

RIA FAMILY HANDBOOK



TK-1 Campus (Winter Gardens)
8501 Pueblo Rd, Lakeside, CA 92040
619-390-2687

2-5 Campus (Riverview)
9308 Winter Gardens Blvd, Lakeside, CA 92040
619-390-2662

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 Immerison 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 Campus

8501 Pueblo Rd.

School hours

Grades TK- K

8:30 a.m. - 2:30 p.m. Wednesdays 8:30 a.m. - 12:30 p.m.

Grade 1

8:30 a.m. - 2:55 p.m. Wednesdays 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. You can contact them 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 Campus

9308 Winter Gardens Blvd.

School Hours

Grades 2, 3, 4, 5

8:10 a.m. - 2:35 p.m. Wednesdays 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. You can contact them 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.

INFORMED PARENTS AND 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](#).

SCHOOL-WIDE COMMUNICATION

We send newsletters, emails, and texts on a regular basis. Please be sure to contact the school office if you are not receiving them. We want to be sure to get you on the school list.

ATTENDANCE EXPECTATION

Riverview International Academy (RIA) is a School of Choice within 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 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 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).

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 less 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](#).

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.

The school playground remains closed to the public outside of school hours for safety reasons, except during RIA PTSA-sponsored events. Please RSVP through RIA PTSA for attendance.

EARLY CHECK OUT FOR STUDENT

If your child must be picked up during school hours:

- Inform your teacher by email
- It is considered unexcused unless it is for a medical appointment or funeral for immediate family (same reasons as absences).

Children leaving early must be signed out and picked up from the office, and signed in upon return. Parents shouldn't go directly to the classroom for pick-up. Students won't be called out within the last 30 minutes of the day unless it's an emergency. It's disruptive and inconsiderate to both students and teachers. Prior notice is required for checkouts. The school must be

notified in advance if someone not listed on the emergency card is picking up the child during school hours. Only adults on the emergency card may sign out students.

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](#).

TARDIES

Punctuality is vital for student success. We kindly request parents/guardians to make every effort to ensure their child arrives at school on time, for the sake of their child and the entire class. If a student is not in their classroom at the official start time, they are considered tardy. In cases of late arrival due to a medical appointment, we require a note from the medical appointment for the tardy to be excused. Please be aware that tardiness is taken seriously, as it is crucial for students to be present on time every day, given our rigorous immersion program.

MEDICATIONS

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 assists 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/>

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.

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 / VISITORS

We love and need volunteers at RIA! Successful PTSA and other school events require the participation of parent volunteers. Classroom volunteers are also needed. Please coordinate this with your child's teacher ahead of time. All volunteers must sign a LUSD volunteer application form each year. Volunteers must sign in at the office and wear a volunteer badge before going anywhere on campus. Parents must abide by the same rules and procedures as students, including the dress code. To avoid disruptions, younger siblings are not permitted in the classroom or on campus (this includes lunch visits). ***You must sign in to the office if you are on campus before dismissal.* For more information, please visit [LUSD Regulation 1240: Volunteer Assistance](#)

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.

Grade level(s)	Recommended Range of Time/Day (if assigned, not to exceed)
TK - K	0 - 20 minutes
1st - 2nd	10 - 30 minutes

3rd - 5th	20 - 45 minutes
6th - 8th	60 - 90 minutes* (includes all classes/coursework)

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.

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 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](#).

BULLYING POLICY

A safe and civil environment in the school is necessary for pupils to learn and achieve high academic standards. Bullying is prohibited on school grounds, at school-sponsored or school-related activities, at school bus stops, on school buses, or through the use of technology or electronic devices. Any student who believes they are being subjected to bullying or cyberbullying should immediately report the situation to a school staff member, teacher, or principal. The school will follow the necessary steps to assess and address the situation in accordance with district due process. Any student who engages in cyberbullying or bullying on school premises, or off-campus in a manner that causes or is likely to cause a substantial disruption of a school activity or school attendance, shall be subject to discipline in accordance with district policies and regulations. For more information, please see [LUSD Policy 5131.2: Bullying](#).

MOBILE DEVICES

Students are provided with district-issued mobile devices for educational purposes. Personal mobile devices such as cell phones and smartwatches are prohibited from use during school hours, as outlined by district policy. It is expected that personal mobile devices remain on silent mode throughout the school day and are not utilized to infringe upon others' privacy or disrupt the learning environment. Should an urgent matter arise, students may utilize the office phone to communicate with their parents or guardians. The use of personal mobile devices is permitted only before and after school in accordance with school policies. For more information, refer to [LUSD Policy 5131.8: Mobile Communication Devices](#).

PERSONAL ITEMS & TOYS

Any item that does not contribute to the learning experience should remain stored in the student's backpack or at home. We recognize that certain students may benefit from specialized fidgets and concentration aids to support their learning. Therefore, exceptions are made for students with 504 plans or IEP plans. However, these items should be kept within the classroom, which is the designated learning space, and should not be brought to the playground or lunch tables. If students are spotted playing with these items outside of the classroom or engaging in personal trades or sales, these items will be temporarily confiscated and securely stored at the office. Students will have the opportunity to reclaim their belongings at the end of the day.

STUDENT ATTIRE

Schools care about the well-being of their students, which is why we have implemented dress codes to ensure safety and minimize distractions during class. While it may seem like a minor issue, a student's clothing can impact their ability to focus and learn. To support outdoor activities, sun-protective clothing is allowed, and shoes with heel straps are required for added safety during physical education and recess. When it comes to clothing, jewelry, and personal items, our school has a strict policy for images or language that is crude, vulgar, profane, or sexually suggestive, as well as any references to drugs, alcohol, or tobacco. It's also important that clothing is sufficient to conceal undergarments and that hair is clean and groomed. These guidelines are in place to promote a safe and respectful learning environment free from distractions. Schools also have a strict policy against gang-related apparel to ensure student safety and discourage gang activity. In following these guidelines, students can focus on what truly matters – learning and growing as individuals. For more information, please see [LUSD Regulation 5132: Dressing And Grooming](#)

STUDENT BIRTHDAY CELEBRATIONS

Happy birthday to your child! However, please consider children with allergies or severe illnesses who may have adverse reactions to birthday treats. Instead, we kindly request a classroom-dedicated book, goodie bags, or non-food celebratory items. Remember, our food safety policy is to only feed your own child. Thank you for cooperating. Also, please refrain from bringing large balloons and flowers into the classrooms. For more information, please see [LUSD Policy 5030: Student Wellness](#)

CONTINGENCY PLAN FOR SCHOOL EVACUATION

In the event of an emergency evacuation of the school for a sustained period of time, students will walk with their teachers, or be transported by bus to:

- TK-1 WG Campus - the rear of Wings & Mix restaurant located at 12016 Short Street.
- 2-5 RV Campus - the rear of Albertson's grocery store (truck bay) located at 9560 Winter Gardens Blvd.

This is part of our contingency plan for unusual circumstances beyond routine fire drill procedures. It's crucial to have up-to-date parent contact information in case of an emergency or disaster. We'll reach out to parents through Infinite Campus or direct emails and texts. Please contact the office right away with any contact information changes. Our school will conduct 10 fire drills, 2 earthquake drills, and 2 duck and cover drills each year.

FIELD TRIPS

All students need a signed permission slip for field trips. Phone permission is not accepted. Parent chaperones represent RIA and must follow school and destination rules for each trip. Chaperones require a current LUSD volunteer application on file in the Office.

PETS

Pets are never permitted on campus without prior approval from the principal. Teachers are not authorized to give permission. Thank you for your cooperation in this matter as we have several children with severe allergies and animal phobias.

SERVICE ANIMALS: Please contact the office before bringing any service animal to the campus. You must have a notification and application for a service animal form filled out prior to the service animal being allowed on campus. For more information, please visit [LUSD Regulation 6163.2: Animals At School](#).

TRAFFIC SAFETY

It goes without saying that school drop-off and pick-up can be a big challenge at elementary schools. Please be patient and follow the directions of the school supervisors. NO drop-off or pick-up in front of the office or on the main street at any time. It is NOT SAFE! You must be parked in a parking spot.

Some suggestions:

Plan to leave home in enough time to drop off your child at school and get to work on time. Be considerate of neighbors, fellow parents, and community drivers as they are in the same position you are for time.

Thank you for reading through the important procedures for the 2023-24 school year. We're looking forward to having the best school year ever but we need your help to work as a successful team as we all support RIA students.