

General Guidelines for Parents and Students

Columbia River Elementary School Office

Phone Number: 546-7440
Secretary: Tammy Mitchell
Clerk: Maria Colvin
Office Hours: 8:00 a.m. – 4:30 p.m.

Student Absences and Appointments

It is required by Washington State Law that a verbal or written excuse from the parent or guardian be given to the school preceding or following an absence. Please call the school office (546-7440) to inform the staff if your child is absent. All children leaving the school grounds during the school day must be checked out through the school office. Photo identification is required for a child to be released to a person/s listed on their emergency record.

Student Drop Off/Pick Up

Please exercise caution when using the parking lot to drop off and pick up students. Cars must enter our parking lot from Road 90. Our parking lot is only a one-way drive. If you are dropping or picking up your child at the curb, please pull forward. We will only use the lane closest to the curb for students to exit or enter a vehicle. The outside lane is for through traffic. You are always welcome to park in the main lot and walk up to the front of the school to pick up your child. This will keep all students safer!

School Delays or Closure for Bad Weather

In case of severe weather or other emergencies, a 'no school' or 'late start' announcement will be made over local radio stations. If you have a concern that school will be delayed or closed, please listen to the radio. Please do not call the school or radio station. A school day lost because of weather will be made up later in the year. If you want to keep up with the latest news, updates, and/or school closures from the Pasco School District, you can sign up for updates by going to <https://psd1.parentlink.net/main/login/new-account-sign-up>. The PSD smartphone app can be downloaded by visiting [iTunes](#) or the [Google Play Store](#).

Weekly Schedule

Monday, Tuesday, Thursday, and Friday

Student arrival time	8:40 a.m.
Breakfast	8:40-9:00 a.m.
K-5 grades	9:00-3:40 p.m.

Wednesday

Student arrival time	8:40 a.m.
Breakfast	8:40-9:00 a.m.
K-5 grades	9:00-1:40 p.m.