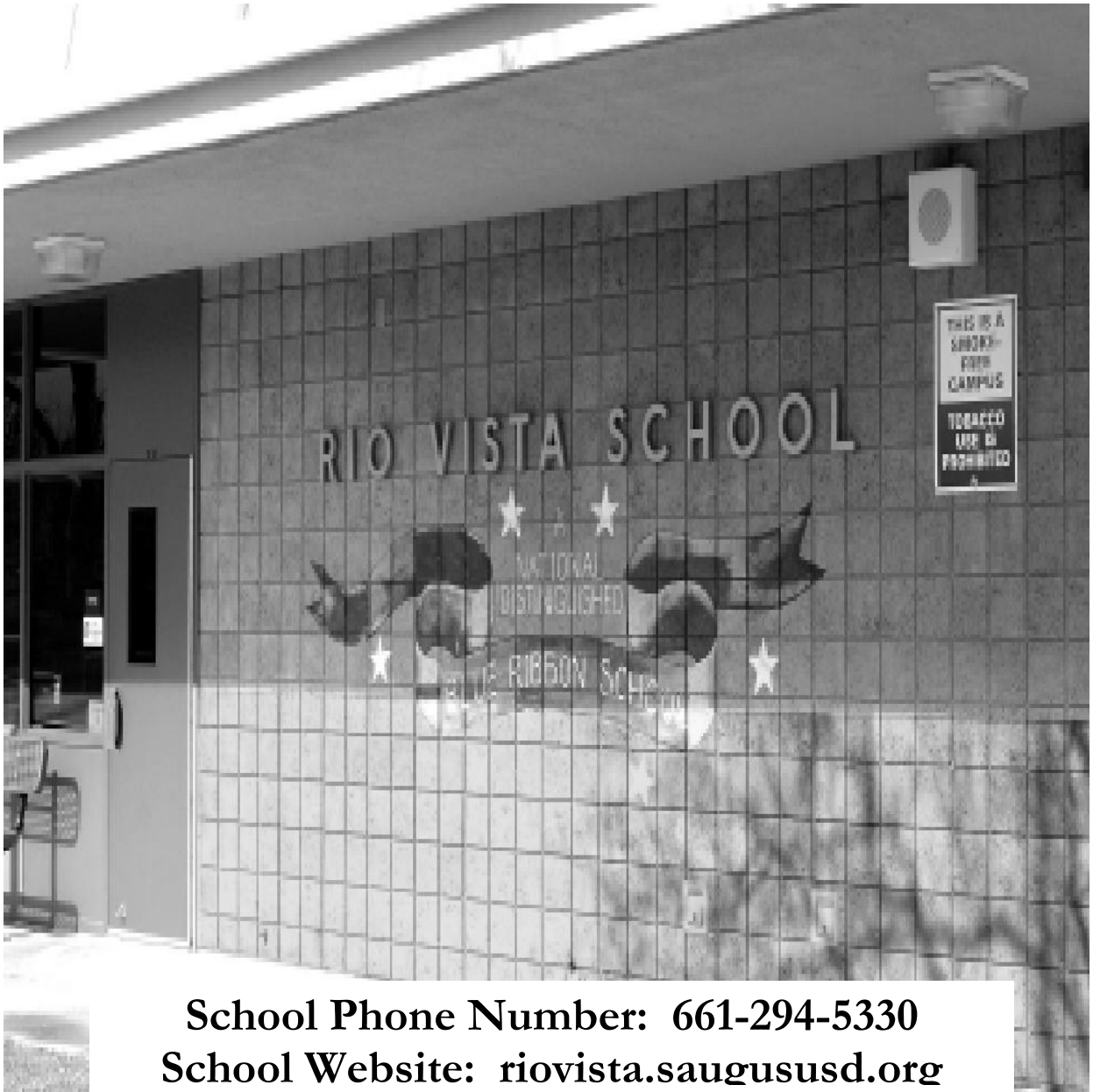


# Rio Vista



**School Phone Number: 661-294-5330**  
**School Website: [riovista.saugususd.org](http://riovista.saugususd.org)**

*Dear Parent or Guardian:*

*Governing boards of school districts are required to notify parents or guardians of certain rights and responsibilities as specified in the Education Code and other state and federal regulations. This booklet contains the Education Code sections that are concerned with these rights and responsibilities, along with other important information.*

**Completion of your child's online registration acknowledges that you have received this notice.**



# Saugus Union School District

Excellence in Elementary Education

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### **Site-Specific Information**

This Parent and Student Handbook contains an information section specific to your school, district-wide information, as well as information which the state requires districts provide to parents and guardians annually. Please take the time to familiarize yourself with the contents of this handbook. If you require additional information, the school office will assist you.

Welcome to Rio Vista School, a National Distinguished Blue Ribbon, California Distinguished School, Title I Academic Achieving, Honor-Roll Star School, and one of America's Healthiest Schools! We have a strong sense of community and pride, and we want all of our families to know that you belong at Rio Vista.

We provide a nurturing, engaging learning environment where teachers collaborate to ensure high academic achievement based on the California State Standards and exemplary citizenship for all students. Each teacher will pursue the grade level curricular goals in their own unique way, which they will share with you. If at any time during the year you would like to discuss your child's progress, we encourage you to contact the teacher.

We invite you to be an active participant as we strive for excellence. You can do this by joining Site Council, ELAC, Title I and PTA meetings, volunteering in the classroom, and participating in schoolwide events. We need your partnership to be successful! This booklet has been prepared as a convenience to you. It is intended to help you become familiar with the District's and Rio Vista's policies and programs. We appreciate your cooperation and we value your partnership.

Sincerely,

Nuvia Nevarez, Ed.D

Principal

## **Administrative Contact**

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Dr. Nevarez can be contacted via ParentSquare message, phone call, email, or by appointment during office hours (7:30 a.m. to 3:30 p.m.). Dr. Nevarez makes every effort to respond to messages and return calls as soon as possible.

## **Teacher Contact**

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Teachers are available for in person, telephone, and video conferences before and after school. These can be arranged by contacting the teacher via email, ParentSquare message, telephone call, or by contacting the office to leave a voice message. Teachers make every effort to respond to messages as soon as possible.

## **Rocket Report Home Bulletin**

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Our school bulletin, the **Rio Vista Rocket Report**, is sent via ParentSquare post every Sunday. It highlights school memories and includes important information regarding events for the upcoming week.

## **Office Procedures & Communications**

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In case of an emergency, parents wishing to leave messages for their children may do so by contacting the school office. Any articles to be delivered to children should be left in the office. We try to avoid unnecessary interruptions to the instructional program. There are several ways that parents can be of assistance.

1. Check with your child prior to leaving for school to see that he/she has a snack and lunch (if bringing from home) and all necessary materials for class.
2. Make sure your child is aware before leaving for school if there will be a change in the regular pick-up routine. Please send a note to the teacher.
3. Avoid calling the school to leave a message for your child **during the last hour of his or her school day. Many classes are at P.E. at this time of the day and cannot be reached easily.**
4. Students cannot be released to anyone not listed on the emergency contacts list without prior written authorization.

## **Attendance**

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Please make sure that your children are in school on time, every day. Regular and prompt attendance is required. Students must be inside the gates, ready to line up at 7:55 a.m. Children will be marked tardy if they are not in their seats, ready for instruction, by 8:00 a.m. A child who is absent or tardy for any reason for 10% or more of school

days, can be considered truant and reported to the Santa Clarita Valley School Attendance Review Board.

## **Campus Supervision & Dismissal Times**

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Campus supervision is provided between 7:30 a.m. and dismissal time. **There is no supervision for students after school.**

Monday through Friday, all students in Transitional Kindergarten and Kindergarten must be picked up at the 12:25 p.m. dismissal time. The dismissal time for Students in grades 1-6 is 2:25 p.m. on Monday, Tuesday, Thursday, and Friday. On Wednesday, students in grades 1-6 dismiss at 12:25 p.m. TK-Kinder students may not wait on campus until 2:25 p.m. when an older sibling is dismissed. Also, please avoid checking out older siblings early as they need to be in class learning during this time.

## **Disaster Preparedness**

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Rio Vista has a clearly defined emergency plan. Each year the plan is updated and revised to reflect staff and student changes. The District and Rio Vista PTA assist in providing supplies and materials to keep our emergency bins current and organized.

Students and staff practice emergency evacuation procedures on a monthly basis. These drills are extremely important as they help to reinforce procedures and routines for emergency preparedness. Schoolwide disaster drills requiring drop, cover, and hold procedures along with search and rescue are also held periodically during the year. Fire Drills and Lockdown Drills are practiced monthly.

In the event of a real disaster or emergency, parents are asked to pick up their child at the emergency release station located in the parking lot at the MPR gate.

Children will not be picked up at the front office. Only those adults listed on a child's emergency card or disaster release form can pick up a child. Parents or emergency contact persons should carry identification so the school can release the child to them. For school personnel to work effectively and efficiently, it is important that parents remain calm and follow the above procedures and school personnel's emergency release procedures.

## **Lost and Found**

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In order to ensure that lost articles are returned to their proper owners, it is suggested that your **child's name be**

printed on articles such as sweaters, coats, lunch pails, backpacks, etc. Articles that are found will be turned into the school office or placed in the multipurpose room and may be claimed at recess or after school.

Items left in the Lost and Found are donated to a charitable organization at the end of each month.

### **Breakfast/Lunch**

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Rio Vista is part of the USDA's Community Eligibility Provision program, which means that ALL of our students may receive free breakfast and lunch.

Breakfast is served from 7:30-7:45 a.m. prior to school, and a second chance breakfast is served during recess. Lunch is served during the student lunch period. Menus are available on the Santa Clarita Valley Food Services Agency School Day Cafe Website at <https://www.scvschoolnutrition.org>.

Students are encouraged to bring a healthy snack and a nutritious lunch when not eating hot school lunches, and milk is available for students who bring meals from home. All food **must be** consumed in the lunch area.

### **Arrival/Departures**

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**Arrival:** School grounds are opened at 7:30 a.m. each school day. Students arriving by car may be dropped off in the west parking lot. Drivers should follow the flow of traffic from the Honby Street entrance and the arrows painted on the parking lot drive-through area. Students may exit the car from the right side only when the car reaches the sidewalk area. Kindergarten students arriving by car may be dropped off at the east gate on Cedar creek Street.

Parents should pull into the designated drop off zone and students should exit the car from the right side only. Please do not allow children to cross the street unsupervised. Students who walk to school should enter the school from the west or east gate as convenient. NO students should walk through the parking lot. ***The circular driveway on Cedar creek Street is for buses only.***

**Departure:** Students will be released only through walking gates. No children will be released directly to vehicles or to a "car pickup line." Please walk to school or park and walk to the gates to pick up your younger children. 3<sup>rd</sup>-6<sup>th</sup> graders may be released to walk home unaccompanied with parent permission, which you can give through a form we will send via ParentSquare. NO students should walk through the parking lot. All students are to go directly home. ***The circular driveway on Cedar creek Street is for buses only.***

### **Responsibility For School Property**

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Except when caused by accident, students are liable for damage or loss to school property. Parents will be held liable for willful damage and for property loaned to students such as damaged library books, tablets, or chromebooks.

### **Personal Items**

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Personal belongings such as tablets, iPods, trading cards, toys, action figures, etc. may not be brought to school.

### **Bicycles**

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Students riding bicycles to and from school must have a bicycle permit on file. Permits are issued to students in 3<sup>rd</sup> - 6<sup>th</sup> grades. Permits may be picked up in the office. Students must wear a helmet as mandated by California state law. Bicycles must be walked into the bicycle rack and are not to be ridden on campus at any time. Skateboards, roller blades, wheeled shoes, razors, and scooters are not allowed on campus.

### **Cell Phones**

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Students may possess cellular phones, but may not use or carry them during the school day unless deemed medically necessary by a physician through a Health Care Plan. Cell phones must be turned off and stored in a personal backpack or, if necessary, a school employee may determine that cell phones will be stored in an alternate location within the classroom. If a disruption occurs or a student uses any mobile communications device for improper activities, school employees shall direct the student to turn off the device and/ or confiscate it. If confiscated, the device will be returned at the end of the school day. Subsequent offenses may require a parent/guardian to pick up the device.

### **Parent and Family Involvement**

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Rio Vista School encourages active parent and family involvement in the educational decisions and processes of our school.

**Volunteers and Visitors:** Classroom teachers generally arrange for classroom volunteers at Back-To-School Night. In addition, the PTA will recruit volunteers to assist with special needs, projects, and activities. All volunteers must be cleared through our Raptor visitor system, which includes having a current TB test on file, as well as fingerprinting for volunteers who are alone with children. Volunteers must also attend an orientation with the principal.

Parent visits to classrooms must be prearranged with the administrator and classroom teacher to avoid unnecessary

interruptions to the instructional program. Visits are limited to twenty minutes. All volunteers and visitors are required to sign in at the school office and to wear a volunteer or visitor badge while on campus. We must be aware of all non-employees on the school campus to ensure the safety of the students.

**School Site Council:** The School Site Council has the responsibility of reviewing, implementing changes, and evaluating the effectiveness of the School Plan for Student Achievement (SPSA). Our SSC is comprised of five parents, three teachers, one classified staff member, and the principal. The SSC establishes school goals and determines how program funds will be spent. The council meets monthly.

**English Learner Advisory Council:** Our English Learner Advisory Council meets quarterly to ensure that programs are equitable for English Language Learners. We encourage and welcome your attendance at council meetings. If you have suggestions that you would like the committee to consider, and are unable to attend the meetings, you may contact one of the committee members or leave your suggestions in the office.

### **Title I Program – School-Family Compact**

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This brochure will be provided to all families at the beginning of the year and at the Title I parent information meetings.

### **PTA**

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Rio Vista has an active and supportive PTA. The stated purpose of the California State Parent-Teacher Association is:

1. To promote the welfare of children and youth in home, school, places of worship, and throughout the community.
2. To raise the standards of home life.
3. To advocate for laws that further the education, physical and mental health, welfare, and safety of children and youth.
4. To promote the collaboration and engagement of families and educators in the education of children and youth.
5. To engage the public in united efforts to secure the physical, mental, emotional, spiritual, and social well-being of all children and youth.
6. To advocate for fiscal responsibility regarding public tax dollars in public education funding.

PTA meetings are scheduled periodically throughout the school year. These meetings are held in multipurpose room and/or online. All PTA members and parents are welcome and encouraged to attend. Please check the Friday Rocket Report in ParentSquare for scheduled dates.

### **Field Trips**

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Throughout the year teachers may take their classes on field trips. Parents are often invited to assist with supervision. All students going on a class field trip must ride the school bus provided by the district. Field trip transportation is often paid for by the PTA. PTA fund-raisers assist with the funds needed for our field trips.

### **Discipline Plan**

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Rio Vista is a PBIS school. Positive Behavior Interventions and Supports is a framework for teaching appropriate behaviors and supporting students' social, emotional, and behavioral needs.

Rio Vista has four school - wide behavioral expectations:

#### **SOAR**

1. Be **S**afe.
2. Take **O**wnership.
3. Have a Positive **A**ttitude.
4. Show **R**espect.

These expectations and what they look like in action are explicitly taught for each area of school, including common areas and classrooms. Please see the "Soar to Lead" Matrix at the end of this section.

SOAR tickets are given to students who are observed following the SOAR expectations and can win rewards. Students will be re-taught the behavior expectations when the need arises.

When reteaching has not had the desired effects, progressive discipline and restorative justice practices will be applied at the discretion of the principal, teacher and/or campus supervisors. Discipline is a private matter that can only be shared with student's primary caregivers. In addition to the PBIS program, our school staff is trained in Capturing Kids Hearts, Conscious Discipline, and uses a district adopted Social Emotional Learning Curriculum.



# Rio Vista Rockets SOAR



	<b>LIBRARY and CLASSROOMS</b>	<b>LINES, STAIRS, and COMMON AREAS</b>	<b>ARRIVAL and DISMISSAL</b>	<b>LUNCH AREA</b>	<b>BATHROOMS</b>	<b>PLAYGROUND</b>	<b>ASSEMBLY</b>
<b>S BE SAFE</b>	<ul style="list-style-type: none"> <li>Walking feet</li> <li>Respect personal space</li> <li>Chair legs on the floor</li> </ul>	<ul style="list-style-type: none"> <li>Walking feet</li> <li>Respect personal space</li> </ul>	<ul style="list-style-type: none"> <li>Respect personal space</li> <li>Stay where staff directs you</li> <li>Use the crosswalk</li> </ul>	<ul style="list-style-type: none"> <li>Touch and eat only your own food</li> <li>Respect personal space</li> <li>Stay seated</li> </ul>	<ul style="list-style-type: none"> <li>Keep soap and water in the sink</li> <li>Respect personal space</li> <li>Use inside voices</li> </ul>	<ul style="list-style-type: none"> <li>Stay in supervised areas</li> <li>Respect personal space</li> </ul>	<ul style="list-style-type: none"> <li>Respect personal space</li> <li>Keep legs and feet out of aisles</li> <li>Follow instructions</li> </ul>
<b>O TAKE OWNERSHIP</b>	<ul style="list-style-type: none"> <li>Be an active listener</li> <li>Participate</li> <li>Ask questions</li> <li>Do your best work</li> </ul>	<ul style="list-style-type: none"> <li>Stay in your lane</li> <li>Go directly to your destination</li> </ul>	<ul style="list-style-type: none"> <li>Be ready</li> <li>Watch for your adult</li> </ul>	<ul style="list-style-type: none"> <li>Keep lunch area clean</li> <li>Reduce, reuse, recycle</li> </ul>	<ul style="list-style-type: none"> <li>Go, flush, wash, leave</li> </ul>	<ul style="list-style-type: none"> <li>Pick up trash</li> <li>Put equipment away</li> </ul>	<ul style="list-style-type: none"> <li>Participate appropriately</li> <li>Clean up after yourself</li> </ul>
<b>A HAVE A POSITIVE ATTITUDE</b>	<ul style="list-style-type: none"> <li>Be helpful</li> <li>Work together</li> <li>Believe in yourself</li> <li>Reach for a goal</li> </ul>	<ul style="list-style-type: none"> <li>Show Rocket pride</li> </ul>	<ul style="list-style-type: none"> <li>Show Rocket pride</li> <li>Start and end the day with kindness</li> </ul>	<ul style="list-style-type: none"> <li>Use Rio Vista table manners</li> </ul>	<ul style="list-style-type: none"> <li>Report problems to an adult</li> </ul>	<ul style="list-style-type: none"> <li>Practice Sportsmanship</li> </ul>	<ul style="list-style-type: none"> <li>Show Rio Vista Pride</li> </ul>
<b>R SHOW RESPECT</b>	<ul style="list-style-type: none"> <li>Respect the ideas of others</li> <li>Use materials appropriately</li> <li>Practice kindness</li> </ul>	<ul style="list-style-type: none"> <li>Use quiet voices</li> <li>Follow staff instructions</li> </ul>	<ul style="list-style-type: none"> <li>Follow staff instructions</li> </ul>	<ul style="list-style-type: none"> <li>Follow staff instructions</li> <li>Talking voices</li> <li>Practice kindness</li> </ul>	<ul style="list-style-type: none"> <li>Allow privacy</li> <li>Keep bathrooms clean</li> </ul>	<ul style="list-style-type: none"> <li>Follow staff instructions</li> <li>Practice kindness</li> </ul>	<ul style="list-style-type: none"> <li>Eyes and ears on speaker</li> <li>Quiet voices</li> <li>Sit properly</li> </ul>