**Website:** <https://pershingk8.ocps.net/> Follow us on Social Media: Facebook: @Pershing School-OCPS

 Twitter: @PershingK8 Instagram: @pershingpanthers

**School phone #:** 407-858-3160 **School hours:** MTRF - 8:45-3:00; **W** - 8:45-2:00 for grades K-8

**Where do I drop off in the morning? Students can arrive at school starting at 8am.** All car riders will be dropped off in the car line. Enter the car line on Overlake Ave and follow to the front of the school. Please do not get out of the car in the car line. Staff will assist your child. The car line entrance on Overlake Ave will close at 8:45am. Enter the parking lot on Pershing Ave after 8:45am.

**Where does my child enter the campus if they are a walker or bike rider?** Students will enter at the Overlake Ave gate and follow the sidewalk around the parking lot to the front of the school or enter on Pershing Ave on the sidewalk near the crossing guard and car line/bus loop exit. Due to one point of entry the back gate (Gatlin Oaks Lane)will NOT be open until further notice.

**Where will the crossing guards be located?** At the intersection of Ferncreek Ave and Pershing Ave, and the intersection of Bumby Ave and Pershing Ave. There will also be a crossing guard on Pershing Ave at the Northeast corner of the school property to help students crossing Pershing Ave. **See our school website for a list of recommended student walking routes.**

**What if my child is late (tardy) to school?** Park in a parking spot and walk your child to the front office to sign and receive a tardy slip. Office staff will help your child get to class. Remember 5 tardies equals 1 unexcused absence. All tardies are unexcused. Please remember the car line gate entrance on Overlake Ave will be closed every day at 8:45 am. If you arrive after 8:45 am please enter the parking lot from Pershing Ave, park, and walk your child to the office.

**Dismissal Procedures:** Please be sure to tell your child’s teacher how your child will go home from school (car rider, walker, after school care, daycare bus). **Send a note anytime there is a change to how your child will go home from school or if they will be going home with a different person.** Anyone who is authorized to pick up your child will be required to show a state issued ID. The car line entrance gate on Overlake Ave will open at 2:15/1:15 on Wednesday.  You will receive a hang tag with your child’s assigned number on it. Hang tags can be picked up in the front office.

Walker pick up will be on the sidewalk outside of the Overlake gate, and at the crossing guard on Pershing Ave. The back gate (Gatlin Oaks Lane)will NOT be open until further notice.

**Car Tags-** All families have been assigned a car tag number and will receive 3 tags. **Please pick up your car tags at the front office as soon as possible**. Children are only released to an adult with a car tag in the car line.  Teachers will not be allowed to put any child into a car unless there is an orange 2020-2021 Pershing School car tag visible.  This will help identify your car as associated with the school in the case of emergency or a traffic issue in the neighborhood. The car tag can also be used as a means of identification in the case of a severe weather dismissal.

**Severe Weather Dismissal:** Parents/Guardians will need to park and sign out students from designated waiting areas. A car tag or government issued ID will be required for pick up.

**If I need to pick up my child early, before 3:00pm (2:00pm on Wed.), what do I do?** Park in the parking lot and go to the front office and let them know your child’s name, teacher, and reason for leaving. Office staff will help you check your child out. **Please note**: students cannot be checked out 30 minutes prior to dismissal (2:30 pm and 1:30 pm on Wednesdays).

**Are there after school Programs?** Dramatic Education will provide before and after school care on campus for grades K-8 starting at 7 am and ending at 6 pm. More information at www. DramaticEducation.com

**Is there Day Care pickup after school?**  There are several Day Cares in our area that provide transportation from Pershing School after school to their place of business.  Please contact the daycare to find out if they pick up and drop off at Pershing School.

**Where do we get school uniform information?** Pershing School is a **voluntary** uniform school. Uniform guidelines are posted on the main page of our school website. If you have additional, questions please contact the front office.

**Where do we get school spirit shirts?**

School spirit wear is available for purchase on the PTSO website: pershingschoolptso.com/spirit-wear

**Front Office Staff:**

**Who is Mrs. Lyons?** Mrs. Lyons is the Registrar. See her for have questions about attendance and enrollment.

**Who are Ms. Flores and Ms. Henry?** Ms. Flores and Ms. Henry are our school health assistants. They can assist with a medical concern.

**Who is Ms. Fowler?** Ms. Fowler is the Parenting Program Assistant and can help with many school related issues.

**Who is Ms. Mercado?** Ms. Mercado is the front office clerk.

**Who is Mrs. Morris?** Mrs. Morris is the school secretary.

**LUNCH AND FOOD AT SCHOOL**

**What is the procedure if I want to have lunch with my child?** At this time lunch with students is not permitted until further notice.

**Can I bring food to my child’s classroom?**  At this time bringing food to the classroom is not permitted until further notice.

# Which grades will have recess? ALL elementary level grades (K-5) will have recess daily.

# What sports are offered? Middle school sports are not offered at this time.

# My student has an IEP. Will I need to do anything to get this transferred? No. If you have any questions regarding your student’s IEP or services at Pershing School, please contact stacy.tarantola@ocps.net.

# Will you offer gifted services? Yes. All elementary students at Pershing School who qualify for the gifted program, will receive gifted services from an onsite gifted teacher. Middle school students who qualify and receiving gifted services will receive their services through one of their content area classes.

# Will there be school news crew? Yes, school news crew will include 7th and 8th graders. It will be available for all students to watch.

# What safety provisions are in place for the school campus? Will there be a school resource officer? There is a 6ft fence around the entire property. In addition, all entry points require an employee ID badge to be scanned for entry. The front office door is protected by a video doorbell and requires visitors to be “buzzed in” before entering the office and again before accessing the door to the main building. An Orange County Sheriff’s Deputy will be on campus daily.

# OCPS Covid-19 Health and Safety Procedures Manual <https://www.ocps.net/UserFiles/Servers/Server_54619/File/Students%20and%20Parents/School%20Reopening%202020/COVID-19%20Health%20and%20Safety%20Manual.pdf> This document can also be found on the home page of ocps.net

**What volunteer opportunities are available? At this time we are not able to have volunteers/visitors on campus until further notice.** There may be opportunities to volunteer remotely or complete at home projects. Please go ahead and sign up or renew your volunteer application for the 20/21 school year so you will be ready when volunteers can return to campus. **\*\*Be sure to connect your application to Pershing by searching for and signing up for and opportunity with Pershing School.**

**Go to:**[**https://ocps.samaritan.com/**](https://ocps.samaritan.com/)

Click Search-Click Volunteers-In the search by schools box type in Pershing School and click search

find Become an ADDitions school volunteer with Pershing School opportunity-click view details-click sign up

The system will prompt you to log in with your credentials or you can create a new account if you have not previously registered. If you do not remember your user ID/ password you can use the forgot password button to reset your password/recover your user ID.

Volunteer Coordinator: Mrs. Slauter jennifer.slauter@ocps.net

**For additional assistance please contact the front office at 407-858-3160.**

Updated 10/5/2020