up their children between 1:45 to 2:00 PM. All other grade-level car rider students are picked up through the south side parking lot of the school. Students arrive at the student pick-up areas at 2:00 PM for KG-5th grade. Older siblings will be with the youngest sibling's grade level so that all are together when parents arrive to pick them up. This will help make the process more efficient and safer.

- 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 grade level. 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 student dismissal changes must be made in writing to the teacher. A letter must be written by the parent making the requested change. Phone calls will not be accepted. Last-minute changes to student dismissal procedures compromise safety. These processes keep children safe and maintain consistency and order.**

- **Students who are picked up after the closure of the dismissal gate, must be picked up in the front office and are required to be signed out by an adult. Any incidents of excessive late pick-ups will be brought to the attention of administration.**

- **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 safety concerns 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. Staff and safety patrols will be assigned to posts through-out the school to ensure students adhere to the procedures.

- Staff AM Posts = 7:30 – 8:00 AM
    - Bus Drop-off (southside parking lot) = 7:30 AM – all buses have arrived (no later than 8:00 AM).
        - Mr. Hernandez = gate #4 off 27th Ave. / 7:00 AM – all buses have arrived (no later than 8:00 AM). *
        - Ms. Joseph = gate #3 off 28th Ave. / 7:30 AM – all buses have arrived (no later than 8:00 AM). *
        - Ms. Villegas
        - Safety Patrols
    - Car Drop-off (car loop on west side of cafeteria) = 7:25 – 8:00 AM
        - Ms. Henry = gate #2 off 28th Ave. / 7:25 – 8:00 AM
        - Ms. Luc = gate #1 off 28th Ave. / 7:25 – 8:00 AM
        - Ms. Prescott
        - Ms. Gaynor
        - Mr. Segovia
        - Ms. Harris
        - Safety Patrols
    - Walkers Gate (off 27th Ave. in the court area) = 7:30 – 8:00 AM
        - Mr. Osorio
        - Safety Patrols
    - Hallways = 7:30 – 8:00 AM
        - Mr. Chung = Building 3 hallway to escort walkers / bikers students
        - Ms. J. Pierre = Hallway outside cafeteria to monitor 2nd – 5th grade students
        - Ms. Joseph = Hallway outside building 12 to monitor 2nd – 5th grade students
        - Safety Patrols
    - Cafeteria (Breakfast, PreK, ASD, KG, 1st) = 7:25 – 8:00 AM
        - Ms. Khan (7:15 – 8:00 AM) Breakfast Tables
        - Ms. A. Vreeland (Intensive PK)
        - Ms. C. Vreeland (Intensive PK)
        - Ms. Gonzalez (VPK)
        - Ms. Donald (ASD)
        - Mr. Wynn (ASD)
        - Ms. Simon-Mitchell (ASD)
        - Mr. Lewis (ASD)
        - Ms. M. Pierre (ASD)

- Ms. Brown (monitor & walk KG and 1st grade students to their hallway)
- PreK & VPK Teachers
- Safety Patrols
- All PK teachers will meet their classes in the cafeteria by 7:50 AM and escort them to class at 8:10 AM
- All ASD teachers will meet their classes in the cafeteria by 7:50 AM and escort them to class at 8:05 AM

- Media Center (WKID) = 7:30 – 7:50 AM
  - Ms. Paultre (monitor WKID students in WKID room)
  - Safety Patrols
  - WKID students will be escorted to class by Ms. Paultre after WKID

- Building 12 (KG, 2nd, 3rd, 4th, 5th grade) = 7:30 – 8:00 AM
  - Ms. Brais (monitor KG students)
  - Ms. Dubin (monitor 1st & 2nd grade students)
  - Ms. Davis (monitor 4th & 5th grade students)
  - Mr. Hood (monitor 3rd grade students)
  - Safety Patrols
  - Teachers open doors, ready to welcome students at 7:50 AM

*** The South Parking Lot entrance gate (gate #4) and exit gate (gate #3) will be locked once all buses have arrived. Staff arriving after that time must use gate #3. You will need to open the gate utilizing the panic lock, and make sure it is locked again properly. The west parking lot is reserved for specific staff members and/or guests. District policy states that all gates must be locked or supervised during hours students are on campus. Staff members are not to open emergency exit doors for any reason outside of an emergency.**

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

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Dismissal (All Hands On Deck)

Students will be supervised by staff at ALL times.

- Roosevelt Street = 1:45 – 2:00 PM (VPK & PreK)
    - Ms. Tangrife
    - PK TBD
    - Ms. Oakley
    - Ms. Missick
    - Ms. Gonzalez
    - Ms. A. Vreeland

- 1:50 PM = Teachers will begin preparing classes for dismissal.

- 1:50 PM = Firewall staff will begin picking up students

- 1:55 PM = Teacher will begin escorting classes to dismissal locations; each grade level will have a teacher responsible for each of the following dismissal locations:
    - Walkers / Bikers / VPK Siblings = 600 Hallway (outside custodial office & Math Lab)
    - Bus Riders = Cafeteria
    - Car Riders = Building 12, 1st Floor

- Staff PM Posts = 1:55 – 2:15 PM (unless noted)

    - Car Riders = Cleveland Street, Building 12, 1st floor classrooms
        - Ms. Prescott = gate #4, entrance gate off N. 27th Ave.
        - Ms. Harris = gate #4, entrance gate off N. 27th Ave.
        - Ms. Brown = gate #3, exit gate off N. 28th Ave.
        - Mr. Wynn = Car Traffic Controller
        - Mr. Segovia = Name caller
        - Ms. Dubin, KG, 1st Grade Teachers = Room 213
        - Ms. Joseph, 2nd Grade Teacher(s) = Room 212
        - Ms. J. Pierre & 3rd Grade Teacher(s) = Room 211
        - Ms. Davis, 4th, 5th Grade Teachers = Room 210
        - Ms. Gaynor, ASD Teachers, ESPs = Room 209

    - Buses = Cafeteria
        - Ms. Henry = gate #2, entrance gate off N. 28th Ave.
        - Ms. Luc = gate #1, exit gate off N. 28th Ave.
        - Ms. Villegas
        - Ms. Paultre
        - Ms. Brais
        - Mr. Lewis
        - Ms. C. Vreeland
        - Ms. Simon-Mitchell
        - Ms. Khan

    - Walkers / Bike Riders = 600 Hallway (outside custodial office & Math Lab)
        - Mr. Osorio
        - Mr. Hood
        - Grade Level Teachers

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- Late Pick Up = 2:15 – 3:00 PM (Genius Lounge)
  - Ms. A. Vreeland
  - Ms. Brown
  - Ms. Joseph

Dismissal Color Coded Bands (attached to student backpacks)

BLUE = Cleveland Car rider **RED** = Firewall **GREEN** = Walker/Biker

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