



RIO VISTA ELEMENTARY SCHOOL

PARENT/STUDENT HANDBOOK

2026-2027

Revised 7/16/26

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School Contact Information

Rio Vista Elementary School

67-700 Verona Road
Cathedral City, CA 92234

Office	760-416-0032 ext 0
24-Hour Attendance Line	760-416-0032 ext 1
Think Together After School Program	442-295-6029
Fax	760-416-0087
Email	RVESOffice@psusd.us
Palm Springs Unified School District	760-883-2700

Aaron Tarzian, Principal
Taryn Sall, Assistant Principal
Miguel Mata, Administrative Secretary - Bilingual
Anna Perez, School Office Technician - Bilingual
Brandi Moreno, School Office Technician

School Hours

Office Hours

7:10 a.m. to 3:30 p.m. Monday, Tuesday, Thursday, Friday
7:10 a.m. to 3:30 p.m. Wednesday

School Hours

Grades TK-5 (Monday, Tuesday, Thursday, Friday) - 7:45-2:35 p.m.
Grades TK-5 (Wednesday) - 7:45-12:10 p.m.

Before and after school supervision hours

Please do not drop off students before 7:20 a.m.
Please pick all students up by 2:50 p.m.
There is no staff supervision outside of these hours

Attendance

Consistent attendance and punctuality are essential to student success. Missing even a few minutes of instruction at the beginning of the day can leave a student feeling disoriented, which may impact both their confidence and academic performance. One of the most significant ways families can support their child's education is by ensuring they attend school on time, every day, for the full day whenever possible.

That said, we understand that appointments and other obligations may arise. If your child has a medical appointment or needs to leave early, we strongly encourage you to have them attend school for any portion of the day that is possible. Partial attendance is always preferable to a full-day absence.

Notification of Absence

All absences are to be reported to the school on the same day as the absence. The school office is open from 7:00 a.m. to 3:30 p.m. to receive phone calls. The school telephone number is 760-416-0032. If the absence is not verified by telephone, a written reason is required upon the student's return to school. These can be submitted via ParentSquare, ParentVue applications, or via email to RVESOffice@psusd.us.

Absences

The compulsory attendance laws of the State of California determine whether or not an absence may be excused. Even though the absence is considered "excused," recent mandates state that school will only count for positive attendance rates for students who attend a full day of school, regardless of excused absences. Excused absences are:

1. Illness
2. Quarantine by health officer
3. Medical, dental, optometric, or chiropractic services for the student
4. Funeral for a member of the immediate family

When the Principal approves 5 days in advance a parent or guardian's written request, students may be excused for observance of a religious holiday, ceremony, or retreat. According to state law, attendance at religious retreats shall not exceed four hours per semester.

The staff will make every effort to help students and families solve attendance problems. Adequate warning and information will be mailed home to the parents/guardians of those pupils with excessive absences. Excessive absences will be referred to the School Attendance Review Board (SARB). Parents of students who have habitual absences, whether for excused reasons or not, may be referred to the Riverside County District Attorney by the Child Welfare and Attendance Office.

Assignments for absences and short term Independent Study

Parents of students absent due to illness for *one or more consecutive* days (up to 14 days) may request assignments through the office. Teachers will make every effort to respond to the request by the following afternoon.

Absences due to family travel while school is in session cannot be excused. However, parents may apply for an Independent Study through the office. **The request should be made at least two weeks in advance of the anticipated absence.** To receive credit, all assignments must be completed and turned in to the teacher upon return for evaluation.

Arrival and Dismissal

Arrival

Students should not arrive at school before supervision begins. *Supervision begins at 7:20 a.m.*

Parents are responsible for getting children to school on time. When a student is tardy their arrival will disrupt the rest of the class. The tardy student also misses part of the instructional program impacting their education. The school day begins at 7:45, students who arrive at school after 7:45 a.m. must report to the office to obtain a “welcome to school” tardy slip to enter class. Please help us help all of our students by making certain that each child arrives on time. Any arrival more than thirty minutes late, which has not been explained by a parent or guardian and excused by the Principal, is a truancy.

If you are bringing a student to school, please do not stop in the crosswalk. Also, there is no parking in the drop off line.

Dismissal

Student safety is extremely important at the end of the school day. Students are supervised in the pick-up area for 15 minutes after the final bell. Students that have not been picked up will be escorted inside the school grounds adjacent to the Office.

At the end of the school day, please be cognizant of the importance of safety for each and every child. If everyone exercises patience and remains calm, the process of getting everyone safely home every day can be efficiently accomplished.

When picking up a child, remember to:

- a. Park in appropriate places and walk to meet your child, or
- b. Pick your child up at the curb, *parking in the loading zone or handicap parking spaces is prohibited and can result in a citation and fine.* Please pull forward along the curb to pick up your student. Do not allow your child to cross in front of any vehicles.
- c. Arrive before the end of the 15 minutes past the final bell.
- d. Avoid blocking the crossing area.
- e. Demonstrate courtesy and safe driving while on or near our school grounds.
- f. Always use crosswalks when you are with your child. This is especially important when crossing Verona Road.

Back Gate Rio Largo Rd Arrival & Dismissal

- Back gate is for 4th/5th graders only.
- 4th and 5th graders with siblings may be dropped off or picked up with their TK-3 sibling in the front.
- Students should not cross the street without a family member. Rio Vista staff are not responsible for walking students across the street.
- Please load and unload on the school side of the street only to avoid crossing traffic OR park and walk your student across the street.

- Please avoid using the homeowner alley or driveways, speeding, blocking traffic, or double parking.

Pick Up & Drop Off Map



Leaving Campus During School Hours

Rio Vista Elementary is a closed campus. Once students arrive, they may not leave the campus until dismissal except for a legally excused reason. Parents are urged to make every effort to schedule doctor or dental appointments during non-school hours. If that is not possible, please send your student to school for at least part of the school day. In the event where a student needs to leave campus early, the student will remain in the classroom until a parent or guardian arrives on campus. When early dismissal is necessary, a parent or guardian must come into the office to sign the release for a student and document the reason for the early removal from school. **The person escorting the student from school grounds must be on the electronic emergency card and must show valid identification.** Please list two names with telephone numbers other than yourself who may pick up your child. The persons listed should be local relatives, neighbors, or friends. No person other than a faculty member is allowed to remove a student from a teacher's supervision unless he/she has acquired permission from the office.

Contacting Your Child's Teacher

Communication between the school and the home is an essential element of school success. Please join Parent Square by downloading the app and creating an account using the information (phone or email) that we have on file for you at our school. This way you can stay in touch with your child's teacher and receive important school information/updates. Regular communication from the parent to the teacher is encouraged. If you wish to talk with your child's teacher on the phone, please call when class is not in session. Teachers are

available before and after school to accept calls. Contacting your child via Parent Square is the easiest way to get in touch with him/her.

Uninterrupted Instruction

In order to protect instructional time, it is our practice not to interrupt classrooms during instructional time. Remember to give your child notes, messages, and lunch before he/she comes to school in order to avoid what may result in numerous interruptions to teaching and learning time. We highly discourage families from dropping off lunch during the school day. Lunches from fast food restaurants do not follow our nutrition policy and should be avoided.

Visitors at School

Rio Vista is a closed campus. Visitors will be allowed on campus only if they have a scheduled meeting with a staff member. All Elementary Schools in the Palm Springs Unified school district are closed campuses to provide security for students and staff. We ask that parents and family members help us maintain the safety and security of our students by following our closed campus processes and procedures. Visitors, including parents, will not be allowed on campus during arrival, dismissal or during the instructional day unless they have a scheduled appointment with staff members. If visitors have an appointment, they will need to check in at the office, present a valid government identification, and receive a visitor badge. They will be met by the staff member or be escorted to the meeting location. Visitors will not be able to bring guests or children with them to meetings.

Telephone Calls

The Rio Vista Elementary School office phone number is **(760) 416-0032**.

The school phone is for business purposes only. Phones are answered from 7:00 a.m. to 3:30 p.m.

No phone calls can be forwarded to classrooms during instruction to ensure we don't disrupt teaching/learning.

Breakfast & Lunch

Breakfast and lunch is served free daily in the cafeteria. Students must eat their breakfast at the tables with the designated supervision.

Wellness Policy

Rio Vista Elementary School's Wellness Policy has been developed based on the Palm Springs Unified School District school board adopted Wellness Policy (BP 5030). This policy addresses nutrition, education, physical activity, and nutritional guidelines to meet state and federal regulations. The wellness policy covers the nutritional value of all food purchased and consumed at school. All meals purchased at school will be balanced with attention to fewer calories, less saturated and trans fat, and added sugar.

If your child is bringing lunch, it is important to pay attention to the nutritional value as it relates to sustaining their performance throughout the day.

- Please don't send carbonated soft drinks or sugary beverages or candy.
- Parents are **strongly discouraged from bringing fast food lunches** to their children at school.
- Students are not to share their food or beverages with one another during meal or snack time, due to concerns about allergies or other restrictions on some children's diets.
- Please make sure snacks sent to school are healthy.

Class Celebrations

Class celebrations are limited to one per month. For safety reasons, all food items brought from home for class celebrations must be prepared in an approved commercial facility (e.g. Stater Brothers or Walmart) and pre-wrapped. Food items must meet the District Wellness Policy. Food prepared at home will not be allowed or served in the class. Parents may stay to participate in the celebration if they are approved volunteers and have made previous arrangements with the teacher. However, no **non school aged children are allowed.**

District Wellness Policy

STUDENT WELLNESS: The Palm Springs Unified School District Board of Education adopted a Board Policy for student wellness. This policy discusses nutrition and physical activity. The food served in the cafeteria at breakfast and lunch will have new nutritional guidelines. Low-fat and fat-free milk will be served as well as providing more whole grains. A variety of fruits and vegetables will also be served. The policy also strongly encourages parents not to bring fast food lunches to school. Rio Vista Elementary is requesting that students not bring foods with red dye to school due to the nutritional guidelines and maintaining the cleanliness of the school.

According to the policy, schools should limit celebrations that involve food during the school day to no more than one party per class per month. Each party should include foods that meet nutrition standards. For food-safety reasons, all items brought from home for class celebration must be prepared in an approved commercial facility and pre-wrapped. **Food prepared at home shall not be served in the class.**

Food based birthday treats are not allowed. Please see the information posted here for more information and alternative ideas for birthday treats:

<https://www.smores.com/msvag>

For copies of the nutrient analyses of school lunches, please refer to the school menu. For a copy of the Student Wellness Board Policy in its entirety, go online to www.psusd.us or contact the Nutrition Services Department.

Schools will provide nutrition education within appropriate grade-level curriculum and physical education to foster lifelong habits of healthy eating and physical activity.

Library

When checking out books, students are responsible for all library books and materials issued to them. Checking out a book/material is a contract, which means the student promises to return the book/material in good condition on the date it is due. If books are lost, damaged, or destroyed, library privileges may be revoked.

Loss of or Damage to School Property

Students are responsible for all textbooks and technology equipment checked out to them. They are expected to take proper care of books and to return them at the end of the school year or if they move. If a textbook, any technology equipment or other school property is lost, stolen or destroyed, the student may lose technology privileges.

Lost and Found

Lost items such as clothing and backpacks are placed in the Lost and Found area outside of the cafeteria. Lost textbooks may be found in the office. Label sweatshirts, sweaters, jackets and lunch boxes with your child's name for easy identification. It is amazing how many good articles of clothing are left in the Lost and Found at the end of the year. Unclaimed items will be donated to charity school recess periods (Thanksgiving Break, Winter Break, Spring Break, and Summer Break).

Personal Electronic Devices (e.g. cell phones, smart watches, etc...)

Personal electronic devices (e.g. cell phones, smart watches, etc..) are not allowed to be used during the school day. Personal electronic devices should be stored in a backpack or school storage system, not on your person. Smartphones and other mobile communication devices shall not be used in any manner which infringes on the privacy rights of any other person. The use of cell phones, smartphones, or other mobile communication devices may NOT be used at any time in the gym locker rooms or restrooms, or any place where the occupant has a reasonable expectation of privacy. (Penal Code 647)

Personal electronic devices are only allowed to be used by students after school to contact parents/family to coordinate pick up. Having a personal electronic device on campus is a privilege, not a right. If students use a personal electronic device during school hours we will follow these steps to address the misuse:

- Offense 1: Student will receive a warning regarding proper use of the device.
- Offense 2: Student will have the device removed from their possession by the teacher and will be returned at the end of the school day. A system of check in/check out will be put in place so the student doesn't have access to the device during the school day.
- Offense 3: Student will not be allowed to have the device on campus.

Information regarding the PSUSD cell phone/personal electronic device policy can be found here:
<https://www.psusd.us/students-parents/school-operations-logistics/cell-phone-policy-and-procedures>

Toys

Basketballs, tetherballs, playground balls and soccer balls are provided for playground use. No footballs or small balls, like tennis balls and baseballs, are allowed. Such items can be confiscated and will remain in the school office until picked up and signed out by parents. Toys/playground equipment should not be brought from home.

Pokemon cards and other tradables are not allowed at school.

Uniform and Dress Code Policy

Rio Vista encourages students to wear spirit wear/school spirit gear to show cohesiveness and school spirit!

Shoes must be worn on campus at all times (BP 5132a). NO Roller Shoes, flip-flops, heels, open toe shoes are allowed due to safety issues. Students who wear them will be sent to the office to call a parent so different shoes can be provided.

If you select not to send your child to school in accordance with our dress code policy, please keep in mind that PSUSD District Policy on standard dress codes for students will still apply. The general guidelines of the policy are as follows:

- Clothing, jewelry and personal items shall be free of writing, pictures or any other insignia which are crude, vulgar, profane or sexually suggestive, which promote the use of drug, alcohol or tobacco or other illegal activity, or which advocate racial, ethnic or religious prejudice.
- See-through clothing and bare abdomens are prohibited.
- Articles of clothing, jewelry, or accessories in the school's opinion that pose a threat to the physical or psychological well-being and safety of the student or others are not allowed.
- Clothing or articles of clothing/accessories related to a group which may provoke others to acts of violence or intimidation of potential violence are not allowed.
- Sunglasses should be worn outside only and prescription glasses only can be worn inside.
- Shoes must always be worn.

Examples of appropriate clothing/dress can be found here:
<https://bit.ly/RVESDressCode>

Academic Procedures

Report Cards

Report Cards are issued at the end of each trimester (during parent/teacher conferences in November, March, and at the end of the school year in June). The Palm Springs Unified School District has adopted a Standards Based Report Card, which will inform parents of student's progress toward mastery of the California grade level standards. Parents will be receiving information regarding the Standards Based Report Card at our Back to School Nights.

Homework

The purpose of homework is to provide the needed opportunity to practice the learned skills presented by teachers during the regular school day. Homework is designed to review and reinforce past instruction, not to introduce new concepts. Homework is an integral part of the total educational picture. Teachers consider homework completion and accuracy when planning instruction and interventions. All students have homework Monday through Thursday nights. Every child needs to develop good study habits in order to be successful at school. If your child is unable to complete the assigned work, contact the teacher immediately for help.

Guidelines for Homework Time

- Select a regular time each day for homework and study. Select a specific time and place. Be consistent. Let the student know that this period of time is set aside for home study. You may want to allow the child some time after school to play as well as some recreation time in the evening. Just before or just after dinner may work best for completing homework.
- Keep distractions to a minimum. Do not have the student working near the TV or radio. Try to keep siblings from bothering the student.
- Check the work. When the student finishes, take a few minutes to look over the work. Check for neatness and obvious mistakes.
- READ! READ! READ! Most importantly, read to your child and/or listen to your child read every day! A minimum of 20 minutes of reading every night is a school-wide homework policy. Research shows that nothing improves reading like reading!

Friday Folders

Each student is provided with a Friday Folder. The purpose of the Friday Folder is to establish an on-going and consistent communication system between school and home. This folder will be sent home each and every Friday. Such things as weekly progress reports, newsletters, flyers, book orders, memos, and any other parent communication will be placed in this folder throughout the week and sent home on Friday.

Please look for this important piece of communication each Friday. Examine the contents; respond to any material, which needs to be sent back to the teacher. Make certain your child returns it for credit on Monday.

School Bus Transportation

The Board of Education has approved the implementation of “Transportation Service Areas” for each school by grade level. Our students live within the designated “Non-Service Area”. As a result, Rio Vista Elementary School does not provide transportation services for general education students. Special education students can be provided transportation if it is required as a part of their IEP.

School Climate and Discipline

Hand in hand we all learn!
Rangers, lead the way!

Expectations

Be Safe, Be Respectful, & Be Responsible

At Rio Vista Elementary, we are committed to creating a safe, respectful, and inclusive learning environment where every student can thrive. Through our Positive Behavioral Interventions and Supports (PBIS) framework, we teach and reinforce our three school-wide expectations: Be Safe, Be Respectful, and Be Responsible. These expectations guide behavior in all areas of the school—from the classroom and cafeteria to the playground and beyond.

We believe that students learn best in an environment where positive behavior is modeled, taught, and celebrated. Our goal is for students to take pride in their learning, their choices, and their school community. Building responsibility and self-discipline is an essential part of a child's growth, and we believe that with support and consistency, all students can develop the skills needed to make positive decisions.

Students at Rio Vista are expected to show kindness, make safe choices, and take responsibility for their actions at all times. Staff and families work together to support these expectations and help students learn from mistakes in a respectful and constructive way.

School expectations are outlined for each area of our campus and kept up to date on our school website located here: <https://www.psusd.us/domain/5680>

Recognition of Good Behavior and Academic Achievement

School Leadership Program (grades 4 & 5)

Rio Vista promotes positive discipline through our School Leadership Program. This program recognizes students who consistently exhibit good school and social behavior. School leadership meets once a month.

Morning Announcements/Daily Awards

Each day we hold announcements that include, student recognition awards, important announcements, and the pledge of allegiance.

Awards Ceremonies

Students are honored with award certificates, donated certificates from businesses, and other prizes. Trimester Awards Assemblies are held three times per school year. The dates of the assemblies are posted in the electronic newsletter and school calendars. Parents will be notified when their child is receiving an award. Parents are encouraged to attend this great photo opportunity to celebrate student accomplishments.

Behavior Reminders

Playground

- During recess, students are to stay in supervised areas only.
- When the bell sounds ending recess, students are to stop and walk to their line up spots.
- Students are not to bring or eat/chew candy, gum, lollipops, etc. to school.
- Hitting, kicking, horseplay, or throwing objects is not permitted.
- No vulgarity or profanity.
- Upon arriving at school, students go directly to the playground. Students are not permitted on campus until **20 minutes prior to school**.
- All eating is to take place in the multipurpose room or outdoor eating area. Trash is to be placed in appropriate containers. Snacks at morning recess must be eaten at the picnic tables.
- Students are not to leave the playground during recess without permission from the playground supervisor.
- Students must follow all playground equipment rules.
- No toys/electronic games are to be used during recess.
- No dangerous objects are to be brought to school.

Bicycle Safety

The school is not responsible for theft or vandalism of bicycles or scooters. Bikes and scooters must be placed in the bike cage and locked in place. Be certain that the bike, scooter and helmet are properly marked to identify ownership. Riding is prohibited anywhere on campus. California law requires riders to wear a safety helmet. No skateboards or roller blades are permitted at school.

Cafeteria (MPR) Rules

- Lunch supervisors are in charge. Follow their directions the first time they are given. Treat supervisors and classmates with respect.
- Enter the cafeteria respectfully. Students with lunches go to their table. Students who are getting a cafeteria lunch wait respectfully in line. All students must get a drink and utensils before sitting down.
- While eating lunch, students will:
 - Stay seated. Speak in soft voices.
 - Raise your hand to ask for help or to leave your seat.
 - Eat only from your own lunch.
 - Talk only to students at your table.
- When finished with lunch, students will:
 - Gather your own trash from the table and/or floor.
 - Wait patiently for dismissal.

- Throw away trash only after the table is dismissed.
- Take no food to the playground to eat during recess.
- After dismissal, students will walk to the playground.

Consequences for not Following Cafeteria/Playground Rules

Students who do not follow the rules are subject to appropriate consequences. Consequences include:

- Short reflection time
- Referral provided to the teacher for a record of the misbehavior
- Referral to principal for severe misbehavior (fighting, dangerous behavior, or defiance to adults) or multiple referrals.

DISCIPLINARY PROCEDURES

Progressive Discipline

At Rio Vista, we believe that discipline is most effective when it is proactive, restorative, and supports student learning and growth. In most cases, behavior concerns are addressed by the supervising adult (teacher, aide, campus supervisor, etc.) using positive reinforcement, reteaching of expectations, and other restorative strategies aligned with our PBIS framework of Be Safe, Be Respectful, and Be Responsible.

Teachers are encouraged to promote appropriate behavior through a variety of strategies, including:

- Individual student conferences
- Direct communication with parents/guardians
- Review of student records and supports
- Referral to the Student Success Team (SST)
- Adjustments to classroom instruction or behavior management
- Development of student behavior contracts or support plans
- Collaboration with support staff, specialists, and the principal

Teachers will maintain regular communication with parents/guardians regarding behavior and interventions. If a student continues to demonstrate challenging behavior despite these efforts—or if the behavior is serious in nature—the teacher may refer the student to the principal for further support.

All referrals to the principal should be accompanied by documentation of the interventions already attempted, unless the behavior is a serious violation, such as those outlined in Education Code 48900 (a–e). In these cases, immediate administrative involvement may be required.

Administrative responses will be determined based on the nature of the incident, the student's needs, and the school's progressive discipline guidelines. Actions may include restorative conversations, problem-solving meetings, loss of privileges, counseling, or suspension when warranted. All disciplinary actions will be handled with fairness, and due process procedures will be followed.

Parent/Guardian Notification

The school will keep parents/guardians informed of disciplinary actions that involve an office referral. For behavior incidents addressed at the classroom level, teachers are responsible for communicating directly with parents/guardians to ensure collaboration and support.

Steps administrators take to address behavior concerns

The principal will review the referral, as reported on the Referral Form, interview the student at an appropriate time, and conduct an investigation as appropriate. The principal will inform parents of actions resulting from referrals. Administrative actions on referrals include, but are not limited to the following:

- Counsel student.
- Confer with the referring teacher and student.
- Confer with parents/guardians, staff, and the student.
- Assign a thinking/writing activity.
- Assign lunch duty or reflection.
- Assign In-School Supervised Study.
- Suspend from one to five days when a student's act is in violation of ED 48900(a...e) or when in violation of ED 48900(f...m) and there is documentation that other disciplinary measures have been attempted and have been unsuccessful.
- Recommend expulsion or suspended expulsion with or without an extended suspension pending the expulsion hearing and Board of Education's decision. Only the Principal of a school can recommend expulsion. A hearing panel reviews the case and makes a recommendation to the Board of Education. Only the Board can expel. Parents have the right to appeal a decision to expel to the County Board Of Education.

Suspension/Expulsion

Under California Education Code 48900, the following offenses are grounds for suspension and/or expulsion from school. Students may be suspended or expelled upon the first incident for the offenses listed in sections a...e.

- (a) Caused, attempted to cause, or threatened to cause physical injury to another person.
- (b) Possessed, sold or otherwise furnished any firearm, knife, explosive, or other dangerous object.
- (c) Possessed used, sold or otherwise furnished, or been under the influence of any controlled substance, alcoholic beverage, or intoxicant of any kind.
- (d) Offered or arranged or negotiated to sell any controlled substance, alcoholic beverage, or intoxicant of any kind, and then sold, delivered or otherwise furnished to any person another liquid, substance, or material and represented the liquid, substance, or material as a controlled substance, alcoholic beverage or intoxicant.
- (e) Committed robbery or extortion.

For offenses in sections f...m, there must be evidence that other means of correcting the behavior have been tried and have not been successful. Only with such evidence of past efforts may the student be suspended or expelled.

- (f) Caused or attempted to cause damage to school property or private property.
 - (g) Stole or attempted to steal school property or private property.
 - (h) Possessed or used tobacco or any product containing tobacco or nicotine products.
 - (i) Committed an obscene act or engaged in habitual profanity or vulgarity.
 - (j) Had unlawful possession of, offered, arranged or negotiated to sell any drug paraphernalia.
 - (k) Disrupted school activities or willfully defied the authority of school personnel.
 - (l) Knowingly received stolen school property or private property.
 - m) Possessed an imitation firearm that is so substantially similar in physical properties to an existing firearm as to lead a reasonable person to conclude that the replica is a firearm.
 - n) Committed or attempted to commit a sexual assault.
 - o) Harassed, threatened or intimidated a pupil who is a complaining witness or witness in a school disciplinary proceeding for the purpose of either preventing that pupil from being a witness or retaliating against that pupil for being a witness, or both.
- (48900.2) Sexual harassment. (48900.3) Hate violence. (48900.4) Intentional harassment.

Due Process Rights

Under the requirements of ED 48900 (above), before a teacher decides to suspend a student from class or an administrator decides to suspend a student from school (except under emergency conditions), an informal conference must be held between the student and the teacher (class suspension) or the student and administrator (school suspension). The student must be told the reason for suspension and of any evidence that supports that decision. The student must be given an opportunity to present his or her side and any evidence. Parents must be notified of the suspension within 24 hours by the teacher for a class suspension, or administrator for a suspension from school. The teacher (class) or administrator (school) must schedule a parent/guardian conference as soon as possible, but no later than five days. Parents may waive their right to a personal conference and confer by telephone if they so desire.

Health and Safety

Travel To and From School

Ensuring student safety while traveling to and from school is a shared responsibility between families and the school. Parents/guardians are encouraged to establish consistent routines, safe routes, and clear expectations for their child's daily commute. Students should follow these expectations and proceed directly to and from school without detours or entering private property.

If there is a change in your child's usual transportation routine (e.g., walking instead of riding the bus, or being picked up by someone different), please notify your child's teacher in writing or through a verified communication

method. Without prior notice, students will follow their regular dismissal routine. For example, if a student typically rides the bus and we do not receive alternate instructions, they will be placed on the bus as usual.

To help ensure safety, please teach and reinforce the following expectations with your child:

- Always cross streets at corners or designated crosswalks.
- Look both ways and wait for a safe opportunity before crossing.
- Stay alert and avoid distractions when crossing streets.
- Follow the safest, most direct route to and from school.
- Respect the property of others while walking through the neighborhood.
- Never approach or accept rides, gifts, or treats from strangers.

By working together, we can ensure our students arrive at school and return home safely each day.

Emergency Cards

Each year parents/guardians must complete a new emergency card using the ParentVue application. It is imperative that the school office be kept informed of all changes of address or telephone number(s). Current addresses assure delivery of information from the District Office, important notices, etc. Current telephone numbers enable the school to contact parents or guardians for emergency purposes, to clear absences, or other circumstances as needed. Please inform the office any time there is a change in the basic information or a change in emergency contact persons authorized to make decisions in emergency situations.

It is essential that the information on the card is kept current. The information includes:

- A home and/or mobile number (if there is no phone, use a neighbor as a message phone).
- Emergency contact phone numbers (persons you authorize to pick up your child). A child will only be released to the person(s) listed on the emergency card with prior parent authorization.
- Name, address, and phone number of your child's doctor and dentist.

In an emergency, parents/guardians will be the first person called unless the emergency is so severe that emergency medical services need to be contacted too. When parents/guardians are unavailable, the emergency numbers will be used. If you or the emergency contacts cannot be reached, the only option is to use our judgment in obtaining medical attention for a seriously ill or injured child.

If a family is going to move out of the Rio Vista Elementary School attendance area, parents should notify the school office by calling or sending a note stating

the date the family is moving and the new address. At that time, the student will have to return any books or materials that belong to the school.

Illness at School

If your child becomes seriously ill or injured at school, we will contact you immediately to pick up your child for your own observation or examination by your family physician. If we cannot reach a parent, the student will be discharged to the person named on the emergency card. Seriously ill or injured students cannot remain at school. *It is important for parents to keep medical emergency cards up to date in case a parent or designated alternate adult needs to be called.*

Medication

Instructions (Board Policy 5141.21) (Ed. Code 49423): Any student who must take medication (prescribed or over the counter) must complete the proper Palm Springs USD forms to ensure that medication is administered properly while students are at school. All medication brought to school must be in an appropriate pharmacy container as packaged by the manufacturer and labeled with the student name, name of medication, exact dosage, time medication is to be given, name of prescribing physician, and the date the prescription was filled. This includes inhalers for asthma.

Volunteering/Parent Involvement

At Rio Vista Elementary, we deeply value parent and family involvement as a vital part of student success. When families are engaged, students thrive academically, socially, and emotionally. Our school is committed to fostering strong home-school partnerships and creating a welcoming, inclusive environment for all families.

We offer a wide range of opportunities for involvement, including educational workshops, service events, and family-focused activities throughout the year. Rio Vista ensures that all families—including those with limited English proficiency or disabilities—have equitable access to communication, school events, and leadership opportunities. All school notices, including those related to School Site Council, English Learner Advisory Committee, Back-to-School Night, parent education nights, PTA meetings, and conferences, are sent home in both English and Spanish. Our bilingual office staff are available to assist with communication and help bridge connections between school and home.

The Rio Vista School-Parent Compact and Family Engagement Policy, developed collaboratively by parents and staff, outlines shared responsibilities for supporting student learning and is reviewed annually and how we work together as a team with our families to support learning. Title I funds are used to support our family engagement activities and services. The current School-Parent Compact and Family Engagement Policy can always be viewed on this page of our school website: <https://www.psusd.us/domain/5996>

Parent Teacher Association (PTA)

Rio Vista is proud to be affiliated with the National PTA. The PTA plays a key role in enriching our school community through fundraising, planning events, and supporting student programs such as field trips, assemblies, and school-wide celebrations.

We welcome all parents and guardians to get involved—whether you are available for a single event or an ongoing commitment. PTA leadership positions are open each year, and new members are always needed to help coordinate and carry out projects. If each family contributes even a small amount of time, we can accomplish great things together.

Flyers and school communications will provide updates on PTA meetings and event schedules. If you're interested in joining the PTA or volunteering, please contact the school office or a PTA board member.

School Site Council (SSC)

The SSC is a decision-making body composed of elected parents and school staff members. This council plays an important role in reviewing and approving the School Plan for Student Achievement (SPSA) and overseeing how state and federal funds are used to support student success. SSC meetings are open to the public, and meeting dates are shared in advance with families.

English Language Advisory Committee (ELAC)

The ELAC works in partnership with school staff to support the academic and language development needs of English Learners. The committee provides input on programs, services, and parent outreach efforts for bilingual students and their families. Each year, the ELAC may vote to join the SSC and function as one collaborative group.

Student Success Team (SST)

The SST is a problem-solving team made up of parents, teachers, specialists, and administrators who come together to support students experiencing academic, behavioral, or social-emotional challenges. Students may be referred to the SST by a parent, teacher, or other staff member. Together, the team develops and monitors an action plan to help the student succeed.

Volunteering at school

Parents and guardians are encouraged to volunteer in classrooms to support student learning. Volunteers may work one-on-one or in small groups with students, assist with projects, or help prepare materials. All volunteers must complete the district's online background check process and receive clearance from Human Resources before beginning. Once approved, please coordinate directly with your child's teacher to schedule a time to help.

Please note: For the safety and learning of all students, volunteers may not bring small children to the classroom during their volunteer time.

Volunteers are mandated reporters

All school volunteers are considered Mandated Reporters under California law. If a student shares information indicating potential harm, neglect, or abuse, it is your responsibility to report the concern to school staff immediately. If you are ever unsure of what to do, notify the child's teacher, school counselor, or a school administrator right away. Training and guidance are available to ensure you are supported in fulfilling this important responsibility.

Public Notice: Uniform Complaint Procedures

Title IX prohibits discrimination, harassment, exclusion, denial, limitation on the basis of actual or perceived sex, sexual orientation, gender, or gender identity or expression. Title IX applies to both male and female students and employees in any educational institution receiving federal funding.

A Uniform Complaint Procedures or UCP complaint is a written statement alleging discrimination, harassment, or a violation of a federal or state law or regulation. A UCP complaint must be filed by way of the Uniform Complaint Procedures as written in the California Code of Regulations, Title 5, sections 4600-4687. Issues that may involve filing a complaint using the UCP are under various state and federal programs that use categorical funds such as Adult Education, Career Technical And Technical Education and Training Programs, Child Care and Development Programs, Child Nutrition Programs, Consolidated Categorical Aid Programs, Federal Safety Planning Requirements, Migrant Education, and Special Education Programs. The UCP process will also be used when addressing complaints alleging failure to comply with the prohibition against requiring students to pay fees or other charges for participation in educational activities.

A Williams Complaint, another type of UCP complaint, regards instructional materials, emergency or urgent facilities conditions that pose a threat to the health and safety of pupils, and teacher vacancy or misassignment and may be filed anonymously. Local educational agencies (LEAs) shall have a complaint form available for these types of complaints, but will not reject a complaint if the form is not used as long as the complaint is submitted in writing.

Visit the "Educational Services > State and Federal Programs" section of our school district website (www.psusd.us) for complaint filing instructions and all required posted materials or navigate directly there by typing in or clicking this URL: <https://www.psusd.us/Page/4522>

Nondiscrimination Statement

The Palm Springs Unified School District is committed to equal opportunity for all individuals in education and in employment and does not discriminate on the basis of actual or perceived ancestry, age, color, disability, gender, gender identity, gender expression, nationality, immigration status, race or ethnicity,

religion, sex, sexual orientation, pregnancy, parental/marital or family status, primary language, social class, geographical location, or association with a person or group with one or more of these actual or perceived characteristics. The Board prohibits, at any district school or school activity, unlawful discrimination, harassment, intimidation, and bullying of any student based on the protected characteristics named above. (PSUSD BP1312.3, AR1312.3, BP5145.3, BP5131.2, BP5145.7, AR5145.7).

For any concerns or questions regarding discrimination, equity of Title IX, please contact:

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