



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.

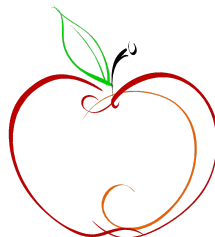
We encourage you to visit the school and take an active part in your child's education. Throughout the year, you will have many opportunities to be involved in school activities. We welcome and encourage your help and support. We are a closed campus; however, so you will need to follow all safety protocols 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



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 opens at 8:15 for free breakfast for all students.
Playground supervision begins at 8:20.**

Please do not drop off your children early to wait in front of the school before 7:45 am as we do not have staff available for supervision before this time.

REGULAR DAY SCHOOL HOURS

Kindergarten –5th Grade: 8:40-3:30
Transitional Kindergarten: 8:40-12:45

MINIMUM DAY SCHOOL HOUR

Kindergarten –5th grade: 8:40-1:05
Transitional Kindergarten: 8:40-12:45

OFFICE HOURS

8:00 AM – 4:00 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 3:15 and 3:30. 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.

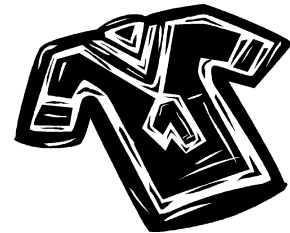
SCHOOL SAFETY PLANS

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.

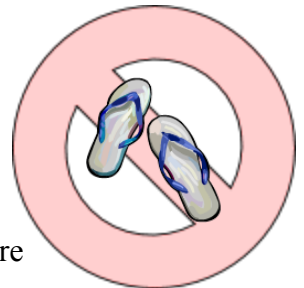
Cahuilla Elementary School's Uniform Policy was written by the School Site Council, following the PSUSD handbook, to encourage an academic, safe, and orderly learning environment. Research shows students are focused on learning rather than appearances when uniforms are worn regularly. Incentives are given to students wearing uniforms. Students wearing uniforms daily will be eligible to earn their Self Manager Badge! The following items will be acceptable for students to wear in meeting the Cahuilla Elementary Uniform Policy:

Boys	Girls
navy blue or khaki slacks or shorts Denim is acceptable.	navy blue or khaki slacks, shorts, skorts, skirts, or jumpers Denim is acceptable.
green, gold or white collared polo or oxford style shirts Cahuilla school shirts	green, gold, or white collared polo style shirts or blouses Cahuilla school shirts
green, gold, or white sweatshirts or sweaters	green, or gold 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 \$10.00** (long sleeve shirts are available for \$12.00). **This year we will be selling Cahuilla Polo Shirts for \$15.00!** Please help support our school and purchase a school shirt in RM 2 at intermittent times due to PTO Availability.

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.

1. Clothing or hair that distracts student learning.
2. Students must wear hairstyles that are not a distraction to students' learning. **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 or dresses
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. **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 send a note explaining the reason for the absence or you may call (760) 416-8161, option # 1. 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 over a week, please contact your child's teacher for information about Short Term Independent Study. If your child displays any symptoms, including a fever exceeding 100.4, 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 8:40 AM. Between 8:20 AM & 8:40 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 8:40 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.

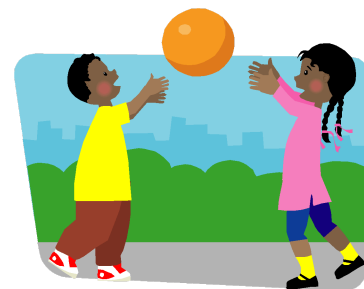
STUDENT EXPECTATIONS

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. Throwing objects is not allowed.



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

6. Listen to and follow directions the first time.
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, Yu-Gi-Oh! 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.**

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 certificated employees of a school district. 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 citation. There is a series of progressive interventions in place for students who receive behavior citations.

DISCIPLINE PROCEDURES

1. Warning from the teacher or administrator
2. Detention or loss of recess privilege
3. Written Warning Citation 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 COCURRICULAR 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 cocurricular 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 cocurricular 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 cocurricular 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 cocurricular 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 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 a note. **Please do not wait until the last moment to call the school to change pick up arrangements.** We may not have the time or manpower to get the message delivered on time. Otherwise, we will put him/her on the bus. 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 Students is a separate company and does not work directly for the school district.

SCHOOL BUS RULES



Please review these rules with your child.

1. Obey the bus driver and do not argue with him/her.
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 to school in time to eat breakfast. Studies show students learn better when they begin the day with a healthy breakfast. Our cafeteria closes at 8:45 AM, but late students are able to receive a breakfast item until 10:00am. All families may apply for the free lunch program through the PSUSD website. In addition, you may call the food services department at 760-322-4117.

CAFETERIA VISITORS:

For security and safety reasons 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 one week in advance and arrange for a date.
- Contact the school office and obtain a “Request to Conduct Food Fundraising, Party, BBQ or Event Involving Food” application.
- Complete the form and submit it to Dr. Saunders or Ms. Avila.
- Party foods considered to have little or no nutritional value will not be allowed on campus—due to board policies—no exceptions will be made beginning October 20th, 2014. 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 **ONE WEEK BEFORE** the event. Unfortunately, Cahuilla will 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 or other foods that are considered very messy and difficult to clean up after.

PARENT VUE: You can get information on the lunch program, school events, classroom newsletters, 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.

CLASSDOJO: Cahuilla, as a school, will be using ClassDoJo as its primary communication tool. Please work with your child’s teacher to get the app and your account set up accordingly. It is a very simple process.

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 perspective 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.

PICK-UP/DROP-OFF: 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 streets 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! Being in the laptop program is a privilege. 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 Student Study Team Meeting (SST) 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 will 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. **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.

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 (at least five days), you may be granted school credit by arranging an 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

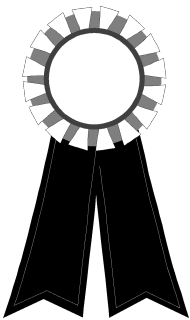
three days in advance to make arrangements. All of the work must be completed and will be due on the student's first day back to school in order to receive full credit. Failure to complete work will disqualify a student from future STIS eligibility. Please know, Short Term Independent Study is not the 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 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 current school year. (Education Code 221.51; 5 CCR 4950) (Education Code 46015; 34 CFR 106.40) (Education Code 46015) BP/AR 1312.3.

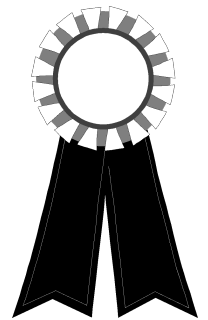
RECOGNITION OF GOOD BEHAVIOR AND ACADEMIC ACHIEVEMENT

Awards assemblies will be planned each month.



Student of the Month
Personal Success
Awesome Author

Lexia Reading Award
DreamBox Math Award
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:

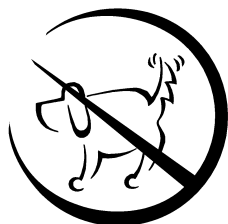
1. Step One--Make an appointment with the classroom teacher to explain the problem. If it is not resolved satisfactorily, go to Step Two;
2. Step Two--Make an appointment with the principal and teacher to explain the problem. If it is not resolved satisfactorily, go to Step Three;
3. Step Three--Call 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, will 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 adult, employee or parent (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 is 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.

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.

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. Pantaleon, or
 - 3) Submit a sprigeo report at www.sprigeo.com, or
 - 4) Notify the principal

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

PSUSD Bullying Definition

Bullying: When an individual or a group of people with perceived power, repeatedly and intentionally cause hurt or harm to another person or group of people who feel helpless to respond. **Bullying continues over time**, is often hidden from adults and will probably continue if no action is taken.

Please note: A single egregious act of one of the following might not be considered bullying but does require a disciplinary response.

Types of Bullying:

Physical bullying involves hurting a person's body or possessions. Physical bullying includes:

- Hitting/kicking/pinching
- Spitting
- Tripping/pushing
- Taking or breaking someone's things
- Making mean or rude hand gestures

Verbal bullying is saying or writing mean things. Verbal bullying includes:

- Teasing
- Name-calling
- Inappropriate sexual comments
- Taunting
- Threatening to cause harm

Social bullying, sometimes referred to as relational bullying, involves hurting someone's reputation or relationships. Social bullying includes:

- Leaving someone out on purpose
- Telling other students not be friends with someone
- Spreading rumors about someone
- Embarrassing someone in public

Cyberbullying uses digital technologies, including hardware such as computers and smartphones, and social media, instant messaging, texts, websites and other online platforms. It can be public or private. Cyberbullying includes:

- Abusive or hurtful texts, emails, or posts, images or videos
- Deliberately excluding others online
- Nasty gossip or rumors
- Imitating others online or using their login

What bullying is not:

- Single episodes of social rejection or dislike
- Single episode acts of nastiness or spite
- Random acts of aggression or intimidation
- Mutual arguments, disagreements or fights

Modified from: www.stopbullying.gov www.ncab.org (National Center against Bullying)

Per Board Policy 1312.3, any complaint alleging bullying based on the person's actual or perceived characteristics of race or ethnicity, color, ancestry, nationality, national origin, immigration status, ethnic group identification, age, religion, marital status, pregnancy, parental status, physical or mental disability, sex, sexual orientation, gender, gender identity, gender expression, or genetic information, or any other characteristic identified in Education Code 200 or 220, Government Code 11135, or Penal Code 422.55, or based on his/her association with a person or group with one or more of these actual or perceived characteristics (5 CCR 4610) shall be investigated and resolved via the District UCP (Uniform Complaint Procedure).

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, 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 4:00pm, 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 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 wears 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.

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



**Safety and Health Procedures to Prevent the Spread of COVID-19
Parent/Student Acknowledgement Form 2020/2021 School Year**

Dear Parent/Guardian:

Due to the COVID-19 pandemic, we are implementing new ways to prevent infection and avoid exposure to the virus by maintaining safe personal behavior practices. Please review the guidelines set forth below and indicate your acknowledgement to adhere to these guidelines. Questions/concerns should be directed to your school's nurse.

Keep your child at home for treatment and observation if he/she has any of these symptoms:

- Fever (greater than 100 degrees, child may return to school after being fever free without the use of medications for 72 hours)
- Cough
- Shortness of Breath
- Sore throat
- Nasal Discharge (green, yellow, or excessively runny)
- Nausea or Vomiting
- Headache

To maintain the safety of all students and staff, we ask that you adhere to the following guidelines:

- Keep your child home if they are sick, except to seek medical care. Contact the school immediately to clear the absence via telephone or ParentVue.
- Perform a self-assessment daily to determine if the student is experiencing signs and symptoms prior to coming to school.
- Practice social distancing measures of 6ft when out with your child to reinforce on campus expectations.
- Practice frequent handwashing with your child with soap and water for more than 20 seconds or use of hand sanitizer if soap is not available.
- Reinforce properly wearing a face covering over the mouth and nose, except when eating and drinking.
- Reinforce with your child to avoid touching the eyes, nose, and mouth.
- Notify nursing staff of any symptoms of acute respiratory illness (cough, shortness of breath, fever, sore throat) immediately.
- Report any close contact to a known positive COVID-19 patient to the school nurse, prior to coming to school.
- If you are notified that your child is experiencing symptoms at school, pick them up in a timely manner to observe and consult with physician.

Acknowledgement

I acknowledge that I have read and understand the Palm Springs Unified School District's Safety and Health Procedures to Prevent the Spread of COVID-19. I acknowledge that I will follow all guidelines set forth as part of my responsibility to maintain a healthy and safe space while at school.

Parent Name (PRINTED)

Parent Signature

Date

Student Name (PRINTED)

Student Signature

Date

School of Attendance

Student Teacher

Grade