



Welcome to Cahuilla Elementary

1:1 Laptop School Gr. K-5

Dr. Ryan E. Saunders, Principal

Dear Parents/Guardians and Students,

On behalf of the teachers and staff, I would like to welcome you to Cahuilla Elementary School! We are looking forward to an exciting school year! Please review this handbook and discuss the importance of its contents with your child. You will find many answers to your questions within the pages of this handbook. Please encourage your child to comply with our rules and expectations. These rules are important in securing your child's safety and academic progress. Cahuilla is a uniform school. All students are expected to come to school dressed in a uniform every day, ready to learn. Please read through this handbook carefully for information regarding acceptable dress.

We encourage you to visit the school and take an active part in your child's education. Throughout the year, you will have many opportunities to be involved in school activities. We welcome and encourage your help and support. We are a closed campus; however, you will need to follow all safety protocols in place when coming to campus. We use a system called Raptor to help promote a safe environment when receiving visitors. We believe working together will provide a positive educational experience for your child.

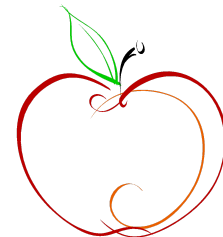
The faculty and staff at Cahuilla Elementary constantly strive to provide the best education for your child. We are pleased to announce that *every* student at Cahuilla Elementary is provided with a free breakfast and lunch. We are very excited to begin the new school year and we have many fun and educational activities planned.

Our mission is to prepare our students for the future. We encourage students to set goals for college and their future career. We want the best for all of our students and we believe that every student can and will succeed.

My door is always open to you and I am happy to meet with you. If you would like to meet with me, please contact Ms. Ingrid Avila and she will schedule an appointment. Please let me know if you have any suggestions, concerns, or you would like to forward a compliment to any of our staff. Working as partners together, we can make a difference in your child's academic journey.

Sincerely,
Ryan E. Saunders, Ed.D
Principal
rsaunders@psusd.us
760-416-8161

Ms. Kelli Faris
Assistant Principal
kfaris@psusd.us
760-416-8161



At Cahuilla Elementary we believe all students can learn; therefore we are committed to high expectations for all students, staff and families.



SCHOOL HOURS

Our cafeteria and campus opens at 7:20. Breakfast is free for all students.

Please do not drop off your children early to wait in front of the school before 6:45am as we do not have staff available for supervision before this time.

REGULAR DAY SCHOOL HOURS

TK/Kindergarten –5th Grade: 7:45-2:35

MINIMUM DAY SCHOOL HOUR

TK/Kindergarten –5th grade: 7:45-12:10

OFFICE HOURS ([Bell Schedule on Last Page](#))

7:00 AM – 3:05 PM

Our Bilingual Administrative Assistant is Ms. Ingrid Avila. We also have two Bilingual Office Technicians, Ms. Angie Carretero for attendance, and Ms. Michelle Varela for general information. If you have any questions you may call our office at 760-416-8161 and they will be happy to help. Our fax number is 760-416-8164. Our school phone is for business purposes only. Students may not use the phone except in a real emergency.

No phone calls will be forwarded to classrooms during instruction.

If you need to change pick up arrangements for your child, we request that you send a note to school to your child's teacher.

Students will not be dismissed early between 2:25 and 2:35. This is when teachers are reviewing homework and answering any questions students may have regarding assignments.

SCHOOL SITE COUNCIL

The school site council shall develop a comprehensive school plan relevant to the needs and resources of that particular school. Each year, an election will be conducted to fill the council with appropriate members for each stakeholder group. Meeting agendas will be posted 72 hours in advance and are open to the public. Interested parents should contact the principal for additional information. Copies of the plan are located at our school website, and hard copies can be provided upon request.

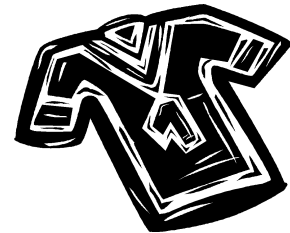
SCHOOL SAFETY PLANS

The school safety plan shall take into account the school's staffing, available resources, and building design, as well as other factors unique to the site when developing a comprehensive safety plan.(Education Code 32281) (Education Code 32286, 32288) (BP 0450 & AR 0450). It is designed to address a variety of scenarios, and copies are available upon request. They will include fire, earthquake, intruder, and shelter in place. Students and staff are trained how to respond in each of these situations.

EMERGENCY PREPAREDNESS: Cahuilla Elementary School practices monthly fire, earthquake or disaster, and intruder drills where all persons present must follow established drill procedures. During an actual emergency situation, a central student release station will be established and **no student will be released to anyone without proper identification from the person requesting the student** and until emergency authorities declare it safe to do so.

SCHOOL UNIFORM / DRESS CODE POLICY

We believe that school uniforms increase the quality of our school. Research has shown us that our students are well behaved, focus on school, and create friendships easier when dressed in a school uniform. As part of our Cahuilla family, we ask that you support our dress code. Similar to sport teams, work uniforms, or being part of a group, this is a way to show pride in being part of Cahuilla Elementary. Thank you for your support!



RATIONALE: According to the California Education Code (E.C. 35183/35183.5), all students shall attend school appropriately dressed. This means that students should not wear any clothing with emblems or symbols, which are potentially disruptive to the learning environment and a positive school climate.

Cahuilla Elementary School's Uniform Policy was written by the School Site Council, following the PSUSD handbook, to encourage an academic, safe, and orderly learning environment. Research shows students are focused on learning rather than appearances when uniforms are worn regularly. Incentives are given to students wearing uniforms. Parents/Guardians may opt their child out of the uniform policy with a written note. Parents/Guardians may not opt their child out of the dress code.

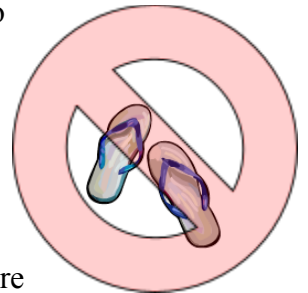
The following items will be acceptable for students to wear in meeting the Cahuilla Elementary Uniform Policy:

Student Uniforms
navy blue or khaki slacks or shorts, skorts, skirts, or jumpers Denim is acceptable.
green, gold or white collared polo or oxford style shirts shirts or blouses Cahuilla school shirts
green, gold, or white sweatshirts or sweaters

Our school colors are green and gold. Students may wear these colors in polo shirts as well. **Cahuilla School T-Shirts are available for purchase as a fundraiser.** Please help support our school and purchase a school shirt in RM 18 by appointment only.

Clothing that is not acceptable at school is listed below. If your child comes to school dressed inappropriately, you will be requested to bring a change of clothing for your child.
Families may not opt out of this dress code.

1. Clothing or hair that distracts student learning.
2. Students must wear hairstyles that are not a distraction to students' learning. Tall mohawk haircuts are not allowed to be worn spiked up as it is a distraction to students in class.
3. Baggy/Oversized clothing.
4. No Short Shorts (length of shorts should come to bottom of finger tips)
5. No undergarments showing.
6. No midriffs (boys or girls).
7. No spaghetti strap tops **that expose undergarments or halter tops of any kind.**
8. No see-through or mesh material. See-through clothing and bare abdomens are prohibited.
9. No strapless shoes/No steel toe shoes/No flip flops/No heels/No Wheelies "Heelys". Shoes must be worn at all times.
10. No clothes with excessive holes that show a lot of skin on legs, stomach, or back.
11. Age appropriate hats may be worn for sun protection. All hats must be worn facing forward at all times and may not be worn inside buildings.
12. No graffiti style articles or drawings are allowed.
13. Belt buckles no longer than 3 inches/No initials or decorative buckles/No long chains around the neck or waist /No bandanas.
14. 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.

Coaches and teachers may impose more stringent dress requirements to accommodate the special needs of certain sports and/or classes. The dress code shall be modified as appropriate to accommodate a student's religious or cultural observance, health condition, or other circumstance deemed necessary by the principal or designee. (AR 5132).



ABSENCES

Attendance is very important. The district does monitor and track student attendance. In addition, if your child is not in school, he/she is missing valuable instruction and can get behind very quickly. If students are not engaged in school, they cannot learn. We have an auto dialer phone system that will call you when an absence has been noted for your child. When your child is absent, please call (760) 416-8161, option # 1 and report your child's absence. You may also report absences through ParentVue. Please schedule doctor and dental appointments after school or non-school days as much as possible. The school receives state funds every day your child is in school. The district has set an attendance goal of 96%. If your family is to be gone for 3 or more days, please contact your child's teacher and attendance clerk, Ms. Angie Carretero for information about Short Term Independent Study. If your child displays any flu/COVID-19 symptoms, including a fever exceeding 100.3, do not send them to school.

EXCUSED ABSENCES:

- (a) Notwithstanding Section 48200, a pupil shall be excused from school when the absence is:
- (1) Due to his or her illness.
 - (2) Due to quarantine under the direction of a county or city health officer.
 - (3) For the purpose of having medical, dental, optometric, or chiropractic services rendered.
 - (4) For the purpose of attending the funeral services of a member of his or her immediate family, so long as the absence is not more than one day if the service is conducted in California and not more than three days if the service is conducted outside California.
 - (5) For the purpose of jury duty in the manner provided for by law.
 - (6) Due to the illness or medical appointment during school hours of a child of whom the pupil is the custodial parent.
 - (7) For justifiable personal reasons, including, but not limited to, an appearance in court, attendance at a funeral service, observance of a holiday or ceremony of his or her religion, attendance at religious retreats, attendance at an employment conference, or attendance at an educational conference on the legislative or judicial process offered by a nonprofit organization when the pupil's absence is requested in writing by the parent or guardian and approved by the principal or a designated representative pursuant to uniform standards established by the governing board.
 - (8) For the purpose of serving as a member of a precinct board for an election pursuant to Section 12302 of the Elections Code.
 - (9) For the purpose of spending time with a member of the pupil's immediate family, who is an active duty member of the uniformed services, as defined in EC § 49701, and has

been called to duty for, is on leave from, or has immediately returned from, deployment to a combat zone or combat support position. Absences granted pursuant to this paragraph shall be granted for a period of time to be determined at the discretion of the superintendent of the school district.

TARDY STUDENTS: School begins promptly at 7:45 AM. Between 7:20 AM & 7:45 AM students are expected to stay on the playground and out of the hallways. Tardiness does count against perfect attendance for the month and school year, unless a doctor's note is provided to the office in a timely manner. Students are to report to the school office if they arrive after 7:45 AM.

TRUANCY: State Law requires parents of children 6-18 years of age to send their children to school. Students absent without permission are considered truant. Being more than 30 minutes late for three days is also considered truancy.

EARLY RELEASE OF STUDENTS: The parent or guardian, on the emergency card must come into the school office to sign out the student. Students will not be called out of class until the parent / guardian arrives to pick him / her up. If anyone other than the parent/guardian, listed on the PSUSD Health & Emergency Card is picking up the student early, the parent/guardian must call the office or send a note. The student will not be released without prior authorization. All adults MUST present a picture ID in order to check a student out of school. We will not release students 15 minutes prior to the last bell at the end of the day, unless there is an emergency. Thank you for your cooperation.

**NO STUDENT WILL BE RELEASED TO ANYONE NOT ON THE CHILD'S EMERGENCY CARD.
PLEASE KEEP YOUR EMERGENCY CARD CURRENT FOR THE SAFETY AND PROTECTION OF
YOUR CHILD/CHILDREN.**

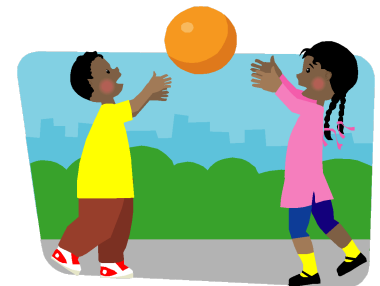
STUDENT EXPECTATIONS

SCHOOL RULES: Cahuilla has a school wide positive discipline program called "Self Managers". Ten school wide student expectations are the focus for our students and staff members at Cahuilla in order to create an environment of mutual respect and school safety. Students will earn a Self Manager badge when they consistently follow all ten expectations and consistently demonstrate the Six Pillars of Character.

Please review these school rules with your child.

Follow these rules to make our school safe:

1. Keep hands, feet, and objects to yourself.
2. Stay in adult supervised areas.
3. Use school property and playground equipment correctly.
4. Walk when moving from place to place on campus.
5. Use walking feet in the designated areas.



Following these rules will help everyone get along with each other:

6. Listen to and follow directions.

7. Be kind. Show respect for yourself, others, and property.
8. Arrive at school on time. Be prepared and dressed for learning (uniform policy).
9. Show responsibility for your behavior and choices.
10. Be proud of yourself, your school, and your community.

TOYS/ GAMES/ CELL PHONES/ I-PODS: Toys, games, and balls (balls smaller than a child's head) are not to be brought from home. If your child brings a ball from home to play with, it is at their own risk. They should be clearly marked with your child's name. The school will not be responsible for any lost or stolen items. Baseball bats, tape recorders, radios, electronic games or devices, etc. are not allowed and will be kept by the teacher until the parent picks them up. Fidget Spinners, Pokemon cards, other trading cards, electronic equipment and toys are not to be brought to school. Students are not permitted to use cell phones during school hours for any reason. All calls must be made through the school office. Cell phones will be permitted only in students' backpacks and **must be off at all times**. If a student has their phone out or turned on, the cell phone will be confiscated until a parent comes to pick up the cell phone from the office. If your child wears a smart watch, it should be on silent mode and should not be used to place phone calls, texts, or recording. Students bring all of these items at their own risk, and the school will not be responsible for lost or stolen items.

SAFE PLACE TO LEARN: At Cahuilla elementary, one of our goals is to provide students with a safe learning environment. Following Education Code EC234 and 234.1, Cahuilla is committed to maintaining a learning environment free from discrimination, harassment, violence, intimidation, and bullying. Students engaging in such acts may be subject to disciplinary action up to and including expulsion. We teach our students the CHARACTER COUNTS! six pillars and expect them to be kids of character.

Weapons, real or imitation, are not allowed on the school campus at any time. This includes toy guns, knives, or making weapons out of inanimate objects. In addition, laser pointers and items that shock are not acceptable at any time. Students bringing in such items may be subject to disciplinary action up to and including expulsion.

CONSEQUENCES OF BREAKING A RULE: Please note, per California State Law §48907 known as *En Loco Parentis*, teachers, administrators, and other certificated employees are obligated to supervise, direct, ensure the safety of, and discipline students accordingly to education code and board policy. Parents do not have the authority to direct students to disobey or ignore the authority of employees of a school district nor do they have the authority to limit a district employee's ability to work with their child within their regular scope of duties. District staff shall enforce standards of appropriate student conduct in order to provide a safe and secure environment for students and staff on campus, but are prohibited from using seclusion and behavioral restraint to control student behavior except to the limited extent authorized by law. If suspension is determined to be an appropriate consequence, then it will be administered with education code 48900 (New AR 5131.41). If there is a disagreement, parents are to follow the complaint process outlined on page 16 of this handbook.

As a school, we focus on positive behavior, good character, and reward students for following rules. We have many incentive programs praising students for making good choices and being kids of character. However, students who break one of the school's rules will receive a behavior

referral. There is a series of progressive interventions in place for students who receive behavior citations.

DISCIPLINE PROCEDURES DEPENDING ON SEVERITY

1. Warning from the teacher or administrator
2. Detention or loss of recess privilege
3. Written Warning Discipline Referral and phone call home
4. Parent conference with teacher/administrator
5. Daily Behavior Contract
6. Suspension In School or Out of School (depending on severity)
7. Expulsion from Cahuilla Elementary School

Any student who is found to be responsible for any of these offenses will be subject to appropriate disciplinary action up to and including suspension/expulsion. The severity of the disciplinary action will be based upon the circumstances of the infraction. If you have any questions about your child's behavior please speak with your child's teacher immediately. Please remember, that disciplinary matters are confidential information and can only be shared with parents or legal guardians.

EXTRACURRICULAR AND CO-CURRICULAR ACTIVITIES

Prerequisites for student participation in extracurricular and cocurricular activities shall be limited to those that have been demonstrated to be essential to the success of the activity. No extracurricular or co-curricular program or activity shall be provided or conducted separately on the basis of any actual or perceived characteristic listed as a prohibited category of discrimination in state or federal law, nor shall any student's participation in an extracurricular or co-curricular activity be required or refused on those bases. (5 CCR 4925) Unless specifically authorized by law, no student shall be charged a fee for his/her participation in educational activities, including extracurricular and cocurricular activities and materials or equipment related to such activities. The Superintendent or designee may revoke a student's eligibility for participation in extracurricular and cocurricular activities when the student's poor citizenship is serious enough to warrant loss of this privilege.

When attending or participating in extracurricular and co-curricular activities on or off campus, district students are subject to district policies and regulations relating to student conduct. Students who violate district policies and regulations may be subject to discipline including, but not limited to, suspension, expulsion, transfer to alternative programs, or denial of participation in extracurricular or co-curricular activities in accordance with Board policy and administrative regulation. When appropriate, the Superintendent or designee shall notify local law enforcement (BP 6145).

TRANSPORTATION

For your child's safety, please send a note or call the school office, if your child is to change their regular routine (bus, walk, or being picked up). For instance if your child is not supposed to ride the bus home as he/she normally would, and is to wait for you to pick him/her up, we must have prior communication from a legal parent/guardian. Otherwise, we will put him/her on the bus. We do not allow children to change their transportation needs without authorization by an adult listed on the emergency card. **Please provide as much advance notice as possible when changing pick-up arrangements.** Please keep your child's teacher informed at all times as to the pick up routine for your child. Riding the bus is a privilege that can be revoked. Please review the following rules and consequences. If you have complaints about bus drivers or their services, you can notify Dr. Saunders and call 760-320-8822 as First Student is a separate company who provides the service.



SCHOOL BUS RULES

Please review these rules with your child.

1. Obey the bus driver's directions and do not argue or distract the driver while performing his/her duties.
2. Remain seated at all times facing the front of the bus using the seat belt.
3. Keep all parts of the body inside the bus at all times.
4. Do not throw things or yell out of the bus windows.
5. No fighting or pushing.
6. Do not eat food of any kind inside the bus.
7. No animals shall be taken on the bus.
8. No loud talking, shouting or other noises.

BUS TICKET CONSEQUENCES

Please review these consequences with your student. Consequences depend upon the severity of the behavior as well.

1 st Bus Ticket	Written warning/administrator notice
2 nd Bus Ticket	Written warning/parent phoned and possible school conference
3 rd Bus Ticket	Suspension from the bus for a specific amount of time depending on the severity of the behavior
4 th Bus Ticket	Suspension from bus for remainder of semester
5 th Bus Ticket	Suspension from bus for remainder of the school year

SAFE WALKING AND BICYCLING ROUTES TO SCHOOL: Students should follow safe walking and bicycling procedures at all times. Students are to cross at street corners, rather than in the middle of a block. The following suggestions are made to help your child walk safely to and from school:

1. Walk with a buddy or group.
2. Walk on the main street where there are likely to be other people.
3. Avoid strangers.
4. Never accept food or gifts from strangers.

5. Make sure that you let your parents know where you are.
6. Walk away from stray animals.

BICYCLES: Generally, we recommend only those students in grades third through fifth ride their bikes to school; however, students in first and second grade may ride their bikes to school with parental permission. All bicycles must be parked on the bike rack and locked during the school day. The school is not responsible for lost or stolen bikes. Additionally, parents are responsible for ensuring that students know bicycle safety rules. The CA Helmet Law makes wearing a helmet mandatory for children under 18 years of age.



CAFETERIA

Due to a state grant, all students receive free breakfast and lunch. Please make sure your child arrives at school in time to eat breakfast. Studies show students learn better when they begin the day with a healthy breakfast. Our cafeteria closes at 7:50 AM, but late students are able to receive a breakfast item until 9:00am. In addition, you may call the food services department at 760-322-4117.

CAFETERIA VISITORS:

For security and the safety of other students, parents will not be permitted to eat breakfast or lunch in the cafeteria with their children. If you have any questions, please feel free to speak to the office staff.



EATING AREA RULES

1. Obey and respect all cafeteria personnel and lunch supervisors.
2. Stand quietly in line until excused to get lunch.
3. Sit at assigned tables only.
4. Pick up paper and trash when finished eating.
5. Leave the table only when dismissed.

PSUSD WELLNESS POLICY

Our District has developed a Wellness Policy that is focused on improving the health of students. The policy was developed with a health and wellness advisory council that includes teachers, parents, students, administrators, guidance counselors, and the school nurse.

Meals, food, and beverages served at our schools meet State and Federal requirements based on the USDA Dietary Guidelines. All meals, food, and beverages are prepared and served by qualified child nutrition professionals. We provide students with access to a variety of affordable and appealing foods that meet the health and nutrition needs of students.

We are proud to invite your students to participate in our free breakfast and lunch program. All students at each of the schools in our district can eat breakfast for free, so we encourage you to have your students come join us for a free nutritious breakfast. Kids feel better and do better in school after eating breakfast.

To get access to the website for PSUSD Wellness Policy, go to www.psusd.us, Parents, Lunch Menu OR you may go to www.schoolnutritionandfitness.com and select Palm Springs Unified School District.

If you would like to sponsor a classroom party for your child, there are specific things you must do before purchasing refreshments and bringing them to school.

- First, contact the classroom teacher 2 weeks in advance and arrange for a date. Teachers are encouraged to conduct all celebrations on one day per month as aligned to PSUSD Wellness Policy.
- Per the PSUSD Wellness Policy: Class celebration foods must comply with state competitive foods, federal Smart Snacks and district wellness policy for nutrition including, but not limited to, restrictions on calories, fat, sugar, and ingredient contents. Food prepared from home will not be served in class. Home prepared items are not permitted out of safety concerns and in compliance with county Food Safety Guidelines.
- Once the approval is received from the classroom teacher, please contact Ms. Avila in the office for a wellness policy acknowledgement form.
- For PSUSD Nutrition Services Pizza lunch party, contact the school office and obtain a “Classroom Lunch Party” application. This form must be submitted 2 weeks in advance.
- Party foods considered to have little or no nutritional value will not be allowed on campus. This includes, but is not limited to cupcakes, cakes, sodas, and other items that do not meet the nutritional requirements outlined at:
<http://californiaprojectlean.org/doc.asp?id=180&parentid=95>
- These steps must be completed at least 2 weeks before the event. Unfortunately, Cahuilla may not be able to accommodate unannounced or pre-planned events that do not provide the necessary advanced notice.

EXCLUDED FOOD/DRINK ITEMS FROM SCHOOL: If you wish to serve these items to your child, that is your right, but items may not be consumed on the elementary campus:

- (1) Energy Drinks or other highly caffeinated beverages (lattes, etc).
- (2) Hot Cheetos/Hot Takis with red dyes as they are considered very messy and difficult to clean up after.

PARENT VUE: You can get information, report absences, and you can email your child’s teacher as well. Additional information will come from the school in order to enroll in this service when it becomes available.

PARENTSQUARE: Cahuilla, as a school, uses ParentSquare (<https://www.parentsquare.com/signin>)

as its primary communication tool. Please work with your child’s teacher or front office to get the app and your account set up accordingly. It is a very simple process. Families are automatically connected and just need to activate their account.

MEDICATIONS: Students are prohibited by state law from having medication in their possession on school grounds without the written directions of a physician. This includes all over-the-counter medicines, as well as prescription drugs. If your child must take medication during school hours, a physician's recommendation must be completed before school personnel can administer the medication.

Medications: Instructions (Board Policy 5141.21) (Ed. Code 79423)

Any student who must take medication (prescribed or over the counter) during the school hours must submit a written statement of instructions from the physician and parental request for assistance in administering the physician's instructions. All medication brought to school must be in an appropriate pharmacy container or 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.

VOLUNTEERING: Parents are encouraged to volunteer at Cahuilla Elementary. Any parent who wishes to volunteer must complete an online application, be fingerprinted, and have a cleared background check before being on campus. All volunteers must have a face-to-face meeting with Dr. Saunders prior to regularly volunteering on campus (This meeting does not apply for parent visits to observe their child's classroom or chaperone on field trips). In addition, all volunteers must submit to the Raptor Safety system which checks the backgrounds of prospective volunteers. Parents are not allowed to volunteer in the classroom where their child is assigned. You may choose to volunteer in another class, at the teacher/school's discretion. Parents may volunteer during lunches - but they must monitor the entire lunchroom/patio. They cannot sit/stand next to their child - they need to move about the area and monitor all student activity. Parents may volunteer in the library, at the librarian/school's discretion. Parents are encouraged to join and participate with the PTO.

VISITING YOUR CHILD'S CLASSROOM: Parents are able to visit a classroom within the guidelines set by the school. At Cahuilla a parent can observe their child in their classroom/campus for a maximum of 30 minutes per week. Teachers/school will need one school day advance notice of a visit. Teachers have discretion if day/time works for them. An administrator or designee must be available to accompany the parent. To ensure minimum interruption of the instructional program, parent visits will take place during regular school days. Visits during school hours should first be arranged with the teacher and administration. Visitors will be accompanied by school staff. (BP 1250)

MOVING: If a family is going to move out of the Cahuilla 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, if the student will not be returning to Cahuilla, the student will have to return any books or materials that belong to the school and he/she will be issued a checkout sheet to take to the new school. If the student is returning to Cahuilla, a new proof of home address will be required to be submitted to the office.

SCHOOL PARKING LOT: For the safety of our children, please do not double park or ask children to cross in the middle of the street. All students must use the sidewalks. Please drive slowly at all times through our parking lot and in the school zones. Watch for children at all times. This keeps traffic flowing and prevents blocked traffic for everyone else. Your cooperation is greatly appreciated as we work to provide the safest possible dismissal for our students. The parking lot is under video surveillance.

DROP-OFF/PICK-UP: The back gate is the main entry and exit for students. Students should exit the vehicle on the passenger side of the vehicle along the sidewalk. This is the safest procedure. Parents are expected to follow the rules of the road and avoid making unsafe and/or illegal actions such as jaywalking, u-turns, or double lane usage in a single lane. The rules of the road do apply as this is a public street, and traffic enforcement falls under penal code and police jurisdiction, not the school. Cahuilla will promptly report any vehicle engaging in illegal and dangerous driving. Jaywalkers or ignorers of street signs may be ticketed. The front gate may be used for pick-up if you are willing to park and walk up to the gate to retrieve your child in person. You need to notify the teacher in advance to establish this pattern.

LOST AND FOUND: Lost and found items are kept in the multipurpose room. We encourage you to have your child check this area regularly. Labeling your child's personal items with his/her name is recommended. We cannot be responsible for lost items.



ACADEMIC AND CURRICULAR INFORMATION

We are proud to announce that Cahuilla is a 1:1 laptop school in Grades TK-5! We have high expectations for our students and have set guidelines that must be followed in order for every student to fully participate in our technology program. All students will be provided with Chromebook laptop computers to use during instruction. Students are to comply with the terms of the Acceptable Use of Technology Agreement or access will be revoked. Their online activity is readily tracked and monitored with a variety of filters, firewalls, and tracking programs such as Google.



STATE STANDARDS / RETENTION POLICY: Students must meet the minimum proficiency requirements adopted by the Board of Education. Students who do not meet the District's standard of proficiency will be at risk of being retained.

WHAT TO DO IF YOUR CHILD IS HAVING ACADEMIC DIFFICULTIES IN SCHOOL: In the event that you develop concerns over a problem occurring in school, please make an appointment to discuss the situation with the classroom teacher. The teacher may

recommend that a Multi-Tiered System of Support (MTSS) be held to discuss your child's academic strengths and weaknesses. If the problem should continue after you and the teacher have tried several solutions, then please make an appointment with the school principal.

PARENT CONFERENCES: During the school year, parents will be invited to meet with their child's teacher for an individual conference before the end of the first and second trimester, and at any time necessary throughout the school year. Please do not hesitate, if you have any questions or concerns, to schedule a meeting with the teacher. You have the right to request to meet with the teacher or principal when the need arises. We will respond to the request within a reasonable amount of time (EC5101).

TEXTBOOKS: Students will be provided with all necessary textbooks. Each child is responsible for giving them proper care. In case of lost or damaged books, the parent is held responsible, and charges may be made.

HOMEWORK POLICY: Homework is an essential part of the educational program. It may consist of the completion of class work and/or special assignments appropriate to the grade level at which the child is working. Homework will be assigned on a regular basis. It may be a long-term project or a short-term assignment designed to develop good study habits, responsibility, and emphasize critical thinking skills. Homework will be assigned to reinforce concepts taught in class, and expected to be returned daily. Parental support is essential in having homework be a successful experience for your child. Please have proper supplies and a quiet place for your child to complete homework at home. When possible, please check over homework with your child before returning it to school. When students know homework is important to you, they will see it is important as well and take responsibility in completing it and returning it to school.

REPORT CARDS: Three report cards will be sent home during the school year, one at the end of each trimester. If a student is doing unsatisfactory work in any academic area, an "At Risk" progress report will be sent home between the sixth and tenth week of each trimester. Report cards are sent via ParentVUE. Hard copies are available upon request.

PROGRESS REPORTS: Teachers will send home progress reports every 6 weeks. We want parents to be aware of the progress of their child at all times and the progress reports are our way of keeping parents well informed of how their child is doing in school. If you do not receive one, please contact your child's teacher immediately.

SHORT TERM INDEPENDENT STUDY PROGRAM: If you are planning a trip which will require a period of time away from school (three or more days), you may be granted school credit by arranging a short term independent study program. Under this plan, your child must complete assignments on the trip in order to receive school credit. You must contact Dr. Saunders at least five days in advance to make arrangements. All of the work must be completed and will

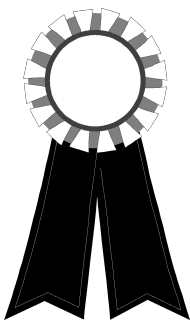
be due on the student's first day back to school in order to receive full credit. Failure to complete work will disqualify a student from future STIS eligibility. Please know, Short Term Independent Study is not the same as direct instruction from a teacher, and this should be used for unavoidable absences.

FIELD TRIPS: Field trips will be coordinated with academic learning. Students may not go on a field trip without a permission slip signed by the parent/guardian. Due to insurance restrictions, parents who are supervising on field trips may not bring other young children with them. Students must show good behavior and complete all school assignments in order to go on these trips. Students with ongoing behavior or safety concerns may require a parent to attend as a chaperone in order to allow them to attend.

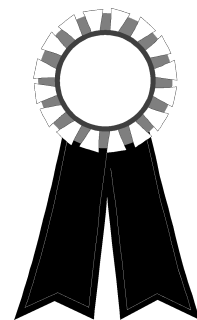
STUDENTS-PREGNANT/PARENTING: The district shall not exclude or deny any student from any educational program or activity, including any class or extracurricular activity, solely on the basis of the student's pregnancy, childbirth, false pregnancy, termination of pregnancy, or related recovery. In addition, the district shall not adopt any rule concerning a student's actual or potential parental, family, or marital status that treats students differently on the basis of sex. The Superintendent or designee shall annually notify parents/guardians at the beginning of the school year of the rights and options available to pregnant and parenting students under the law. In addition, pregnant and parenting students shall be notified of the rights and options available to them under the law through annual school year welcome packets and through independent study packets. (Education Code 222.5, 48980). For more information regarding Education and Support Services for Pregnant and Parenting Students refer to the Palm Springs Unified School District Parent Student Information Booklet of the current school year. (Education Code 221.51; 5 CCR 4950) (Education Code 46015; 34 CFR 106.40) (Education Code 46015) BP/AR 1312.3.

RECOGNITION OF GOOD BEHAVIOR AND ACADEMIC ACHIEVEMENT

Awards assemblies will be planned every six weeks.



Student of the Quarter
Academic
Social-Emotional
Character Counts



UNIFORM COMPLAINT PROCEDURE

PARENT COMPLAINT PROCEDURE: Sometimes problems arise that need to be resolved by utilizing the Parent Complaint Form. This form can be picked up in the school office. You need to briefly state your complaint and then follow these steps:

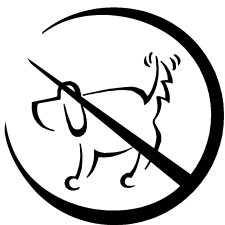
1. Step One--Make an appointment with the classroom teacher to explain the problem. If it is not resolved satisfactorily, go to Step Two;
2. Step Two--Make an appointment with the principal and teacher to explain the problem. If it is not resolved satisfactorily, go to Step Three;
3. Step Three--Call the Palm Springs Unified School District Office at (760) 883-2703



At any time, you may also obtain a UNIFORM COMPLAINT PROCEDURE form from the office. Please avoid sharing too many details with other staff members other than the principal or classroom teacher. These complaints are considered confidential in nature and are between the parent, principal, and person involved in an incident or complaint. Cahuilla Elementary will follow the district's policy outlined in the annual Parent Student Information Booklet. Please refer to the Palm Springs Unified School District Parent Student Information Booklet of current school year for more information. (Education Code 234.1; 5 CCR 4621) (Education Code 221.61) (Education Code 221.8) (Education Code 234.1)

PLEASE NOTE: Adults who engage in disruptive, or threatening language or behaviors, including the use of profanity, may result in a parent/guardian being denied future access to the campus. This could result in you missing very special events involving your child. All complaints can and will be resolved in a peaceful manner. Disrespectful language and behavior will not be tolerated on our campus by any staff member or community member (Penal Code 415.5 (a)(2) and Education Code 32210 and 44811 (a)).

SMOKE-FREE, DRUG-FREE ENVIRONMENT: Cahuilla Elementary provides a smoke-free, drug-free environment. Illegal drugs and/ or smoking are not permitted on any school property, at any time, within the state of California. Prohibited products; electronic cigarettes, electronic hookahs, and other vapor-emitting devices, with or without nicotine, that mimic the use of tobacco products are also prohibited. Prohibitions do not apply to a student's possession of or use of his/her own prescription products. However, student possession or use of prescription products in school shall be subject to the district's policy and regulation for addressing the administration of medication on campus (BP 5131.62).



ANIMALS ON CAMPUS:

Only service dogs will be allowed on campus. For the safety of our students, please keep dogs and animals off school grounds. Your pet may be very friendly;

however, we would not want anyone to be bitten if your pet should become frightened. Service dogs with correct identification will be permitted.

MILITARY FAMILIES: Children of military families face challenges to their academic success caused by the frequent moves or deployments of their parents/guardians in fulfillment of military service. The district shall provide such students with academic resources, services, and opportunities for extracurricular and enrichment activities that are available to all district students. The Superintendent or designee may waive district policies or rules when necessary to facilitate the enrollment, placement, advancement, eligibility for extracurricular activities, or on-time graduation of children of military families, in accordance with the Interstate Compact on Educational Opportunity for Military Children as ratified in Education Code 49700-49704 (BP 6173.2). For more information regarding Enrollment & Residency please refer to the Palm Springs Unified School District Parent Student Information Booklet of current school year.

CHILD PROTECTIVE SERVICES: If any school district employee suspects that a child is being physically and/or sexually abused or neglected, it is our legal responsibility to report this to Child Protective Services (CPS). We would like you to also report any of your suspicions to a school administrator, teacher, or counselor if you have any concerns, so they can guide you through the reporting process; however, this is not required, because abuse reports are, by law, confidential. (Penal Code 11174.3). If a child is to be interviewed at school, Penal Code 11743.3 will be followed. The child shall be afforded the option of being interviewed in private or selecting any adult who is a member of the staff of the school. The Children's Services Division representative shall inform the child of that right prior to the interview. If a child is released from school as a victim of suspected child abuse into the custody of a CSD representative, the school shall provide the CSD representative with the address and telephone number of the minor's parent or guardian. The agency will notify the parent or the guardian that the minor is in custody. (Education Code 48906). The school is not allowed to notify parents/guardians of a CPS representative's visit at a school site, nor deny a CPS representative access to a child.

SEXUAL HARASSMENT: If a student feels that he or she has been sexually harassed by an adult or a student, the pupil needs to immediately tell an adult. The adult is to send the student to the principal. The site administrators will then investigate the complaint, determine the validity, and take appropriate action. Investigations will be conducted in compliance with the PSUSD policy and Education Code.

BULLYING: Bullying is a serious action that can have a negative impact on a child's emotional and physical wellbeing. Unfortunately, it is also a term that is frequently misapplied to other inappropriate behavior. Bullying is defined by Education Code 48900 (r) as severe or pervasive physical or verbal conduct that has, or could have, the following effects:

- Placement of a student in fear or harm to person or property
- Substantially detrimental effect on physical or mental health
- Substantial interference with academics or with school services, activities, or privileges.

Bullying also includes an act of cyber sexual bullying by a student through the dissemination of or the solicitation or incitement to disseminate, a photograph or other visual recording that depicts a nude, seminude, or sexually explicit photograph or other visual recording of an identifiable minor, when such dissemination is to another student or to school personnel by means of an electronic act and has or can be reasonably predicted to have one or more of the effects of bullying described above. Cyber sexual bullying does not include a depiction, portrayal, or image that has any serious literary, artistic, educational political, or scientific value or that involves athletic events or school-sanctioned activities (AR 5144.1).

Do the following if you suspect your child is being bullied:

- 1) Get as much details as you can about the incident(s) (frequency and duration of actions) and:
 - 1) Notify the teacher, or
 - 2) Notify the school counselor, Ms. Campbell, or
 - 3) Submit a Sprigeo report at www.sprigeo.com, or
 - 4) Notify any of the following: Ms. Faris, Asst. Principal, or Dr. Saunders-Principal

It is important to note there is a difference between mean/rude behavior and bullying. Please read the official operating definition of bullying for the Palm Springs Unified School District on the next page. See next page-rest of page is intentionally blank.

To Access the Hyperlinks, view the document at this link: [Bullying and Harassment Policy](#)



150 District Center Drive | Palm Springs, CA 92264
Phone 760-883-2703, ext. [4805101](tel:760-883-2703) |
www.PSUSD.us

Student Services

Laura Meusel, *Executive Director*

PALM SPRINGS UNIFIED SCHOOL DISTRICT BULLYING and HARASSMENT POLICY

The Palm Springs Unified School District prohibits discrimination, harassment, intimidation, and bullying based on the actual or perceived characteristics set forth in Section 422.55 of the Penal Code and EC 220 and of a person's disability, gender, gender identity, gender expression, nationality, race or ethnicity, religion, sexual orientation, or association with a person or group with one or more of these actual or perceived characteristics. This policy applies to all acts related to school activity or school attendance occurring within a district school. EC 234 & 234.1 and BP 5131.2

The Palm Springs Unified School District Board of Education is committed to providing all students with a safe and healthy school environment. To that end, the District, its schools, and the community have an obligation to promote mutual respect, tolerance and acceptance, and not tolerate behavior that infringes on the safety of any student, including bullying. Students and staff shall immediately report any suspected or observed bullying to site administration for investigation and appropriate action. For this reason, we are taking an active role in the movement against bullying in our schools and community such as: Educate parents, children and students, teachers, administrators, lawmakers, law enforcement groups, mental health groups, volunteers, and community members about the tragic consequences of bullying in public as well as some private schools. Bullying takes place in all age groups and at all levels of educations.

Bullying is defined as the harassment of students, intimidation, a hazing or initiation activity, ridicule, extortion, or any other verbal, written, electronic communication, or physical conduct, repeated over time, that causes or threatens to cause bodily harm or emotional suffering, creates a hostile learning environment, or disrupts the normal operation of a school, classroom, or school related activity. Bullying includes cyber bullying, which involves the use of electronic communications to post harassing messages, threats, social cruelty, or other harmful texts, sounds, or images on the Internet, social networking sites, or other digital technologies. Students who engage in bullying (including cyber bullying) on campus, traveling to or from school, at school activities, or in a manner otherwise related to school attendance, shall be subject to school district disciplinary procedures.

A student shall be subject to school district disciplinary action for off-campus expressions (including via electronic means), when such expressions are obscene, libelous, or slanderous, or when such expression poses a threat to the safety of other students, staff or school property, or disrupts the educational program. Education Codes 32261(f)(g), 48900, 48900.2, 48900.3, 48900.4, 48910, 48911, 48915, 48915.5, 48918, 48918.5

PALM SPRINGS UNIFIED SCHOOL DISTRICT
BULLYING and HARASSMENT POLICY
PARENT AND STUDENT NOTIFICATION

WHAT IS BULLYING/HARASSMENT?

Bullying is defined as any severe or pervasive physical or verbal act or conduct, including communications made in writing or by means of an electronic act, and including or more acts committed by a pupil or group of pupils directed toward one or more pupils that has or can be reasonably predicted to have the effect of causing a reasonable pupil to experience a substantially detrimental effect on the pupil's physical or mental health, academic performance, or ability to participate in school activities.

REPORT IT

Any person that has been a victim of, or witnessed bullying or harassment on school grounds, during school activities, or going to and coming from school is highly encouraged to report the incident immediately to a counselor, administrator, or other adult personnel on campus using the Bullying/Harassment Reporting form located at the school. Students have an option of reporting the incident anonymously using the [Bullying/Harassment Anonymous Complaint form located online on the district's webpage](#). Retaliation and/or witness intimidation will not be tolerated.

INVESTIGATION

The principal or designee shall promptly investigate all complaints of bullying or sexual harassment. The student who filed the complaint shall have an opportunity to describe the incident, present witnesses and other evidence of the bullying or harassment, and put his/her complaint in writing. Within 10 school days of the reported incident, the principal or designee shall present a written report to the student who filed the complaint and the accused individual. The report shall include his/her findings, decision, and reason for the decision.

TRANSFER REQUEST

A child that has been found to be the victim of a violent offense or bullying as defined by state law is entitled to transfer to another school within or outside the District, under California Education Code 46600(b). Placement at a requested school is contingent upon space availability. Transfer requests can be obtained via Student Services Department.

Bullying Prevention

Every student is entitled to a safe school environment free from discrimination, harassment, intimidations, and bullying. The Palm Springs Unified School District's Policy on Bullying can be accessed on the PSUSD website. Copies are available at each school site.

1. PSUSD prohibits bullying. This includes, but is not limited to, discrimination, harassment, intimidation, and bullying based on the actual or perceived characteristics set forth in Penal code section 422.55 and Education Code section 220, and disability, gender, gender identity, gender expression, nationality, race or ethnicity, religion, sexual orientation, or association with a person or group with one or more of these actual or perceived characteristics. Bullying is defined in Education Code section 48900(r).
2. School personnel must immediately intervene if they witness an act of discrimination, harassment, intimidation, or bullying, provided it is safe to do so.
3. Acts of discrimination or bullying should be brought to the attention of the principal.
4. You may make an anonymous complaint by contacting the principal. If there is sufficient corroborating information, the Palm Springs Unified School District will commence an investigation.
5. Complaints of bullying or discrimination will be considered confidential. However, it may be necessary to disclose certain information in order to effectively investigate.
6. Students who violate the Palm Springs School District's policies on bullying or discrimination may be subject to discipline, including suspension and expulsion.
7. The Palm Springs Unified School District prohibits retaliation against individuals who make complaints of bullying or provide information related to such complaints.

All school personnel who witness an act of discrimination, harassment, intimidation, or bullying must take immediate steps to intervene when safe to do so. Any student who engages in acts of discrimination, harassment, violence, intimidation, or bullying related to school activity or school attendance occurring within a school of the school district may be subject to disciplinary action up to and including expulsion.

To report an incidence and/or to receive a copy of the district's anti-discrimination, anti-harassment, anti-intimidation, and anti-bullying policies, please contact **Student Services at (760) 883-2703**.

Resources:

StopBullying.gov
<https://www.stopbullying.gov/>

Are You Being Bullied? How to Deal With Bullies
<https://www.stompoutbullying.org/get-help/about-bullying-and-cyberbullying/are-you-being-bullied>

Boo2Bullying - Outreach, Mentoring, Inspiration & Support
<https://boo2bullying.org/>

Delete Cyberbullying
<http://endcyberbullying.net/what-to-do-if-youre-a-victim/>

National Safe Place
<https://www.nationalsafeplace.org/bullying>

GLSEN.org
<https://www.glsen.org/research/strategies-prevent-bullying-lgbt-youth>

LGBT Youth - Stopbullying.gov
<https://www.stopbullying.gov/at-risk/groups/lgbt/index.html>

Bullying and Cyberbullying Resources
<https://www.safekids.com/bullying-cyberbullying-resources/>

SafeHouse What's Up App - 24/7 Youth Crisis Line
Download the app or text our toll-free number 844.204.0880 to text with a trained counselor
<https://safehouseofthedesert.com/whatsup-app/>

CA Youth Crisis Line
<https://calyouth.org/cycl/>

Sprigeo - Report Bullying
<https://app.sprigeo.com/>

The BULLY Project
http://www.thebullyproject.com/tools_students



NOTICE of STUDENT POLICY PROHIBITING SEXUAL HARASSMENT

BP/AR 5145.7 - Sexual Harassment; BP/AR 1312.3 - Uniform Complaint Procedures

Examples of types of conduct which are prohibited and which may constitute sexual harassment include:

1. Unwelcome leering, sexual flirtations, or propositions
2. Unwelcome sexual slurs, epithets, threats, verbal abuse, derogatory comments, or sexually degrading descriptions
3. Graphic verbal comments about an individual's body or overly personal conversation
4. Sexual jokes, derogatory posters, notes, stories, cartoons, drawings, pictures, obscene gestures, or computer-generated images of a sexual nature
5. Spreading sexual rumors
6. Teasing or sexual remarks about students enrolled in a predominantly single-sex class
7. Massaging, grabbing, fondling, stroking, or brushing the body
8. Touching an individual's body or clothes in a sexual way
9. Impeding or blocking movements or any physical interference with school activities when directed at an individual on the basis of sex
10. Displaying sexually suggestive objects
11. Sexual violence, including sexual assault, sexual battery, or sexual coercion
12. Electronic communications, such as through social media or text messaging, that contain comments, words, or images described above

**To Report a Complaint of Sexual Harassment or Obtain Additional Information Related to this Posting,
You May Contact the Below or Any School Site Administrator:**

Dr. Simone Kovats, Assistant Superintendent of Educational Services

(760)883-2703

Any Student Reporting Incidents of Sexual Harassment (Complainant and/or Victim):

- Has the right to file a formal written complaint with the District.
- Will be provided support services by the District/school site upon receipt of their complaint, which may include counseling, academic support services, and/or a "no contact" order.
- May agree to engage in procedures to informally resolve their complaint, as appropriate under AR 1312.3.
- Will be given the opportunity to explain and provide evidence related to their complaint.
- Will receive notice of the outcome of their complaint, as described in AR 1312.3.
- Will receive information about how to appeal the outcome of their complaint to the California Department of Education, should they disagree with it, as described in AR 1312.3.
- May file their complaint directly with the US Department of Education, Office for Civil Rights.

The Individual Named in the Complaint (Respondent/Alleged Offender):

- Will be informed of the claims brought forth against them.
- Will be provided support services by the District/school site, while any complaint is pending against them, which may include counseling, academic support services, and/or a "no contact" order.
- May agree to engage in procedures to informally resolve the complaint brought forth against them, as appropriate under AR 1312.3.
- Will be given the opportunity to respond to and provide evidence related to the complaint.
- Will receive notice of the outcome of the complaint brought forth against them, as described in AR 1312.3.

The District/School Site:

- Will report complaints of sexual harassment to the District's Title IX Coordinator or designee for processing. The designee will initiate an investigation into the complaint. At the conclusion of the investigation, the designee will issue notice of the outcome to the Complainant/Victim and Respondent/Alleged Offender, in accordance with AR 1312.3.
- Will assist in providing support services for the Complainant/Victim and Respondent/Alleged Offender while any complaint is pending.
- Will keep all complaints and allegations of sexual harassment confidential, except as necessary to carry out the investigation or take other subsequent necessary action.

GENDER EQUALITY: We are proud that Cahuilla elementary contains a diverse population of students, staff, and families. It is important that our students learn from one another as well as grow into adults of good character. We practice Character Counts! throughout the school year and work hard to bring programs of diversity, tolerance, and motivation to our students. If you or someone you know would be a great role model or motivational speaker for our kids, please see our principal, Dr. Saunders, to plan a program. All school programs and activities shall be free from discrimination, including harassment, with respect to actual or perceived ethnic group identification, race, ancestry, national origin, religion, age, sex (gender—actual or perceived), sexual orientation, physical or mental disability, or parental status. Equal opportunity for all individuals in district programs and activities, all individuals treated equally no matter what category they identify with. Annual parent notification shall inform parents/guardians of their children's right to a free public education regardless of immigration status or religious beliefs, including information on educational rights issued by the California Attorney General. Alternatively, such information may be provided through any other cost-effective means determined by the Superintendent or designee. Access for Individuals with Disabilities (BP 0410).

SAFE SCHOOL STATEMENT: The Palm Springs Unified School District and Cahuilla Elementary are committed to a safe environment for all students and staff. “Weapons” shall include but are not limited to guns, “look-a-likes”, any knife, martial arts tools, razor blades, or mace. Any student who is found to have initiated an attack, assault, use of force or threat to a school employee will be suspended / expelled. The appropriate law enforcement agency will be contacted and a report will be filed. **There is a “zero-tolerance” approach towards this type of behavior.** Such behavior is totally unacceptable and will be dealt with decisively.

Our staff is extremely well trained and their primary concern is the safety of each child. Please contact Dr. Ryan Saunders, Principal or Ms. Kelli Faris, Assistant Principal, with any concern or special needs at 416-8161.

1. All visitors must register at the office and receive a visitor badge by using our Raptor screening system.
2. If for some reason you must pick your child up after 3:05pm, please call the office before it closes and speak to any person who works in the office.
3. The gates are all locked during school hours. We have a lock down safety code for all classes so that with one call, every room is locked.
4. All classrooms have telephones and radios to contact the office for any reason.
5. Continual observations and surveillance are made on campus regularly for strangers.
6. Campus wide cameras are in place to promote optimal surveillance of school grounds.
7. Our emergency cards are updated regularly and precautions taken for those who have specific needs. **Please be sure your child’s records are current at all times.**
8. We regularly practice emergency procedures
9. We maintain an emergency container with supplies in case of a fire or earthquake.
10. Our staff all wear bright yellow vests for easy identification while on supervision duty.
11. Our custodian and our yard supervisors have handheld communication radios and can call the office at any time. In addition, multiple classrooms are equipped as well.

12. The district maintains security personnel and an emergency phone line to all schools.

Again, please bring any concerns to our attention. We are very proud of our children, school, staff, and campus.

PARENT INVOLVEMENT

Cahuilla Elementary Parent Teacher Organization: We want active parents at Cahuilla Elementary School. The purpose of the PTO is to bring a closer relationship between the home and school. Please consider joining the Cahuilla Elementary Parent Teacher Organization. The time commitment is minimal but the rewards are plentiful. Visit our website to request more information on joining our PTO:

<https://www.psusd.us/caes>

Home / School Communication

- Check and sign homework
- Attend parent / teacher conferences
- Read success reports from teachers
- Read academic progress reports
- Read monthly calendars, all school communication, and Parent Handbook
- Maintain open communication with your child's teacher

Parents as Supporters of School Activities

- Participate in fundraisers
- Chaperone on study trips and parties
- Organize a school function
- Be a room parent
- Attend back to school night
- Attend special performances
- Attend award ceremonies
- Spend time with your child discussing school issues

Parents as Teachers

- Tutor your children at home
- Provide enrichment activities for learning at home
- Sign up to be a parent volunteer in the classroom
- Listen to your child read
- Read to your child
- Monitor homework
- Provide incentives and praise
- Take your child to the library
- Spend time as a family

Parents as Learners

- Read at home learning suggestions sent by the school
- Read information on community resources
- Read parenting information sent by the school.
- Attend parenting programs and workshops offered at the school

Thank you for taking the time to read our Cahuilla Handbook. By following our school policies and procedures, we are sure you will have a safe, fun filled year! We look forward to working with you to ensure the best education for your child. We are planning a fun and exciting school year filled with wonderful learning experiences for your child.

We appreciate your support and invite you to become involved in any way possible. By working together, in a positive manner, we believe EVERY child can achieve.

Dr. Ryan E. Saunders, Principal &
Ms. Kelli Faris, Assistant Principal



Cahuilla Elementary School

833 East Mesquite Avenue
Palm Springs, CA 92264
(760) 416-8161, Main
(760) 416-8164, Fax
Email: rsaunders@psusd.us

Ryan Saunders, Ed.D., Principal
Kelli Faris, Assistant Principal

Title I School-Level Parental Engagement Policy Cahuilla Elementary

Cahuilla Elementary has developed a written Title I parental Engagement policy with input from Title I parents. *This policy was developed through the School Site Council and will be up for review by the School Site Council during the 2023-2024 school year.* The policy was distributed to parents of Title I students. *It was available in hard copy at Back to School Night and in the front office during school hours. Additionally, it is available on the school website.* The policy describes the means for carrying out the following Title I parental Engagement requirements [20 USC 6318 Section 1118(a)-(f) inclusive].

Engagement of Parents in the Title I Program

To Engage parents in the Title I program at *Cahuilla Elementary*, the following practices have been established:

- **The school convenes an annual meeting to inform parents of Title I students about Title I requirements and about the right of parents to be Engaged in the Title I program.**
 - o *The policy will be disseminated at the Back to School Night and annual Title I Parent meeting.*
 - o *The presentation is also shared via Parent Square—our schoolwide communication tool—so that parents have both synchronous and asynchronous opportunities to view the information.*
 - o *Appointments are available for parents who would like to discuss it in greater detail if they were not able to attend a synchronous presentation.*
- **The school offers a flexible number of meetings for Title I parents, such as meetings in the morning or evening.**
 - o *School Site Council*
 - o *English Learner Advisory Committee*
 - o *Parent Academy Classes*
 - o *Coffee with The Principal*
 - o *Appointments are available upon request.*



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Kelli Faris, Assistant Principal

- **The school Engages parents of Title I students in an organized, ongoing, and timely way, in the planning, review, and improvement of the school's Title I programs and the Title I parental Engagement policy.**
 - *This is done through the School Site Council and ELAC meetings*
 - *The calendar of meetings is posted on the school website and is shared in Parent Square.*

- **The school provides parents of Title I students with timely information about Title I programs.**
 - *The annual Title I Parent meetings is conducted to communicate the essential information.*
 - *The School Accountability Report Card includes all data pertaining to student achievement and is posted on the school website. Hardcopies are provided to parents upon request.*
 - *Progress on school goals is discussed at the School Site Council and ELAC meetings.*
 - *The school Single Plan for Student Achievement is posted on the school website. Hardcopies are provided to parents upon request.*
 - *Any information is also available to parents in a 1:1 fashion if an appointment is requested.*

- **The school provides parents of Title I students with an explanation of the curriculum used at the school, the assessments used to measure student progress, and the proficiency levels students are expected to meet.**
 - *Teachers provide information on curriculum and expectations in their course syllabus.*
 - *A review of the curriculum occurs at the annual Title I parent meeting.*
 - *A review of the curriculum occurs at the annual Back-to-School Night program.*

- **If requested by parents of Title I students, the school provides opportunities for regular meetings that allow the parents to participate in decisions relating to the education of their children.**
 - *These opportunities are provided in the form of the School Site Council and ELAC committees, as well as an informal Coffee with The Principal meeting that occurs each month.*



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School-Parent Compact

Cahuilla Elementary distributes to parents of Title I students a school-parent compact. The compact, which has been jointly developed with parents, outlines how parents, the entire school staff, and students will share the responsibility for improved student academic achievement. It describes specific ways the school and families will partner to help children achieve the State's high academic standards. It addresses the following legally required items, as well as other items suggested by parents of Title I students:

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

The current compact will be reviewed by the School Site Council during the 2023-24 school year. Suggestions for revisions are a part of the school verification forms, and the School Site Council reviews these recommendations at the first or second school site council meeting.

Building Capacity for Engagement

Cahuilla Elementary engages Title I parents in meaningful interactions with the school. It supports a partnership among staff, parents, and the community to improve student academic achievement. To help reach these goals, the school has established the following practices.

- The school provides Title I parents with assistance in understanding the State's academic content standards, assessments, and how to monitor and improve the achievement of their children.
 - *Individual Parent Meetings Upon Request*
 - *Back to School Night*
 - *Parent-Teacher Conferences*
 - *School Site Council*
 - *Title I Meetings*
 - *ELAC Meetings*
 - *Coffee with The Principal Meetings*



Cahuilla Elementary School

833 East Mesquite Avenue
Palm Springs, CA 92264
(760) 416-8161, Main
(760) 416-8164, Fax
Email: rsaunders@psusd.us

Ryan Saunders, Ed.D., Principal
Kelli Faris, Assistant Principal

- The school provides Title I parents with materials and training to help them work with their children to improve their children's achievement.
 - *Parent academies are provided in partnership with the PSUSD Coordinator of Parent Resource Center.*
 - *Events occur throughout the year that also focus on content areas and strategies: Reading, Math, Science.*

- With the assistance of Title I parents, the school educates staff members about the value of parent contributions, and on how to work with parents as equal partners.
 - *Staff Meetings/Professional Development*
 - *School Site Council*

- The school coordinates and integrates the Title I parental Engagement program with other programs, and conducts other activities, such as parent resource centers, to encourage and support parents in more fully participating in the education of their children.
 - *Parent events are scheduled in collaboration with the PSUSD Parent Resource Center Coordinator.*
 - *Guest speakers are invited to Coffee with The Principal to provide training and information on a variety of topics including supporting students in learning, internet safety, ways to engage with the school, and other topics generated by parent requests.*

- The school distributes information related to school and parent programs, meetings, and other activities to Title I parents in a format and language that the parents understand.
 - *All communication in written form goes out in English and Spanish.*
 - *Bilingual staff in Parent Center and front office*
 - *Website*
 - *Schoolwide communication tool: Parent Square is also used to track the number of views that posts receive to gather data about the effectiveness of the communication tool.*

- The school provides support for parental Engagement activities requested by Title I parents.
 - *At any of the events, parents have the opportunity to provide input and make requests on the types of events or program they would like to see.*



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Accessibility

Cahuilla Elementary provides opportunities for the participation of all Title I parents, including parents with limited English proficiency, parents with disabilities, and parents of migratory students. Information and school reports are provided in a format and language that parents understand.

- *ELAC,*
- *DELAC*
- *School Site Council*
- *Coffee with The Principal*
- *Individual Meetings Upon Request*



2023-24 Bell Schedule
Cahuilla Elementary School

Schedule: Traditional **2.1.2 Schedule Day: Wednesday**

REGULAR SCHEDULE:			
Start & Ending Time (GRADES TK-5th)		7:45am-2:35pm	
GRADE	RECESS AM	RECESS PM	LUNCH
Transitional K.	9:20-9:50		11:00-11:45
Kindergarten	9:20-9:50		11:00-11:45
Grade 1	9:50-10:20		11:20-12:05
Grade 2	9:50-10:20		11:40-12:25
Grade 3	9:50-10:20		11:40-12:25
Grade 4	9:10-9:30		12:00-12:45
Grade 5	9:10-9:30		12:00-12:45

MINIMUM DAY SCHEDULE:		
Start & Ending Time (TK-5th)		7:45am-12:10pm
GRADE	RECESS	LUNCH
Transitional K.	9:00-9:15	10:35-11:05
Kindergarten	9:00-9:15	10:35-11:05
Grade 1	9:15-9:30	10:50-11:20
Grade 2	9:15-9:30	11:05-11:35
Grade 3	9:15-9:30	11:20-11:50
Grade 4	9:40-9:55	11:35-12:05
Grade 5	9:40-9:55	11:35-12:05



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WELLNESS POLICY

TO ENCOURAGE AND SECURE THE HEALTH AND WELLNESS OF STUDENTS

PSUSD Wellness Policy Highlights

- PSUSD Board of Education supports student health by reinforcing health education, nutrition services, health promotions and a safe school environment.
- PSUSD schools participate in the National School Breakfast and Lunch Program.
- PSUSD Wellness Policy restricts the type of foods and beverages that can be served and sold to students.

The Child Nutrition and Special Supplemental Nutrition Program for Women, Infants, and Children Reauthorization Act of 2004; as well as, the Healthy Hunger Free Kids Act of 2010, requires all schools participating in the National School Lunch or Breakfast Program to develop a wellness policy. As mandated by the United States Department of Agriculture, school compliance with the wellness policy is assessed annually and reported to the state triannually.

Palm Springs USD School Board Policy: A summary of campus food and beverage regulations

Classroom Celebrations

- During the school day, classroom celebrations involving food or beverages should be limited to no more than one party per class per month and take place after the lunch meal service.
- Class celebration foods must comply with state competitive foods, federal Smart Snacks and district wellness policy for nutrition including, but not limited to, restrictions on calories, fat, sugar, and ingredient contents.
- Food prepared from home will not be served in class.

*Information on competitive foods and federal Smart Snacks can be found on this website:
<https://www.cde.ca.gov>*

Foods Served and Sold on School Campus

- All foods and beverages served and sold to students on school grounds must comply with state competitive foods, federal Smart Snack and wellness policy regulations.
- The school district is responsible for ensuring nutrition compliance of all foods sold and served to students. Nutrition labels or specification sheets must be submitted for approval before the food item may be given or sold to a student.
- For food safety and consideration to students with food allergies, all foods served or for sale on school campus must be prepared by a licensed commercial kitchen that is regularly inspected by a local health department.
- Standards for food and beverages sold to students on school grounds apply from midnight to 30 minutes after the official school day.
- State competitive, federal Smart Snacks and wellness policy regulations do not apply to foods and beverages brought from home by a student for their own consumption.

*View the complete PSUSD Wellness Policy on our website
<http://www.psusd.us>*

June 2018


Become a Volunteer


- Non-Supervisory: Class Volunteer
- Supervisory: Class Volunteer & Field Trip Chaperone

Process may take up to 30 days to complete



PSUSD HR will let the school know when application is complete