

August 2022

Dear Parents,

I'd like to take this opportunity to welcome all new and returning students and families to Oakland Academy. My name is Mrs. Shawn Boris and I am the principal at Oakland Academy. I am a graduate of Western Michigan University and I have spent twelve years teaching in various grade levels at Oakland Academy, and these past eleven years as principal. I look forward to getting to know everyone this school year.

As we continue to promote the health and safety of all staff and students the following protocols will continue to be in place for this upcoming school year:

- Changes to drop off/pick up and building access (outlined below)
- Students will not wait in the hallway in the morning and will instead head directly to class, staggered dismissal in the afternoon
- Only staff and students will be permitted in the building during school hours. Parents/guests by appointment or invitation only. This policy will be continuing for this school year as we promote both health and safety for the students and staff. Teachers/staff are available via email, phone, or by appt.
- Parent volunteers will be given a background check and sent for fingerprinting.
- Enhanced cleaning both during and after the school day
- Drinking fountains will not be accessible. Students are asked to bring refillable water bottles. Water bottles can be filled in class if needed.

**OPEN HOUSE:** Our open house will be held on Wednesday, August 24th from 4:00-6:00pm. This will be an in person open house. This will be a time to find out who your teacher is, meet them, visit the classroom and check in with the office with questions.

**\*IMPORTANT NOTE:** Beginning on the first day of school August 29, 2022 **ONLY students and staff will be permitted to enter the building.** You may drop off in the line or walk your child to the front door, but we are not able to allow parents to enter the building unless they have an appointment with staff. We

ask that you use the open house as a time to talk with the teacher and office staff to address any questions you may have. **For new families please help prepare your child for this change ahead of the first day of school for an easier transition. For returning families, this is a continuing policy based on what we believe is best to create a safe and productive learning environment for our students.**

**CLASS ASSIGNMENTS:** While students will be able to find out who their teacher is at the back to school open house on 8/24. Please keep in mind that due to potential changes in enrollment and/or staffing, during the first several weeks of school, all placements are considered temporary. While every effort is made to avoid changes after the first day of school, it is occasionally necessary to make some changes to class lists. Parents will always be notified if that is to occur. Every effort is made to do what is in the best interest of our students.

**TRAFFIC NOTES:** In the driveway pull your car all the way forward to the end of the sidewalk. Please do not stop in front of the door! If your morning goodbye will take longer than a few seconds, please park in the parking lot to avoid backing up traffic. The driveway is for a quick goodbye only! Please remember that everything will go better if we all take a deep breath and be cooperative with our teachers and other parents. I know that seeing a long line of cars ahead of you and having things to do and places to go can create quite a bit of anxiety and sometimes anger. Please try to be patient and follow the rules for the sake of everyone's safety and sanity.

**DAILY SCHEDULE/DROP OFF:** The first day of school is Monday, 8/29 and is a half day with dismissal at 11:30am. The typical school day for all students is from 8:20am-3:30pm. This year students can enter the building starting at 8:00am. If you need to drop your children off prior to 8am, you need to make arrangements either with a friend or at a daycare center, such as our Oakland Child Development Center. Do not drop off students prior to 8:00am as they are unsupervised and it is unsafe. Once students enter the building they will go directly to classrooms.

**DAILY SCHEDULE/PICK UP:** Dismissal will begin at 3:15pm, classes will come out at a staggered pace to ease congestion on the sidewalk:

3:15 - Kindergarten and 3rd grade

3:20 - 1st and 4th grades

3:25 - 2nd and 5th grades

*-For our scheduled half days dismissal will be as follows:*

*11:15am - Kindergarten and 3rd grade*

*11:20am - 1st and 4th grades*

*11:25am - 2nd and 5th grades*

Pickup at dismissal time, especially at the start of the school year, can be chaotic. Please try to follow some simple procedures to keep things moving smoothly:

- While in line, keep as close to the vehicle in front of you as you can, please do not leave large gaps between cars as this wastes space and slows down the dismissal process
  - Be sure to use all available lanes, two lanes at both upper and lower el
- Once you've gotten your child safely buckled in and the car in front of you has moved forward, please leave to allow others to pick up their children too
- Please refrain from using your cell phone while students are present in the driveway, be aware that students are crossing at all points
- **Do NOT get out of your vehicle unless you are parked in a designated parking spot**
- Be courteous and patient 😊

**EARLY PICKUPS:** We ask that unless you have an appointment, or other specific need, that you not pick up your child early on a frequent basis. Early pickups, particularly during the busy time at the end of day, are disruptive to classrooms. If it is necessary for you to pick your child up early or at any point during the school day, you will need to call the office and your child will be brought out to you. Doors will remain locked until 3:30pm and we ask that you please wait outside for dismissal. Students picked up prior to 3pm are marked absent for the afternoon.

**SIBLINGS NOTE:** For families with children in both buildings, please drop them off at their appropriate building each morning. There will be no "sibling line" in the morning. There will be a "sibling line" after school for dismissal, and it will be located in the lower elementary hallway. Siblings, families with more than one child, will always wait with the youngest sibling, whichever grade that may be. For example if you have students in K, 2, and 5th. Your children will all be waiting at lower el with the Kindergarteners. If you have a child in 1<sup>st</sup> and 3<sup>rd</sup>, your children will be waiting at lower el with the first graders. If you have any questions about what this means for your family please call us BEFORE the first day of school to confirm.

**UNIFORM POLICY:** All students are to be dressed neatly according to the following guidelines:

Navy blue pants, skirts, or walking shorts (no sweatpants or athletic pants)

White shirts with collars, bearing no insignias other than the Oakland Academy logo

Any visible undershirts must also be white, no navy polos or navy dresses

Navy or gray sweaters (no sweatshirts or hoodies)

Navy, gray or white socks or tights (solid color only)

No open toed shoes or sandals, Crocs, high heels, or shoes with wheels.

Oakland Academy Tshirts (any style) may be worn on Friday

If you haven't already, I encourage you to "like" our Oakland Academy Facebook page. This is the quickest way to stay up to date as things change!

**We need to hear from you!** Within the next week we will be asking you to complete a Google survey. This survey will be posted on our Facebook page and emailed to new families. For returning families a link will be sent to you via ClassTag, you may also access the link on our Facebook page. We ask that you

complete this as soon as possible to help us better prepare for fall. In order to plan and staff the building, it is imperative that we know how many students to expect. Our school office will be open beginning on Monday, August 22nd. The first day for students will be on Monday, August 29th (half day-dismissal at 11:30am). We look forward to seeing you at the open house on August 24<sup>th</sup> from 4-6pm.

Look for my newsletter each month and feel free to contact me with your questions or feedback ([sboris@fbrcs.org](mailto:sboris@fbrcs.org)). Thank you in advance for your assistance,

Shawn Boris

Principal, Oakland Academy