



RIVERSIDE ELEMENTARY SCHOOL DISTRICT NO. 2  
1414 S. 51<sup>st</sup> Avenue  
Phoenix, Arizona 85043

**R2 Governing Board**



**Dr. Joyce Luckie** | Superintendent of Schools  
BOARD MEMBER



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**District Administration**



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Tuesday, April 23, 2013

Dear Riverside Elementary School District Parents and Guardians:

Should an emergency situation or natural disaster ever occur in our area or on our campuses while schools are in session, we want you to be aware that the schools have made preparations to respond effectively to such situations. In fact, public schools in Arizona are built to meet stringent construction standards.

Should we have a major disaster or an emergency during school hours, our students will be cared for at their school site. Our School District has a detailed Emergency Plan which has been formulated to respond to a major catastrophe and emergency situations. Your cooperation is necessary in any emergency. Please do not telephone the school. Telephone lines may be needed for emergency communication. The school will be in contact with each parent informing them of the situation and to provide specific directions for the parents to follow. An automatic alert will be sent out by phone, email, and text, to the parents by the school in case of an emergency. Please make sure your contact information is updated to include cell phone numbers and email addresses.

In the event of a serious emergency, students will be kept at their schools or transported to another school within our District until the emergency situation has been cleared by the District Administration in collaboration with the Phoenix Police Department and the Phoenix Fire Department.

Once an all clear is determined:

- The District buses will transport students home; or,
- Parents will be requested to pick their child up at the specified school site. Please note all parents and guardians must show identification when picking-up their students. The parent/guardian picking-up the student must be listed on the District's emergency card which is required to be filled out by parents at the beginning of every school year. This is a security and legal requirement that must be adhered to. It is paramount that the student's emergency card is updated regularly.

If possible, please turn your radio or TV on to listen for any emergency announcements. Impress upon your children the need for them to follow the directions of any school personnel in times of an emergency.

In the event that an emergency or natural disaster takes place during the time that students are being transported, students will be kept on the bus and the driver will ask for assistance, through radio contact, from the school administration. Any student who is home waiting for the bus will not be picked up if roads are impassable or the emergency requires a lock-down of the school(s).

In the event an emergency occurs in the afternoon, the driver will make every attempt to continue delivering the students to their homes. In the event an emergency occurs in the morning, the students will be delivered to the nearest school site.

We take the safety of our students seriously and work diligently to be proactive. Planning ahead will assist alleviate concerns and confusion during emergencies.

Dr. Jaime A. Rivera  
Superintendent of Schools  
Riverside Elementary Schools District No. 2