

RIO SECO SCHOOL

STUDENT/PARENT HANDBOOK



**SANTEE SCHOOL
DISTRICT SCHOOL
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Rio Seco School
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OVERVIEW

The information in this handbook is provided to help ensure the success of all Rio Seco students. It contains rules and procedures that affect parents and students. Therefore, we request your cooperation and ask that you read the information carefully.

At Rio Seco, students will have the opportunity to develop personal responsibility, for not only making choices, but also being accountable for their actions. This handbook is intended to help students and parents become familiar with school activities and procedures.

Please note: This handbook is also posted on our school webpage with the most up-to-date information under Resources. Please refer to the web version throughout the year for any new information.

Mission

We challenge all students to reach their highest potential while supporting them on their personal journey of excellence. We provide a safe, nurturing, child-centered environment dedicated to the education of the whole child.

MASCOT
Roadrunner



COLORS
Purple and Gold



SCHOOL LOGO



CONTACT US

Additional contact information can also be found on our school webpage under the Staff Websites menu.

OFFICE CONTACTS			
Staff Member	Position	Phone	E-mail
Renee Middleton	Secretary	619-956-5501	renee.middleton@santeesd.net
Tracey Pharoah-Stone	Attendance	619-956-5505	tracey.pharoah-stone@santeesd.net
Shelly DuFault	Health Clerk	619-956-5504	tava.dufault@santeesd.net
Lindsay Ogden	Vice Principal	619-956-5500	lindsay.ogden@santeesd.net
Stephanie Southcott	Principal	619-956-5500	stephanie.southcott@santeesd.net
Report an Absence		619-956-5505	

EDUCATIONAL PROGRAMS

All students at Rio Seco receive a Core Academic Program that meets all state content standards in language arts, mathematics, science, and history. You can access all grade level standards at:

www.cde.ca.gov/CI/

The staff at Rio Seco know the importance of meeting the needs of all learners. Our rallying cry is “We support rising STARS! Rio Seco STAR students excel in Scholarship, Talent, Attitude, and Responsibility.” The programs below are designed to help us ensure that this happens.

1-to-1 Digital Learning Program

The Santee School District has initiated a one-to-one iPad learning implementation program. Students will be using these devices to enhance their learning in areas such as math, writing, reading, science, engineering, social studies, and communication. As part of this implementation, students are charged with the responsibility of handling their individual device with care and safety. In addition, students participate in a digital citizenship curriculum to ensure they are making thoughtful choices with appropriate online sources, can understand concepts in their own words (avoiding plagiarism) and determine how to best communicate their ideas. Students will be working with several programs to enhance their learning and ultimately boost their critical thinking, creativity, communication, and collaborative skills. Families will be responsible for damage or loss of the device off campus and misuse of the device may result in disciplinary action (refer to BP 61613.4 and AR 6163.4). For more information, visit the [Instructional Technology webpage](#) on the [District Website](#).

English Language Learners (ELL)

Rio Seco provides an instructional program for English Language Learners. The purposes of the program are to:

- Enhance students' self-esteem.
- Promote cross-cultural understanding.
- Ensure success for ALL students as they work to master the English language and meet grade level standards.

The English Language Proficiency Assessment for California (ELPAC) is administered to all English Learners annually. Parents will be given written notification of the results of their child's ELPAC, and primary-language assessments. This information will be provided in the parent's native language.

If your child is classified as an English Learner (EL), it is because their language proficiency in English is not yet developed to the point needed to compete with native speakers in the regular classroom. The EL Program of the Santee School District exists to help make sure all EL students become proficient in English and reach high academic standards. The EL Department monitors the progress and achievement of all EL students and assists schools in meeting their needs.

ELL Parental Involvement

Parent involvement is encouraged through the school site's English Learner Advisory Committee (ELAC). There is also a District English Learner Advisory Committee, (DELAC). ELAC meetings at Chet F. Harritt are held throughout the year. If your child is literate in their first language, you can expect him/her to reach the advanced levels of English in five to seven years. Once a child has reached the advanced levels of English, they qualify for reclassification to Fluent English Proficient. Home support is critical as your child develops full academic competence or literacy in English.

Also provided in the district are interpreters for many languages to assist in parent and teacher communication. Interpreters require pre-arrangement for most languages. Please request an interpreter prior to meetings whenever possible.

Special Education

The goal of Special Education in the Santee School District is to support success for each student who qualifies for services. Students who qualify for Special Education services receive academic or speech support on a spectrum of levels specific to their needs. Specialized teachers will work to develop and support students in making progress towards annual goals. At Rio, some students will qualify for Specialized Academic Instruction (SAI) for a small portion of their day (formerly known as RSP support), some students qualify for speech and language services for a small portion of their week, while others qualify for additional support for a majority of the day (Special Day Class). The Santee School District offers additional, specialized Special Education services at other school sites if needs can't be met at Rio. If your child is new to our school or district and has an Individualized Education Plan (IEP), please notify the office immediately.

Student Success Team (SST)

Struggling students are provided with a series of interventions to increase achievement and success. Classroom teachers are the primary source of these interventions. When classroom level interventions are not making measurable growth in student achievement (academic and social emotional,) the teacher calls upon the Student Success Team for help. Using the SST process, teachers are supported by specialists from both general education and Special Education to find new methods of intervention.

At times, the SST process reaches a point where a student is considered at-risk and not making progress, even with intervention. At that time, an SST Meeting will be called. This formal meeting brings the team together with the school administration and parents to create an action plan for the child. The action plan includes a check-in process over the following 6-8 weeks to check student progress. If necessary, the team meets again to plan the next steps.

Outcomes from SST meetings can include new interventions, the continuation and monitoring of previous interventions, referrals for support services in general education, counseling services, and even referrals for evaluation for Special Education services.

Often, students under the watch of the SST process begin to see growth and success. It's just a matter of finding what they need and growing them as much as we can.

Positive Prevention Program (formerly called Family Life)

We offer a Positive Prevention Program to eighth grade students. Classroom teachers usually teach the program. Parents are given an opportunity to preview the materials that are used in the class prior to their children receiving instruction. Prior to instruction, a letter is sent home to inform parents about the program and options for previewing materials.

Parent-Teacher Conferences

Parent/Teacher conferences will be scheduled at the end of the first grading period in November for the purpose of reviewing your child's first 12 weeks of progress. If for some reason, however, we feel that a conference is necessary prior to this period, we will contact you by telephone or note. Please call us if you wish to have a conference at any time.

School Site Council (SSC)

This council consists of parents and staff. It is their job to oversee the implementation of our Single Plan for Student Achievement (SPSA) and assist in the evaluation of this plan which outlines school spending and school achievement goals. Members are elected by their constituents and serve a two-year term. Elections are held annually at the beginning of the school year.

SCHOOL HOURS

Bell Schedule

The following schedule depicts regular school days. During the day, all students receive a lunch break. Students in Transitional Kindergarten through Grade 6 also participate in one morning recess break. Middle School students in grades 7-8 have a morning break between Period 2 and Period 3. A comprehensive Bell schedule is located on the school webpage. Basic information follows:

Regular School Day	Start Time	Dismissal Time
Transitional Kindergarten	8:30 AM	12:00 PM
Kindergarten-Grade 3	8:30 AM	2:20 PM
Grades 4-8	8:30 AM	2:46 PM

During Parent Teacher Conference week and on the last day of school, minimum days are scheduled. Please consult the school website for minimum day dismissal times and dates.

Minimum School Day	Start Time	Dismissal Time
Transitional Kindergarten	8:30 AM	12:00 PM
Kindergarten-Grade 8	8:30 AM	1:05 PM

Arrival Procedures

Supervision of students at Rio Seco begins at 8:15 A.M. To ensure the safety of all children, students should not be on the school grounds before that time. If you leave for work early, please make the necessary arrangements to have your children taken care of until supervision begins. Please remind your child that he/she is to wait outside the main gate before school begins and must immediately go home when dismissed at the end of the day.

Please leave your house with enough time for your child to be seated in class when the **8:30 A.M.** bell rings. It is important that all students be on time. Punctuality is a life skill that carries over into the work force. If your child arrives to the classroom after 8:30 A.M., they will be marked tardy by the classroom teacher. Once gates are secured, they will receive a Welcome Slip through the front office and marked tardy by Office Staff.

Dismissal Procedures

TK – Third Grade Dismissal Procedures

TK and Kindergarten students are dismissed from the kindergarten gate. For grades 1-3, you may choose to wait in your car in the drop off/pick up lane until you get to the front yellow loading zone. Parking is available in the Food 4 Less lot, our surrounding neighborhood, or on Riverwalk. Please be on time to pick up your child at dismissal time. Children who are not picked up on time will be sent to the office.

Fourth – Eighth Grade Dismissal Procedures

Teachers of students in grades 4-8 will dismiss them from their classrooms. Students need to be picked up or walk home. Any student that remains at school at 3:00 p.m. will be sent to the office.

Bus Pick-Up Procedures

Students awaiting pick-up from the bus will proceed to the designated pick-up area. To ensure efficient boarding, any students in need of using the restroom or getting a drink of water will ask an adult prior to leaving the main campus, ensuring they are accounted for when boarding begins. While riding the bus, students are under the supervision of the bus driver and are expected to use courtesy, respect, follow directions, and abide by school rules. To support the safe transportation of students, pupils may be given a seating order, directions for use of devices, volume guidelines, or other directions.

Traffic and Parking Lot Safety

Many of our students are driven to school in the morning and are picked up by parents in the afternoon. In the interest of student safety, please observe the following procedures as you drop off or pick up your children at Rio Seco. Your patience and cooperation will make the traffic flow smoother and keep the parking lot safe for everyone. We know how anxious you are to see your children at the end of the day, and we greatly appreciate your help with parking lot safety.

- The speed limit is 5 MPH.
- Have your child ready to exit the car if you are in the drop off lane, this helps with congestion.
- Students may only be dropped off or picked up in the drop off lane, or parents may park in a designated spot and then walk to drop off or pick up their child using the crosswalk or curbs.
- When crossing from the parking lot to the curb, please use the designated crosswalk.
- Please do not park in the drive-through lane; this causes an unsafe situation for all.
- Pull completely forward in the drive through lane during arrival and dismissal.
- ALL students must be dropped off along the yellow curb.
- Finally, all those using the parking lot and driving through lane must comply with staff directions. Failure to do so may result in being restricted from the parking lot and/or drive through lane.

Thank you in advance for your patience and cooperation with this!

Bicycles

Students in **grades 4 – 8** may ride bicycles to school if they have a Bicycle Riding Permission Slip on file. California State Law **requires a child to wear a helmet** when riding a bike. It is the student's responsibility to make certain their bicycles are safe and secure. Students must provide a lock for their own bicycle. Please make certain your child has been fully informed of all the safety factors and apply them while riding. The school is not responsible for any bike that is stolen. A Bicycle Riding Permission Slip is available in the school office. This form must be turned in annually. Students who do not comply with helmet laws and safety regulations while riding their bicycle will lose their privilege to ride their bicycle to and from school.

Skateboards, roller-skates, shoes with wheels, scooters, and rollerblades are not allowed on school grounds at any time. These items will be confiscated if brought on campus and parents/guardians will be required to pick them up in the school office.

OFFICE PROCEDURES

Home/School Communication

We know that for children to be successful in school there must be frequent and open communication. We are always here to listen and to address any concern that may arise. You can access any Santee School District employee through e-mail or staff phone numbers through our website: <http://rs.santeesd.net>. You may also contact our office at infors@santeesd.net or 619-956-5500 if you need to reach us.

Weekly School Newsletters

The principal emails a weekly newsletter called the *Rio Reader*. The Rio Reader includes district news, as well as information from our school and PTSA.

Online Flyers (PeachJar.com)

Almost all school flyers are available digitally using the web service, PeachJar. Families can check PeachJar regularly for the latest information or they can sign up on the PeachJar webpage to have notifications emailed to them when new flyers are posted.

Rio's PeachJar page: <http://app.peachjar.com/flyers/all/schools/55295> Click on "Sign Up" button to have notifications sent to your email. You can cancel at any time.

Schoolwide Emails/Phone Calls (School Messenger)

Other important schoolwide announcements and emergency notifications are only sent as needed. We try not to fill your email/voicemail box.

To receive these messages, you must have a working email address and phone number in the PowerSchool information system and certain settings in place.

Communication Settings

Regular school communication, including the school newsletter, is only sent to those who have "custody of" or are identified as "living with" Rio students. These people are identified by parents during the Annual Information Review (AIR) process each Spring. If you aren't sure about these identifications for your child, contact the office.

Emergency communications are sent to all numbers and emails on file for students unless those addresses or numbers have "Unsubscribed" or blocked these communications in the past.

Attendance Procedures

Every absence, even for part of the day, interferes with your child's progress in school, because each subject is taught step-by-step in sequences geared to the child's readiness and ability. Each skill must be built on carefully developed previous skills. It is especially important that all children be in school regularly because the foundation for all succeeding years is being laid. **Please make every effort to minimize the number of days your child is absent from school.**

Reporting Absences and Tardies

When you are certain your child is going to be absent, please use the Safe Arrival App, the Safe Arrival website (<https://go.schoolmessenger.com>) or call 619-956-5505.

With SafeArrival, you can report your child's absence in advance using any of these 3 convenient methods:

1. Using your mobile device, with the SchoolMessenger App. Log in with your SchoolMessenger account, select Attendance then Report an Absence.
2. Using the SafeArrival website (<https://go.schoolmessenger.com>) Log in with your SchoolMessenger App account, select Attendance then Report an Absence.
3. Call the toll-free number [866-704-5952] to report an absence using the automated phone system.

These options are available 24 hours/day, 7 days a week. Future absences can be reported at any time.

[User Guide and Instructions on using SafeArrival to report an absence](#)

If you attempt to enter an absence and the system won't let you, it means that that automated calling system is active. You can either wait for a call from that system or contact the school office by email or phone. (infors@santeesd.net or 619-956-5500)

If we have not heard from you regarding your child's absence, we will attempt to contact you for a reason for the absence. However, please send a note of absence to the school office with your child when they return if we are unable to reach you and you have not let us know the reason. Be sure to report communicable diseases to the office.

When an absence reason is received late, our Attendance Clerk has up to 72 hours to update your child's attendance record. If after that time you see an error, please reach out.

When you are sure your child is going to be tardy, please send a note with your child. If we are not notified by the home, we must assume that the reason for the tardy is unexcused. We know there are times when a child's tardies are caused by circumstances beyond their control. It is vital for adults to be positive role models for children to help develop responsible habits and future success in life. We appreciate your support as positive role models for your children.

There are very few reasons for absence or tardiness that are excused by state law. Student illness, doctor appointments, attending court, and family tragedy are some of those few reasons. On the other hand, travel plans, oversleeping, traffic issues, and non-illness related reasons are not excused. All absences and tardies are recorded on a child's record, regardless of being excused or not excused. Any student who is absent 10% of the school year or more is considered *chronically absent*, regardless of the absences being excused or unexcused.

If your child is on an intradistrict or interdistrict transfer, they must maintain satisfactory academic achievement, attendance, behavior, and be punctual in arriving to class. If any of these conditions are not met, the transfer permit may be revoked.

Excessive Absences/Tardies

If a significant number of attendance marks are noted (tardies or absences) or a child is otherwise identified as chronically absent, a meeting will be called to create an improvement plan and a Student Attendance Review Team (SART) contract will be put in place. This contract will be designed to support improved attendance and will include restrictions such as requiring a doctor's note for all future illness-related absences. If attendance concerns still exist, a District Level Attendance Review Team (DART) meeting will occur and/or referral to the School Attendance Review Board (SARB).

Independent Study Contracts (ISCs)

Independent Study Contracts are agreements for students to complete work during extended absences (3 or more consecutive days) both planned and unplanned in order to forgive the absences. Teachers create a series of assignments for the student to complete while out of school.

To obtain an ISC, please contact the Student Attendance Clerk in the main office. The request for the ISC for a planned absence should be received at least 5 days prior to the planned absence. This allows the necessary time to obtain the appropriate signatures and for the teacher to prepare work. If your child has an unexpected absence of 3 or more days, please contact the Student Attendance Clerk about ISC options.

In order to complete an ISC, all signatures must be obtained in the time allotted, and the student must turn in all ISC assignments when returning from the absences. Incomplete work means that there may be only a partial forgiveness of the absence. If the work is not turned in when the student returns, or signatures are not appropriately obtained, the contract cannot be considered valid, and no absence forgiveness can occur.

Signing Students Out Early

The adult picking up the child must come into the office to sign a child out early for the day. Your child will **ONLY** be released to an adult listed in the emergency information you have provided to the school. Government-issued identification will be requested to verify identity, including parents. This is to ensure the safety of students. If you know you will be picking your child up early, please send a note with them in the morning to share with the teacher. When picking up your child early please remember to allow yourself enough time to sign them out. **Please do not call ahead with the expectation your child will wait in the office.** We will call for your child to meet you in the office when you arrive, not before. Students will not leave their learning area until the adult picking them up is on campus to maximize instructional time. Please plan accordingly.

Please note that if you arrive after **2:00 PM (K-3 grades) or 2:30 PM (4-8 grades)** to pick up a child, it may take extra time to get them to you. These times are adjacent to our regular dismissals and often very busy. In addition, please note recess and lunch times on the Daily Schedule listed in this handbook and on our webpage. If you pick up during lunch or recess time, plan for a longer wait time to allow us to deploy staff to locate your child and then escort them to retrieve personal items.

Anytime you plan to change the method in which your child goes home, please inform the teacher directly. If you call the office at the last minute to get a message from your student, we cannot guarantee its delivery. We want to help, and we ask you to please plan ahead.

Emergency Procedures

We conduct emergency drills throughout the school year per School Board policy. We feel it is important to have our students prepared for any emergency that may arise, such as a fire, earthquake, etc. In case of an emergency, we will work to communicate with families in any means possible or available (e.g., school website, School Messenger phone messages, emails, text message, social media, written correspondence, etc.). Children will not be released to any individual that is not indicated as an emergency pick-up on file in the office.

Emergency Contact Information

We must have accurate emergency information in our information system so we can reach someone in case of illness or accident. Please be sure to participate in the Annual Information Review (AIR) process every year to update and verify your contact information. If you are not sure that we have a proper emergency phone number for your child, please contact the school office. If we have no emergency number available for your child, we may need to contact the Sheriff's Department in case of emergency.

School Telephone

Each classroom has a telephone for outgoing calls. Students may use a school phone when necessary. They must obtain permission from an adult prior to use. Students may not use personal devices to communicate during the school day.

If Your Child is Delayed After School by Staff

Teachers and school administration will telephone parents in advance when a pupil is required to remain after school longer than ten minutes for counseling, completion of work, problem-solving, or school sponsored activities.

Inter/Intra District Transfer Agreements

We consider all students at Rio our students. Students who attend our school on inter/intra district transfer agreements are subject to the conditions of the agreement signed by parents prior to attending Rio. Grades, attendance, and behavior must be appropriate at all times. Poor grades, attendance, or behavior may result in revocation or non-renewal of inter/intra district transfer agreements.

Health Office Procedures

Rio's Health Office is supported by our Health Clerk. District Nurses are also available to come to our school to assist, most often in support of students with exceptional health needs.

Illness/Injury at School

If a child has a fever or is displaying other symptoms of illness, the parent/guardian or a person listed by the parent/guardian on the enrollment form, as "Emergency Number" will be notified. The child should be picked up as soon as possible. In the event of an injury, the procedures outlined above will be followed. School personnel, including the health clerk or district nurse (LVN), are not permitted to administer treatment or to diagnose.

In the case of a medical emergency, we will call 911 and immediately reach out to a parent/guardian.

Crutches, Casts, and Splints

Please notify the school health office if your child has a cast, splint and/or crutches. To keep all students safe, students who have casts, splints and/or crutches will not be on the play spaces on the playground at recess, lunch, or PE time. They may be asked to stay in the school office, lunch tables, or other designated area until released by medical note.

Medication

In order to have your child take medicine at school, please contact the Health Office (619-956-5504) for directions. We are not permitted to administer medication without a specific school district form signed by a physician. "Medication" includes prescription (e.g. antibiotics) and non-prescription, over-the-counter drugs (e.g. aspirin).

NOTE: All medication taken at school **must** be taken under supervision of a designated school employee and not held by the child during the school day*. In addition, students are not allowed to disperse medication to others. This would include vitamins, cough drops, throat lozenges, etc. If you are unsure, please reach out in advance. Students who disperse medications may be subject to disciplinary action, depending on the circumstances.

*Students with a medical release to carry certain medications (e.g. epi-pens) on their person may do so under specific circumstances. Contact the Health Clerk with questions.

Lost and Found

Clothing, articles and lunch boxes that are left in the classroom by children will be kept in those rooms for a period of time. The articles will then be placed on the Lost and Found Cart when their owners have not claimed them over an extended period of time. The same applies to items left on the playground. **Please mark all jackets, sweaters, lunch boxes, etc. clearly with your child's full name and room number.** Children who have lost their things should check their room first and then the Lost and Found. All unclaimed items will be donated to a local charity regularly throughout the school year. This usually happens around school breaks (Winter and Spring) but may happen anytime the Lost and Found is overwhelmingly full.

Surveillance Cameras

Under the direction of the School Board and guidance of the Superintendent, surveillance cameras have been installed at Rio Seco. You will notice signs at our entry gates reminding the community that the cameras are on campus and active. Cameras are placed in common areas throughout the exterior of our campus and in the front office. The audio capability on the district's surveillance equipment is disabled so that sounds are not recorded.

Recordings may be used in disciplinary proceedings and matters captured by the camera may be referred to local law enforcement, as appropriate. Recordings can be reviewed by school administrators, but recordings may not be shared with others on campus, nor parents and families in order to protect student privacy. If you have questions, contact the Principal or Vice Principal.

FOOD GUIDELINES

Breakfast and Lunch

The school breakfast program is served daily and available at no cost to all students.

Lunch is served daily from our kitchen and is available to all students at no charge. Students may choose to use the inside kitchen which includes the daily menu items and salad bar, or they may use the express cart, which includes pre-packaged entrees and a variety of fresh fruit and vegetable choices in a "Grab and Go" style.

When sending food from home, please provide your child with a healthy snack and lunch and avoid sugary drinks or candy to help ensure the best opportunity for your child to learn and maintain a balanced diet.

Energy Drinks/Coffee

Energy drinks and coffee drinks are not allowed as a snack or part of breakfast or lunch. Students will be asked to finish all items like this before entering campus.

Food Sharing

Students may have a variety of health concerns or restrictions including allergies or dietary requirements. Rio Seco acknowledges these individual needs and supports a safe eating environment. Therefore, we do not support students sharing food or bringing food to share with peers during the school week. This includes bringing large snacks or lunch (such as big bags of chips, big boxes of cookies, whole pizzas) or sharing/trading items during the eating times.

Celebration Days/Non-Compliant Food Days

The Santee School District has adopted a Healthy Eating policy. One part of this plan includes procedures for celebration times (such as birthdays, holidays, etc.) that are basically food-free. Therefore, children may not bring food from home to celebrate personal days, such as birthdays.

Per Board Policy, Rio Seco allows for 5 school-wide non-compliant food days – Halloween, the day before Winter Break, Valentine’s Day, the day before Spring Break, and the last day of school. There are also 5 classroom specific non-compliant food days to be scheduled at the teacher’s discretion. On these days, teachers will provide guidance for students or accommodations for health needs, ensuring allergies are noted and prepared for. If food is brought as part of a celebration, storebought, or business-prepared items are required. Please do not bring home-baked or home-prepared goods. Connect with your child’s teacher for these kinds of plans.

VISITORS AND VOLUNTEERS

Visiting School

The school staff welcomes visits to the school from parents, guardians, and interested citizens by appt. with administration. **You must identify yourself, sign in at the office prior to visiting the classroom, and then sign out as you leave.** This request is made to protect the children from unauthorized visitors, and to locate the teacher for you if the class is out of the room at the time. In order to sign in as a visitor, you must have a valid driver’s license, California ID Card, or Military ID to scan into the computer. A visitor’s badge cannot be created without your ID being scanned first.

Volunteer Program

We regard education as a cooperative enterprise between parents/guardians and school staff. At Rio Seco we appreciate the time and talents that parents/guardians and community members have contributed to our program. If you are interested in helping at school, please contact a classroom teacher or the front office. Parents/guardians and community members can give assistance by serving as a volunteer in the classroom or Learning Resource Center, assisting on field trips, serving on advisory committees, or working in organized parent groups.

All volunteers working on campus must complete a Volunteer Application *annually*. All volunteers on campus must sign in at the office and wear a volunteer badge. Non-school age children of volunteers are not allowed in classrooms, due to possible safety concerns and/or disruption of activities. Thank you for your understanding. If you would like more information about our volunteer programs, please contact our office at 619-956-5500 or email infors@santeesd.net.

The Volunteer Application is an online form that must be completed each year. It will be shared at the beginning of each year via weekly newsletter as well as being posted on the school webpage on the [Volunteer Information](#) page. Please allow up to two weeks for an application to be approved and volunteering on site (or on field trips) to begin.

Finally, be advised that teachers and staff arrange schedules for volunteers that are shared with the office, and there is no "drop in" volunteering on campus.

STUDENT EXPECTATIONS

We believe that the primary goal of Rio Seco School is to provide the best educational experience possible to each student enrolled in our school. We are committed to providing a schoolwide learning environment focused on supporting and encouraging each student's academic, personal, and social growth. We hold high expectations for student achievement and behavior. We believe that all students can behave in school. We feel that all students have a responsibility to behave in a manner that allows teachers to teach and students to learn and does not violate the best interests of any individual in the school community.

Rio Seco has implemented Positive Behavior Intervention Supports (PBIS) to benefit our student population. The purpose of implementing PBIS at Rio Seco is to:

1. Create a more positive culture in the entire learning community.
2. Continue to improve life in school for all students.
3. Challenge students and adults to maintain consistent, high expectations.
4. Inspire positive behavior within the learning environment.
5. Empower the decision-making process by utilizing behavior data.
6. Celebrate the successes of our students and staff.

Rewards for Appropriate Behavior

Students who choose to follow the rules will earn:

- Special privileges and recognition
- Special activities and assemblies
- Special classroom awards
- Positive phone calls home
- STAR tickets
- STAR Awards

Classroom Behavior Policies

Each teacher has developed a classroom behavior plan which has been shared with the students and is posted in the classroom. This plan includes classroom expectations, consequences, positive reinforcement, and communication plan for parents. These plans are somewhat different depending upon the grade level and individual classroom needs.

Consequences

Choosing not to follow behavior expectations will result in intervention and then consequences for repeated negative behavior. Classroom teachers design classroom consequences. Students may also receive intervention and consequences from administrative staff, especially when the behavior moves to repeated minor offenses or becomes a major offense.

We recognize that just as some students may struggle to learn reading or math, some students struggle learning appropriate behavior and emotional regulation. Therefore, our consequences include a component of learning appropriate replacement behaviors and responses.

Also, the general belief is that a student should receive the smallest consequence that is needed to change the behavior, and whenever possible, the consequence should align to the offense and restore the student's relationship with the school community.

Some examples of consequences include the following and move along a spectrum of minor to more significant:

- Verbal redirection/conversation
- Time away from the class/learning area (taking a structured break)
- Loss of personal time (recess/break/lunch)
- Conference with teacher/administration
- Parent contact/conference
- Learning-based consequence (e.g. research paper, personal essay, presentation) on the topic of the behavior displayed
- In-School Suspension
- Out of School Suspension
- Referral to District Student Services
- Administrative Review Hearing (District Level Hearing)
- Expulsion Hearing (School Board Hearing)

There are certain offenses that will result in automatic suspension and may include Sheriff's Department notification. They are as follows:

- Possession or use of alcohol, cigarettes, or illegal substances (Marijuana or other street drugs).
- Possession of any type of weapon (knives, guns, etc.) or incendiary devices (Firecrackers, matches, etc.).
- Fighting with significant injury/disruption.

It is expected that very few students will need to be suspended. With your help, staff will do everything they can to motivate and encourage your child to do their best.

If you have any questions about our discipline procedures, please contact your child's teacher, the vice principal, or the school principal.

Guest Teacher Expectations (Substitute Teacher)

Students are expected to treat all guest/substitute teachers with the utmost respect. The job of a guest teacher can be a very difficult one, and it is the responsibility of all students to do everything possible to make the guest teacher's day a positive one. All classroom and school disciplinary systems will be followed while a substitute is present.

Students are expected to:

1. Quietly enter classrooms and sit in assigned seats.
2. Follow all directions given by the guest teacher.
3. Show respect for the guest teacher at all times.

Students who choose not to follow these expectations will face consequences upon the classroom teacher's return which could include loss of activity, loss of personal time, a learning-based activity, restorative actions, or referral to administration for further attention.

Electronic Devices

Students are expected to interact with a variety of electronic devices while on campus. **The Santee School District Acceptable Use Policy** outlines many general expectations and should be reviewed annually. The policy can be found on the District website under School Board policy 6163.4. The current link to that document is here: [E 6163.4](#) Below are some specific school expectations worth reviewing immediately.

Cell Phones

Rio Seco follows Santee School District policies regarding cell phones. Students may possess personal electronic signaling devices including but not limited to pagers, smart watches, and cellular phones. The school is not responsible for any electronic device brought onto a school campus. Electronic communication of any kind is prohibited on school grounds except under the direct supervision of a teacher with prior approval from site administration. Each school designates a “phone zone” where phones may be used before or after school but under no circumstances during school hours. Rio’s “phone zones” are anywhere outside the school gates before and after school.

Permitted devices shall:

1. Be turned off at all times during the school day, and at any other time when directed by a district employee.
2. Not disrupt the educational program or school activity.
3. Be turned off at all times during instructional study trips.
4. Be turned off at all times while riding on a school bus; and
5. Not connected or linked to school district electronic information system.

The basic rule on campus is: SEE IT, USE IT, HEAR IT, TAKE IT. Therefore, if an electronic device is seen, used, or heard, the following procedures will be put in place:

First Offense: The device will be confiscated and returned at the end of the school day.

Second Offense: The device will be confiscated, and the parent must personally reclaim the device.

Third Offense: The device will be confiscated, and the parent must personally reclaim the device. Additionally, arrangements will be made for the student to turn in their device to the office daily and picked up each afternoon.

A student who violates this policy may be prohibited from possessing a personal electronic device at school or school-related events. No student shall be prohibited from possessing or using an electronic signaling device that is determined by a licensed physician or surgeon to be essential for the student's health. The use of this device will be limited to health-related purposes.

School-supplied Electronic Devices

In grades K-8, all students have a district-issued iPad to use as an instructional tool. Students also have access to and opportunities to use devices while on campus in the form of loaner iPads, desktop computers, laptops, and other electronic devices. We expect these devices to be handled with care and respect throughout the school day.

If a school-supplied accessory such as an iPad charging block or charging cable is malfunctioning, **do not** throw it away. Instead, please bring it directly to the office to submit for repair or replacement. All students and families are responsible for each piece of the device: iPad, case, cable, and charging block, which must be returned at the end of each school year for inventory and updating.

Device Damage/Misuse

If misuse or damage is discovered, disciplinary or monetary restoration may be assigned as necessary. If there is a concern of damage or loss, students and families are required to report it to staff members **immediately** to allow for searching, investigation, or repair to occur. Devices are a powerful asset that we wish to explore and capitalize on daily. Caring for them and their use is important.

Using personal or school-supplied devices to take photos, video recordings, or audio recordings of other students or adults is expressly prohibited on campus and during school-based events unless under the direction of a teacher or approved staff member. School-supplied devices may not be used for the above purposes at any time unless under the direction of a teacher or approved staff member.

School Materials/Textbooks

Students are responsible for all school materials checked out to them. This includes all books, educational materials, and other school equipment. If any items are lost or damaged, the student will be required to pay for loss or damage. Textbooks are loaned to students for their use during the school year. These books should be handled carefully with the idea that other students will be using the books in future years. Textbooks should not be used as notebooks in which papers and assignments are stored, they should not be written in, nor taken from a teacher's classroom without their permission. Students will be charged for any textbook that is lost or damaged beyond normal wear. The average cost of most textbooks is approximately \$70.00 or more.

Students may be ineligible for school activities and/or not receive their final report card if books and other school property have not been returned or fines paid.

Library

The Rio Seco library is open Monday through Friday during the school year. Generally, one book per student may be checked out at a time. Students are responsible for returning or renewing books on or before the due date and are expected to pay for lost or damaged books. Activities and final report cards can be withheld for lost or damaged books. Checking out a library book carries an assumption of responsibility for that book.

Parent volunteers are welcome to support our library. If you would like to volunteer, please contact our Instructional Media Technician directly or the school office.

Reporting Problems

Rio Seco does not support behavior that is bothersome, hurtful, or bullying in nature. If there is a problem, it is important to report it promptly so that staff can assist in stopping the pattern from continuing at school. Typically, the sooner a problem is identified, the easier it is to solve it. There are several ways to report a problem:

1. Speak directly with a teacher, administrator, counselor, or other staff member.
2. Write a statement and submit it to a teacher, counselor, or the school office.
3. Email a staff member or infors@santeesd.net.
4. Call a staff member and speak directly to them or leave a voicemail message.
5. Speak with an adult so they can initiate contact and problem-solving.

Toys/Personal Belongings

Toys and most personal belongings are not allowed at school unless prior written permission has been given by a teacher or school administrator. Such items will not be allowed on the playground, lunch area, or in the classroom without direct teacher permission. If your child brings an item such as the above to school without permission, it will be taken away and placed in the office where a parent must pick it up after school. Valuables should be left at home. It is our belief that they are not necessary for the educational process and may be lost. The school will not be responsible for lost, broken, or stolen items of this nature that are not allowed on campus.

Recently students in grades 3-8 have been given limited permission to bring certain items (e.g. trading cards, board games, etc.) to be used during lunch breaks. Students may NOT trade items. The expectation is that all children leave with the exact same items they brought to school. This practice may be suspended at any time, and we reiterate the school will not be responsible for lost, broken, or stolen items of this nature.

Physical Education

All students participate in PE activities during their school week. Adherence to the dress code (listed below) allows students to play safely as well as without distraction. Appropriate shoes (running shoes or tennis shoes), shorts, and skirts of appropriate length with appropriate straps, and no distracting jewelry are examples of how to dress to be ready for physical activity at all age levels.

Junior High PE

In addition, students in grades 7-8 participate in a daily PE class for which they will need to change into PE clothes in the locker rooms. All personal clothes, shoes, and P.E. supplies must be locked in lockers daily. Combination locks are provided. Students are responsible for their OWN uniforms and should not be sharing or borrowing the clothes of another student. Students should take home their clothing to be cleaned a minimum of once each week, usually on Friday. Students receive a grade for PE class each trimester, which is based on dressing out and participation in sports activities.

Non-Discrimination Policy and Uniform Complaint Procedure

It is the policy of the Santee Board of Education that all persons, regardless of their sex, be afforded equal rights and opportunities and enjoy freedom from discrimination of any kind in our educational programs and settings.

Should it be needed, the District has a Uniform Complaint Procedure that is posted annually and can be found on the District website under [Board Policy 1312.3](#).

Dress and Grooming (Board Policy and Administrative Regulation 5132)

Rio Seco follows the guidelines defined by the Santee School District Board of Education. Parents are responsible for their own children's dress. However, in the interest of health and safety standards, all students are always expected to be clean and neatly groomed in appearance and dressed appropriately. Below is the Santee School District's Revised Dress Code:

- Each school shall allow students to wear sun-protective clothing, including but not limited to hats, for outdoor use during the school day if these articles comply with the requirements in this administrative regulation.
- In addition, the following guidelines shall apply to all regular school activities: Appropriate shoes must always be worn. Sandals must have heel straps. Flip-flops or backless shoes or sandals are not acceptable. Heels must be of a reasonable height and not be unsafe in the school environment.
- 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 death, violence, racial, ethnic or religious prejudice.
- Hats, caps, and other head coverings shall not be worn indoors.
- Clothes shall always be sufficient to conceal undergarments. See-through or fishnet fabrics, halter tops, spaghetti straps, off-the-shoulder, or low-cut tops, strapless or tube tops, backless shirts, bare midriffs, and skirts or shorts shorter than mid-thigh are prohibited.
- Gym shorts may not be worn in classes other than physical education.
- Hair shall be clean and neatly groomed, and the color may not cause a distraction to the educational environment. Hair may not be sprayed by any coloring that would drip when wet.
- Spiked jewelry and waist chains will not be allowed.
- Students must be cleanly dressed so as not to promote unhealthy or unsanitary conditions.
- Bandanas and sweatbands shall not be worn unless prior approval is granted by a site administrator.
- Overalls are considered pants and must have an appropriate shirt worn underneath.

- Muscle shirts, tank shirts, or underwear shirts may not be worn. Clothing that is suggestive or revealing will not be allowed.
- Facial piercing shall be limited to the ears only. Any other piercing must be plugged with a skin tone plug (no color).
- Pants must not be worn to expose undergarments or bare skin above the waist.
- Clothing that is considered nightwear (pajamas and slippers) may not be worn apart from a designated day by the school.

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.

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.

Gang-Related Apparel and Racial or Ethnic Symbols

Gang related apparel or clothing with racial or ethnic symbols is prohibited. Annually the District will work with the Sheriff's Department to identify specific logos, designs symbols, verbiage, etc. that are associated with gangs. This information will be provided to the school administration each spring so that families can be informed of the dress code requirements before the end of the school year.

Violating the Dress Code

Violations of the dress code are addressed on a case-by-case basis and with discretion. Depending on the situation, TK-5 students may be sent to the Health Office to call home for appropriate clothing or may borrow loaner clothing from the Health Clerk. Middle School students in violation may be asked to contact home for replacement clothing, offered a loaner PE uniform if available, or be given appropriate clothing from the Health Clerk. In some situations, the student may simply be directed not to wear the items again at school.

Students who chose to repeatedly defy the Dress Code will be subject to disciplinary consequences.

Homework

According to the Santee School District Board of Education Policy, the following purposes and criteria provide the framework for homework assigned at Rio Seco School.

Purposes of Homework

Homework at Rio Seco School serves one or more of the following purposes:

1. Provides essential practice in needed skills.
2. Trains pupils in good work habits.
3. Affords opportunities for increasing self-direction.
4. Enriches and extends school experience.
5. Helps children learn to budget time.
6. Brings pupils into contact with out-of-school learning resources.
7. Promotes growth in responsibility.

Homework Criteria

Your child's teacher assigns homework using some or all the following criteria:

1. Does the homework serve a valid purpose?

2. Is it well within the capabilities of the pupils?
3. Has the class been thoroughly motivated for the work?
4. Does the assignment grow out of school experience?
5. Is the work related to children's interest? Is it interesting?
6. Does the assignment extend children's fund of information?
7. Is the work adapted to individual needs, interests, and capacities?
8. Are pupils entirely clear about what they are to do?
9. Can the pupils do the work without the assistance of parents or others?
10. Is the assignment a reasonable one in view of the pupil's home condition?
11. Does the assignment minimize the temptation merely to copy information?
12. Can the homework be evaluated fairly and/or be used in the daily program?

Parents are encouraged to set aside daily homework time that includes reading time for students and to communicate, read together, and understand the importance of completing homework assignments.

Checking Grades Online

Students in grades 6 through 8 and their family can monitor and check grades online through PowerSchool. As assignments are graded, scores are posted to display each child's individual progress. However, due to the number of assignments and students, assignment grades are not typically input nor updated daily. However, they are updated regularly. Weekly checks of PowerSchool can be helpful for any student or family to help continuously monitor progress.

We believe waiting to check grades online at the end of a trimester is not conducive to improving student grades, because addressing missing assignments weeks or months late may not allow for full credit if they are accepted at all. If a family is ever concerned about a child's progress over the course of the trimester, please contact the teacher to discuss details about the class immediately. **Do not wait until the end of a trimester; it may be too late.**

Directions to Check Grades on PowerSchool:

1. Go to the Rio Seco webpage: <http://rs.santeesd.net>
2. Go to: Resources tab in the menu across the page and choose Student Resources.
3. Select PowerSchool.
4. Input the ID and Password (note: Parent ID and Password can be personalized, and parents can set up an account so that PowerSchool will email a child's grades).
5. When the course grades appear, you can hover the mouse over a grade and click- this will give you a listing of assignments and accompanying scores.
6. "T" refers to scholarship grades (tests, homework, etc.), "E" refers to effort, "C" refers to citizenship.

Middle School Honor Roll

Students who work diligently to achieve high performance are recognized through an honor roll designation certificate each trimester. Sixth, seventh, and eighth grade students who score at least a 3.5 or higher in GPA in the areas of scholarship, citizenship, and effort are designated as an Honor Roll awardee. They are recognized through an activity with their middle school Honor Roll peers at least once a year.

Promotion Requirements for Grade 8

The Santee School District has established minimum academic and behavioral standards for eighth grade students to participate in the promotion ceremony, special activities, and the annual excursion day. At

Rio Seco, we want all our students to succeed, but standards are only worthwhile if students have support in meeting them.

In order to meet the requirements for the 8th grade Promotion activities, including the excursion, any special activities, and walking during promotion, a student must:

1. **Maintain a cumulative academic grade point average of 2.0.**
2. **Maintain a cumulative citizenship grade point average of 2.0.**
3. **Maintain a cumulative effort grade point average of 2.0.**

Students must have two or less out-of-school suspensions to participate in the excursion activity.

Promotion Activities are a privilege that must be earned. If a student has not been able to follow school rules during the year, they may lose one or more of the above activities EVEN if they meet the above criteria. This is a case by case situation and moves forward with parental communication and input.

Fundraising Opportunities for Activities

We realize raising children is expensive. We provide voluntary fundraisers that students/families may participate in to help offset Sixth Grade Camp and seventh and eighth grade activity costs. These fundraisers happen twice each year and are offered beginning in fifth grade. Money raised through these fundraisers is considered school funds. We earmark your child's portion and apply it to the activity cost. These funds cannot be refunded; however, they can be transferred to another campus in the Santee School District should your child move.

We will work with families experiencing financial difficulties and try to assist with other school-related expenses as well. If your family needs assistance, please call school administration or your child's teacher, and it will be handled in a confidential manner.

Extra-Curricular Activities

Children will receive information regarding cafeteria helpers, safety patrol, student council officers and representatives as they are offered.

Safety Patrol

Fifth grade students may apply to participate in the Safety Patrol Program. The following are things taken into consideration when selecting students: citizenship, attitude, effort, and responsibility.

Please be kind and considerate whenever you are dealing with our very dedicated Safety Patrol students.

Associated Student Body (ASB)

The Associated Student Body plans ways to improve our school through spirit activities and service projects. The group studies suggestions from each class when they have a meeting. 7th and 8th grade students participate in the election process. Meetings take place during our ASB elective time.

Spirit Days

Many classes have their own classroom celebrations for good behavior. In addition, we host schoolwide spirit days. On those dates, it is important that we still abide by school rules such as wearing appropriate clothes and shoes, leaving nuisance items at home, etc. The classroom teacher will provide parameters for the day.

Junior High students also host spirit activities such as dances, spirit competitions, and special events. These activities are considered privileges and may be revoked if a student demonstrates concerning behavior. In addition, if there is an after-hours event, a junior high student will only be allowed to participate if they attend school on the day of the event. Absent students or suspended students **WILL**

NOT be allowed to participate. School rules such as the cell phone policy and dress code apply at each of these school events, regardless of the time or location.

Parent Teacher Association (PTSA)

The Parent Teacher Association (PTSA) was founded in 1897 as a volunteer organization to strive to help parents and teachers provide a better life for children growing up in modern America.

1. To promote the welfare of children and youth in home, school, church, and community.
2. To raise the standards of home life.
3. To secure adequate laws for the care and protection of children and youth.
4. To bring into closer relation the home and the school, that parents and teachers may cooperate intelligently in the education of children and youth.
5. To develop between education and the general public such united efforts as to secure for all children and youth the highest advantages in physical, mental, social, and spiritual education.
6. To promote the welfare of children and youth in home, school, church, and community.
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8. To secure adequate laws for the care and protection of children and youth.
9. To bring into closer relation the home and the school, that parents and teachers may cooperate intelligently in the education of children and youth.
10. To develop between education and the general public such united efforts as to secure for all children and youth the highest advantages in physical, mental, social, and spiritual education.

We have a very active PTSA organization at Rio Seco School. The membership drive begins in early fall. PTSA communicates through online flyers (PeachJar), email, and newsletters that share details of upcoming programs and events.

You can join online: <https://jointotem.com/ca/santee/rio-seco-school-ptsa>

Follow PTSA on Facebook

Have a great school year!