

PARENT - STUDENT HANDBOOK
2022 – 2023



ROSEVILLE CITY SCHOOL DISTRICT

Riego Creek Elementary School
3255 Pruett Drive
Roseville, CA 95747
(916) 771-1820
Principal Manny Villalpando

BE SAFE! BE RESPONSIBLE! BE RESPECTFUL!



Parent - Student Handbook

Riego Creek General Information

PHONE: 916-771-1900

FAX: 916-771-1901

Phone Tree Options

1. Reporting an Absence
2. List of School Events
3. Leave a General Message
4. School Location and Hours
5. Cafeteria, including School Lunch Balances
6. Front Office

SCHOOL OFFICE HOURS 7:15 am – 3:15 pm

Admin. Secretary - Ean Clevenger

School Secretary - Anela Thurman

School Website:

<https://riegocreek.rcsdk8.org/>

Principal - Mr. Villalpando

School Colors - Burgandy and Gold

School Mascot - Riego the Raptor

Mission Statement

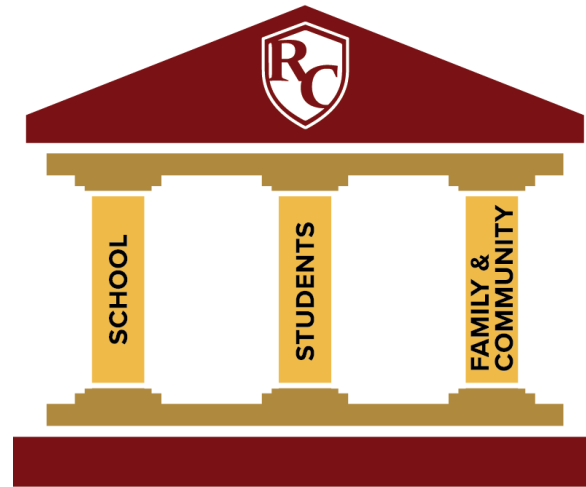
Riego Creek is the place where Dreams become a Reality.

Every student's full potential will be realized!



Parent - Student Handbook

Riego Creek's Approach to Excellence



Building Across All Pillars

Culture

- Relationships
- Core Values
- High Expectations

Collaboration

- Positive Interdependence
- Unified Systems
- Reflection

Acceleration

- Data Analysis
- Responsive
- Celebration





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Bell Schedule 2022-2023

TK Schedule		Kinder Schedule	
Start Time	8:30	Start Time	7:45
Dismissal	11:52	Lunch	11:10 - 11:50 (eat/play)
		Dismissal	12:47

1st - 5th Grade Schedules			
	Grades	Monday, Tuesday, Thursday, Friday	Wednesday (PLC) and Minimum Days
Start Time	1st - 5th	7:45	7:45
Recess A	1st - 2nd	9:30-9:45	9:30-9:48
Recess B	3rd - 5th	9:50-10:05	9:53-10:11
Lunch A	K - 1st	11:10 - 11:50	11:10 - 11:50
Lunch B	2nd - 5th	11:55 - 12:35	11:55 - 12:35
Dismissal	1st - 5th	2:03	12:53

*lunch A - Kinders (eat/play) and 1st (play/eat)

**lunch B - 2nd/3rd (eat/play) and 4th/5th (play/eat)

Conference Week Schedule	
TK Hours	8:30 - 11:52
Kinder Hours	7:45 - 11:23
1st - 5th Hours	7:45 - 11:37



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School Calendar

JULY '22							0
S	M	T	W	Th	F	S	
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10	11	12	13	14	15	16	
17	18	19	20	21	22	23	
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31							

AUGUST '22							15
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28	29	30	31				

SEPTEMBER '22							21
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OCTOBER '22							20
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30	31						

NOVEMBER '22							15
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DECEMBER '22							15
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JANUARY '23							15
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FEBRUARY '23							18
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MARCH '23							22
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APRIL '23							13
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MAY '23							22
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JUNE '23							4
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25	26	27	28	29	30		

PLC - Professional Learning Community: Minimum Day Every Wednesday (All Schools)
 Approved by the Board of Education: 12/15/2021

*Note: Per Ed Code §37220, public schools shall close on the Friday or Monday of the week in which Lincoln's birthday (2/13) occurs.



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School Calendar Key

1st Day of School	★
Students in School	
Teacher Workday/No Students	▬
Non-School Day	■
PLC Wednesday - All Schools - Minimum Day	■
Elementary Conference Week Schedule (Regular Schedule for Middle Schools)	△
Non-School Day/Holidays	■
Minimum Day - All Schools	●

Important Dates to Note

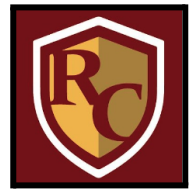
1st Day of School	8/11/22
Last Day of School	6/6/23
# of School Days (Students)	180
# of Work Days (Teachers)	189
End of 1st Trimester	11/4/22
End of 2nd Trimester	2/28/23
End of 3rd Trimester	6/6/23
Report Card PLC Dates	11/2/22, 2/22/23, 5/31/23
Progress Report PLC Dates	9/21/22, 1/18/23, 4/19/23
Elementary Conference Week	11/14/22 - 11/18/22

Students Not in School

<u>Students Not in School:</u>	
Pre-Service Staff Development	8/8/22 - 8/10/22
Labor Day	9/5/2022
Staff Development (District)	8/9/22, 10/31/22, 1/9/23, 4/11/23
Staff Development (School Site)	8/8/22, 11/1/22, 3/13/23
Veterans Day	11/11/22
Fall Break	11/21/22 - 11/25/22
Winter Break	12/22/22 - 1/6/23
Dr. Martin Luther King Jr. Day	1/16/23
Lincoln's Birthday Observed	2/13/23*
Presidents Day Observed	2/20/23
Spring Break	4/3/23 - 4/10/23
Memorial Day	5/29/23
Teacher Work Day	6/7/23



Parent - Student Handbook



Closed Campus

For the safety of our students, volunteers, and staff, Riego Creek is a closed campus.

- Students must enter from one of our Gates or Office
- All visitors must check in with the front office
- All visitors and volunteers must wear a badge
- All volunteers must complete a [volunteer application](#)



Parent - Student Handbook



Drop off and Pick up

TK Only

Teachers will meet and dismiss their classes at the designated gate.

- Please arrive by 8:30 a.m. to hand your child over to his/her teacher
- Pick-up is at 11:52 a.m.

Attendance/Late Arrival:

If you are late and the gate is closed, you will need to enter through the school office.

Kindergarten Only

Drop-Off: 7:45 am

Pick-Up: 12:47 pm

- Please park in a designated spot and walk your student to the “Kindergarten Gate”.
- Please **do not leave your car unattended in the drop-off loop**.
- Teachers will meet their classes there.

Drop off 1st-5th grades

7:45 am

- Students can arrive up to 15 minutes prior to the start of school
- **No parking** in the drop-off loop.
- Drivers **must stay IN the car** and continue to **pull forward** as the line moves.
- Students should be ready to exit the vehicle quickly, do not store items in the trunk.
- Students exit on the curb, do not have them walk around the vehicle or in between cars.

Pick up 1st-5th grades

12:53 pm (W)/2:03 pm (M, T, Th, F)

- 1st-5th grade students will be released through Gate 2, 3, or 4.
- **No parking** in the drop-off loop.
- Drivers **must stay IN the car** and continue to **pull forward** as the line moves.

Parents please – when driving your child to school, keep it slow and remember:

- ✓ Stay in your car unless you are parked in a designated parking space
- ✓ Be polite and considerate of others
- ✓ Watch your speed in the neighborhood
- ✓ Do not park in the bus loading zone – this area is clearly marked with red paint and signs



Parent - Student Handbook



Bicycles, Skateboards, Scooters and Rollerblades

Students who ride bicycles or scooters to school must park them in our bike racks or designated area.

- **Bikes and scooters must be WALKED as soon as students come onto campus or in the parking lot.**
- Students riding bikes are reminded that the rules of the California Vehicle Code are in force – please wear your helmet!

Absences and Tardies

Absences

Children who are absent are required to bring a written excuse from home stating the cause of the absence or parents may call the Absence Hotline (771-1900 option 1) to report the absence verbally. Accurate attendance records are maintained by school personnel. If we do not receive a note, email or message on the hotline before 10:00 am, you will receive a call from school personnel to verify the absence.

When leaving an absence message, please speak slowly and clearly and leave the following information:

- Student Name (please spell the last name)
- Your Name (please spell the last name)
- Teacher's Name
- Reason for Absence – this is very important
- Telephone Number for follow up, if there are questions

Absences are only excused for health reasons, attendance at an immediate family member's funeral, court appearances or religious holidays. All other absences are considered unexcused and may result in truancy proceedings.

If a student is absent 14 days or more for illness in a school year, further absences will need to be verified by a physician. Excessive unexcused absences and/or tardies will be reported to the Student Attendance Review Board, per State requirements.

Tardies

Tardy students must report to the office for a tardy pass before going to class. Please do your best to get your children to school on time so they will not miss or disrupt important instruction. The number one determinant of success in school is regular and timely attendance.



Parent - Student Handbook

Releasing Students from School

If you need to pick up your child during the school day, you must check them out through the office.

- Parents/guardians or other adults picking students up will be asked to show a photo identification and this will be checked against names filled out on the student's emergency card.
- If at all possible, a note should be sent to the school informing the classroom teacher that the student will leave before the end of the school day.

Visiting or Leaving the School Grounds

Parents coming to school during the day for any reason must check in through the office before going to the classroom. All volunteers, parents, and visitors must check in and out through the office and wear "visitor" identification during their time on campus. This helps us identify those who have legitimate business on the school grounds and also enables us to account for everyone in the event of an emergency. Visitors must return and sign out in the office upon leaving the campus. Office hours are 7:15 am to 3:15 pm.

Office Demeanor

Riego Creek Elementary is fortunate to have many visitors and volunteers each day. With so many people entering and leaving our school office each day, we respectfully ask that you help us maintain a quiet zone in our school office to enable the office personnel to conduct business without unnecessary interruptions.

- Please supervise children that are with you
- Please refrain from using cell phones and socializing in the office

We appreciate your cooperation!

Safety Drills and Evacuations

Staff and students rehearse safety procedures for preparedness in the event of emergencies. In the case of fire or earthquake, each class has an assigned building evacuation destination on the playground. Other situations may call for lockdown and/or shelter in place. Safety procedures will be followed to secure the campus.



Parent - Student Handbook



Dress Code

Students at Riego Creek will be expected to dress in an appropriate manner at all times. The dress code is not intended to list all items that are appropriate or inappropriate to wear. Its purpose is to give guidelines for what is appropriate and inappropriate clothing for school.

- Shoes must be worn at all times. Shoes without a back are not allowed and open-toe shoes are discouraged due to safety concerns with running at PE and recess.
- Clothing should be free of writing, pictures, or any other insignia which are crude, vulgar, profane, or deemed inappropriate for school attire.
- Clothing must conceal undergarments at all times. See-through shirts, tank tops, halter tops, spaghetti straps, low-cut tops, bare midriffs, tight shorts, and very short skirts or shorts are prohibited. Pants must be worn around the waist and not hanging below the midsection. All tank top straps must be a minimum of two finger widths wide.

If your child does come to school with items that do not follow the dress code, you will receive a phone call requesting that you bring appropriate attire or asking that you pick your child up, if we are unable to provide an appropriate article of clothing for the student to wear for the day.

Any article of clothing and or accessory that causes an extreme distraction to the learning environment may be deemed inappropriate for school and asked to not be worn in the future.

The purpose of the dress code is to protect the health and welfare of each and every child at Riego Creek. Thank you for your support and understanding in this area.

Social/Emotional Skills

Riego Creek staff teach a social skills curriculum called Second Step. This curriculum will help students become more aware of appropriate social behavior. Students will be taught to recognize and deal with others who are misbehaving and how to handle themselves in a respectful and responsible way.



Parent - Student Handbook

Student Discipline and Problem Solving

Part of everyone's education is learning how to behave responsibly in society. We have developed a problem-solving and discipline plan knowing all students have the right to learn and play in a peaceful, safe environment. The goals of our problem-solving discipline plan are for students to learn to

- Behave responsibly in society
- Respect themselves and others
- Learn and practice problem-solving skills and self-discipline
- Take responsibility for their behavior

Riego Creek's Main School Rules

In each classroom, students review school rules and appropriate behavior choices. At this age, teaching and modeling for students how to solve problems is very important. Riego Creek students are taught problem-solving steps as part of an integrated curriculum.

Our School Rules are:

- Be Safe
- Be Responsible
- Be Respectful

Bullying

Bullying is any act that seeks to intimidate or threaten others. Bullying may be verbal or physical in nature and is repeated with the intent to put others down. Cyberbullying includes electronic acts of intimidation or threats. To ensure that all of our students remain safe and can learn in a healthy environment, none of these acts are acceptable at Riego Creek. Please discuss this with your child so they do not bully others or are not the continued recipient of others' acts. Please notify your child's teacher immediately should your child report a repeated threat. In your conversations about bullying, please distinguish between "tattling" and telling adults. Staff will investigate all reported acts of bullying and deliver consequences as appropriate.

Please keep in mind, that bullying is different from conflict. Students may disagree or have a conflict and that is not considered bullying. **Bullying involves a power imbalance in which the target has difficulty defending him or herself.**



Parent - Student Handbook



Systematic Discipline Plan

Our students must learn and play in a safe environment. We have set expectations to be followed in order for us to have a safe and controlled playground situation with minimum disruption.

In addition to teaching students problem-solving steps, a system of office discipline referral, Raptor Reminder, will be used to monitor misbehavior. When a student makes a poor choice or breaks a rule, a student may be issued a Raptor Reminder. The purpose of the Raptor Reminder is to document the incident and provide our team data to support additional training opportunities.

A student referred to the office for serious or repeated behavior will have a conference with the principal or designee and logical consequences deemed as related, reasonable, responsible, and respectful will be decided by the school principal/designee.

Our sincere hope is that each child will choose to act in a manner that is safe and productive for themselves and others around them.

In addition, behaviors that are more severe and need to be dealt with in a different manner may result in student suspension or expulsion.

Dino Dollars are given to students who are 'caught' doing something good. This could be anything from being patient to being helpful.

School Safety Issues

The Roseville City School District will not tolerate firearms, weapons, or other threats to the safety of the students and staff. The District has high expectations for student behavior. Any and all actions which may jeopardize personal safety will be taken very seriously. The District will not accept comments directed at any student or staff member, which are of a threatening nature.

The District will apply appropriate disciplinary consequences, including possible expulsion. We will not hesitate to file charges with law enforcement or seek restitution on behalf of the District for any applicable damages.

The District will make every effort to notify parents when a direct safety issue for students or staff exists.

We encourage all parents to share any safety information or concerns with the school site administrator.



Parent - Student Handbook



Communications

Riego Creek Elementary School uses **SWIFT Messenger** to send email and voice message communications. These communications include site information and updates about upcoming events and other important information regarding the goings on at Riego Creek Elementary.

Medication

Students may not have medication of any kind (including over-the-counter medications) in their possession on school grounds or during any school-sponsored events. District policy requires that all medications be stored in the school office and that both parent and physician sign a form specifying dosage and administration time. The office staff administers all medicine. Forms are available in the school office.

Hot Lunch

For the 2022/2023 school year, hot lunch is available free of charge for ALL students. Breakfast will also be provided before school free of charge this year.

Snack Recess

Please send a healthy snack for your child to enjoy at snack recess. Students will have the opportunity to eat their snacks in a designated area before going to play. Remind your student to properly dispose of their trash. We want to keep our campus clean.

Healthy Choices

Roseville City School District has a Board Policy on healthy foods in the schools. **This RCSD Board Policy is based on the California Healthy Schools Bill SB12, which has been passed by state lawmakers.**

This policy focuses on serving only healthy foods at school, both in the cafeteria and in the classrooms. The intent is to educate students to make healthy food choices.

Riego Creek will support this policy by implementing the following procedures concerning the distribution of foods in the classroom, by both teachers and administrators.



Parent - Student Handbook



Birthdays and Class Parties

- We will not be allowing students to bring in any food items to share with the class on birthdays or other special occasions.
- If you would still like to honor your child's birthday, check with your child's teacher on suggestions for non-food items (pencils, stickers, erasers, etc.) that could be shared with the class.
- Teachers will not be using non-nutritious foods (candies, cookies, etc.) as a reward for students' academic performance or classroom behavior.
- Teachers will still hold occasional parties during the school year. This will be the time to enjoy those special treats, along with some healthy snacks.

We trust that you will support us in teaching our students the importance and benefits of healthy eating. With childhood diabetes, obesity, and dental health concerns on the rise, we have an obligation to provide our children with the best physical and academic environment.

Homework

Riego Creek is a Homework Optional School.

Learning Extensions and Opportunities will be provided for all students.

- Any work sent home may be used as a reinforcement of the material presented in class. It will serve as more practice for students and their families who believe repetition is a good strategy. It will not be required, graded, or returned to students.
- **Students will never be penalized at school (i.e. missing recess or Fun Friday) if homework is not completed or returned.**
- All students are encouraged to read (or be read to) for **100 minutes weekly.**
- **Any work done at home will not be used towards grades.**
- Teachers will post practice work on their website or give suggestions in their newsletters for families seeking resources.

We believe a child who plays, engages in his/her community, is a contributor to his/her family, and participates in sports and other enrichment activities develops into a successful adult.

It is important for parents and teachers to be in communication about a child's progress in school. Teachers not only use progress reports and report cards as communication but they are always open to scheduling a conference, talking on the phone, or email to review a child's academic standing. Our goal is to develop a strong partnership as we work to support your child.



Parent - Student Handbook

Computers and Internet Use

All students have access to technology as part of their education. The use of computers in the classroom is integrated with reading, writing, math, science, and social studies instruction. Internet use, under supervision, is available to all students. Students may access the Internet only after a signed District Internet Use Agreement is filed with the classroom teacher and signed by the parent or legal guardian.

Short Term Independent Study

Parents/guardians looking to take their student(s) out on short-term independent study for personal family business (not quarantined) **[must complete the online form.](#)**

- **Paper forms will no longer be available at the office.**
- As a reminder, students may use short-term independent study when they will be gone for a planned absence of **a minimum of three (3) days and a maximum of 14 days.**
- If a student takes multiple independent studies, they are limited to a combined total of 14 days each school year.
- Parents requesting short-term independent study will still need to make their request with at **least 5-days' notice before taking their student(s) out of school** to ensure proper notification to their teacher(s) and providing of schoolwork.

Messages and Deliveries

In order to preserve instructional time, no messages or deliveries will be taken to classrooms. You may leave a voicemail for your child's teacher and it will be returned within 24 hours with the exception of Fridays. Messages left on Friday will be returned the next working day. **Balloons, flowers, and/or other distracting items will not be delivered to classrooms.**

Private Party Invitations

In an effort to prevent children from hurting feelings, **private party invitations may not be distributed on the school grounds by students or adults.** Not only does it create some hurt feelings, but it may detract from instructional time. Distribution of flyers or advertisements of any kind is strictly prohibited. Balloons, flowers, and other items sent to the school to celebrate a child's birthday will be kept in the office until the end of the day.



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Telephone Calls

School telephones may be used by students to notify parents of the need to stay after school to complete missed work, in the event of missing the bus, illness, accident, or other unforeseeable situations. Phone messages for students from parents/guardians will be placed in the child's teacher's box by office staff. Please note: except in the case of a legitimate emergency, the classroom will not be interrupted to get messages to students.

Parent-Teacher Conferences

At the end of the first trimester, the parents/guardians of each child will be invited to attend an individual conference with the teacher to discuss their student's progress. Standards-Based Report Cards will be given to parents/guardians at this time. At the end of the second and third trimesters, report cards are sent home with each student. Individual conferences may be arranged by the parent/guardian or teacher, as desired. Parents are invited to request conferences at any time to discuss the progress of their students. Please call the school office or email your child's teacher to schedule a conference.

Classroom Volunteers

Classroom volunteers are welcome and encouraged to help in classrooms and accompany their children on field trips. Parents who volunteer must coordinate times and duties with the classroom teacher and make child care arrangements for siblings. **Siblings and non-enrolled children are not allowed in classrooms, in the office workroom, or on field trips.**

All classroom volunteers must complete an [RCSD School Volunteer Information Form](#) prior to entering the campus. This form will be kept on file for the current school year and requires a copy of the volunteer's photo id. These are required for any parent or family member who will be in the classroom on a regular basis, or for a single event. All volunteers must be COVID-19 vaccinated or attest to a negative home test within 72 hours of volunteering. Category II Volunteers will need to be TB tested and Livescan Fingerprinted.

Field Trips

Field trips are an important part of the curriculum. They enhance and bring to life classroom studies. Prior to a field trip, parents will be informed about all the details.

- All students going on a field trip must have a completed Parent Permission Form prior to departure.



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Field Trips

- Bag lunches for field trips are available from the school kitchen if ordered in advance. Information regarding lunch orders will be included in the field trip packet.
- **The number of Chaperones permitted for each field trip varies by location. Teachers will work with families to ensure access to as many opportunities to volunteer as possible.**
- Field trip chaperones should plan to ride the bus to and from the field trip destination unless there is no room.
- Siblings and other guests may not participate in school-sponsored field trips.
- **All Chaperones must complete Category II Status Clearance.**
- We suggest any family member interested in being a Chaperone complete this process as soon as possible.

Service Animals

Riego Creek welcomes all service animals that visit with families. All schools are bound by California law to accept all animals deemed as service animals on campus at any time, and the school will accommodate the service animal/family as well as any students with allergies/fear of animals to make the environment comfortable for all parties involved.

Class Parties

Riego Creek classes work to secure a Classroom Parent to support with class parties and other classroom events. Work with your classroom teacher if you are interested in the position.

Parent-Teacher Club (PTC)

Riego Creek Elementary has a fantastic PTC that supports our students in a variety of ways. We hope you will join the PTC and play an active role in making this your child's best school year ever!

Get connected to our Riego Creek PTC

[Riego Creek Website](#)
[Riego Creek Facebook](#)



Parent - Student Handbook

School Improvement Plan

Riego Creek has a School Site Council (SSC) consisting of school personnel and parents who help to develop school goals and allocation of funds. This plan is designed to meet the particular needs of our students.

Site monies obtained for our school improvement are used in a multitude of ways, such as purchasing educational materials, student incentives and awards, and/or staff development that allows staff members to enhance educational techniques and knowledge.

All parents are encouraged to become involved with the educational process by volunteering to help with special projects, attending meetings, visiting the school, learning more about the school program, and assisting their child with studies at home.

Lost and Found

Please make sure that jackets, sweaters, lunch boxes, and other items brought to school are **clearly marked with your child's name** and phone number. We accumulate a vast assortment of property during the school year. Items left in the Lost and Found will be donated to a charitable organization at the end of each trimester.

Extra-Curricular & Evening Events

To be eligible to attend extracurricular activities & evening events a student MUST attend the entire school day, the day of the activity. Also, it is at the discretion of the principal that a student may lose the privilege of attending these events if behavior at school warrants such a consequence.

NO Dogs on Campus

Many of our students are allergic and/or frightened by them. Unfortunately, **no dogs are allowed on or around campus, unless they are service animals.**