

Rivercrest Elementary



Helpful Information Parents/Students 101

School Hours: 8:00 - 3:30

Building Opens: 7:30

Office Hours: 7:30 - 4:30

Principal: LaTrishia English

Secretary: Gabi Dieppa

Discipline Assistant: Sara Upchurch

School Phone: 903-632-5214

School Fax: 903-632-2424

Transportation Changes: bus@rivercrestisd.net

ARRIVAL & DISMISSAL PROCEDURES

ARRIVAL

- ★ Students should arrive between 7:30 and 7:55. No student should be dropped off before 7:30 when staff begins duty
- ★ Bus students arrive between 7:30 - 7:40 each day
- ★ **Parent Drop-off** will begin at 7:30 when staff unlocks doors and motion for drop-off to begin
- ★ Drive your car to the farthest open front spot so **we can unload multiple cars at once**
- ★ DO NOT EXIT YOUR CAR as this slows up the line - only the student should exit the car. If you need to exit your vehicle, please park at the front of the building and enter through the office
- ★ **STUDENTS SHOULD BE READY TO EXIT IMMEDIATELY** (gather backpacks, jackets, lunch boxes beforehand) This keeps the line moving. We have many parents who are trying to get to work and have tight schedules.
- ★ Children who are capable are **encouraged** to open their own doors and exit when you pull up to the canopy. This helps your child build independence.
- ★ Students arriving after 8:00 **will need to be brought inside by the parent/guardian** and signed in as tardy.
- ★ **SAFETY IS OUR #1 PRIORITY**

DISMISSAL

- ★ **TRANSPORTATION CHANGES:**For safety reasons, we ask that **ALL transportation changes for your child be sent to us in writing either by note in their folder in the morning or email bus@rivercrestisd.net**
- ★ We can no longer accept phone calls for bus/ pick-up changes.
- ★ ****All changes must be sent before 2:00 pm ****
PLEASE REMEMBER WE HAVE OVER 300 STUDENTS - EXCESSIVE TRANSPORTATION CHANGES CREATE MORE WORK FOR OFFICE STAFF & CAUSE ANXIETY FOR THE STUDENT – TRY TO KEEP CHANGES TO A MINIMUM
- ★ You can also click the link on our website
- ★ Bus students will line up in their bus lines with monitors at 3:30
- ★ Parent pick-up for Pre-K, K, 1st, 2nd grades is at 3:15 (north end, nearest high school)
- ★ Parent pick-up for 3rd, 4th, 5th grades is at 3:30 (south end of building, please enter the south drive from 271)
- ★ Parents are asked to stay in their vehicle. **Please do not walk across the parking lot to get your child.** Stay in the line and move forward in an orderly fashion.

ABSENCES, TARDIES, LEAVE EARLIES

ABSENCES

- ★ If your child is absent, a **written statement** signed by a parent or guardian, giving the date and reason for the absence **MUST** be sent to the school. Otherwise the absence will be unexcused. By law, your child must be in attendance 90% of all class days. This includes Pre-K through 5th grades.
- ★ Excused absences may be considered for illness, Dr. appointment, legal/court appearances, or death in family,
- ★ Students whose attendance falls below 90% for the year, will be subject to denial of credit to pass the school year.
- ★ Vacations and other absences are considered **unexcused**.
- ★ State law requires students to attend school. Truancy is a serious offense that can result in law enforcement becoming involved.

TARDIES & LEAVE EARLIES

- ★ Classes begin each day at 8:00 Breakfast is served for FREE each day at 7:45 in the classrooms.
- ★ **Students arriving after 8:00, must be checked in by parent/guardian in the office** and will receive a tardy slip from office.
- ★ Parents are responsible for their student's tardiness; he/she is forming lifelong habits now.
- ★ Frequent tardiness can result in loss of student privileges and filings with courts for violation of attendance laws.
- ★ Tardies may be considered as a "partial day absence" and are subject to count as days absent from attendance.
- ★ Students leaving early must be checked out through the office. **Any person picking up a child early should be ready to present state issued identification upon arrival.**
- ★ **Leave earlies do count towards attendance record** and are subject to attendance laws.
- ★ Tardies and leave earlies will show on report cards

VISITING THE SCHOOL

- ★ Anyone entering the building **MUST FIRST REPORT TO THE OFFICE THROUGH THE FRONT DOORS**
- ★ Any visitor that is going beyond the front office **must present a valid government issued photo ID or Driver's License. No exceptions.**
- ★ Upon scanning the ID, the visitor will be issued a **visitor's tag that must be worn at all times** while visiting the campus
- ★ **IDs will be kept in the office** in a secure location while you are in the building. You may retrieve your ID as your return your visitor's badge and exit Rivercrest Elementary.
- ★ All faculty and staff have been trained to report anyone who is in the building who is not wearing a visitor's badge. This is a precautionary measure to ensure student safety. These rules apply to all and will be utilized during any visits, special events, and party days.

STUDENT / PARENT INFORMATION

****Please return this page to school**

I have read and understand the policies printed in the Rivercrest Elementary Parent Information packet. I understand these policies will be enforced and followed by all students, parents, and faculty members.

Parent Signature

Parent Contact Information

Student Name

Parent Name

Current Phone Number

Current Email of Parent

If the parent's contact information changes during the school year, the parent must update the information in writing **no more than two weeks after the date the information changes**. A parent may update contact information by emailing the campus secretary at gdieppa@rivercrestisd.net.