



**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 Winter Gardens Blvd.

Lakeside, CA 92040

(619) 390-2662

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

Lakeside Union School District Website <https://www.lsusd.net/>



RIA FAMILY HANDBOOK

2025 - 2026

Principal

John Greenwell, M.S.Ed.

jgreenwell@lsusd.net

Superintendent

Scott Goergens

Board Of Education

Lara Hoefer Moir * Autumn Ellenson * Jim Bennett * Andrew Hayes * Ron Kasper

The Lakeside Union School District (LUSD) is an equal opportunity employer and educational program and prohibits discrimination, harassment, intimidation, and bullying based on actual or perceived ancestry, age, color, disability, gender, gender identity, gender expression, nationality, race or ethnicity, religion, sex, sexual orientation, pregnancy, marital or parental status or association with a person or a group with one or more of these actual or perceived characteristics. For more information, please contact Robin Ballarin, Assistant Superintendent of Human Resources, at the Lakeside Union School District, 12335 Woodside Avenue, Lakeside CA 92040.

Welcome to Riverview International Academy!

Riverview International Academy is ***Southern California's Premier Mandarin and Spanish Immersion School***, offering access to trilingual education for your child in grades TK-5. RIA is also a 2025 California Distinguished School for Exceptional Student Performance. A free, public school operated by the Lakeside Union School District, RIA's two campuses offer truly an exceptional and unique educational experience. More information can be found at www.lsusd.net.

Vision: Creating tomorrow's global leaders today!

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

Riverview International Academy: Language Immersion Model

The language immersion model of Riverview International Academy (RIA) is designed for students to become proficient in the second language and develop increased cultural awareness while reaching a high level of academic achievement. Students develop proficiency in the second language by hearing and using it to learn all of their school subjects rather than by studying the language itself. Students are exposed to a third language as part of our school's enrichment program, and are not expected to reach proficiency in the third language. There are three goals to our language immersion program:

- 1. Language Proficiency in English and the Target Language**
- 2. Academic Achievement at or above Grade Level**
- 3. Cross-Cultural Understanding and Socio-Cultural Competency**

Spanish Immersion 90/10 Model	Mandarin Immersion 50/50 Model
TK: 90% Spanish + 10% English	TK: 100% English <u>with Mandarin enrichment</u>
K: 90% Spanish + 10% English	K: 50% Mandarin + 50% English
1st: 90% Spanish + 10% English	1st: 50% Mandarin + 50% English
2nd: 80% Spanish + 20% English	2nd: 50% Mandarin + 50% English
3rd: 70% Spanish + 30% English	3rd: 50% Mandarin + 50% English
4th: 60% Spanish + 40% English	4th: 50% Mandarin + 50% English
5th: 50% Spanish + 50% English	5th: 50% Mandarin + 50% English

** In addition, students receive at least 30 minutes a week of third language enrichment classes.*

Winter Gardens Campus Office Hours during 2025-2026 School Year:

7:45 am - 3:30 pm, Monday through Friday

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

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

School hours

Grades TK, K, and 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 8:20 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 lunch arbor 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 Office Hours during 2025-2026 School Year:

7:45 am - 3:30 pm, Monday through Friday

Please call (619) 390-2662 or email 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, and 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 lunch arbor tables 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 2025-2026 AM RECESS SCHEDULE (excluding Wednesdays)

Transitional Kindergarten	AM Recess M,T,TH,F
M. Arias, Mitlich, Acuña, and Lin	9:40 - 10:00 am
Kindergarten	AM Recess M,T,TH,F
Benito, Soto, T. Arias, Johnson, and Li	10:00 - 10:20 am
1st Grade	AM Recess M,T,TH,F
Alvarez, Mendoza, Morales, and Wu	10:20 -10:40 am

WINTER GARDENS 2025-2026 LUNCH SCHEDULE

Grade	M,T,TH,F		Wednesdays/Minimum Days	
	Eat	Play	Eat	Play
TK	11:00-11:20 am	11:20-11:40 am	10-10:15 am	10:15-10:30 am
K	11:45-12:05 am	12:05-12:25 pm	10:35-10:50 am	10:50 - 11:05 am
1	12:35-12:55 pm	12:55-1:15 pm	11:10-11:25 am	11:25 - 11:40 am

WINTER GARDENS 2025-2026 PM RECESS SCHEDULE (excluding Wednesdays)

Transitional Kindergarten	PM Recess M,T,TH,F
M. Arias, Mitlich, Acuña, and Lin	1:30 pm - 1:50 pm
Kindergarten	PM Recess M,T,TH,F
Benito, Soto, T. Arias, Johnson, and Li	1:55 pm - 2:15 pm
1st Grade	PM Recess M,T,TH,F
Alvarez, Mendoza, Morales, and Wu	No afternoon recess due to PE in the afternoon

RIVERVIEW 2025-2026 AM RECESS SCHEDULE (excluding Wednesdays)

AM RECESS M, T, TH, F	
2ND and Mandarin 3rd	9:30 - 9:45 am
3RD	9:50 - 10:05 am
4TH & ½ Combo	10:10 - 10:25 am
5TH	10:30 - 10:45 am

RIVERVIEW ELEMENTARY 2025-2026 LUNCH SCHEDULE

		M,T,TH,F		WEDNESDAY
GRADE	TEACHER	EAT	PLAY	EAT/PLAY
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	Sra. Ochoa	11:20-11:40	11:00-11:20	
2	Galeano	11:20-11:40	11:00-11:20	
3	Chen	11:40-12:00	12:00-12:20	10:30-11:00
2	Sather	11:40-12:00	12:00-12:20	
3	Sra. Ramos	12:00-12:20	11:40-12:00	
3	Sr. Ramos	12:00-12:20	11:40-12:00	
3	Sr. Ochoa	12:00-12:20	11:40-12:00	
4	Wass	12:20-12:40	12:40-1:00	11:00-11:30
4	Wu	12:20-12:40	12:40-1:00	
5	Luu	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	Mendez	1:00-1:20	1:20-1:40	11:30-12:00
5	Brooks	1:00-1:20	1:20-1:40	
4/5	Duran	1:20-1:40	1:00-1:20	
5	Summy	1:20-1:40	1:00-1:20	

LAKE SIDE UNION SCHOOL DISTRICT

2025-2026 Calendar

S	M	T	W	T	F	S
JULY 2025						
0						
		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
OCTOBER 2025						
22						
			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
JANUARY 2026						
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
APRIL 2026						
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
AUGUST 2025						
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
NOVEMBER 2025						
13						
						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
FEBRUARY 2026						
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
MAY 2026						
20						
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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
SEPTEMBER 2025						
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				

S	M	T	W	T	F	S
DECEMBER 2025						
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
MARCH 2026						
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	31				

S	M	T	W	T	F	S
JUNE 2026						
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 18
Last Day of School June 11
100th Day**February 2**

GRADING PERIODS

Trimester Grading Periods.....
1st (61 Days)..... November 14, 2025
2nd (61 Days).....March 6, 2026
3rd (58 Days)..... June 11, 2026

REPORT CARDS

Trimester 1December 5, 2025
Trimester 2**March 20**, 2026
Trimester 3June 12, 2026

PARENT CONFERENCES

Parent Conferences for Elementary
and Middle Schools

.....October 6-9, 2025

At-Promise Parent Conferences for
Elementary Only

..... December 11-12, 2025

At-Promise Parent Conferences for
Elementary and Middle Schools

..... **March 19-20**, 2026

LAKESIDE UNION SCHOOL DISTRICT

Month 1	August 18 – September 12, 2025	19 days
Month 2	September 15 – October 10, 2025	19 days
Month 3	October 13 – November 7, 2025	20 days
Month 4	November 10 – December 5, 2025	13 days
Month 5	December 8, 2025 – January 2, 2026	10 days
Month 6	January 5 – January 30, 2026	18 days
Month 7	February 2 – February 27, 2026	18 days
Month 8	March 2 – March 27, 2026	20 days
Month 9	March 30 – April 24, 2026	10 days
Month 10	April 27 – May 22, 2026	20 days
Month 11	May 25 – June 11, 2026	13 days

2025	July 4	Friday	Fourth of July (Legal Holiday)
	July 28	Monday	Middle School Principals Return
	July 31	Thursday	11-Month Employees Return
	August 4	Monday	Site Administrators Return
	August 4	Monday	10.5-Month Clerical Employees Return
	August 13	Wednesday	Teacher Workday
	August 14*	Thursday	Professional Development
	August 15	Friday	Teacher Workday
	August 18	Monday	Classes Begin
	September 1	Monday	Labor Day (Legal Holiday)
	September 26	Friday	School Site Goal Setting/Planning Day (District Minimum Day)
	October 6-9	Monday-Thursday	Elem & Middle School Parent Conferences (Minimum Day)
	October 10	Friday	Non-Student, Non-Staff Day (Exc. 11/12-Mth Employees)
	November 10	Monday	Non-Student, Non-Staff Day (All)
	November 11	Tuesday	Veterans Day (Legal Holiday)
	November 24-28	Monday-Friday	Thanksgiving Holidays (Student and Legal Holidays)
	December 11-12	Thursday-Friday	At-Promise Elementary Parent Conferences (Minimum Day)
	Dec 22-Jan 2	Monday-Friday	Winter Recess
	December 24	Wednesday	Local Holiday
	December 25	Thursday	Christmas Day (Legal Holiday)
	December 26	Friday	Local Holiday **
2026	January 1	Thursday	New Year's Day (Legal Holiday)
	January 2	Friday	Local Holiday
	January 19	Monday	Martin Luther King, Jr. Day (Legal Holiday)
	January 30*	Friday	Professional Development Day (Non-Student Day)
	February 9	Monday	Lincoln's Day (Legal Holiday)
	February 16	Monday	Washington's Day (Legal Holiday)
	March 19-20	Thursday-Friday	At-Promise Elem/Middle Parent Conferences (Minimum Day)
	March 30-April 10	Monday-Friday	Spring Recess
	April 3	Friday	Good Friday (Local Holiday)
	May 6	Wednesday	Day of the Teacher
	May 18-22	Monday-Friday	Classified Employees Week
	May 22	Friday	School Site Goal Setting and Planning Day (Minimum Day)
	May 25	Monday	Memorial Day (Legal Holiday)
	June 11	Thursday	Last Day of Student Attendance/Final Workday for Teachers (District Minimum Day)
	June 19	Friday	Juneteenth Holiday
	June 24	Wednesday	Final Workday for 10.5-month Clerical Employees
	June 26	Friday	Final Workday for Administrators
	June 30	Tuesday	Final Workday for 11-month Employees

*Professional Development Day

**Local holiday for employees, December 26, 2025, in lieu of Admissions Day

Adopted by the Board on December 14, 2023 Revised: September 12, 2024, November 14, 2024, May 8, 2025, June 12, 2025

PRINCIPAL'S MESSAGE

Dear Riverview International Academy Families,

It is with great enthusiasm that I welcome you to *Southern California's Premier Mandarin and Spanish Immersion School*, Riverview International Academy! At Riverview International Academy (RIA), we are committed to fostering a welcoming and inclusive community that values collaboration, learning, and growth for all of our learners. We believe in creating a ***culture of thinking*** within our learning environment, where every student is encouraged to explore, inquire, and grow. Our staff pays close attention to the unique needs of each child and provides targeted, differentiated instruction to match those needs.

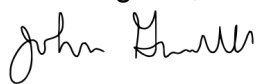
As a school of choice in the Lakeside Union School District, our school community is composed of individuals representing a diverse and wonderful range of backgrounds! This diversity enriches our learning environment and prepares our students to thrive in an increasingly global society: Afterall, we are creating tomorrow's global leaders today!

The strong sense of community and parent involvement at Riverview International Academy is what makes our school wonderful. I encourage you to get involved with our PTSA, SSC, or ELAC. You may also wish to serve as a volunteer for our school, such as reading in the classroom or chaperoning a field trip. Together, we create a supportive school that champions the academic, social, and emotional development of every child. It is through the collective efforts of our entire school and district community that we have garnered the distinction as a **2025 California Distinguished School for Exceptional Student Performance!**

The **RIA Family Handbook** is current as of the start of the school year in August 2025. The purpose of this handbook is to provide you with general information about our school and an overview of school policies and procedures. It is also available on our school website: <https://www.lsusd.net/riverview/>. The RIA Family Handbook is intended to be informative and provide you with policies, procedures, and other information pertinent to our school. Please take some time to read through it, **explain what it means with your child**, and have it available for easy reference throughout the school year.

I am so grateful and fortunate to be serving RIA students and families as well as working alongside our exceptional staff this year. Together, we will ensure that children thrive at Riverview International Academy.

Warm regards,



John Greenwell, Proud Principal of RIA

Winter Gardens campus: (619) 390-2687 ext. 4055

Riverview campus: (619) 390-2662 ext. 4055

Email: jgreenwell@lsusd.net



School 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. 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. **Please be sure to update your personal information on the Infinite Campus portal and with the school office if your contact information changes.** The school cannot accept changes over the phone. 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 appropriate campus office for other inquiries. Some information is best accessible via the Infinite Campus Parent Portal.

The school's administration also is available to all parents and legal guardians. You may email the principal directly at jgreenwell@lsud.net or schedule appointments through the school's offices at Winter Gardens and Riverview campuses. This ensures that the Principal and Assistant Principal can dedicate a block of time to discuss concerns. Please note that we generally respond back to parent concerns within 48 hours, although some matters take more time to respond to completely.

Parents and guardians are welcome to request to speak with the Principal or Assistant Principal to address urgent matters in the school office. Please be mindful that due to the nature of the administration's responsibilities (directly supporting students and staff during the school day), there may be times when the principal or AP are not available. In such instances, our support staff will assist you in completing a **"Request to Meet with the Principal/AP"** form. We will then schedule a phone call or meeting to address your concerns. RIA also hosts regular meetings and events to engage in two-way communication, such as PTSA, SSC, and ELAC meetings, in addition to Coffee with the Principal sessions. Our goal is to ensure that every parent feels valued as part of our school community. We believe that open and consistent communication between the home and school is vital to fostering a supportive environment where students thrive.

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 IMMERSION PROGRAM 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 may 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 with peers and their teacher) 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 continues to have the highest attendance rates in the district, due to our rigorous immersion program. We hope to continue and improve our positive attendance record every year because we know this means students have consistent practice with the target language in class. Both the IDT permit and the SoC request may be revoked after the 9th unexcused absence, per district policy.

Regarding daily absences please verify your child's absence by calling the Winter Garden campus office at (619) 390-2687 (ext. 4550) or the Riverview campus office at (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 current LUSD District 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**.

Again, as Southern California's Premier Mandarin and Spanish Immersion School, it is imperative that children attend school on time, each and every single day, so that they may benefit from the amazing teaching and learning that happens in our school. Every day a student is absent is a lost opportunity for learning. Too many absences not only affect achievement for the absent student, but also can disrupt learning for the entire class.

* Riverview International Academy rewards positive attendance and provides incentives to students for excellent attendance. Help us fight chronic absenteeism by ensuring that all appointments and vacations are scheduled around the district's calendar. Consider making advanced arrangements for an Independent Study Contract if you know your child must miss school. **We strive for 98% attendance rate or greater!** Please make proper arrangements to pick up and drop off your child on time.

TRUANCY Counts only unexcused absences. Emphasizes compliance with school rules. Relies on legal and administrative solutions.
vs.
CHRONIC ABSENCE Counts all absences: excused, unexcused, and suspensions. Emphasizes academic impact of missed days. Uses community-based, positive strategies.

Preparing for the First Days of School

Whether your child is joining our school for the very first time, or it is the first day back from summer break, the beginning of a new school year is always exciting. Come to school with a smile and plan for a high volume of cars around Riverview International Academy's two campuses. Please note that for security reasons, families are not permitted on campus to walk their children to their classrooms or pick them up at their classrooms at the end of the day. Parents are permitted to wait with their child outside the gates. However, *on the first day of school only*, parents and legal guardians are welcome to walk your student(s) to their classroom! Parking is limited at both Winter Gardens and Riverview. Please be respectful of our neighbors when parking in the neighborhoods around RIA.

Below are ways to prepare for the first day:

- Plan for a good night's sleep and breakfast to start the day off right
- Discuss with your child **who** will pick them up from school and **where** they will pick them up
- Grades TK-5 may walk their student to class on the first day of school
- Discuss this Family Handbook with your child/children in an age-appropriate way
- Prepare for the day with a positive attitude 😊
- Encourage your child to be a good listener and do their best every day!



Below are things to wear or bring in the first days of school:

- Comfortable, closed-toe shoes: Please no sandals or crocs.
- Clothes that your child can independently dress in (and undress in): Please no overalls or complicated snaps and buttons on clothing as this is tough for younger students to use the bathroom.
- **A change of clothes for students in TK, K, and 1st grade in a sealed ziploc bag**
- Sunscreen, hat, and/or sunglasses (optional for outdoor time)
- Backpack or reusable bag
- Snack and lunch (if not receiving a cafeteria-provided school lunch)
- Reusable and refillable water bottle

**** We strongly recommend that you label all personal items with *your child's first and last name* in permanent blue or black ink.**

Teachers may provide a wishlist of items for classroom use and purchasing such items is optional. As a public school in California, all required instructional materials are provided by the school. There are no items required for purchase to start school. Families may wish to purchase additional items for the comfort of their child/children.

Parents and legal guardians are encouraged to get involved in their child's education.

Here are some of the ways that your family can participate at RIA:

- **Communicate** with your child's teacher on a regular basis
- Serve as a classroom **volunteer** (See section on **Volunteers**)
- Serve as a PTSA **room parent** or **parent liaison**.
- Volunteer in the **library**.
- Volunteer as **classroom reader**.
- **Parent Teacher Student Association (PTSA)** - The PTSA is a non-profit parent, teacher and community organization that works to bring families together to support the success of all our children. Join the PTSA by filling out the PTSA form at RIAPTSA.COM.
- **School Site Council (SSC)**- This council is composed of staff and parents. The primary function is to oversee the school budget and plan for student achievement. Membership is solidified through a public election process at the start of the school year.
- **English Learner Advisory Council (ELAC)**- The primary function of this council is to advise on school matters related to supporting the needs of Multilingual English Learners.



General School Information

ATTENDANCE: ON TIME, EVERY DAY!

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. Learning a language is difficult with interruptions and disruptions to the scheduled lessons.

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 School Office and Health Assistant, School Secretary, School Nurse, Principal, Assistant Principal, Counselor, Community Liaisons, 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). Your child's consistent attendance at school is vital for proficiency in both language acquisition and California Core Content standards. Please schedule all appointments and vacations around the school calendar. Independent Study Contracts (ISC) may be arranged in advance for absences when a parent knows a child will be missing school ahead of time. A typical ISC is good for several days, though they can be offered for one day absences if arranged well in advance. Students who are absent while on an ISC will receive a mark of "excused" for all absences covered under the contract, provided all assignments given under the contract are 100% completed and returned on time when the student returns to school. **We ask that you please contact the school to make arrangements at least two weeks prior to the start of the contract in order for the teacher to have time to prepare the work.**

Procedures for Independent Study Contracts (ISC):

- Contact the school office to receive an ISC
- Parent(s) sign the contract
- Teacher provides classroom work that will be missed
- Student will turn in all completed work upon their return

Our goal is to ensure that your child is able to maintain learning and is set up for success upon their return to school. It is important to note that the ISC must be 100% completed and turned in by the due date to avoid any unexcused absences.

Before approving ISC, the school principal will thoroughly review academic, attendance, and behavior data. For more information, please see [LUSD Regulation 6158: Independent Study](#).

Please note that the work offered via an ISC is intended to offer opportunities aligned to learning objectives and minimize learning loss. **The assignments of the ISC do not replace the excellent**

teaching and learning that occurs everyday in our school's classrooms, nor does it replace the positive social and language immersion interactions that your child has with their peers and teachers.

AFTERSCHOOL INFORMATION

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 cannot provide for regular supervision of late pick-ups. If the student is permitted to walk home, kindly notify both the teacher and school office in advance.

In the event of modified, inclement weather pick-up, we will notify parents 40 minutes prior to school dismissal time. Parents **must** always sign out their child when a child is picked up before the scheduled dismissal time, per California state law.

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. We cannot make changes to emergency contacts over the phone as well.

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 for those events through the RIA PTSA for attendance. The school, district, and its personnel are not responsible for injuries or accidents that occur if a child is left unattended on the campus.

ANTI-BULLYING EFFORTS

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:

1. We will not bully others. We will not be passive bystanders and observe bullying either.
2. We will try to help students who are bullied.
3. We will include students who are left out.
4. 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. How can adults 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. 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. 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.

Is it bullying?	
When someone does something hurtful by accident and they only do it one time, that’s...	CARELESS
When someone does something hurtful on purpose and they only do it one time, that’s...	MEAN
When someone does something hurtful on purpose and they do it over and over again, even when you have asked them to stop and shown them that they’re upsetting you, that’s...	BULLYING

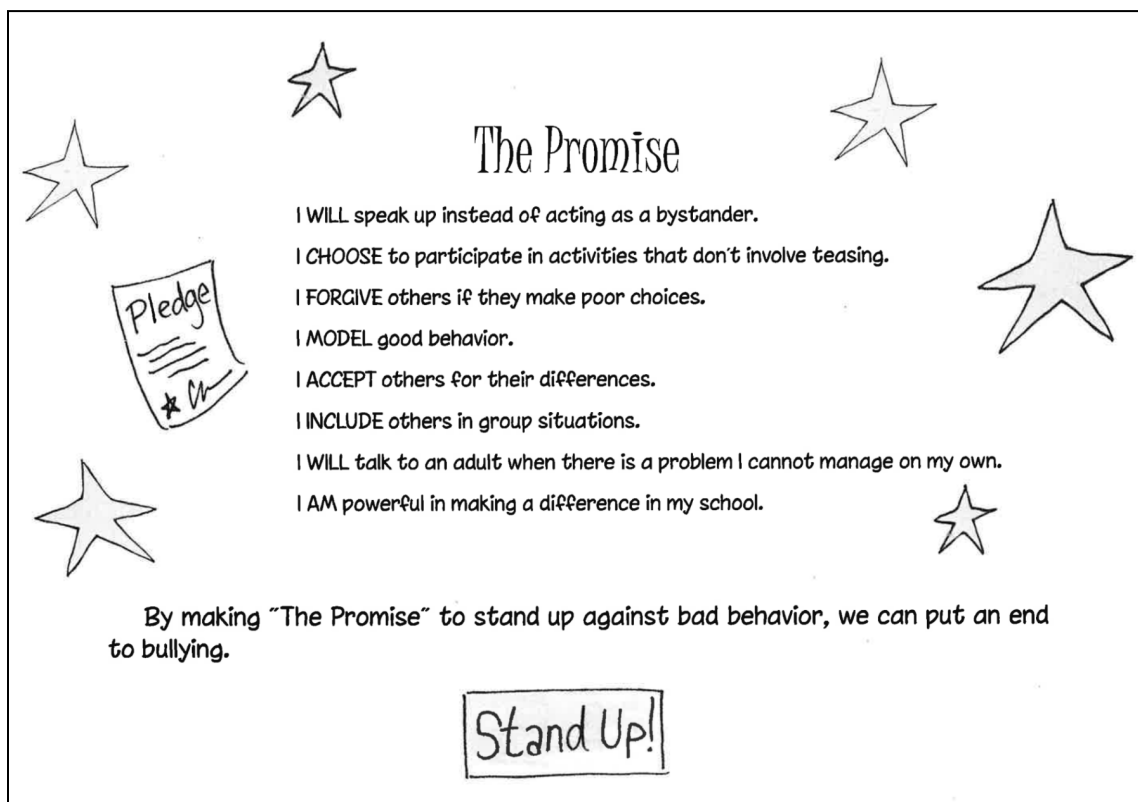
Is it bullying?

conflict (noun): con·flict | \ 'kän- flikt
a problem; opposing actions or ideas

bullying (noun): bul·ly·ing | \ 'bù-lē-in
continued mistreatment or abuse; a pattern of intentional, harmful behaviors

trauma (noun): trau·ma | \ 'trò-mə
an emotional upset or an event that causes emotional upset





RIA helps students identify teasing and other bad behaviors while actively promoting positive behaviors that create a safe and welcoming school environment: We encourage students to be an **upstander**, not a bystander.

An **upstander** is a person who speaks or acts in support of an individual or cause, particularly someone who intervenes on behalf of a person being teased or bullied. Join us in making **The Promise** to be an upstander! Our school's campuses are safe because each and every student and adult chooses kindness and we are a community of upstanders!

Our school continues to participate in annual events, such as Start with Hello Week, Kindness Week, and the Great Kindness Challenge to promote kindness. We are proudly a Kindness Certified School! Students celebrate kindness, diversity, and are proud to represent our school in the community!



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
- Providing fresh, store-bought fruit to the classroom
- Donating items to the school with a commemorative sticker

Invitations to private birthday celebrations may only be distributed at the end of the school day and only in the event that every child in the classroom is invited. The school has the right to limit or prohibit the distribution of invitations if it interferes with the instructional day.

Balloons, large signs, and flower bouquets are ***not*** allowed on campus, as they pose a safety hazard (due to allergies) and a disruption to class. We kindly ask that families respect this request for awards ceremonies, class celebrations, and other events as they also 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). Combination classrooms (serving two grade levels) are a fact of schooling in most public elementary schools in California. When forming combination classes, we assign students on the basis of their instructional needs and learning styles. Such careful consideration contributes to students' academic and emotional success in the class. Students in each grade level receive rigorous instruction and support in achieving and excelling in grade level standards. In a single grade level classroom, there are a variety of learners who may be grouped throughout the day based on their ability. Similarly, in a combination class, one group of students works on an independent task while another group receives direct instruction from the teacher.

The primary purpose of the classroom placement process is to create equitable classroom environments that allow teachers to meet the academic, social, and emotional needs of every student. 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 May 5th** 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 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.

Class placements will be shared at a parent night, such as the Orientation Nights in August, each year and also available via the Infinite Campus Parent Portal before school starts. Teachers will also email parents before school starts. For privacy reasons, we cannot post class lists, nor can we share the placement of another child with you.

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 near students or 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](#).

CHANGE OF CLOTHES

We encourage all families of TK, Kindergarten, and First Grade students to send their child to school with an **extra change of clothes** (including socks and shoes) in a ziploc-style bag (labeled with their first and last name) as kids tend to gravitate towards playground puddles or liquid spills at the lunch tables. This can also be used in the unlikely event of a bathroom accident.



As an elementary school, we reinforce with children how to care for themselves independently, including how to wash their hands, ask for and use sanitation products (such as paper towels, tissues, toilet paper, and feminine hygiene products), and use the bathroom. We teach independence when it comes to daily adaptive living skills. ***Please dress your child in easy-to-dress and undress clothing as our staff may not have sufficient time to help unbuckle clothes and snaps or untie shoes in the event of a bathroom emergency.***

A friendly reminder to be sure to send your child with closed-toed sneakers or shoes (no crocs, no sandals, and no flip flops). Children have physical activity every day via recess, movement breaks, and physical education and health instruction.

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.

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.**

CURRICULAR RESOURCES

RIA uses Lakeside Union School District and state of California approved curricular resources. In addition, the school uses age-appropriate language resources to augment and supplement the core curriculum as part of our status as a school of choice and language immersion school. Language immersion is one of the ways to provide differentiated instruction and support the needs of gifted students (previously known as GATE students).

We recognize the complex and diverse needs of a growing and changing population possessing various values, backgrounds, and preparations pose unique challenges for educators, business leaders, and policymakers in the United States. The Immersion Program at RIA provides unique teaching and learning opportunities for all its participants: students, parents, teachers, administrators, and communities. Language Immersion education serves as a linguistic and cultural bridge for all, and it helps to embrace and promote linguistic and cultural pluralism inside and outside the school. We are committed to supporting our students to prepare them as our future citizens with the necessary academic and linguistic competencies to be highly qualified and competitive globally.

Your child's teacher will invite you to a **Curriculum Night** near the start of the school year (often thought of as a Back to School night) to review classroom resources and classroom policies/procedures. Please refer to [BP 6011](#) for more information as well as the [district's Annual Notification](#) documents regarding curricular materials and resources.

DISCRIMINATION, HARASSMENT, and HATE

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. The Lakeside Union School District and Riverview International Academy strive to create a calm, respectful environment that is safe and welcoming to all staff, students, and their families.

Students and staff have the right to an environment without fear of being called names, and without being threatened, harassed, or bullied for any reason. Harassment is unwanted and unwelcome behavior from another person that interferes with an individual's life and well-being. When this

behavior is sexual in nature, it is “sexual harassment.” When the behavior is motivated by a prejudice against another person’s race, ethnicity, national origin, language, sexual orientation, religion, gender expression, or other identity, it is discrimination and could be described as “hate behavior” in some cases. This type of intimidation and harassment will not be tolerated in our school. If a student feels that they have been the target of harassment, threats, or bullying, it is important that they tell a trusted staff member on our campus, in addition to telling a parent. Our staff will immediately intervene. We cannot solve problems that we do not know about.

In the event that adult members of our school community are being threatened, harassed, or bullied, our school staff will follow district and state guidelines. As appropriate, the staff member shall also contact law enforcement.

Any complaint of hate-motivated behavior shall be investigated and, if determined to be discriminatory, shall be resolved in accordance with law and the district's uniform complaint procedures specified in AR 1312.3 - Uniform Complaint Procedures or other applicable procedure. If, during the investigation, it is determined that a complaint is about nondiscriminatory behavior, the principal or designee shall inform the complainant and shall take all necessary actions to resolve the complaint.

DRESS CODE

In order to provide a safe and orderly environment on our campus, students must be dressed appropriately for the weather and the instructional activities of the school day. RIA expects everyone to have high standards of conduct and appearance. Clothing and accessories should be suitable and comfortable for normal school activities and should reflect respect, pride, and good standards.



Students should be dressed appropriately for the weather and the instructional activities of the school day. For safety reasons, closed-toed shoes are required. Please do not send your child to school in Crocs, flip-flops, or other strap-secured footwear as these items inhibit play during recess and physical education. Students at RIA have physical activity and movement breaks every day.

The dress code policy, adopted by the LUSD Board of Education in September 2012, states: Each school shall allow students to wear sun-protective clothing, including but not limited to hats, for outdoor use during the school day. (Education Code 35183.5)

In addition, the following guidelines shall apply to all regular school activities:

1. Closed-toe shoes must be worn at all times. Thongs, sandals, crocs, or backless shoes or sandals are not acceptable.
2. Clothing, jewelry and personal items (backpacks, fanny packs, gym bags, water bottles etc.) shall be free of writing, pictures or any other insignia which are crude, vulgar, profane or sexually suggestive, which bear drug, alcohol or tobacco company advertising, promotions and likenesses, or which advocate racial, ethnic or religious prejudice.
3. Hats, caps and other head coverings shall not be worn indoors.
4. Clothes shall be sufficient to conceal undergarments at all times. See-through or fish-net fabrics, halter tops, off-the-shoulder or low-cut tops, bare midriffs and skirts or shorts shorter than mid-thigh are prohibited.
5. Gym shorts may not be worn in classes other than physical education.

6. Hair shall be clean and neatly groomed. Hair may not be sprayed by any coloring that would drip when wet.

Coaches and teachers may impose more stringent dress requirements to accommodate the special needs of certain sports and/or classes. No grade of a student participating in a physical education class shall be adversely affected if the student does not wear standardized physical education apparel because of circumstances beyond the student's control. (Education Code 49066)

The principal, staff, students and parent/guardians at each school may establish reasonable dress and grooming regulations for times when students are engaged in extracurricular or other special school activities. At individual schools that have a dress code prohibiting gang-related apparel at school or school activities, the principal, staff and parents/guardians participating in the development of the school safety plan shall define "gang-related apparel" and shall limit this definition to apparel that reasonably could be determined to threaten the health and safety of the school environment if it were worn or displayed on a school campus. (Education Code 32282)

Because gang-related symbols are constantly changing, definitions of gang-related apparel shall be reviewed at least once each semester and updated whenever related information is received.

Students should be dressed for a typical day of learning: We recommend that students dress in layers and that items such as jackets, hoodies, and sweaters are labeled with a child's first and last name in permanent blue or black ink. Students should wear closed-toed shoes and clothing that they can do physical education and recess safely.

To further ensure safety of all students, large or protruding jewelry, such as pointed or hoop earrings, ear gauges/ plugs, eyebrow rings, and lip rings are not allowed at RIA.

If a child enters campus wearing items that are prohibited by dress code or that disrupts the learning environment, school staff will contact that child's family. The dress code violation must be corrected. Repeated dress code violations will result in a conference with families and the school, as well as additional consequences and loss of privileges for students.

EARLY DISMISSALS

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. If your child must be picked up during school hours:

- Inform your teacher by email and contact the front office
- 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 may not go directly to the classroom for pick-up. **Students will not be called out within the last 30 minutes of the day unless it's an emergency. Not only is it disruptive and inconsiderate to both students and teachers, but it is often difficult to accommodate this request at a very busy time of the school day. 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 legal parents/guardians and adults on the emergency card may sign out students.

Students dismissed early are **not** eligible for perfect attendance awards, but may be considered for excellent attendance awards, if they qualify.

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 AND DRILLS

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 and update it via the **Infinite Campus Parent Portal**.

Comprehensive School Safety Plan (CSSP)

A school safety plan has been developed for RIA and all staff members receive training in maintaining a safe and secure environment for students. Key components of this plan are as follows:

- Assessment of school crime and crime in the surrounding community
- Child abuse reporting procedure
- Disaster procedures (for both routine and emergency situations)
- Suspension and expulsion procedures
- Sexual harassment policy pursuant to the Ed. Code
- School wide dress policy
- Rules and procedures for school discipline to ensure a safe and orderly school environment
- Procedures to avoid or report any injuries or unsafe conditions to students or staff members

The Comprehensive School Safety Plan for emergency preparedness is in place at RIA. While a public copy is available in the front office by request, please note that many pages of this plan are confidential and cannot be shared with the public. The school and district work with local agencies to ensure best practices. The district monitors conditions in our community to ensure the safety of the school community. We partner with local agencies, such as the Lakeside Fire Department and San Diego County Sheriff's Department, to provide additional support to our school community.

Video cameras and other safety measures are in place at both the Winter Gardens campus and the Riverview campus to support a safe school environment. Fire drills, lockdown drills/secure campus drills, and earthquake drills occur on a regular basis for staff and students, according to Ed Code 32282. Parents may not opt their children out of drills. If you happen to be on campus during a drill, please do not be alarmed as our entire school moves to designated areas. All individuals (including parents and other guests) on campus during a drill are required to participate. If you arrive on campus and see a sign on the office door that reads, EMERGENCY DRILL IN PROGRESS, please wait off campus and return in 15 minutes.

Regular drills are held throughout the year to enable students and staff to react to any emergency situation which might occur. Drills held are:

- Fire/Evacuation Drill
- Earthquake/Drop, Cover, Hold Drill
- Lockdown Drill
- Secure Campus/Shelter-In-Place Drill

In the event of a real disaster or emergency situation, please report to the area in front of the school's campus 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. The safety of all students is always our primary concern. All gates will be secured. Please do not interfere with local law enforcement or emergency personnel, including school personnel. Families will be directed to pick up children at the reunion area at the front of the school's campuses. Government-issued photo identification will be required. This will provide us the opportunity to account for all our children and to ensure that they are released to authorized adults only. Please contact the school's offices if you would like additional information regarding RIA's Emergency Preparedness procedures.

In the event of a school lock down procedure, for their safety, children may only be released from their classrooms at the direction of the Sheriff's Department.

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.

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/>.

Children may not remain on our school's campuses before or after school unless enrolled in ESS or other district-approved before and after school programs.

FIELD TRIPS

Classes occasionally attend instructional field trips throughout the school year. These Off-Campus learning opportunities are offered in order to augment the curriculum with real world examples and realia. These academic field trips are an important complement to classroom instruction and parents may not opt students out of core curriculum aligned trips because they are part of the school and district's curriculum. Although the goal is to provide each child with the opportunity to participate in these learning experiences, students may jeopardize their opportunity to participate if they present safety risks. Parents must complete and sign the Lakeside Union School District permission slip prior to the field trip in order for their child to participate in an off-campus study/field trip. **Permission to attend by phone is not acceptable.** In the event that a child does not have permission to attend a field study trip, the school will make every effort to ensure learning continues and may place the child in another classroom. The school will also make every reasonable effort able to offer an alternate experience to match the precise learning objectives of the field trip.

Please note that siblings and other family members are not allowed to attend field trips. Chaperones are selected at the discretion of the school staff. Parents and legal guardians not chosen to attend the field trip as a school designated chaperone may not interact with the school group or interfere with the instructional outcomes of the field trip. ***Arrangements for dismissal from a field trip must be made in advance of the date of the field trip.*** RIA and LUSD reserve the right to cancel a field trip.

HAND-TO-HAND POLICY

Students in Transitional Kindergarten (TK), Kindergarten, and First Grade at Winter Gardens are released hand-to-hand to a listed, responsible adult at the end of the day. This is for your child's safety. Please be sure a responsible adult (one listed on the emergency contact) is at the gates waiting to receive your child if you are not able to pick up your child on time. Students at Winter Gardens campus will not be released to older siblings.

Students in grades 2-5 at Riverview campus are not required to be picked up by an adult at dismissal. We teach independence to our students and ask them to go directly to designated pick up areas at dismissal time. Older students should wait with second grade students at the lunch arbor tables at dismissal time.

Please be sure that your child knows **who** will be picking them up at the end of each day and **where** they will be picked up. For safety reasons, we cannot accept changes to emergency contacts or communicate last minute changes for pick up over the phone.

HEALTH OFFICE AND HEALTH SERVICES

Both of RIA's campuses have a ***School Office and Health Assistant*** to take care of basic first aid and minor health concerns. In case of student illness or injury at school, the Health Assistant will notify parents. Please note that the school does not have a full-time nurse and that our health office is equipped to handle basic needs, such as cuts and bruises. Our staff is trained to contact parents and medical professionals in the event of greater medical needs.

If your student requires medication at school, please contact the school office and our Health Assistant or a District Nurse will contact you about completing the necessary steps, including obtaining physician's orders. Depending on your child's individualized health needs, you may be required to fill out additional forms, such as those found on our district's website for asthma action plans and seizure action plans. All medications must be in the original packaging with the pharmacy label attached: Refer to the section of the handbook on Medications. Please notify the Health Assistant of any changes to your student's health immediately. If your student has sustained an injury off campus, please notify the Health Assistant and teacher so adequate support can be offered. Your child may have restrictions to physical activity and will be offered alternatives for both physical education and recess.

In the event of serious medical emergencies, our school campuses will contact Emergency Medical Services first, according to district guidelines, before contacting parents and legal guardians. Safety is our number one concern.

For more information about our district's health services, please see our district's website <https://www.lsusd.net/pupil-services/#health> or contact one of our district nurses directly by contacting (619) 390-2600, extension 2622 or 2623.



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.

The number one thing our school's families may do to support their students is to encourage and promote reading while creating structures and routines at home to support students.

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)

HONESTY

Students, staff, and family members are expected to demonstrate honesty and integrity at all times. Teachers and staff members will support and enforce all District rules of academic honesty and provide a learning environment that does not allow or tolerate dishonesty. Any student who violates this will be subject to disciplinary action, according to district guidelines and Ed Code. Students are expected to submit work that is entirely reflective of their own efforts, and not those of other people, including artificial intelligence (AI). Students are expected to cite and credit resources.

ILLNESS

A child who is ill is sent to the school health assistant. The health assistant 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 the case of COVID-related or other known illnesses, we adhere to the current state and county guidance. 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 policies. The cost of lost or damaged textbooks and district-provided technology will be billed to the student's family, in accordance with district procedures.

District devices and online programs (including email and Google docs) are monitored. Students who attempt to access inappropriate content or who misuse district resources (such as devices, email, Google docs, etc...) will lose access to district technology and will be offered

alternate access to learning materials (such as paper/pencil tasks).

When holding a computer or iPad at school, students should always:

- Use two hands to support it.
- Center their grip and keep the device close to the body.
- Use the protective case to protect the device from bumps and scratches while carrying it.
- Report any damage immediately.

A friendly reminder that families are responsible for any lost, damaged, or stolen devices and district-provided learning materials.

LOST AND FOUND

Please mark all belongings with your child's full name (first and last) in permanent blue and black ink. All unclaimed articles will remain at the school's Lost & Found (located at the MPR) and then donated every two weeks to charitable organizations. Riverview International Academy and the Lakeside Union School District are not responsible for lost, damaged, misplaced, or stolen personal items of staff, students, and visitors.

Items that are not able to be stored (damage, destruction, mold, smell, wet, safety, lice, insects, rodents, etc.) will be immediately thrown away. If a lost item is left in the classroom after dismissal and the teacher is not present for retrieval, students will have to wait until the teacher is present the next day. Due to confidentiality and safety, the custodian or other staff members cannot open the doors (before or after school) and allow students in classrooms to retrieve items.

LUNCH / MEALS

For school meals, [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: Many students have allergies and other dietary restrictions. Parents may also provide meals and snacks for their children only.** Our school enforces our district's wellness policy: Please do not send junk food, such as candy and sweets, to school. Please contact our CNS department for more information about our district Wellness Policy: <https://www.lsusd.net/child-nutrition/>

Morning recess is also a nutrition break for students to eat a snack brought from home.

Students eat all meals outside at the lunch arbor at both campuses. Students may not consume food items at the playground or other outdoor areas of campus for safety reasons. Students will need to clean up after themselves while eating at the lunch arbor.

Please note that children eat all meals at school outside at the lunch arbor and that students should dress appropriately for the day's weather. We highly recommend sending your child to school with a jacket or hoodie in the winter months as cold mornings often give way to warm afternoons. Rain jackets and rain boots are recommended for wet weather days. In the event of extreme weather conditions (such as high heat or torrential downpours), our staff will do its best to ensure student safety and comfort during meal times and recess times. Please note that students will have normal recess and lunch times outside with normal weather conditions such as mist, fog, and light drizzle. No one indoor space has the capacity for the entire school population to remain indoors in the event of weather extremes. We strive to maintain normal schedules and routines for our students while keeping student safety and comfort at the forefront of our decisions.

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.

MENTAL HEALTH

Mental health, an essential part of children's overall health, has a complex interactive relationship with their physical health and their ability to succeed in school, at work, and in society. Both physical and mental health affect how we think, feel, and act on the inside and outside. Mental health is important throughout childhood—from prenatal considerations through transitions to adulthood. Our school team is composed of certificated and classified staff members with experience and training to support the social-emotional well-being of children. Our school counselor and school psychologist work with teachers and students to provide basic mental health services. If you are interested in your child receiving mental health services, please contact the campus office at Winter Gardens or Riverview.

Our team may also make referrals to other agencies and services. For more information, please refer to our district's website: <https://www.lsusd.net/pupil-services/#mental-health>

PARENT MEETING NORMS

Our home-school connection is strong at RIA. Not only do we welcome parent volunteers often on our campuses, but also there are many ways for parents and legal guardians to become involved in our school community. Parents are invited to attend meetings, such as the School Site Council (SSC), English Learner Advisory Committee (ELAC), or Parent Teacher Student Association (PTSA). Parents are also invited to attend conferences with teachers and staff to discuss a child's progress at the school. When attending any meeting, we ask that you follow these simple meeting norms:

- 1. Stay solution oriented.**
- 2. Think "What is best for kids?" and celebrate successes.**
- 3. One person speaks at a time: Be succinct.**
- 4. Presume positive intent.**
- 5. Listen to understand and be curious.**
- 6. Challenge ideas, not people.**
- 7. Respect time limits.**
- 8. Model our school's Common Courtesies and our Student Profile.**

Kindness, calm voices, and respectful body language will support a productive, collaborative environment in which to find solutions to problems.

PARENT RIGHTS

Please refer to the [district's Annual Notification](#) page regarding Parental Rights. We are eager to partner and collaborate with our students' families. Should you have legal paperwork or court documents that clarify parent educational rights, kindly share that with our office staff as soon as possible.

PETS and ANIMALS ON CAMPUS

For the safety of all, animals are not allowed on campus unless approved by the school's administration in advance. This includes bringing dogs or other animals on the campus when dropping off or picking up your child. California Education Code mandates that live vertebrate animals on school premises must be housed and cared for in a humane and safe manner. Teachers must also get written approval from the principal before bringing any animal into the classroom and will notify all parents/guardians in writing about the presence of classroom animals, especially if any students have allergies or health conditions that could be affected by an animal's presence.

Please note that Emotional Support Animals are not service animals and are generally **not** allowed at our school's campuses. The district and school follow all guidelines for service animals, as dictated by the Americans with Disabilities Act (**ADA**) in order to protect people with disabilities from discrimination. Service animals are dogs that are trained to perform a specific task related directly to a person's disability. For information on Service Animals, please see the ADA website: <https://www.ada.gov/topics/service-animals/>. In the case of service animals, we kindly ask that you make prior arrangements with the Principal in advance of your visit. To review the LUSD Service Animal in School policy, review BP 6163.2.

PHYSICAL ACTIVITY: PE and RECESS

Students are given a 15-minute morning nutrition break and recess, while the lunch and recess extend to 40 minutes (typically 20 minutes for eating and 20 minutes for playing). In addition, students in grades TK and Kindergarten also have a third, afternoon recess while students in grades 1 through 5 receive a minimum of 200 minutes of Physical Education instruction every 10 days. Physical education standards and health standards may be taught in conjunction with one another as we promote healthy life choices in our school's instructional day, as well as during recess and meal times.

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.

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. Our school administration typically responds to concerns and requests within 48 hours. Administration will investigate promptly, but may be unable to discuss details and 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. We are proud to implement Positive Behavioral Interventions and Supports (PBIS) as part of our efforts to provide Multi-Tiered System of Supports (MTSS) in our school, essentially providing students what they need, when they need it.

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.

Our PBIS is designed to help create a climate of cooperation, academic excellence, responsibility, respect and safety at RIA. In order to create an optimal learning environment for the students, our school provides:

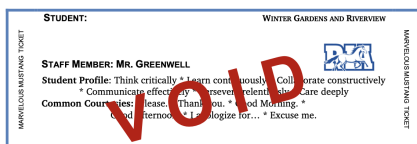
- Clear expectations for student behavior;
- Clear and consistent strategies for teaching appropriate behavior;
- Clear and consistent strategies for encouraging appropriate behavior;
- Clear and consistent consequences that discourage inappropriate behavior; and
- Clear plan and strategies for communicating the Positive Behavior Intervention Plan to students and parents.

Our school also reinforces our District Student Profile and our school's Common Courtesies. Adults are the role models for our students. We ask that you model the Student Profile and Common Courtesies while interacting with other people on our school's campuses.



Riverview International Academy		
RIA's Common Courtesies	常见礼节	Cortesías Comunes de RIA
Please.	请 qǐng	Por favor.
Thank you.	谢谢 xiè xiè	Gracias.
Good morning.	早上好 zǎo shàng hǎo	Buenos días.
Good afternoon.	下午好 xià wǔ hǎo	Buenas tardes.
I apologize for...	对不起, 我... duì bù qǐ, wǒ....	Disculpame por...
Excuse me.	不好意思 bù hǎo yì si	Con permiso.
	Winter Gardens Campus and Riverview Campus	

One of the ways that the school also reinforces and rewards positive behaviors is through classroom rewards that teachers issue to students. This may include a marble jar or treasure box that the teacher stocks. Parents may choose to donate items for our PBIS rewards.



The school issues Marvelous Mustang Tickets for demonstrating our District's Student Profile or our school's Common Courtesies. Students may not ask for a ticket or perform a task in hopes of receiving a ticket. Staff members try to catch students doing the right thing! Students can redeem

these tickets at the Mustang Mercantile Store throughout the school year. Students must have their Mustang Tickets with them in order to shop. Students may NOT trade or give away Mustang Tickets to another student. Students may only purchase one item per visit to the Mustang Mercantile.

Our primary goal is for students to be safe at school as they interact with others on the school's campuses. Students are expected to be responsible and respectful. The following rules and expectations help make RIA safe for all students:

Expected Student Behaviors To and From School

Students are expected to act responsibly and respectfully at all times. Students will:

- When walking, use the safest, most direct route without playing or stopping along the way to and from school.
- When walking, cross streets only at crosswalks and walk only on the sidewalks and respect community property along the way.
- Leave the grounds immediately after school and go directly home, unless participating in the ESS program or other school-sanctioned activities. Meet sibling(s), parents, childcare providers or friends at a designated place. If a student is not picked up at the end of the day, the student must come to the school office to wait or have the office staff contact the parent or guardian. For their safety, students should not wait unattended if being picked up late.
- Do not play on the school grounds before school. This includes any of the playground equipment.

Expected Student Behavior On the School Bus for Field Trips

- Follow the [safe riding practices](#) and the rules of the bus driver and adults in charge.
- Use quiet voices.
- Keep all body parts inside the bus.
- Stay seated, facing forward.
- Do not throw anything out of the window or place body parts out of the window.

Expected Student Behaviors On School Grounds

- Walk quietly (voice volume 2) on the school grounds; do not run.
- Avoid conflicts with other students. Ask for assistance from teachers, campus supervisors, or administrators whenever a problem arises to help solve problems peacefully.
- Play in the playground area assigned or approved by the teacher during designated recesses and PE times.
- Use restroom facilities with respect for property and other students and do not play in the restrooms.
- Do not chew gum.
- Be respectful and polite; do not use profanity, name-calling, racial slurs, and/or verbal put-downs. Do not make inappropriate remarks about someone's body, sexual innuendos, or demonstrate touching or suggestive postures; these are all considered harassment. If you

have a discrimination or sexual harassment complaint, contact the principal. Harassment of any kind is not tolerated.

- Gambling is not allowed at school. Students may not gamble with dice, playing cards, etc.
- Vandalism is considered a serious offense. Parents/guardians will be required to pay for damages resulting from vandalism.
- Animals are not allowed at school.
- Toys, cameras, personal iPads/computers, electronic games, trading cards, etc., are not allowed at school. Valuable items are to be left at home.
- Cell phones and smart watches may be used before and after school and are to remain off during the school day. RIA is not responsible for lost or damaged cell phones.

Expected Student Behaviors On the Playground

- Students are expected to walk to play areas.
- Follow directions the first time.
- Play only on the playground or field. Students are not to play in the hallways or restrooms.
- Use equipment safely and properly including not going up slides, and refraining from running, except in designated areas. Please note that playing tag or chase games is not allowed..
- Demonstrate good sportsmanship and abide by the decisions of the group or adult supervisor.
- Use school rules when playing games.
- At no time are students to be in a classroom without supervision.
- Refrain from throwing rocks, sand, or any other object not intended for throwing.
- Use proper language (no profanity or name-calling).
- Leave personal toys, games, video games, cameras, radios, and sports equipment at home.
- Healthy snacks may be eaten for snack (no gum, junk food, or candy)
- Stop playing at the sound of the bell.
- Playground equipment is not to be removed from the playground, hidden, or taken home.

Expected Student Behaviors in the Restrooms

Students are expected to act responsibly and respectfully at all times. Students will:

- Keep restrooms neat and clean.
- Not write on the doors, walls, or other areas.
- Respect the privacy of others.
- Use quiet voices (voice volume 2).
- Not play or eat in or around restrooms.
- Use the restroom and get a drink of water before school and during recess

Expected Student Behaviors in the Cafeteria and Lunch Arbor

To help make lunch a safe and enjoyable time for students, please observe the following:

- Follow the adults' directions as you enter the lunch arbor and cafeteria.
- Be respectful of other students in the lunch line and at the salad bar.
- Sit at tables until you are dismissed by an adult. Stay in your seat at all times.
- You are responsible for cleaning up your table area and ground under your table before you are dismissed.
- Do not touch or take other people's food.
- Use a quiet conversational voice to visit with those sitting at your table. Do not call out to adults or students at other tables.
- Use good table manners.
- Students must wait to be dismissed by tables when students have finished eating and trash has been picked up.
- Students must walk to the playground and not run after being dismissed from the lunch arbor.
- Students must use the restroom and get a drink of water before the bell rings at the end of lunch.

- Snacks and lunch items brought from home should be within reason. Please send snack-sized items intended for individuals.
- Students are to eat their own food items and not share due to dietary restrictions and food allergies.

Resolving Behavioral Challenges: A Framework

The Parent/Guardian's Role

Parents are expected to cooperate with school and district authorities in maintaining and encouraging proper standards of behavior for their children. The following points for parents may prove helpful:

- Instill in your child a sense of responsibility for what he/she says or does.
- Help your child understand the necessity of personal safety.
- Make sure you communicate with school personnel to learn necessary facts and expected behavior.
- Show love and respect for learning as a model for your children.
- If a parent is in disagreement with a process or action in the classroom, we ask that you first speak with the teacher or staff member directly before bringing forth the concern to administration.

The Classroom Teacher's Role

The classroom teacher is responsible for establishing and maintaining a suitable learning environment and community whereby all students can learn. Parents/guardians will receive an explanation of the system for their child's classroom at the beginning of the school year. Each teacher will send home information about their classroom rules and procedures. We encourage all families to review these expectations with your child. We know that learning can be enhanced when students are engaged and when parents support their children in school. We strive at establishing and maintaining a close relationship between the home and school.

When an issue arises in the classroom...

- The teacher will employ the classroom community system which will include the use of various strategies and techniques to resolve the problem.
- If the problem continues, the teacher will contact the parent/guardian and collaborate on a plan to support the child. A parent conference may be requested.
- If the problem persists, they may involve the counselor or principal for support.
- Parent conference meetings will be scheduled as needed and include various team members as needed. The team offers a forum where school support personnel, i.e.; counselor, teacher, administrator and parent/guardian, have a conference and collaborate extensively to support any issue that may arise.
- If the problem persists, other alternative disciplinary action may be taken following established district guidelines.

The Counselor's Role

The counselor is an integral part of supporting students at our school. The counselor's role is to act as student advocates who listen to problems, counsel children, and assists in resolving conflicts or problem behavior using district approved guidance strategies. The counselor supports both campuses.

The Administrator's Role

Our school's administrators are partners in supporting students. If a challenging situation or behavior persists, the administration may be called upon to support. Also, in rare cases of serious issues, such as those listed below, the Principal will be contacted immediately.

- Harming or threatening to harm another student.
- Incidents involving hateful or discriminatory behavior.
- Possession of any firearms, knife, explosive or other dangerous objects.
- Possession of drugs, drug paraphernalia, tobacco, alcohol or other illegal substances.
- Stealing, vandalism or damage to school property.

REPORT CARDS

Families of students at Riverview International Academy will receive the Lakeside Union School District Report Card. This standards-based report card document measures and reports students' level of mastery of the California State Standards. Please refer to the district calendar for dates of this year's progress reports and parent/teacher conferences.

Children identified as Multilingual English Learners (MELs) will also receive information on their child's English Language Development (ELD) during each reporting period. Families with a child with an active IEP will also receive a progress update on goals, according to district protocols and state/federal laws. In addition, students may take other assessments, such as the CAASPP assessments for students in grades 3-5, and those reports will also be shared with parents and legal guardians to update them on their child's progress. These documents are typically available via the Infinite Campus Parent Portal in digital format.

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. 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.

Again, we cannot release students within the last 30 minutes of the day, unless it's a true emergency. Not only is it disruptive and inconsiderate to both students and teachers, but it is often difficult to accommodate this request at a very busy time of the school day.

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. Please contact the school office with any updates to your child's health. We ask that you refer to the latest guidance from the California Department of Public Health for concerns about viruses and germs that may be affecting our community. Refer to the sections on the **Health Office** and **Medications** for more information.

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 that your child is dressed appropriately for the day's weather and activities.**

SCHOOL DISCIPLINE POLICY

At RIA, we focus on developing student understanding of the complex interactions between people. Discipline is present, but we do not emphasize punishment. Instead, we focus on teaching expectations, preventing problems, and using natural and logical consequences. We continue using

MTSS, PBIS, and Restorative Practices to support our students in becoming the best versions of themselves. The school uses progressive discipline to support real-world consequences for students.

We believe that elementary school is a safe place to learn boundaries and ways of interacting with others. When students cannot do mathematics, we teach them how. When students cannot speak in the target language, we teach them how. Similarly, when a student is struggling to interact with others, we teach them how to interact in a positive way with others. Our progressive discipline approach includes a wide range of steps, including parent conferences, alternate recess, community service, reflection time, in-school suspensions, out of school suspensions, up to expulsion from the Lakeside Union School District. Ed Code has clear consequences for serious discipline matters. For guidelines on discipline and major infractions, please see [LUSD Regulation 5144: Discipline](#) & [LUSD Regulation 5144.1: Suspension and Expulsion/Due Process](#).

Due to confidentiality and privacy laws, the school often is unable to share specific information regarding an ongoing discipline issue. Please rest assured that our staff follows state and district guidelines regarding student discipline.

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 are encouraged to eat nutritious snacks during this time, as well as at lunch time. Again, candy, cakes, cookies, chips, soda, etc. are not appropriate snack items for nutrition break.

Foods such as crackers and cheese, pretzels, fresh fruit and veggies, granola bars, and other minimally-processed foods are some 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: Children at our school have various dietary restrictions for allergies, religious reasons, and personal reasons.** For the safety of everyone, we encourage you not to send items with peanuts or peanut products. 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. Please contact our Child Nutrition Services department for more information about healthy snacks or to review menu items with our child nutrition experts.

SPIRIT GEAR - RIA Mustang T-Shirts and Apparel

Looking to buy a RIA shirt and show your Mustang Pride? You can buy it from PTSA booths set up during Orientation Nights, Pop Into Campus Event at Winter Gardens, on the first day of school, as well as at other advertised times. We encourage all families, staff, and students to wear Riverview International Academy (RIA) Mustang Spirit Gear and school colors (blue/white) on Wednesdays!

Every Wednesday is an optional **Mustang Spirit Day** at RIA! This is when we show our Mustang pride by wearing our Riverview International Academy T-shirts and gear!

STAFF LIST

Please see our school website via www.lsusd.net to see the current staff list and roles of our staff as well as their contact email address. Please note staffing assignments are fluid and subject to change, including over the course of the academic year. We strive to provide stability and deepen rapport between our staff and our students and their families.

STUDENT SERVICES

The following services may be offered to students for assessment and identification purposes:

- English Language Proficiency (ELPAC)
- Gifted And Talented Education (GATE) Assessment (CogAT)
- Classroom interventions
- Health Screenings (Dental, Hearing, and Vision)
- Physical Fitness (PFT)
- Psychoeducational Evaluation
- RIASEC assessment for CTE Pathway Preferences
- NWEA MAP Testing and other district assessments
- CAASPP state assessments

The following services may be offered to assist students for intervention and support purposes:

- Classroom and grade level intervention groups
- Counseling Referrals
- Other childcare programs, such as ESS, and other fee-based programs
- School Attendance Review Team (SART) and School Attendance Review Board (SARB)
- Student Study Team (SST) Process
- Community Liaison Support
- Referrals to partner organizations, such as Wellness Together, Southern Indian Health Council, SD County Sheriff, etc...

The following supports are in place to promote natural consequences and restorative actions:

- Restorative Conversations and Community Circles
- Campus Clean Up
- Alternate Recess
- Community Service
- Alternate Assignments
- Reflection Time
- Parent Conference
- Parent Support In School
- Modified Schedules
- Outside Agency Referrals
- Law Enforcement Support
- In-School Suspension (ISS)
- Out-of-School Suspension (OOSS)
- Expulsion

The following supports are in place to promote positive behavior choices and restorative actions:

- Classroom Incentives
- Extra Recess Time
- Marvelous Mustang Tickets and the Mustang Mercantile Store
- Lunch with Teacher
- Lunch with Principal
- Perfect and Excellent Attendance Awards
- Parent Conference
- Trimester Awards Ceremonies
- Recognition in Weekly Newsletter
- Student Leadership Opportunities (such as Junior Olympics, School Tour Guides, etc...)

- Other Student Recognition Processes

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, ready for instruction to begin.**

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 **tardy 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

Teacher conferences are scheduled for October, with additional at-promise conferences (by invitation only) in December and March.. Teachers share the details of the Home-School 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.

Kindly refer to our district calendar for the exact dates of scheduled Teacher Conferences. Please refer to our school's Common Courtesies and our district's Student Profile, as well as our **School Meeting Norms**, when attending conferences and meetings at our school's campuses:

1. Stay solution oriented.
2. Think "What is best for kids?" and celebrate successes.
3. One person speaks at a time: Be succinct.
4. Presume positive intent.
5. Listen to understand and be curious.
6. Challenge ideas, not people.
7. Respect time limits.
8. Model our school's Common Courtesies and our Student Profile.

TESTING

Tests and assessments are a necessary component of public education. We know that children are far more than a test score or number: Public education accountability measures require that we continuously assess and use data to make decisions about students. Therefore, RIA uses data and **evidence-based resources and methods** to support the growth and development of the children at Riverview International Academy. Some tests are required by law, while others allow parents and

legal guardians to opt children out of a particular assessment. Please review the district's Annual Notification documents for more information. Everyday, your child's teacher(s) are assessing using formative and summative assessments to identify growth and action steps to monitor and accelerate learning. Every assignment is intended to provide information on a skill or concept.

Students engage in district assessments multiple times each school year. These assessments currently consist of our **NWEA MAPs** reading and mathematics assessments, as well as other district-created assessments, such as our districtwide ELA and mathematics performance tasks. These reading and writing assessments are a critical piece of an ongoing process for monitoring and improving student reading and writing abilities. The math assessments are an essential piece of an ongoing process for monitoring and improving student mathematical abilities. The district and school follow all current guidance regarding assessment of student abilities, including screening for disabilities and learning differences.

In addition, school sites use the following types of assessment throughout the year to give a more complete picture of student performance:

- Topic Assessments
- Benchmark Assessments
- Performance Assessments
- Language Proficiency Assessments (such as the STAMP assessment)
- Student Projects
- Student Portfolios and Presentations
- Student Observation / Communication

Every year, California students take several statewide tests. When combined with other measures such as grades, class work, and teacher observations, these tests give families and teachers a more complete picture of their child's learning. You can use the results to identify where your child is doing well and where they might need more support. Near the end of each school year, students in third grade and higher take statewide summative assessments. The umbrella term we use to discuss the summative assessments our students take is CAASPP, which stands for the California Assessment of Student Performance and Progress.

The CAASPP system includes:

1. SBAC: Smarter Balanced Assessments for English Language Arts and Math
2. Students with significant cognitive disabilities, as designated in their active Individualized Education Program (IEP), are eligible to take the CAASPP California Alternate Assessments (CAA) for English Language Arts, Math, and Science
3. CAST: California Science Test (grade 5, 8, and once in high school)
4. PFT: Physical Fitness Test for students in grades 5, 7, and 9

Each spring, the Summative Assessment English Language Proficiency Assessment for California (SA ELPAC) measures how well students understand English. The four areas assessed in English are listening, speaking, reading, and writing. Information from the SA ELPAC is used to identify extra support needed for students. All students who are designated as Multilingual English Learners (MELs) in transitional kindergarten through twelfth grade will take the ELPAC every year as required by federal and state law.

Please schedule an appointment with the school's principal should you have questions or concerns about school, district, and state assessments.

VISITING CLASSROOMS

[Classroom visits are typically 10 minutes](#) and are at the discretion of the teacher and 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.

Due to safety and privacy concerns, siblings and other relatives are not allowed to participate in instructional activities during the school day. All family members are welcome to attend school-wide events, such as Awards Ceremonies and 5th Grade Promotion, and events in the evenings and weekends, such as the Multicultural Fall Festival and International Fair. However, children under the age of 18 may not attend field trips or participate in school events during the school day, such as the Jog-a-thon, Field Day, or Gold Rush Day.

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 of Education 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 of 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](#)

RIA Volunteer Code of Conduct

As a volunteer, I agree to abide by the following code of volunteer conduct:

1. Immediately upon arrival, I will sign in at the campus office or the designated sign-in station.
2. I will wear or show volunteer identification whenever required by the school to do so.
3. I will use only adult bathroom facilities.
4. I agree to never be alone with individual students who are not under the supervision of teachers or school authorities.
5. I will not contact students outside of school hours without permission from the students' parents.
6. I agree not to exchange telephone numbers, home addresses, e-mail addresses or any other home directory information with students for any purpose unless it is required as part of my role as a volunteer. I will exchange home directory information only with parental and administrative approval.
7. I will maintain confidentiality outside of school and will share with teachers and/or school administrators any concerns that I may have related to student welfare and/or safety.
8. I agree to not transport students without the written permission of parents or guardians or without the expressed permission of the school or district and will abide by District Administrative Procedures when transporting students.
9. I will not disclose, use, or disseminate student photographs or personal information about students, self, or others. This includes sharing information on social media.
10. I agree to follow all health and safety protocols as established by the school sites.
11. I agree to notify the school principal if I am arrested for a misdemeanor or felony sex, drug or weapons-related offense.
12. I agree only to do what is in the best personal and educational interest of every child with whom I come into contact.
13. I agree to follow the Volunteer Code of Conduct at all times or cease volunteering immediately.

WEATHER

Winter Garden campus was built in 1961 and Riverview campus was built in 1958. Our school's hallways, pathways, and corridors are outdoors and exposed to the open air and weather. 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 arbor tables and will have recess on our play structures and blacktop most days, even in the event of light rain, mist, or drizzle. 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. Our school team will reduce physical activity outside and will monitor student health during extreme heat.

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. If parents choose an early dismissal due to weather extremes, they will be required to sign out that child following our district's normal sign out procedures. We thank you for your cooperation and patience.



* The **RIA Family Handbook** is current as of the start of the school year in August 2025. 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 Board of Education policies and procedures, including LUSD Board Policies (BP) and Administrative Regulations (AR). 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 additional explanations to help families understand this handbook.

Appendix

Appendix A: Family Engagement Policy

Family Engagement Policy

**** Updated and approved by the RIA SSC on November 6, 2024***

Riverview International Academy, with parents and family members, has jointly developed and distributed its Family Engagement Policy and School-Home Compact. Although Riverview International Academy is not currently a Title I school, it follows best practices in schools and districts around the country and has developed a Family Engagement Policy and School-Home Compact accordingly. Schools with Title I, Part A programs must follow the following requirements as outlined in the Every Student Succeeds Act (ESSA) sections 1116(b) and (c).

Describe how parents and family members of participating children in Title I, Part A programs are involved in jointly developing, distributing to, a written school parent and family engagement policy, agreed upon by such parents for carrying out the requirements in ESSA Section 1116(c) through (f) (ESSA Section 1116[b][1]):

Parents and staff are able to provide feedback at meetings at the start of the school year. Typically, drafts of the updated Family Engagement Policy and School-Home Compact are available to parents/guardians at Family Orientation Night in August, as well as the first SSC, ELAC, and PTSA meetings of the school year. Staff have the opportunity to view and update the policy during staff meetings in the beginning of the school year. In addition, hard copies are available in the front office at each campus of Riverview International Academy. Once the drafts of these two documents are updated and approved, they will become available on the district website and distributed electronically via the school's weekly newsletter to students' homes.

Describe how parents and family members of participating children in Title I, Part A programs, may amend a parent and family engagement school policy that applies to all parents and family members, if necessary, to meet the requirements (ESSA Section 1116[b][2]):

Parents may offer input verbally while reviewing the drafts at parent meetings (SSC, ELAC, and PTSA) as well as in written format via email to the school secretary or principal.

Describe how the Local Educational Agency (LEA) involved has a school district-level parent and family engagement policy that applies to all parents and family members in all schools served by the LEA, and how the LEA may amend that policy, if necessary to meet the requirements (ESSA Section 1116[b][3]):

The Lakeside Union School District hosts DPAC-DELAC meetings at least five times a school year to collect input from families. LUSD hosts many family engagement opportunities as a district utilizing its MTSS TOSA team and Education Services team (such as the Community Liaisons).

Describe how parents and family members of children participating in Title I, Part A programs can, if they find that the plan under ESSA Section 1112 is not satisfactory to the parents and family members, and the LEA shall submit the parent comments with the plan when the LEA submits the plan to the State (ESSA Section 1116[b][4]):

The school is not a Title I school currently. However, parents may review documents in the front office of the school site and provide input to the school secretary and principal.

Describe how the school served by Title I, Part A funds holds an annual meeting, at a convenient time, to which all parents and family members of participating children shall be invited and encouraged to attend, to inform parents of their school's participation under Title I, Part A and to explain the requirements and the rights of the parents to be involved (ESSA Section 1116[c][1]): The school is not a Title I school currently. The school hosts a Family Orientation Night in August to share information with families. In addition, it hosts regular meetings via the SSC, ELAC, and PTSA. Furthermore, the school will host semi-regular coffee with the principal meetings and other events for collecting parent input, including online surveys.

Describe the steps that the school takes to offer a flexible number of meetings, such as meetings in the morning, afternoon, evening or other ways and may provide, with funds provided under Title I, Part A, for transportation, child care, or home visits, as such services relate to parental involvement (ESSA Section 1116[c][2]):

The school hosts parent meetings in person and online at various times throughout the day to provide ample opportunities for parent input and involvement. For example, SSC meetings are hosted in person on Riverview's campus and online via Zoom at 7 am to accommodate our working parents' schedules. Many PTSA meetings and events are also hosted online and in person after the work day at 6 pm. The school will make every reasonable effort to provide translation services for families with two-weeks advanced notice and will provide free refreshments and childcare for events longer than 1.5 hours. The school principal, counselor, MTSS TOSA, health clerk, and community liaison conduct home visits as needed to support families.

Describe how parents and family members of participating children are involved, and in an organized, ongoing, and timely way, in the planning, review, and improvement of programs under Title I, Part A, including the planning, review, and improvement of the school parent and family engagement policy and the joint development of schoolwide program plan under ESSA Section 1114(b), except that if a school has in place a process for involving parents in the joint planning and design of the school's programs, the school may use that process, if such process includes an adequate representation of parents of participating children (ESSA Section 1116[c][3]):

The school is not a Title I school currently. However, parents may review documents in the front office of the school site and provide input to the school secretary and principal.

Describe how the school is providing parents and family members of participating children of Title I, Part A programs: timely information about programs under Title I, Part A; a description and explanation of the curriculum in use at the school, the forms of academic assessment used to measure student progress, and the achievement levels of the challenging State academic standards; and if requested by parents, opportunities for regular meetings to formulate suggestions and to participate, as appropriate, in decisions relating to the education of their children, and respond to any such suggestions as soon as practicably possible (ESSA sections 1116[c][4][A-C]): The school is not a Title I school currently. However, parents are invited to participate in conferences in October (open to all parents/guardians), in December (by request only), and in March (by request only). Parents are invited to events such as Back to School Night/Curriculum Night, Fall Festival, International Fair, and Open House throughout the school year.

Parents receive updates via report cards once a trimester (November, March, and June) and this includes progress updates on a child's IEP goals (if applicable) and English Learner Development (if applicable). These reports are available via the Parent Portal in Infinite Campus. Guides on how to access this are also in the weekly newsletter and on the district website, www.lsusd.net.

The school's support team – such as the counselor, TOSAs, and other support staff - are available to provide additional resources and updates on a child's academic and social-emotional wellbeing via individual meetings, including SST meetings, section 504 plan meetings, and IEP meetings.

Via these meetings, the school team shares:

- the school's responsibility is to provide high-quality curriculum and instruction;
- the ways parents will be responsible for supporting their children's learning; and
- the importance of ongoing communication between parent and teachers through, at a minimum, annual parent-teacher conferences; frequent reports on student progress; access to staff; opportunities to volunteer and participate in their child's class; and opportunities to observe classroom activities.

RIA also updates its Family Handbook on a yearly basis and makes paper copies available in the front office. In addition, it is posted on the school's website and on the weekly school newsletter for easy reference. The Family Handbook describes ways for parents to become involved in their child's education including the aforementioned opportunities:

- SSC
- ELAC
- PTSA
- Volunteer Opportunities
- Classroom Visitation and Observations
- Coffee with the Principal
- Parent-Teacher Conferences

Describe how the schoolwide program plan, ESSA Section 1114(b), is not satisfactory to the parents of participating children in Title I, Part A programs, submitting any parent comments on the plan when the school makes the plan available to the LEA (ESSA Section 1116[c][5]):

The school is not a Title I school currently. However, parents may review documents in the front office of the school site and provide input to the school secretary and principal.

Riverview International Academy's School-Parent Compact and Family Engagement Policy were developed jointly and agreed on with parents and family members of children participating in school programs at the SSC Meeting on Wednesday, November 6, 2024. The School will distribute the policy to all parents and family members of students annually on or before December 1 each year.

Appendix B: RIA School and Home Compact

**** Updated and approved by the RIA SSC on November 6, 2024***

Riverview International Academy School-Home Compact

The Riverview International Academy School-Home Compact outlines how parents, the entire school staff, and students share in the responsibility for improved student academic achievement and the means by which the school and parents will build and develop a partnership that will help children achieve the State high academic standards (Every Student Succeeds Act [ESSA] Section 1116[d]).

Describe how the school's responsibility to provide high-quality curriculum and instruction in a supportive and effective learning environment that enables the children served by the school to meet the challenging State academic standards, and the ways in which each parent will be responsible for supporting their children's learning; and participating, as appropriate, in decisions

relating to the education of their children and positive use of extra-curricular time (ESSA Section 1116[d][1]):

Riverview International Academy (RIA) uses both state and local indicators to assess student progress on CA state standards. The school uses the CAASPP assessment tools, including the CAASPP ELA and Mathematics assessments, PFT, CAST, and ELPAC. In addition, the district uses NWEA MAP testing as well to serve as benchmarks of academic progress. The school's certificated staff participate in regular professional learning, including district and school Professional Learning Cycles. Staff monitor students via the Kidwatch process. Staff also regularly participate in offering general education supports via the Student Success Team (SST) process.

The school also updates its SPSA (School Plan for Student Achievement) and CSSP (Comprehensive School Safety Plan) annually. The school promotes a positive school culture and climate through the district's Student Profile and the school's Common Courtesies. As part of the school's MTSS (Multi-Tiered System of Supports) efforts, students can earn Marvelous Mustang tickets by demonstrating the Student Profile and Common Courtesies and redeem those tickets for school supplies, prizes, and experiences.

Legal guardians can engage in many meaningful ways at the school's two campuses. The school has a robust SSC with at least six meetings a year to participate in shared decision-making and school governance. The school's ELAC monitors the language acquisition programs in the school. The PTSA meets regularly to support a thriving and safe school culture. The Principal also maintains relationships with families of students via Family First Fridays, the school's version of Coffee with the Principal. All SSC, ELAC, and PTSA meetings are available both online via Zoom and in-person at the school to increase attendance and participation from both staff and legal guardians. The Lakeside Union School District offers childcare through its ESS (Extended School Services) program for before-school, after-school, and over breaks childcare. The school's PTSA provides meaningful school events, such as the annual Fall Festival, the annual Jog-a-thon, and the annual International Fair (I-Fair).

Describe how the importance of communication between teachers and parents on an ongoing basis through, at a minimum the following means (ESSA sections 1116[d][2][AD]):

- (A) parent-teacher conferences in elementary schools, at least annually, during which the compact shall be discussed at the compact relates to the individual child's achievement;
 - (B) frequent reports to parents on their children's progress;
 - (C) reasonable access to staff, opportunities to volunteer and participate in their child's class, and observation of classroom activities; and
 - (D) ensuring regular two-way, meaningful communication between family members and school staff, and to the extent practicable, in a language that the family members can understand.
- Parents are invited to participate in conferences in the fall, December (for at-risk students), and in March (for at-risk students). School staff is available to discuss the school's Family Engagement Policy and School-Home Compact at conferences.

The school sends home progress updates via report cards at every trimester. Teachers are available via district email and in-person for regular, two-way communication between the school and families.

Parents can engage in many meaningful ways at the school by serving on the SSC, ELAC, and PTSA. The Principal also maintains relationships with families of students via monthly Family First Fridays, the school's version of Coffee with the Principal. All SSC, ELAC, and PTSA meetings are

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available both online and in-person at the school to increase attendance and participation from both staff and legal parents/guardians. Parents and legal guardians can volunteer for school events as well as in the classroom. Parent observations are available by request. The RIA Family Handbook was updated in July 2024 to outline volunteer and parent observation processes.

The school hosts Family Orientation Night in August to support new families to RIA with information about the school, as well as Back-to-School Nights in September to share information about curriculum and instruction. A calendar of events for the school is posted on the district website, the PTSA website, and shared via weekly newsletters from the school. In addition, the school's marquee also shares event information. The school sends out regular communication to families via a newsletter every Friday, along with a YouTube video link. Teachers send weekly communication to parents regarding school events, as well as curriculum.

LUSD VISION: Igniting Passion in Today's Students for Tomorrow's Opportunities
At Lakeside Union School District, students think critically, learn continuously, collaborate constructively, communicate effectively, persevere relentlessly and care deeply.

RIA VISION: Creating tomorrow's global leaders today!

The vision of Riverview International Academy (RIA) is to prepare students to thrive in a global society. Students who promote 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.

SCHOOL MISSION: The mission of Riverview International Language Academy is to ensure that students have the global competencies necessary to thrive in a global society. Namely:

- Mastery of the English language both written and verbal
- Bilingualism and biliteracy by the end of 5th grade
- Supporting a TK-8 Bilingual Pathway
- Globally competitive competencies in mathematics and science
- Digital literacy
- Social and civic participation and leadership
- A sense of initiative and entrepreneurship
- Cultural awareness and expression

BELIEFS: At Riverview International Academy, staff, parents, and community share the following beliefs:

- Every child can learn, succeed, and attain a high level of academic achievement based on California State Standards
- World language instruction improves a student's academic performance while promoting cultural understanding and awareness
- Learning is an active process of inquiry and the search for meaning and understanding
- Education fosters understanding, enabling our students to live as more peaceful, productive, and responsible global citizens

At RIA, we have built a global community that celebrates diversity and cultural understanding: We know we cannot achieve our goals without the help of our families. The following pledges define the specific commitment and leadership from all the stakeholders. Please read the pledges carefully

and sign. By signing the pledge, each stakeholder is making a commitment to fulfill his or her very important role.

RIA Staff Pledge:

I agree to carry out the following responsibilities to the best of my ability:

- Provide high-quality curriculum and instruction.
- Endeavor to motivate my students to learn in all areas, especially the use in their target languages.
- Have high expectations and help every child develop a love of learning, especially their new languages.
- Communicate regularly with families about student progress through multiple means.
- Praise students regularly for their accomplishments and progress.
- Provide a warm, safe, and caring learning environment.
- Provide meaningful assignments to reinforce and extend learning.
- Participate in professional development opportunities that improve teaching and learning and support the formation of partnerships with families and the community.
- Actively participate in collaborative decision making, consistently work with families and my school colleagues to make schools accessible and welcoming places for students.
- Respect the school, students, staff, and families.
- Will teach and model school rules and expectations: Be Safe; Be Respectful; Be Responsible; and Be Kind

Student Pledge:

I agree to carry out the following responsibilities to the best of my ability:

- Be present. Come to school ready to learn and work hard.
- Bring necessary materials, completed assignments and homework.
- Know and follow the school leadership model, including all school and class rules.
- Ask for help when I need it.
- Communicate regularly with my parents and teachers about school experiences so that they can help me be successful in school.
- Limit my TV watching/video gaming.
- Study or read every day after school.
- Practice my new languages with pride at school at all times and as often as I can outside of school.
- Respect and cooperate with all students, adults, and staff on site.
- Learn and use school rules and expectations: Be Safe; Be Respectful; Be Responsible; Be Kind

Family/Parent Pledge:

I agree to carry out the following responsibilities to the best of my ability:

- Provide a quiet time and place for homework and monitor technology usage (i.e., TV & video gaming).
- Read to my child or encourage my child to read every day in English (15 mins), Spanish (15 mins) or Mandarin (15 mins), depending on the language program.
- Support language acquisition of my child in both the target language and in English.
- Monitor my child in completing assignments.
- Encourage my child to use their languages as frequently as possible, and show pride for their commitment to learning and accomplishments.
- Communicate with the teacher or the school when I have a concern.

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- Ensure that my child attends school every day on time, gets adequate sleep, regular medical attention and proper nutrition.
- Regularly monitor my child's progress in school using teacher online learning management systems or homework planners.
- Participate in school activities such as attending parent-teacher conferences, parent workshops, Back to School Night, Open House, International Fair, and other PTSA events.
- Identify ways in which I can volunteer to support the school program.
- Communicate the importance of education to my child.
- Respect the school, staff, students, families and abide by all school and traffic rules. • Reinforce and support school rules and expectations: Be Safe; Be Respectful; Be Responsible; & Be Kind.

Conditions for Continued Enrollment (School Choice):

Riverview International Academy is a School of Choice. Please be advised that the following conditions must be met/maintained for your child to remain at Riverview International Academy. Your student must meet and maintain all School and District requirements in regards to attendance, behavior, and academic achievement. Failure to abide by these conditions, or other School/District policies will result in revocation of your child's School of Choice request.

Student

Parent/Legal Guardian

Teacher

Date

This Compact was established by Riverview International Academy on October 2, 2024, and will be in effect for the period of five years. The school will distribute the Compact annually to all parents and family members of students on, or before Fall Conferences each year. California Department of Education; April 2020