**School Board**

Nadia T. Combs, Chair

Henry “Shake” Washington

Lynn L. Gray

Stacy A. Hahn, Ph.D.

Karen Perez

Patricia “Patti” Rendon

Jessica Vaughn

# Superintendent of Schools

Van Ayres

**Area Superintendent**

Sharon Waite

**Principal**

Ryan Moody

**Assistant Principal**

Asya Cenatus



**Oak Park Elementary Arrival and Dismissal Procedures**

Oak Park Families,

Oak Park is a “closed” campus. This means that parents/visitors are not allowed to freely enter the campus. This includes student arrival. This procedure is in place to better control the access points to our school that ensure student and family safety. Oak Park only has 2 points of entry that are always monitored by adults. This process also ensures that we know who is on campus in the event of an emergency. Lastly, this will ensure that meaningful instruction can begin at 7:40AM without interruptions. We are grateful for your support with this policy.

**AM Walkers/Bike Riders** – These students will enter the Oak Park Elementary campus through the main entrance. They will use the gate on the South side of the front office. Parents will need to drop them at the corner of the office and students will continue up the sidewalk and into the gate. For safety, please ensure that students walk on the sidewalk when walking to the main office gate. The gate will be closed at 7:40 am daily. Students arriving after 7:40 am will then be signed in and marked tardy inside the front office.

**PM Walkers/Bike Riders** – These students will be held in the classroom and be dismissed from the side gate on the North side of the main office. These students will be checked off as they are dismissed through the gate. If you plan to meet your student at school, there will be a designated area between the office and Highland Pines Park. You must be here on time to receive your students as they are dismissed.

\*\*\*Parents will NOT be permitted to park and walk up to receive students. Any student that is being picked up by a car will be moved to a car rider and the driver will be required to drive through the pickup line. The ONLY students that will be released at the walker gate will be students that are actual walkers or bike riders. \*\*\* If this procedure is not followed, it creates major safety issues with people walking between cars.

**Car Riders AM** – Parents will drive through the car line on N 46th street, in front of the main office, and drop students off on the ramp. This is the safest and most efficient way for our students to be dropped off as they enter the campus through the main gate on the South side of the office. Be sure to pull up to the front of the line to speed up the process.

**Car Riders PM** – Parents will drive through the car line on N 46th street, in front of the main office, and pick up students on the ramp. This is the safest and most efficient way for our students to be picked up in the afternoon. Cars will hang their name tags and students will be called to the main ramp and be waiting for pick up. Be sure to pull all the way forward to the front of the line to speed up the process. Students will be waiting by street cones that are spaced along the sidewalk.

**Car Tags** – If you do not have a car tag or have lost your current tag, please write your student(s) name and grade on a large piece of paper and set it on the dashboard.

**HOST** –Families may enter the South Side parking lot near I-4, buzz the gate entrance, and pick up students from the cafeteria. Parents will show their ID and sign students out with the HOST staff. There will be no HOST pick up in the afternoon prior to 2:15, so as not to interfere with buses.

**Main Office** – During the day if visitors need to come on campus, you must have a current picture ID. When you ring the front office, you will be asked to show your ID and the reason for coming on campus. Your picture will be taken and entered into our security database to print a visitor badge.

All these procedures are in place to ensure the safety of all students. Please help us by adhering to our procedures. ***If the way your child is going home is going to change due to any reason, please let your child’s teacher or the front office know IN WRITING.***

***CHANGES CANNOT BE MADE OVER THE PHONE FOR SAFETY REASONS.***

Thank you for your understanding and support with the implementation of our procedures,

Oak Park Faculty and Staff