



2023-2024 PERSHING SCHOOL INFORMATION

Website: <https://pershingk8.ocps.net/> **Phone #:** 407-858-3160 **School hours:** MTRF - 8:42-3:04; W - 8:42-2:00 (K-8)

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[OCPS School Calendar](#)

Where do I drop off in the morning? Students can arrive at school starting at 8am. For safety reasons, students that are not enrolled in Dramatic Ed are not allowed on campus prior to 8am as there are no staff members available to supervise students before this time. All students that come to school by car need to 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. Students need to be ready to exit on the passenger side of the car. Staff/patrols will assist your child with exiting the car. The car line entrance on Overlake Ave will close at 8:42 a.m. Enter the parking lot on Pershing Ave after 8:42 a.m.

Where does my child enter the campus if they walk or ride their bike to school? Students will enter on Pershing Ave on the sidewalk near the crossing guard and car line/bus loop exit, through the Overlake Ave. entrance or through the Gatlin Oaks gate (this gate will only be open from 8:00-8:15 each morning).

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 map of recommended safe walking routes located under the school information tab.**

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 8:42 a.m. 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 or car tag. The car line entrance gate on Overlake Ave will open at 2:30 M, T, Th, F/1:30 on Wednesday. You will receive a car hangtag with your child's assigned number on it. Car tags can be picked up during meet the teacher events or in the front office. Students walking or biking home will be dismissed either northbound at Pershing Ave. Crossing Guard, the west entrance Overlake Ave. sidewalk exit or Southbound through Gatlin Oaks gate. All students that go home from school by car need to be picked in the car line.

Car Tags- All families will be assigned a car tag number and will receive 2 tags. Additional car tags will be available for purchase. Car tag pick up will be available at our Meet the Teacher events. If you are not able to attend, please pick up your car tags at the front office. 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 a 2023-2024 Pershing School car tag visible. This will help identify your car as associated with the school in case of emergency or traffic issue in the neighborhood. The car tag can also be used as a means of identification for a severe weather dismissal.

Severe Weather Dismissal: We ask for everyone's safety during a weather delayed dismissal that parents please wait until the severe weather has passed and all students have been released to pick up. Parents/Guardians picking up during the weather delay will need to park and pick students up from the front office. A car tag or government issued ID will be required.

If I need to pick up my child early (before dismissal) what do I do? Park in a parking spot 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 after 2:30 p.m. and 1:30 p.m. on Wednesdays.**

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

Is there Day Care pickup after school? Several Day Cares in our area 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.



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Where do we get school supply information? 2023-2024 School supply lists for each grade level are posted on our school website under the students tab. If you have additional questions, please contact the front office.

Where do we get school spirit shirts? Spirit wear is available for purchase through PTSO shirt campaigns that are run at specific times during the school year. For questions contact: [pershingstoolptso@gmail.com](mailto:pershingschoolptso@gmail.com) or <https://pershingptso.weebly.com/#/>

Front Office Staff:

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

Who is Mrs. Schultz ? Mrs. Schultz is our school nurse. She runs the clinic and can assist with medical concerns.

Who are Ms. Almodovar and Mrs. Kline? They are the front office clerks.

Who is Mrs. Lyons? Mrs. Lyons is our school secretary.

Who is Ms. Mercado? Ms. Mercado is our school bookkeeper. She can assist with SchoolPay questions.

Who is Mrs. Slauter? Mrs. Slauter is our Partner in Ed/ADDitions Volunteer coordinator. She can help with volunteer opportunities.

Who is Mrs. Gonzalez? Mrs. Gonzalez is our school events coordinator.

LUNCH AND FOOD AT SCHOOL-Pershing School participates in the Community Eligibility Provision (CEP), all students enrolled at Pershing are eligible for breakfast and lunch at no charge. Parents do not need to complete an application to qualify. Breakfast will be served from 8:00-8:35 each day. **K-5 Snack Policy:** K-5 has a working snack time. Must be a small healthy snack that can be consumed in 5 minutes or less while working. It is up to the family to decide if they want to send a snack. No nut or sticky products are permitted. Snacks must be packed separately from lunch and parents are responsible for reviewing the product label.

What is the procedure if I want to have lunch with my child? Parents may have lunch with their child on Thursdays or Fridays starting on Thursday, 8/24. **Parents will need to sign up for a lunch slot through the lunch opportunity posted in the ADDitions volunteer system. See below for how to register to be a school ADDitions volunteer.** Be sure to bring government issued photo ID for check in at the front office. After checking in, parents will proceed to the cafeteria to meet their child and sit with their student at the designated parent tables outside on the patio. Parents may only have lunch with their child. After lunch, parents will sign out at the front office.

Can I bring food to my child's classroom? Elementary parents may bring in a treat/snacks for their child's birthday. **Contact your child's teacher to arrange the day/time for drop off at the office and check for food allergies in the class.** OCPS outside food guidelines apply: items must be store bought, opened in front of the teacher, and the receipt and label must be given to the teacher to complete the outside food documentation form.

Which grades will have recess? ALL elementary level grades (K-5) will have recess daily. **What sports are offered?** We have the following middle school (grades 6-8) sports teams: soccer, volleyball, basketball, and track. To be eligible to participate in middle school sports student athletes must have a cumulative 2.0 GPA. All students must have the 2023 - 2024 OCPS Sports Physical uploaded to [Aktivate.com](https://www.aktivite.com) prior to tryouts. If you have any questions please contact Coach Dillon at 407-858-3160 x 3752268

My student has an IEP. Who can I contact if I have questions? If you have any questions regarding your student's IEP or services at Pershing School, please contact our staffing specialist, Ms. Padilla at maria.avalapadilla@ocps.net. **Will you offer gifted services?** All elementary students at Pershing School who qualify for the gifted program, will receive gifted services through their assigned teacher. Middle school students who are gifted will receive their services through one of their content area or elective classes.

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, primary 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.

How do I register to volunteer at Pershing? Go to: <https://ocps.samaritan.com> Click Search at the top: Scroll down to opportunity type click volunteers and type Pershing in the search school box. Click Pershing School. On the right opportunities will come up. **Click on Become an ADDitions School Volunteer with Pershing School opportunity then click sign up.** If you are a returning OCPS volunteer previously registered in the system, click Login. If you are a new OCPS volunteer, click New Volunteer to register. Returning Volunteers: You will login with the same username/password you used previously. If you are unsure of the password/ username, click "forgot password or username". **ADDitions applications must be updated each school year.** Contact: jennifer.slauter@ocps.net