



**RIVERVIEW  
INTERNATIONAL ACADEMY**

**Winter Gardens Campus - Grades TK-1**

8501 Pueblo Rd  
Lakeside, CA 92040  
(619) 390-2687

<https://www.lsusd.net/winter-gardens/>

**Riverview Campus - Grades 2-5**

9308 Wintergardens Blvd  
Lakeside, CA 92040  
(619) 390-2662

<https://www.lsusd.net/riverview/>

District Website <https://www.lsusd.net/>



## RIA FAMILY HANDBOOK

# 2024 - 2025

Principal

John Greenwell, M.S.Ed.

[jgreenwell@lsusd.net](mailto:jgreenwell@lsusd.net)

Superintendent

Rhonda L. Taylor, Ed.D.

Board Of Education

Andrew Hayes \* Lara Hoefler Moir \* Jim Bennett \* Autumn Ellenson \* Ron Kasper

# VISION & IMMERSION MODEL

## Vision

*“Creating tomorrow’s global leaders!”*

The vision of Riverview International Academy (RIA) is to prepare students to thrive in a global society. Students who are promoted from RIA will leave with the skills necessary to communicate effectively across linguistic and cultural boundaries, see and understand the world from multiple perspectives, comprehend global affairs and events, and create possibilities to address them.

## Immersion Model

Spanish Immersion 90/10 Model	Mandarin Immersion 50/50 Model
TK: 90% Spanish / 10% English K: 90% Spanish / 10% English 1: 90% Spanish / 10% English 2: 80% Spanish / 20% English 3: 70% Spanish / 30% English 4: 60% Spanish / 40 % English 5: 50% Spanish / 50 % English	TK: - K: 50% Mandarin / 50% English 1: 50% Mandarin / 50% English 2: 50% Mandarin / 50% English 3: 50% Mandarin / 50% English 4: 50% Mandarin / 50% English 5: 50% Mandarin / 50% English

**Winter Gardens Elementary Office Hours during 2024-2025 School Year:**

7:30am - 4:00pm, Monday through Friday

Please call (619) 390-2687 or email [mcastrejon@lsusd.net](mailto:mcastrejon@lsusd.net) for assistance at the school's office.

**Winter Gardens Campus** 8501 Pueblo Rd., Lakeside, CA 92040

*School hours*

Grades TK- K M,T,TH,F 8:30 a.m. - 2:30 p.m. W 8:30 a.m. - 12:30 p.m.

Grade 1 M,T,TH,F 8:30 a.m. - 2:55 p.m. W 8:30 a.m. - 12:55 p.m.

- Breakfast is served from 8:00 a.m. to 8:15 a.m. Only students who are having breakfast will be allowed on campus during this time unless they are enrolled in Extended Student Services (ESS). ESS is available from 6:00 a.m. to 6:00 p.m. Contact ESS directly via phone at 619-390-2513.
- Students must stay at the blue tables with the breakfast supervisor until class time.
- The campus is closed until 8:15 a.m. when the drop-off gates open.
- Students dropped off will walk to the classroom.
- Classroom doors open at 8:15 a.m. for supervision, and instruction begins promptly at 8:30 a.m.
- Adults must leave the campus after dropping off their students. Gates are locked at 8:30 a.m.
- All students are picked up at their designated gates at the end of the day unless they are enrolled in ESS.

**Riverview Elementary Office Hours during 2024-2025 School Year:**

7:30am - 4:00pm, Monday through Friday

Please call (619) 390-2662 or email [mchalk@lsusd.net](mailto:mchalk@lsusd.net) for assistance at the school's office.

**Riverview Campus** 9308 Winter Gardens Blvd., Lakeside, CA 92024

*School Hours*

Grades 2, 3, 4, 5 M,T,TH,F 8:10 a.m. - 2:35 p.m. W 8:10 a.m.- 12:35 p.m.

- Breakfast is served from 7:40 a.m. to 7:55 a.m. Only students who are having breakfast will be allowed on campus during this time unless they are enrolled in Extended Student Services (ESS). ESS is available from 6:00 a.m. to 6:00 p.m. Contact EDD directly at 619-390-2511.
- Students must stay at the MPR with the breakfast supervisor until class time.
- The campus is closed until 7:55 a.m. when the drop-off gates open.
- Students dropped off will walk to the classroom.
- Classroom doors open at 7:55 a.m. for supervision, and instruction begins promptly at 8:10 a.m.
- Adults must leave the campus after dropping off their students. Gates are locked at 8:10 a.m.
- All students are picked up at their designated gates at the end of the day unless they are enrolled in ESS.

**WINTER GARDENS 2024-2025 RECESS SCHEDULE (excluding Wednesdays)**

<b>TK/Kindergarten</b>	<b>Recess M,T,TH,F</b>
M. Arias and Mitlich	9:40 - 10:00
Benito, Soto, and Guajardo	10:05 - 10:25
Johnson and Li	10:05 - 10:25
<b>1st Grade</b>	<b>Recess</b>
Alvarez, Mendoza, Morales, Wu, and T. Arias	10:30am-10:50am

**WINTER GARDENS 2024-2025 LUNCH SCHEDULE**

<b>Grade</b>	<b>M,T,TH,F</b>	<b>Wednesdays</b>
TK	11:45 - 12:25	9:40-10:15
K	12:05-12:45	10-10:35
1	12:05-12:45	10:45-11:20

**RIVERVIEW 2024-2025 RECESS SCHEDULE (excluding Wednesdays)**

<b>RECESS M, T, TH, F</b>	
2ND & (Ramos)	9:30 - 9:45
3RD (Chen,Sather,Wass)	9:50 - 10:05
4TH & (Cochran)	10:10 - 10:25
5TH	10:30 - 10:45

**RIVERVIEW ELEMENTARY 2024-2025 LUNCH SCHEDULE**

		<b>M,T,TH,F</b>		<b>WEDNESDAY</b>
<b>GRADE</b>	<b>TEACHER</b>	<b>EAT</b>	<b>PLAY</b>	<b>EAT/PLAY</b>
2	Casas	11:00-11:20	11:20-11:40	10:00-10:30
2	de Hoyos	11:00-11:20	11:20-11:40	
2	Ochoa	11:00-11:20	11:20-11:40	
2/3	Chen	11:20-11:40	11:00-11:20	
3	Wass	11:20-11:40	11:00-11:20	
2	Sather	11:20-11:40	11:00-11:20	
2/3	Sra Ramos	11:40-12:00	12:00-12:20	10:30-11:00
3	Galeano	11:40-12:00	12:00-12:20	
3	Guzman	11:40-12:00	12:00-12:20	
3	Sr Ramos	11:40-12:00	12:00-12:20	
3	Sr Ochoa	11:40-12:00	12:00-12:20	
4	Brooks	12:20-12:40	12:40-1:00	11:00-11:30
4	Wu	12:20-12:40	12:40-1:00	
4	Huffine	12:40-1:00	12:20-12:40	
4	Nunez	12:40-1:00	12:20-12:40	
4	Herrera	12:40-1:00	12:20-12:40	
5	Luu	1:00-1:20	1:20-1:40	11:30-12:00
5	Mendez	1:00-1:20	1:20-1:40	
5	Phillips	1:00-1:20	1:20-1:40	
5	Cochran	1:20-1:40	1:00-1:20	
5	Summy	1:20-1:40	1:00-1:20	

# LAKESIDE UNION SCHOOL DISTRICT

# 2024-2025 Calendar

S	M	T	W	T	F	S
<b>JULY 2024</b>						
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30	31		

S	M	T	W	T	F	S
<b>OCTOBER 2024</b>						
23						
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30	31		

S	M	T	W	T	F	S
<b>JANUARY 2025</b>						
18						
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30	31	

S	M	T	W	T	F	S
<b>APRIL 2025</b>						
11						
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30			

S	M	T	W	T	F	S
<b>AUGUST 2024</b>						
10						
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	31

S	M	T	W	T	F	S
<b>NOVEMBER 2024</b>						
14						
				1	2	
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30

S	M	T	W	T	F	S
<b>FEBRUARY 2025</b>						
18						
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	

S	M	T	W	T	F	S
<b>MAY 2025</b>						
21						
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	31

S	M	T	W	T	F	S
<b>SEPTEMBER 2024</b>						
20						
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30					

S	M	T	W	T	F	S
<b>DECEMBER 2024</b>						
15						
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30	31				

S	M	T	W	T	F	S
<b>MARCH 2025</b>						
21						
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30	31					

S	M	T	W	T	F	S
<b>JUNE 2025</b>						
9						
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30					

### SPECIAL DAYS

- ..... Non-Student Day
- First Day of School**..... August 19
- Last Day of School** ..... June 12
- 100<sup>th</sup> Day ..... January 30

### GRADING PERIODS

- Trimester Grading Periods.....
- 1<sup>st</sup> (58 Days) ..... November 8, 2024
- 2<sup>nd</sup> (60 Days)..... February 28, 2025
- 3<sup>rd</sup> (62 Days)..... June 12, 2025

### REPORT CARDS

- Trimester 1 ..... November 22, 2024
- Trimester 2..... March 14, 2025
- Trimester 3..... June 13, 2025

### PARENT CONFERENCES

- Parent Conferences for Elementary and Middle Schools
- ..... October 8-11, 2024
- At-Promise Parent Conferences for Elementary Only
- ..... December 12-13, 2024
- At-Promise Parent Conferences for Elementary and Middle Schools
- ..... March 13-14, 2025

# LAKESIDE UNION SCHOOL DISTRICT

Month 1	August 19 – September 13, 2024	19 days
Month 2	September 16 – October 11, 2024	20 days
Month 3	October 14 – November 8, 2024	19 days
Month 4	November 11 – December 6, 2024	14 days
Month 5	December 9, 2024 – January 3, 2025	10 days
Month 6	January 6 – January 31, 2025	18 days
Month 7	February 3 – February 28, 2025	18 days
Month 8	March 3 – March 28, 2025	20 days
Month 9	March 31 – April 25, 2025	9 days
Month 10	April 28 – May 23, 2025	20 days
Month 11	May 26 – June 12, 2025	13 days

2024	July 4	Thursday	Fourth of July (Legal Holiday)
	July 29	Monday	Middle School Principals Return
	July 31	Wednesday	11-Month Employees Return
	August 5	Monday	Site Administrators Return
	August 5	Monday	10-Month Clerical Employees Return
	August 14	Wednesday	Teacher Workday
	August 15*	Thursday	Professional Development
	August 16	Friday	Teacher Workday
	August 19	Monday	Classes Begin
	September 2	Monday	Labor Day (Legal Holiday)
	September 27	Friday	School Site Goal Setting and Planning Day (Minimum Day)
	October 8-11	Tuesday-Friday	Elem & Middle School Parent Conferences (Minimum Day)
	November 1	Friday	Non Student, Non Staff Day
	November 11	Monday	Veterans Day (Legal Holiday)
	November 25-29	Monday-Friday	Thanksgiving Holidays (Student and Legal Holidays)
	December 12-13	Thursday-Friday	At-Promise Elementary Parent Conferences (Minimum Day)
Dec 23-Jan 3	Monday-Friday	Winter Recess	
December 24	Tuesday	Local Holiday	
December 25	Wednesday	Christmas Day (Legal Holiday)	
December 26	Thursday	Local Holiday **	
2025	January 1	Wednesday	New Year's Day (Legal Holiday)
	January 2	Thursday	Local Holiday
	January 20	Monday	Martin Luther King, Jr. Day (Legal Holiday)
	January 31*	Friday	Professional Development Day (Student Holiday)
	February 10	Monday	Lincoln's Day (Legal Holiday)
	February 17	Monday	Washington's Day (Legal Holiday)
	March 13-14	Thursday-Friday	At-Promise Elem & Middle School Parent Conferences (Minimum Day)
	April 7-21	Monday-Monday	Spring Recess
	April 18	Friday	Good Friday (Local Holiday)
	May 7	Wednesday	Day of the Teacher
	May 19-23	Monday-Friday	Classified Employees Week
	May 23	Friday	School Site Goal Setting and Planning Day (Minimum Day)
	May 26	Monday	Memorial Day (Legal Holiday)
	June 12	Thursday	Last Day of Student Attendance/Final Workday for Teachers
	June 19	Thursday	Juneteenth Holiday
	June 25	Wednesday	Final Workday for 10-month Clerical Employees
	June 27	Friday	Final Workday for Administrators
	June 27	Friday	Final Workday for 11-Month Employees

\*Professional Development Day

\*\*Local holiday for employees, December 26, 2024, in lieu of Admissions Day

## **Policies for RIA Families**

### **RIA INFORMED PARENTS AND LEGAL GUARDIANS**

The involvement and communication of parents in their child's education are key indicators of student success. Your child's teachers are committed to keeping you informed about any academic or behavioral challenges your child may face early in the year. In most cases, your child's teacher will be the first point of contact for any concerns regarding behavior or academics at school. For more information, please visit [LUSD Regulation 5020: Parent Rights and Responsibilities](#).

The Lakeside Union School District is required to annually notify the parents and guardians of rights and responsibilities in accordance with Education Code 48980. We also ask legal guardians and parents to review this Annual Notification document. This annual notification is provided in an electronic format and posted on [www.lusd.net/Annual Notification](http://www.lusd.net/Annual Notification). Parents or guardians shall submit to the school this signed acknowledgement of receipt of the notice. Signature of the notice is an acknowledgment by the parent or guardian that he or she has been informed of his or her rights, but does not indicate that consent to participate in any particular program has either been given or withheld.

### **RIA SCHOOL-WIDE COMMUNICATION**

The school will make every effort to communicate with a child's legal parent/guardian(s). The school sends newsletters, emails, and texts on a regular basis. Please be sure to contact the school office if you are not receiving them: You may also need to check your email spam or junk folders. Your child's teacher is the best point of contact for questions regarding your child's academic progress and social-emotional well-being. Please contact the campus office for other inquiries.

For privacy reasons, we can only disclose information regarding your child to designated legal guardians and parents with educational rights. We cannot disclose information about your child to other family members without a signed FERPA release form. We will not disclose information about your child to another child or their family.

### **RIA ATTENDANCE EXPECTATIONS**

Riverview International Academy (RIA) is a School of Choice within the Lakeside Union School District. This means that all of our students must have applied through a School of Choice (SoC) or Interdistrict Transfer (IDT) application process. Both of these application processes include statements regarding the expectation for students to meet academic, attendance, and behavior expectations. It is also mentioned that if these expectations are not met, the IDT or SoC can be revoked. There are processes in place to inform families that these applications are in jeopardy of being revoked if there are academic, attendance, or behavioral challenges.

Additionally, RIA is a language immersion program, which means that attendance (time in class exposed to the target language) is the number one factor that contributes to your child's successful acquisition of the target language. This means that RIA should have very high attendance rates. RIA maintained the highest attendance rates in the district last year, and due to our rigorous immersion program, we hope to continue and improve our positive attendance record every year.

Per District policy, both the IDT permit and the SoC request may be revoked after the 9th unexcused absence. The first warning regarding these procedures related to both the IDT and SoC



2024-2025 Riverview International Academy Family Handbook is included in the agreement that is signed by families and approved by the District. A second warning will be sent home after the 6th unexcused absence.

Regarding daily absences please verify your child's absence by calling 619-390-2662 (ext 4050) within 3 days. This must be done within 3 days of the absence. An unverified absence leads to truancy. Truancy and Excessive Absences letters are automatically sent through the Lakeside Union School District office. For example, if your child receives 2 absence letters, you will be required to meet with the School Attendance Review Team (SART).

Please reference our 2024-2025 LUSD Calendar. Please also use this document to plan and schedule family outings, vacations, and other important medical appointments in preparation for the upcoming school year. Excellent attendance is important to student success!

Should your child arrive to school after an absence or illness, they will need to report to the campus school office for a re-entry slip. Should your child arrive to school after the bell rings, they will need to report to the campus school office for a tardy slip.

## **General School Information**

### **ATTENDANCE**

Attendance is essential for the success of your child! Students who attend school everyday and on time are more likely to excel in school and develop healthy habits that lead to successes as an adult.

Families who do not send children to school may be subject to California's compulsory education laws. California's compulsory education laws require children between six and eighteen years of age to attend school, with a limited number of specified exceptions.

Under state law, a pupil who, without a valid excuse, is absent from school for three full days in one school year, or is tardy or absent for more than 30 minutes during the school day on three occasions in one school year, is considered truant. Once a student is designated a truant, state law requires schools, districts, counties, and courts to intervene to ensure that parents and pupils receive certain services to assist them in complying with attendance laws. When these various interventions fail—meaning parents or guardians still do not send a child to school or a student misses an unlawful amount of school—the matter is referred to the courts. Courts can then use penalties or other measures to seek compliance. Essentially, these various interventions exist to ensure that pupils remain in school and that a pattern is not established that could lead to their dropping out of school later in their educational career.

Our Attendance/Health Clerk, School Secretary, School Nurse, Principal, Counselor, other District officials, and law enforcement agents may set up meetings or conduct home visits for families who do not comply with compulsory education laws. ***Our number one job is to support the safety and education of children!***

### **ATTENDANCE: INDEPENDENT STUDY CONTACTS (ISC)**

We believe that being present in class is crucial for students to succeed academically and socially, which is why we strongly discourage Independent study contracts (ISC). However, we also understand that extenuating circumstances may arise that require a child to be away from school for more than three days. In these cases, parents/guardians need to apply for an ISC in the main office at least two weeks prior to the departure date. Our goal is to ensure that your child is able to keep up with the curriculum and is set up for success upon their return to school. It is important to note that the ISC must be completed and turned in by the due date to avoid any unexcused absences.

We will closely monitor attendance, including ISC requests. Before approving ISC, the school principal will thoroughly review academic, attendance, and behavior data. Since ISC affects students' school time, we will consider attendance and academic records. If there are fewer than six unexcused absences and no other attendance issues (e.g., excessive excused absences), AND the student is in good academic standing, we will grant the ISC. However, if there are attendance issues or academic concerns, the ISC requests may not be approved. For more information, please see [LUSD Regulation 6158: Independent Study](#).

Parents/legal guardians are required to meet with school administration prior to approval of these contracts. A typical ISC process occurs in this way:

- Contact the school office two weeks prior to departure date to receive an ISC.
- Parent(s) will meet with the Principal to complete and sign the contract.
- Teacher provides classroom work that will be missed.
- Students will turn in all work completed upon return to school and will check in with the school office for a re-entry slip.

Please note that the work offered is intended to offer opportunities aligned to lesson objectives and minimize learning loss, but that the work does not replace the excellent teaching and learning that occurs everyday in our school's classrooms, nor does it replace the positive social interactions that your child has with their peers and teachers.

### **AFTER SCHOOL PICK-UP**

Students must be picked up at dismissal time. If parents will be later than 15 minutes, your child must be enrolled in Extended Student Services (ESS). We understand there are rare circumstances that can cause parents to be late, but the office is not for regular supervision of late pick-ups. If the student is permitted to walk home, kindly notify the teacher in advance.

In the event of modified inclement weather pick-up, we will notify parents 40 minutes prior to school dismissal time.

### **AFTER-SCHOOL PLANS FOR YOUR CHILD**

For safety reasons, please inform your child of the after-school plans before they arrive at school. The office cannot relay messages received over the phone to students. We cannot give a child a message like "go to the tree below" or "Aunt Mary is picking up today." As we are unable to identify you over the phone, we cannot provide messages to students regarding after-school plans. Please plan ahead.

**Students and families may not loiter after school on the school's campuses, including playgrounds, parking lots, hallways, benches, tables, and fields.** Students must be in the ESS program or participate in a designated/approved after-school activity to remain on district property after instructional hours. The school playgrounds and play structures remain closed to the public outside of school hours for safety reasons, except during RIA PTSA-sponsored events. Please RSVP through RIA PTSA for attendance.

### **ANTI-BULLYING**

If school personnel witness an act of discrimination, harassment, intimidation, or bullying, he/she/they shall take immediate steps to do so, per Education Code Section 234.1 (b) (1). School personnel will follow district and school protocols according to the [LUSD Policy 5131.2: Bullying](#).

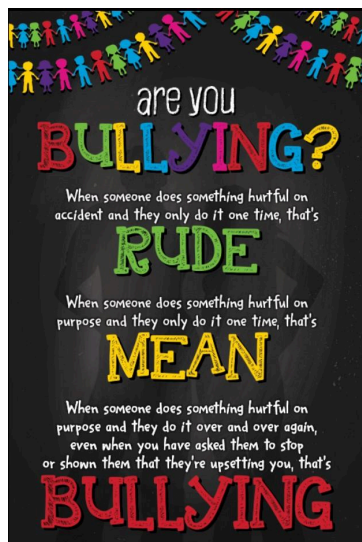
- All students will follow these four, simple anti-bullying rules at Riverview International Academy:
- We will not bully others. We will not be passive bystanders and observe bullying either.
- We will try to help students who are bullied.
- We will include students who are left out.
- If we know that somebody is being bullied, we will tell an adult at school and an adult at home.

When a staff member witnesses an incident or a student reports incident to a staff member, the following steps will occur:

1. Staff members will immediately stop the bullying behavior and refer to school rules against bullying.
2. Staff members will support the recipient of the bullying behavior and remind them bullying is not tolerated at RIA.
3. Staff members will empower bystanders with appreciation if they were supportive or with information on how to act in the future if they were not supportive.
4. Staff members will counsel the student who performed the bullying behavior and impose any appropriate consequences.
5. Staff members will report incidents to the Principal or admin-designee for investigation and/or to ensure further incidents do not continue.
6. After investigation, if bullying behavior is confirmed, the administration will contact the legal parents and/or guardians of both students to inform them of the incident of bullying.

Bullying is very different from student conflict, although they can appear to be similar. Wondering how to support children if they experience a problem with another student? We suggest using “I feel...” statements, moving away from others, and seeking help from an adult nearby. Our staff prides itself in actively monitoring students at all times. Students in elementary school are learning how to interact with one another and often experience some problem or conflict. **This is not bullying.** The conflict may be caused by past trauma and other serious social-emotional issues with a child. Students must learn how to use their words to solve conflict. If you have a concern about another child’s behavior and believe it is impacting your child, we suggest you first contact your child’s teacher.

### What is bullying?



### **BULLYING: Creating A Safe and Inclusive Learning Environment**

RIA respects, and embraces all individuals. We believe everyone has the right to be safe, both psychologically and physically.

The Lakeside Union School District prohibits any discrimination, harassment, intimidation, and bullying of any student based on the student's actual race, color, ancestry, national origin, ethnic group identification, age, religion, marital or parental status, physical or mental disability, sex, sexual orientation, gender, gender identity, or gender expression; the perception of one or more of such characteristics; or association with a person or group with one or more of these actual or perceived characteristics. Prohibited discrimination, harassment, intimidation, or bullying includes physical, verbal, nonverbal, or written conduct based on one of the categories listed above that is so severe and pervasive that it affects a student's ability to participate in or benefit from an educational program or activity; creates an intimidating, threatening, hostile, or offensive educational environment; has the effect of substantially or unreasonably interfering with a student's academic performance; or otherwise adversely affects a student's educational opportunities. Bullying behavior (including physical and verbal aggression, social alienation, and intimidation) will not be tolerated at RIA. When bullying incidents arise, assistance will be made available to the victim. The bully will receive both assistance and a consequence. Restorative practices will be used; however, that will be done in conjunction with any applicable disciplinary measures, according to district policy and CA state law.

### **BIRTHDAYS**

Lakeside Union School District School Board Policy [LUSD Policy 5030: Student Wellness](#) prohibits food items in celebration of a student's birthday on the school site during the school day. There will be no exceptions to this policy. The full wellness policy is available on the district's website, and we encourage families to review it each year. In lieu of birthday celebrations, which interfere with instructional time, other suggestions would be:

- Send non-edible party favors (e.g., stickers, jump ropes, pencils, crayons, books, classroom P.E. equipment)
- Reading a book to the class
- Donating items to the school with a commemorative sticker

Balloons and flower bouquets are ***not*** allowed on campus, as they pose a safety hazard and a disruption to class. We kindly ask that families respect this request for awards ceremonies, class celebrations, and our 5th grade promotion ceremony as they block the view of others and disrupt the enjoyment of the ceremony.

### **CLASSROOM PLACEMENT**

Parent requests for specific teachers are not permitted. Due to language immersion program requirements, your child's classroom placement may involve a combination classroom (also called a combo class). It is not possible to honor specific classroom requests for this reason. However, parents may provide educational information (in written form) about their child before June 1st of each academic year, in order to assist teachers and school administration with classroom placement. **Once classroom rosters are created, students are not moved to another classroom unless student enrollment numbers dictate the necessity to do so.** At the beginning of the school year, we ask families to please wait until the fourth week of school to discuss any possible class placement change. If a family wishes to talk about a possible change, they need to pick up a form from the office describing the rationale for the change. An appointment

## 2024-2025 Riverview International Academy Family Handbook

with the teacher and Principal will be arranged to discuss the request and to consider all factors associated with a possible change in placement. Please note that we likely will **not** be able to make changes to classrooms unless school enrollment dictates the ability to do so. We will not make any changes to rosters in the first three weeks of the school year. All of our staff are dedicated and caring professionals and paraprofessionals with the interest of all children in their hearts. Thank you for your cooperation and understanding.

### **CELL PHONES, ELECTRONIC GAMES, & TOYS**

Students may bring cellphones to school; however, they may not use them on campus (defined as inside school gates) during instructional hours or on a district bus or at school events. Each teacher will utilize one of the following protocols:

- All phones must be turned off and placed in the student's backpack during the school day.
- Teachers may collect cell phones at the beginning of each school day and return them at the end of the school day.

Students not adhering to the campus protocol and/or his/her teacher's protocol (bulleted above) will have his/her phone (or other electronic communication device) confiscated. **Students are not allowed to use cell phones, Apple Watches, or other communication devices on campus during instructional time.** Students may use these devices outside of instructional time, outside of the school gates, according to district policy.

If a student is in violation of this policy, the device will immediately be taken away and must be picked up from the office by a legal guardian or parent. It will not be released to the student. The school, the district, and district personnel are not responsible for lost, stolen, or damaged electronic devices. **Cell phones and other communication devices may be used once students have left the school gates**, but may not be used on the district bus, in ESS, or on field trips. These devices will be returned only to a parent or guardian. Additional violations will result in a conference with the Principal's and further disciplinary actions.

Students may use the office telephones only in the case of an emergency or when instructed to do so by the office staff.

If an adult is on campus volunteering or visiting the campus, kindly put your cell phones away when children are present. Find a private area to talk on the phone or send text messages - not around the students: We recommend the public sidewalk outside of the school gates for personal phone calls. Please do not hold conversations on your cell phone in the school office as it makes it difficult for the office staff to hear when they are answering the school phones.

For more information, refer to [LUSD Policy 5131.8: Mobile Communication Devices](#).

### **CLOSED CAMPUSES**

In an effort to ensure a safe campus, Both Winter Gardens (TK-1) and Riverview Campus (2-5) are closed campuses. While we welcome families to escort their child or children on the first day of school, we ask that adults not enter the campus. TK, Kindergarten, and First Grade students are required to be picked up by a designated adult (such as a legal parent or guardian, or emergency contact). However, students in grades 2 through 5 are not required to be escorted off campus by an adult. Please ensure that your child knows where to meet designated adults and which adults have permission to pick them up.

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All gates remain locked during school hours. Upon entering any school building or the school grounds, any person who is not a student of the school or a district officer or employee shall, when school is in session, report their presence and the reason for visiting the school to the school office. Any person the Principal or designee asks to leave school grounds shall promptly comply (A.R. 1250 & EC 32211). Staff shall inform the Principal when anyone is present who refuses to comply with this requirement. The Principal shall remove any individual who, by their presence or action, disrupts or threatens to disrupt normal operations at a school campus or any other District facility, threatens the health or safety of anyone on District property, or causes or threatens to cause damage to District property or to any property on school grounds, per BP3515.2.

### **CONTACTING THE CLASSROOM**

Phone calls to the classroom or teacher may not occur during instructional hours. Legal parents and guardians may not conference with the teacher while the teacher is responsible for instruction and supervision of students. Families may not text or call children during the instructional day.

In the event of an emergency, please contact the school office and a message will be delivered to your child or your child's teacher. We encourage families to communicate with one another regarding family information (including dismissal information) before and after the instructional day. The Riverview International Academy staff is committed to maximizing the time-on-task we provide to our students. For this reason, the office staff will strictly limit the number of times we call into the classrooms. You can help work toward this goal too by leaving messages or items you need your child to receive it in the school office. We also have an automated phone system that will allow you to leave messages for individual staff members using their voice mailbox number.

In alignment with our wellness policy, bringing fast-food lunches for your child is discouraged. Parents are unable to deliver items to the classroom during the instructional day. If your child forgot their lunch, lunch is available at the cafeteria for free. **Although the office does its best to deliver the items left in the office to the students - it does get extremely busy. The office is not responsible for items that did not get to the student(s). Please make sure your child has everything they need for the day before they leave your presence.**

### **DISCRIMINATION**

Pre-existing state law prohibits public schools from discriminating on the basis of several characteristics, including sex, sexual orientation, and gender identity. AB 1266 requires a pupil be permitted to participate in sex-segregated school programs, activities, and facilities including athletic teams and competitions, consistent with his or her gender identity, regardless of the gender listed on the pupil's records. Education Code Section 51501 outlines prohibitions on material included in textbooks or other instructional materials. This section already included prohibitions on matter "reflecting adversely upon persons because of their race, sex, color, creed, handicap, national origin, or ancestry"; this bill added "sexual orientation" to the list. Education Code Section 60044 includes a similar prohibition; the language was added there as well, along with a prohibition on materials that contain materials that reflect adversely on persons on the basis of their occupation.

### **EARLY DISMISSAL**

Early dismissal is not encouraged and results in your child missing important instructional time. Please schedule all doctor and dentist appointments outside of school hours. We suggest making these appointments during scheduled school holidays and breaks or in the afternoon on minimum Days.

### **ELECTRONIC LISTENING OR RECORDING DEVICES**

The use by **any** person, including a student or parent, of any electronic listening or recording device in any classroom or on campus without the prior consent of the teacher and the Principal is prohibited. Any adult willfully in violation shall be guilty of a misdemeanor. Any pupil in violation is subject to the District's disciplinary procedures. EC 51512

### **EMERGENCIES**

The school office **MUST** have current and correct emergency information for each of our students on file. If your personal contact information changes (addresses, phone numbers, or guardians), please notify the school office immediately.

An extensive Comprehensive School Safety Plan for emergency preparedness is in place at RIA. The school and district work with local agencies to ensure best practices. The district continuously monitors conditions in our community to ensure the safety of the school community.

Video cameras and other safety measures are in place at both Winter Gardens campus and Riverview campus to support a safe school environment. Fire drills, lockdown drills, secure campus drills, bus evacuation drills, and earthquake drills occur on a regular basis for staff and students, according to Ed Code 32282. If you happen to be on campus during a drill, please do not be alarmed as our entire school moves to our designated areas. All individuals on campus during a drill are required to participate. If you arrive on campus and see a sign on the office door that reads, **DISASTER DRILL IN PROGRESS**, please wait off campus and return in 15 minutes. In the event of a real disaster or emergency situation, please report to the area in front of the school and wait for a designee to give you further instructions. Students will be reunited with families once law enforcement and school or district officials deem appropriate.

In the unlikely event of an emergency event that impacts our school community, we will communicate with our families and share current information, so long as it does not jeopardize the safety and security of our school's campuses. As educators, we see firsthand that children are oftentimes affected by current events, such as those posted on social media sites or found on the news, even when the event is not local. Please note that the school and district reserve the right to communicate important health and safety information, including about emergency events, to children and their families as allowed by California state law and Education Code. Please know that we will always handle these matters in an age-appropriate way and partner with our students' families for this communication.

### **ILLNESS**

A child who is ill is routinely sent to the school health clerk. The health clerk will assess the child, contact the parent or guardian, and send the child home if necessary. Any child with an elevated temperature is sent home. It is required that your child be free from fever for 24 hours before returning to school. In case of a COVID-related illness, we adhere to the [San Diego County K-12 COVID Decision Tree](#). Any child who misses school due to an illness or other absence will need to report to the school office for a re-entry slip before returning to their classroom.

### **INSTRUCTIONAL MATERIALS AND SUPPLIES**

Students are issued books and essential materials by the school and district. Students and their families are responsible for all books and materials entrusted to them, according to district policy. The cost of lost or damaged textbooks and district provided technology will be billed to the student's family, in accordance with district procedures.

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### **MEDICATIONS**

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Any pupil who is required to take, during the regular school day, medication prescribed for him/her by a physician, may be assisted by the school nurse or other designated school personnel if the school district receives, (1) a written statement from such physician detailing the method, amount, and the time schedule by which such medication is to be taken, and (2) a written statement from the parent or guardian of the pupil indicating the desire that the school district assist the pupil in the matters set forth in the physician's statement. (California Education Code 49423) The Physician's Statement for medication form, the dental form, and the physical online [HERE](#). This form must be completed prior to the administration of any medication in the school including inhalers, prescription medication, over-the-counter medication, etc. The medication must be brought to school by an adult in a prescription container, which clearly states the child's name, prescribing California physician's name, the amount prescribed, and the time to be administered.

### **EXTENDED STUDENT SERVICES (ESS)**

A before and after-school extended day program is offered through ESS. Recreation and sports activities, supplemented by games, music, arts and crafts, free time, and opportunities to complete homework assignments, are provided before school from 6:00 a.m. until start time. and/or after school from dismissal until 6:00 p.m. ESS is available to enrolled students during winter and spring breaks. For additional questions, contact the director, Jerred Murphy, at 619-390-2532. More information is also available online at <https://www.lsusd.net/ess/>.

### **HOMEWORK POLICY**

The purpose of homework is to strengthen academic skills, reinforce concepts taught by teachers, develop student responsibility and accountability, and promote parent awareness. Positive results of homework include better retention of factual knowledge, increased understanding of material, improved critical thinking, concept formation and information processing skills, as well as enrichment of the core curriculum. Our goal is to create assignments that promote one or more of these outcomes. We recognize that homework is not the only circumstance under which after-school learning takes place. Many leisure-time activities teach important academic and life skills. We believe in the importance of balancing leisure, learning, and family time. The following chart suggests these homework schedules as guides for students. These schedules can be used as guidelines for parents and teachers in monitoring student time devoted to homework.

<b>Grade level(s)</b>	<b>Recommended Range of Time/Day (if assigned, not to exceed)</b>
TK - K	0 - 20 minutes
1st - 2nd	10 - 30 minutes
3rd - 5th	20 - 45 minutes
6th - 8th	60 - 90 minutes* (includes all classes/coursework)

### **LUNCH / RECESS**

Students are given a 15-minute morning snack recess, while the lunch and recess extend to 40 minutes. [Menus are available online](#). Hot lunches are served every day, with alternate choices available. School meals are available in the state of California for free to registered students. Please speak with your child about the importance of not sharing food items.



## **PETS**

For the safety of everyone, animals are not allowed on campus unless approved by the administration. This includes bringing dogs or other animals on the campus when dropping off or picking up your child. Emotional Support Animals are not allowed. In the case of service animals, please make prior arrangements with the Principal in advance of your visit. To review the LUSD Service Animal in School policy, review BP 6163.2.

## **PRIVACY**

The Family Educational Rights and Privacy Act (FERPA) is a federal privacy law that gives parents and legal guardians protections with regard to their children's education records, such as report cards, transcripts, disciplinary records/actions, contact and family information, and class schedules. Source: <https://www2.ed.gov/policy/gen/guid/fpco/ferpa/index.html>

To protect your child's privacy, schools are prohibited from disclosing personally identifiable appropriately designated "directory information" without written consent, unless you have advised the school to the contrary in accordance with District procedures. The primary purpose of directory information is to allow Riverview International Academy to include this type of information from your child's education records in certain school publications. Examples include:

- The annual yearbook
- Awards or other recognition lists
- Promotion programs
- Sports activity sheets, such as for basketball, soccer, kickball, etc. showing information of team members.

Please refrain from asking staff members about confidential information and the privacy of other students.

## **PROBLEMS**

Report concerns with students, staff, or parent conduct to the school's administration immediately. Administration will investigate promptly, but may be unable to discuss findings due to confidentiality and privacy.

## **POSITIVE BEHAVIORAL INTERVENTION AND SUPPORTS (PBIS)**

At RIA, we believe that every student deserves to thrive and succeed academically and socially. That is why we are proud to implement [Positive Behavioral Interventions and Supports \(PBIS\)](#). With four fundamental expectations— *Be Safe, Be Responsible, Be Respectful, and Be Kind*—PBIS provides an evidence-based and tiered framework to comprehensively support our students. We understand that each child is unique, and this approach enables us to tailor our support to their individual needs. By cultivating a positive, predictable, equitable, and safe learning environment, we empower our students to improve their social-emotional competence, achieve better academic outcomes, and foster a true sense of belonging.

## **RELEASE OF STUDENTS**

Students are expected to remain on the school grounds during school hours. For your child to be released from school during school hours, **a designated adult (a legal parent or guardian) must come to the office to authorize their release and sign them out.** For your child's protection, students are only released to parents, guardians, or other authorized persons whose names are listed on the student's emergency information on Infinite Campus. ***We can not accept emails or over the phone requests to add emergency contacts to the students emergency list. You can add emergency contacts through Infinite Campus or in person through the office only.***

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*Students will not be released by telephone requests.* The student(s) will be called once the parent/guardian has arrived. Students will be released through the school office. Our school office team will contact the classroom teacher, inform the teacher of a child's release, and instruct the child to meet his/her parent(s) at the school office.

### **SAFETY and HEALTH**

Please report any safety concerns you notice on campus to the front office. Also, if someone witnesses inappropriate behavior or misconduct regarding any adult on the school's campus, please report it to administration immediately. Students, staff, and visitors may choose to wear facial coverings or masks, but it is not required: Mask wearing is recommended indoors by the CDPH as of August 2024. Please refer to the latest guidance from the California Department of Public Health.

Please send your child to school with a reusable water bottle each day (with only water inside). Please be sure that all personal items are labeled clearly in permanent ink with your child's first and last name. **Please be sure your child is dressed appropriately for the day's weather and activities.** Please contact the school office with any updates to your child's health.

### **SCHOOL DISCIPLINE POLICY**

At RIA, school discipline is still present, but it's not about punishment: Instead, we focus on teaching expectations, preventing problems, and using natural and logical consequences. We will continue using PBIS and Restorative Practices to support our students in becoming the best versions of themselves. For guidelines for discipline and major infractions, please see [LUSD Regulation 5144: Discipline](#) & [LUSD Regulation 5144.1: Suspension and Expulsion/Due Process](#).

### **SNACKS**

To encourage healthy eating habits, students may only bring nutritious snacks to school. Chips, sugary snacks/ cereals, candy, energy drinks, sports drinks, and sodas are not permitted at snack time. The morning recess is considered a nutrition break. Students will be encouraged to eat nutritious snacks during this time, as well as at lunch time. Candy, cakes, cookies, chips, soda, etc. are not appropriate snack items for nutrition break.

Foods such as crackers and cheese, pretzels, fruit, veggies, granola bars are examples of nutritious snacks. There is much research that directly connects poor nutrition with poor academics. **Children may not bring food to share with other children.** For the safety of everyone, we encourage you not to send items with peanuts or peanut products. Snacks are to be healthy in nature. Please see the District Wellness Policy or speak with your child's teacher if you are unsure of permitted snacks to send with your child.

### **TARDIES and ABSENCES**

The first bell rings at 7:55 am each morning for Riverview and 8:15 am for Winter Gardens. This warning bell informs students that school begins in fifteen minutes. Any student at the lunch tables or getting dropped off will walk calmly to their classroom door.

When the second bell rings at 8:10 am (for 2nd to 5th grade students) or 8:30 am (for TK-1st grade students), all students should be with their teacher **in the classroom**.

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Students arriving on the Riverview campus after 8:10 am are considered tardy. Students arriving on the Winter Gardens campus after 8:30 am are considered tardy. Students with three or more tardies are considered truant per California state law.

Please be sure that your child attends school on time, every day possible. Please also reference our district calendar to plan and schedule family outings, vacations, and other important medical appointments in preparation for the upcoming school year. Excellent attendance is important in student success!

Children who arrive late will need a late slip from the front office in order to re-enter their classroom. All children returning from an absence or illness must also check in the front office for a re-entry slip. We appreciate you getting your child to school on time as late arrivals and absences disrupt the teaching and learning already occurring in the classroom.

### **TEACHER CONFERENCES**

Parent/ teacher conferences are scheduled during fall and spring. Teachers share the details of the School-Parent Compact at these conferences, as well as updates on a child's academics and behavior. If you feel an additional conference is needed, please respectfully contact your child's teacher directly. ***Conferences, messages, and phone calls during instructional time are not appropriate as they disrupt the learning day for all students.***

### **VISITING CLASSROOMS**

[Classroom visits are typically 10 minutes](#) and are at the discretion of the teacher or principal. Arrange a visit ahead of time with your child's teacher or the principal, since there may be a test or field trip planned. On the day of your visit, you must first sign in at the office and receive a visitor's badge. Please remember, this is not the time to have a meeting with the teacher. To speak with your child's teacher, schedule an appointment for before or after school.

### **VOLUNTEERS**

There are many opportunities to volunteer at our school: We welcome volunteers at Riverview International Academy. All volunteers who work directly with students do so under the supervision of certificated staff. Arrangements for volunteering in a classroom are to be made with the teacher and/or Principal in advance. Please do not bring siblings of students or other small children with you when volunteering.

Please note that volunteers on campus may be limited at any time by the school Principal for any reason, including possible interference of normal school operations and in the interest of preserving the privacy and safety of students and staff on campus.

For the safety and security of our students, please follow all visitation and volunteering protocols. Please wear the visitor badge in a visible location while on campus at all times. If a staff member notices you are not wearing a badge, you will be asked to report to the school office. It is important that you sign in and sign out in the event of a disaster or emergency. Under no circumstances should a visitor/volunteer interrupt classroom instruction. Volunteers are never permitted to be left alone with students without a staff member present. The Board recognizes that under California law, any person whose conduct materially disrupts classwork or extracurricular activities or causes a disturbance on school grounds may be guilty of a misdemeanor and subject to a fine, imprisonment,

or both. (Education Code 44811, Penal Code 415.5) When such conduct occurs, the Superintendent or designee may take action leading to the imposition of these penalties.

**Code of Ethics for Volunteers** - Classroom and student work is always confidential. Please do not discuss student concerns with anyone except the teacher. FERPA and HIPAA Law should be followed. Never make comparisons of children within the classroom. Since there are as many different methods as there are teachers, please do not compare different methods of teaching. There is no one best way to do anything. Work positively for the good of the school. Constructive criticism should be directed only to the supervising teacher or school administrator.

***What a good volunteer does:***

Praises and encourages • Tells the child good things about himself • Tries to understand how the child feels • Commits to regular attendance and arranges a parent volunteer substitute if they cannot be present • Builds caring and supportive rapport • Speaks directly to the teacher about concerns regarding any student performance • Is considerate of the teacher's time.

***What a good volunteer does not:***

Berates or belittles • Acts in a cold or indifferent manner • Acts in a way that does not consider the needs of the child or school • Fails to call and let the school know he or she is going to be absent • Gets physical with a child • Gossips about or criticizes the teacher, school, or students • Violates confidentiality by passing on information to the community • Loses control and says something that is inappropriate or disrespectful.

For more information please refer to the [LUSD Regulation 1240: Volunteer Assistance](#)

**WEATHER**

Winter Garden campus was built in 1961 and Riverview campus was built in 1958. Our school's hallways and corridors are outdoors and exposed to the open air. While our staff will do our very best to ensure the comfort and safety of everyone on campus, we need your help. **Please ensure that your child is dressed appropriately for the weather each day.** We recommend that children dress in layers. Research shows the importance of play and normal peer interactions, which can be limited by rainy day or other extreme weather schedules.

Mornings in Lakeside are often chilly while the afternoons warm up. We recommend that you label all jackets, sweatshirts, hoodies, lunch bags, water bottles, and other personal items with your child's first and last name in permanent marker.

Please note that students will usually eat meals on campus **outdoors** at the lunch tables and will have recess on our play structures and blacktop most days, even in the event of light rain. In heavy downpours, students may congregate underneath the covered walkways or in the MPR. Rainy Day schedules may be used in the event of heavy downpours and students may eat meals either under the covered walkways, in classrooms, or in the MPR in these rare instances.

In the event of other weather extremes, such as high heat, we will also encourage children to wear hats outside, use sunscreen, and rest in the shade. We always encourage children to stay hydrated by drinking water.

Please note that no one indoor space has the capacity for the entire school population to remain indoors in the event of weather extremes. Please exercise extra patience and caution when picking up and dropping off your child during weather events. We thank you for your cooperation and patience.

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\* The RIA Family Handbook is current as of the start of the school year (August 2024). However, it is subject to change and will be periodically updated. *The purpose of this handbook is to provide you with general information about our school and an overview of school policies and procedures.* While thorough, it is not intended to dictate every policy and procedure for the school. It also does not supersede CA EdCode, state and federal laws, and district policies and procedures, including Board Policies (BP) and Administrative Regulations (AR) in LUSD board policies. Kindly review this document periodically with your child in an age-appropriate way. Your child's teacher and our school's principal will be able to provide support with this handbook.