

Car Rider Arrival Procedures

For safety reasons, it is against school policy to use cell phones during drop-off and pick-up.

- Students should not be dropped off prior to 7:00 a.m. Doors will be unlocked and supervision will be provided at 7:00 a.m. each morning at Riverside Elementary.
- Parents are to remain in the car line and drop students off in the appropriate areas where there are duty attendees from 7:00 a.m. until 7:25 a.m. Parents are not to park and walk their children in the building unless they have official school business or an appointment with their child's teacher. This helps keep safety and order. Should a parent walk a child into the building, they must enter in through the front office and sign in with the receptionist before going to the child's class.
- Car riders should arrive prior to 7:20 a.m. to have time to get to their classrooms, unpack, and be prepared for instruction at 7:30 a.m. Car riders getting to school after 7:30 must be signed in by a parent/guardian – no exceptions. Supervision will end at 7:30 as staff members on duty have to report to classrooms.
- Students **getting to class** after 7:30 will be recorded as tardy. Parents will be required to conference with school administrators to design and implement an Attendance Intervention Plan (AIP) for students who are tardy more than 10 times during the school year.
- Maintain posted speeds and traffic signs in the parking lot and driveway areas at all times.

Car Rider Dismissal Procedures

- Parents must remain in the car line for pick-up. **At no time should parents park and walk in to pick up their child unless they have official school business or an appointment with their child's teacher** (which should be scheduled in advance so the child can remain in the classroom and wait for the parent to arrive). Parking and walking over to pick up children create unsafe conditions for staff members, parents, and students. Please use the lifeskill of **patience** during afternoon pick-up. Should you have a scheduled appointment off campus that creates the need to pick your child up expediently, please make arrangements to get to school early so that you will be in front of the line. **Helpful Hint:** *Parents begin lining up at approximately 1:45 in the pick-up line.* **Students are not dismissed from the office after 2:00 p.m.** Students signed out early will be assigned tardies, as valuable instructional time is lost.
- Please remember to use the nameplate provided to boldly display your child's name and grade in the front windshield of your vehicle. This assists us in alerting your child to get ready for pick-up.
- **ELIMINATE DISTRACTIONS AND REMAIN ALERT AT ALL TIMES:** Please make every attempt to eliminate distractions that create unsafe conditions for staff members and students. Distractions include but are not limited to cell phone use and unrestrained animals/pets.
- Place your vehicle in park when waiting for children to load.
- Maintain eye contact with staff members on duty. Do not try to locate your child or motion for your child to come to your vehicle– we will locate your child and get him/her to your vehicle.
- Maintain posted speeds in the parking lot and driveway areas at all times.
- Car riders must be picked up by 3:00

Thank you for your cooperation and for assisting us in providing a safe and secure environment for the staff, students, and parents of Riverside Elementary. Please feel free to call me with any questions and/or concerns at 399-8800.