



Riverside Elementary School
625 Dixie Garden Drive
Shreveport, LA 71105
P: 318-~~8~~65-3576
F: 318-364-4611
Principal: Kelley Hobson



November 15, 2022

Dear Riverside Families,

I would like to remind you of some upcoming changes to our morning drop off procedures and afternoon pick up procedures. I have included detailed information and a map for these procedures. Please read all the updates that follow this letter carefully. The following **changes will begin Monday, November 28, 2022**. The reason for these changes is to ensure student safety and protect instructional time. If you have any questions regarding these procedures, please call the school office.

Another way to protect your child's instructional time is to limit classroom interruptions. If your child forgets his/her lunch and you bring it to the school, the lunch box will be placed on a specific table in the cafeteria. The office will send the teacher an email to let the teacher know the lunch has been taken to the cafeteria. Students will not be allowed to call home if they forgot their lunch.

Additionally, if your child brings a cell phone to school, it should be turned off and placed in his/her backpack for the entire school day including waiting before and after school. If your child has a cell phone out during the school day, the cell phone will be brought to my office and I will contact you.

I am excited that Riverside will have a Johnny's Pizza Fundraising Night on Tuesday, November 29th at the Johnny's on Preston. 20% of the profits (pre-tax) on pick up or dine in orders between the hours of 4pm and 8pm, will go to Riverside. Thank you for supporting our wonderful school.

Sincerely,

Kelley Hobson

Principal

Riverside Elementary

Rams Always Make Super Choices



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Morning and Afternoon Procedure Changes

General Information:

*Your Riverside car tag should be displayed in your front window for school staff to see. Contact your child's homeroom teacher if you need a Riverside carpool tag.

*Parents and guardians will not be allowed to walk on campus during morning carpool to drop off or during afternoon dismissal to pick up their children. This is for your child's safety. If your child is a car rider, you should remain in your vehicle. If your child is a walker, you should wait for the Riverside staff to escort your child across the crosswalk and to the end of the sidewalk.

*Flagpole drop off and pick up will no longer be allowed in order to keep our students and staff safe. If your child is a car rider, he/she must be dropped off and picked up through the carpool line.

Morning Procedure Information:

*All morning drop off will take place in the front carline. Car riders may begin exiting cars at 7:05 when the bell rings. Please see the attached map for clarification.

*Cars and buses will now all exit at the same location. The entrance by the flagpole where the buses enter will no longer be an exit. After dropping off your child, please drive straight and exit at the farthest exit from the building. Please yield to buses as they enter. If buses are parked or unloading you may pass in the left lane to keep the flow of traffic moving. You may turn left or right when exiting. Please see the attached map for clarification.

*The school day will begin at 7:25 a.m. Students will be marked tardy if they are not in their class by 7:25 a.m. This practice preserves instructional time and is necessary for maintaining an orderly environment conducive to learning.

*Students should not be dropped off or get out of your vehicle before 7:05 a.m. There will be no school staff on duty before 7:05 a.m. A bell will ring at 7:05 a.m.

*Breakfast will be served beginning at 7:05 a.m. If your child would like to eat breakfast at school, he/she must be in the cafeteria line by 7:20 a.m. If a bus arrives late, these students will be allowed to eat breakfast when they arrive.

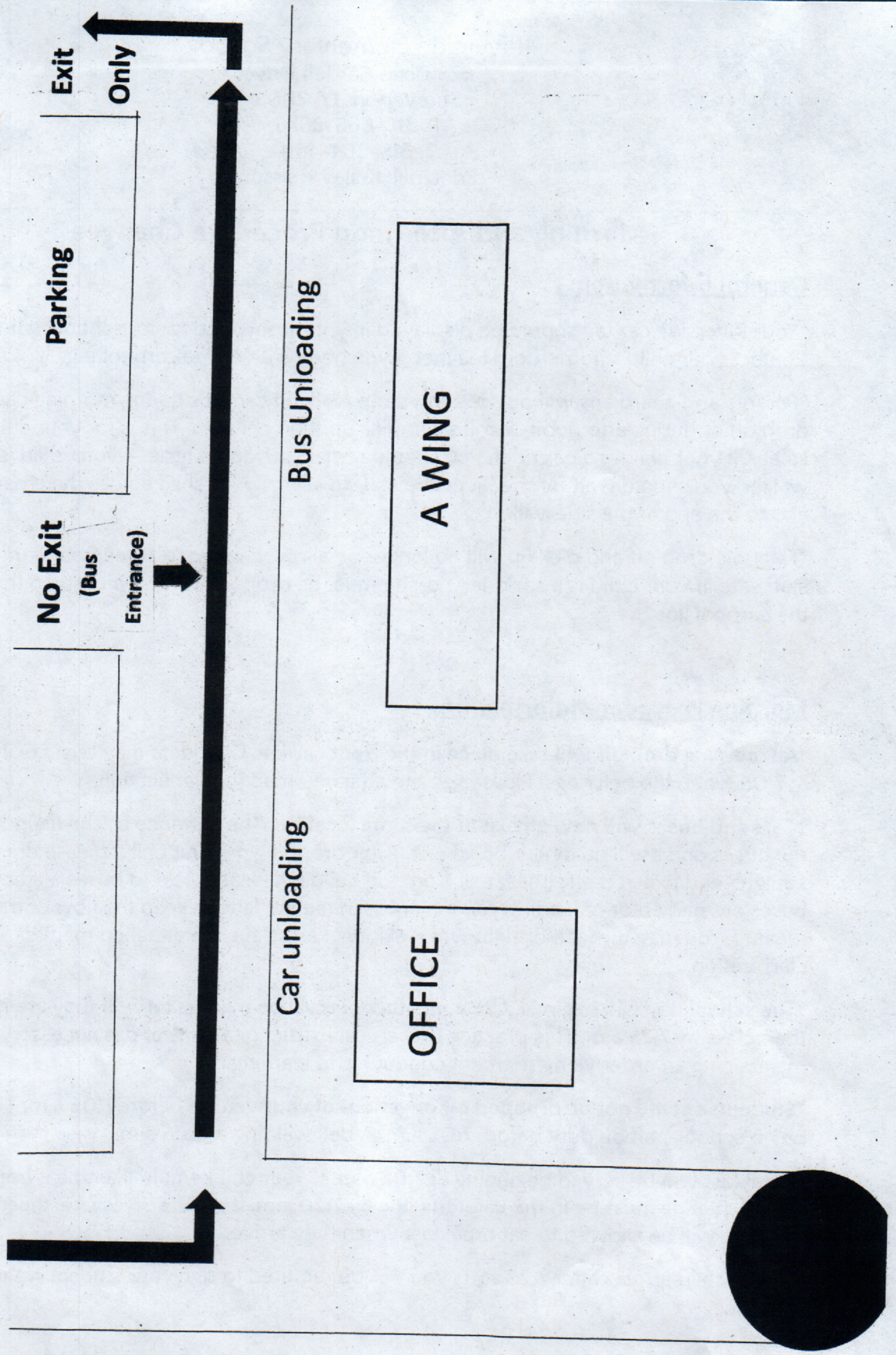
*If your child arrives after 7:25 a.m., you will be required to sign your student in through the office.

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Front Morning Drop Off (Effective 11/28/22)

Dixie Garden Road

Main Entrance





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Afternoon Procedure Information:

*Dismissal for ECSE classes and Claycomb's class will take place at 2:15.

*Dismissal for all bus students will begin at 2:45 and dismissal for all other car riders will begin at 2:50. The carline will begin moving once the buses have been released.

***All PreK-3rd grade car riders will be picked up at the front carpool line and all 4th and 5th car riders will be picked up at the back car line.** Siblings will not be released to sit with another grade level. They will remain with their grade level.

***All cars will enter at the main entrance and drive straight back to form the carpool line.** Please see the map for specific details.

***Cars and buses will now all exit at the same location.** The entrance by the flagpole where the buses enter will no longer be an exit. After picking up your child, please drive straight and exit at the farthest exit from the building. Please yield to buses as they enter. If buses are unloading you may pass in the left lane to keep the flow of traffic moving. You may turn left or right when exiting. Please see the attached map for clarification.

Afternoon Dismissal (Effective 11/28/2022)

