

# Cathedral City Elementary School



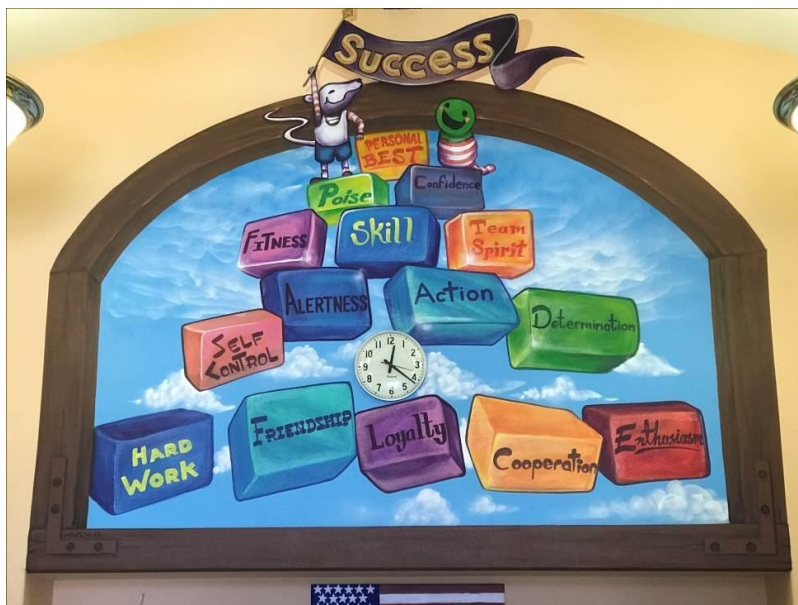
Dear Parents/Guardians & Students,

Welcome to Cathedral City Elementary School! We are looking forward to an exciting 2021-2022 school year! It is our hope that your family will have an opportunity to review this handbook and discuss the importance of its contents. Please encourage your child to comply with our rules and expectations. These rules are important in securing your child's safety and academic progress.

The faculty and staff at Cathedral City Elementary constantly strive to provide a quality education for your child. We encourage you to visit the school and take an active part in his/her education. Working together as partners, we can really make a difference in your child's academic journey. It is our belief that every student will succeed.

Sincerely,

Brenda Santana, Principal



## **CATHEDRAL CITY ELEMENTARY SCHOOL EXPECTATIONS**

### **A. SCHOOL EXPECTATIONS**

1. Be on time and prepared when you come to school each day.
2. Treat everyone with respect at all times.
3. Keep hands and feet to yourself at all times.
4. Use appropriate and positive language.

### **B. CAFETERIA EXPECTATIONS**

1. You must always walk in the cafeteria.
2. Raise your hand to ask for permission to leave your table.
3. Use an inside voice in the cafeteria.
4. Before leaving for lunch recess, you must clean up your eating area.
5. You may exit the cafeteria when an adult has dismissed you.

### **C. SCHOOL GROUNDS EXPECTATIONS**

1. Walk in the halls, classrooms, and cafeteria at all times.
2. Use the restrooms to wash your hands and go to the bathroom only.
3. Walk bikes, scooters, and skateboards on campus and lock them up at the bike racks.

### **D. PLAYGROUND/RECESS EXPECTATIONS**

1. Play in assigned playground areas only.
2. Only school equipment is allowed at recess. All personal equipment, games, and toys should remain at home.
3. Follow the school rules for the recess games and be courteous to others who are playing.
4. Use playground equipment and play structures safely.
5. When the bell rings, recess is over. Stop and freeze until the whistle blows. Then walk back to the line.
6. If you need help, see a staff member on duty. If you need to go to the office for some reason, you must get a permission slip from a teacher on duty.

### **E. FIGHTING AND WEAPONS**

The Palm Springs Unified School District has a zero-tolerance policy for violence at school. Students who fight or bring weapons to school can be suspended from school and may be expelled from school. At the elementary school level students who bring knives, combination tools with blades or other weapons to school (including toy versions) usually do not bring them to school with intent to harm other students; however, the fact that they brought the weapon to school is still cause for suspension.

### **F. RECESS - PLAYWORKS**

Playworks was founded in 1995 by Jill Vialet. Students are given opportunities to play games of their choosing, lead the game, and settle disputes. Students use the rock-paper-scissor method to promote positivity, teamwork, and resolution of disputes. Our recess is modeled after the Playworks program and is our inspiration to our recess. CCE recess expectations focus on being safe, positive, and a team player.

### **G. BULLYING**

It is important that students understand the importance of making good choices and consider the characteristics of the Pyramid of Success to help guide them. Each month CCE will focus on a character block that emphasizes the qualities of being a successful student. Students attend a Rules Assembly within the first days of school to review CCE rules and expectations. You can also reference Appendix B for PSUSD Bullying Definition.

### **H. HARASSMENT AND DISCRIMINATION**

All students are to be treated equally and with respect at Cathedral City Elementary School. Harassing or discriminating against others is unacceptable. Retaliatory behavior against those who report harassment or discrimination is prohibited.

### **I. CELL PHONES**

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 and meets with the principal.

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*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.***

## **SCHOOL DRESS CODE POLICY**

We encourage all students to comply with CCE's dress code policy. The goal of our dress code policy is to encourage a safe and orderly learning environment. Students are focused on learning rather than appearances. The following items will be acceptable for students to wear in meeting the Cathedral City Elementary Dress Code Policy:

Tops:

- A) White, Navy Blue or Red collared shirts      B) CCE Cubs shirts & Spirit Shirts (on sale in CCE Office)

Bottoms:

- A) Blue or Khaki pants      B) Blue or Khaki shorts

Shoes: Tennis shoes or closed toe shoes. Please remember students go to recess and/or PE daily.

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

1. 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.
2. See-through clothing and bare abdomens are prohibited.
3. Articles of clothing, jewelry, or accessories in the school's opinion that pose a threat to the physical or psychological well-being and safety of the student or others are not allowed.
4. Clothing or articles of clothing/accessories related to a group which may provoke others to acts of violence or intimidation of potential violence are not allowed.
5. Sunglasses should be worn outside only and prescription glasses only can be worn inside.
6. Shoes must always be worn.

## **GENERAL INFORMATION**

**OFFICE HOURS:** 8:10 a.m. – 4:00 p.m.

**SCHOOL HOURS:**

- TK: 8:40 A.M. – 3:30 p.m. Monday – Friday
- K-5<sup>th</sup> grades: 8:40 a.m. – 3:30 P.M. Monday, Tuesday, Thursday, Friday.  
Every Wednesday is a minimum day with 1:05 p.m. dismissal
- Breakfast is served in the cafeteria from 8:10 A.M. – 8:40 A.M. Monday - Friday

**STUDENT ARRIVAL TIME / DISMISSAL:** Students are expected to be in line on the playground promptly at 8:40 a.m. We open our school gates with supervision for students at 8:10 a.m. Please do not drop off your children prior to that time, WE DO NOT PROVIDE ADULT SUPERVISION PRIOR TO 8:10 a.m.

Students must be picked up on time every day. We will make every attempt to contact a family member to pick up the child; however, please be aware that if a student has not been picked up prior to the closure



of our office at 4:00 p.m., the Cathedral City Police Department or Child Protective Services may be notified and the child will be placed in their care until a family member picks them up.

#### **PHONE CALLS:**

- The Cathedral City Elementary School office phone number is **(760) 770-8583**. The fax number is **(760) 770-4703**.
- The school phone is for business purposes only. Phones are answered from 8:00 a.m. to 4:00 p.m. **Students may not use the phone** except in a real emergency.
- **No phone calls will be forwarded to classrooms during instruction.**

**LOST AND FOUND:** Lost and found items are kept in the multipurpose room. Labeling your child's personal items with his/her name is recommended. We cannot be responsible for lost items. At the end of each trimester, we will donate any remaining items to charity.

#### **ATTENDANCE INFORMATION**

**ABSENCES:** When your child is absent, please send a note explaining the reason for the absence or you may call (760) 770-8583. Please try to schedule doctor and dental appointments after school or during vacation time as much as possible. The school receives state funds every day your child is in school. If your child is not in school, he/she is missing valuable instruction. If students are not in school, they cannot learn. We reward students with perfect attendance, those who are at school every day, on time, and do not leave early.

**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, guardian, or person authorized 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. All adults **MUST** be listed on the emergency card and may be asked to present a picture ID in order to check a student out of school. ***Please do not pick up your child early to avoid traffic in our parking lot.***

**PLEASE KEEP YOUR EMERGENCY CARD CURRENT FOR THE SAFETY AND PROTECTION OF YOUR CHILD/CHILDREN INCLUDING THE PARENTS' CORRECT WORK PHONE NUMBERS, HOME PHONE NUMBERS, AND THE NAMES AND TELEPHONE NUMBERS OF PEOPLE WE MAY CONTACT IN THE EVENT OF AN EMERGENCY. WE WILL RELEASE YOUR CHILD TO ONLY THOSE PEOPLE WHO ARE LISTED ON THE EMERGENCY CARD. ALSO BE AWARE THAT WE CANNOT RELEASE CHILDREN TO MINORS DURING SCHOOL HOURS OR AFTER THE DISMISSAL PERIOD.**

**MOVING:** If a family is going to move out of the Cathedral City Elementary School attendance area, parents should notify the school office by calling or sending a note stating the date the family is moving and the new address. At that time, the student will have to return any books or materials that belong to the school.

## **NUTRITION, HEALTH, & WELLNESS**

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

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

For copies of the nutrient analyses of school lunches, please refer to the school menu. For a copy of the Student Wellness Board Policy in its entirety, go online to [www.psusd.us](http://www.psusd.us) or contact the Food Service Department. You can also reference the PSUSD Wellness Policy Highlights in Appendix A of this handbook.

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

**MEDICATIONS:** Instructions (Board Policy 5141.21) (Ed. Code 49423)

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 as packaged by the manufacturer and labeled with the student name, name of medication, exact dosage, time medication is to be given, name of prescribing physician, and the date the prescription was filled. This includes inhalers for asthma.

## **ARRIVAL TO SCHOOL AND DEPARTURE FROM SCHOOL**

**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 & SCOOTERS:** Generally, we recommend only those students in grades third through fifth ride their bikes or scooters to school; however, students in first and second grade may with parental permission. All bicycles must be parked on the bike rack and locked during the school day. **THE SCHOOL IS NOT RESPONSIBLE FOR DAMAGED OR STOLEN**

**BIKES OR SCOOTERS.** Additionally, parents are responsible for ensuring that students know bicycle and scooter safety rules. **The Helmet Law makes wearing a helmet mandatory for children under 16 years of age.**

**TRANSPORTATION:** You must 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 in the parking lot, we must have a note. Please do not wait until the last moment. We may not have the time or manpower to get a last minute phone message delivered on time. Parents or other adults are NOT allowed to wait by the bus line to pull their child out of the bus line, prior notice must be given. Please keep your child's teacher informed at all times of the pick up routine for your child.

**SCHOOL BUS RULES:** Bus Service provided by First Student (760) 320-8822. Bussing is only for students who live in the designated area.

1. Obey the bus driver and do not argue with him/her.
2. Remain seated at all times facing the front of the bus.
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 loud talking, shouting, or other noises.



**BUS TICKET CONSEQUENCES:** Please review these consequences with your student. If a bus rule is broken, the student will receive a bus ticket. Below are possible consequences depending on the frequency or severity of the infraction.

- 1<sup>st</sup> notice sent home with student for parent to sign
- 1 day suspension from the bus
- 3 to 10 day suspension from the bus
- Suspension from the bus for the semester
- Suspension from the bus for the rest of the year

**SCHOOL PARKING LOT:** For the safety of our children, please demonstrate courtesy and respect in the parking lot, especially during the afternoon release time. During the afternoon release time, students will be supervised by CCE personnel in the designated grade level areas at the northwestern section of our parking lot. Students will not be allowed to wait for their ride in any other area. Parents are NOT allowed to pick up in the bus loading zone. Please do not encourage your child to wait for you anywhere else on our campus since we cannot provide supervision in all areas. Do not double park or ask children to cross in the middle of the street. All students must use the crosswalk. Please drive slowly at all times through our parking lot and in the school zone. Watch for children at all times. We understand it can get congested, so please be patient!

**VAQUERO STREET GATE:** This gate is exclusively for students and families who live directly in the neighborhood behind the school and walk to school. Parents can walk to this gate to accompany their children. An agreement form must be signed and filed in the office for permission to use this gate. If the agreement is not followed, the student may lose the privilege of using this gate. Parents are not to drive to this gate to avoid the parking lot congestion. Our neighbors in the area have kindly requested that everyone respect their property including their yard, landscaping, and driveway. Please talk to your children about demonstrating respect to the homes and property of the local residents.

## **SAFE SCHOOL ENVIRONMENT**

**CLOSED CAMPUS:** Cathedral City Elementary is a closed campus. Please know that we want our school to be a welcoming environment to parents; however, campus safety is our utmost priority for our students and staff. Please contact the administration with any concerns or special needs. The bullet points below outline information pertaining to the implementation of our closed campus.

- Only students and staff may enter the gates between 8:10 a.m. and 8:40 a.m. A supervisor will stand at all three entrance gates (Vaquero Street Back Gate, Kindergarten Gate, and the door near the library located in the front parking lot. All school gates will be locked after 8:40 A.M. Pledge of Allegiance until 3:30 P.M. or 1:05 P.M. (on Wednesdays).
- All parents, visitors, or volunteers must enter through the office administration door and will not be allowed on campus except for arranged school business. They must sign in and out in the office, and wear a visitor's badge. A government issued ID may be required in order to obtain a visitor's badge through the site's Raptor system. This system ensures that the visitor is not a registered sex offender. All volunteers must be cleared through the PSUSD volunteer process.
- If your child is tardy, please bring them to the office for a tardy pass; however, parents will not be allowed to walk their child to the classroom.
- If you would like to meet with a teacher before or after school, please go to the office and they can assist you with contacting the teacher to arrange a meeting.
- All parents must wait outside for their children at dismissal near the child's exit area. Parents will not be allowed on campus early to wait outside their child's classroom. Students do not exit through the office doors. The exit areas are the back gate, parking lot gates near the 4<sup>th</sup> & 5<sup>th</sup> grade pods, and the kindergarten gate. Bus riders exit a supervised bus gate.
- During special events that occur during the school day, the outside Multipurpose Room door will be unlocked and monitored for parents and guests to enter 10-15 minutes before the event, and then parents and guests are to exit through that same door to the parking lot immediately after the event.

**SAFE SCHOOL STATEMENT:** The Palm Springs Unified School District and Cathedral City Elementary are committed to a safe environment for all students and staff and will not tolerate **any** weapons, or substances used as weapons, unauthorized drugs, violence, gang activity, or vandalism on any campus. "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 or peer can be suspended / expelled. The appropriate law enforcement agency can be contacted, and a report filed.

**SMOKE-FREE, DRUG-FREE ENVIRONMENT:** Cathedral City Elementary provides a smoke-free, drug-free environment. **ILLEGAL DRUGS AND / OR SMOKING IS NOT PERMITTED ON ANY SCHOOL PROPERTY, AT ANY TIME, WITHIN THE STATE OF CALIFORNIA.** Prohibited products include electronic cigarettes, electronic hookahs, and other vapor-emitting devices, with or without nicotine content that mimic the use of tobacco products.

**EMERGENCY PREPAREDNESS:** A school site committee develops a comprehensive school safety plan relevant to the needs and resources of our school. Cathedral City Elementary School practices monthly fire, earthquake, active shooter and lockdown drills where all persons present must follow established drill procedures. During an actual emergency situation, a central student release station will be established once it is safe to do so, 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.

**CHILD PROTECTIVE SERVICES:** Child abuse / neglect is a very serious issue. If any school district employee suspects that a child is being physically, emotionally, or sexually abused or neglected, it is our legal responsibility to report this to Child Protective Services (CPS).

**BULLYING:** All types of bullying are prohibited. These include physical, verbal, social, and cyberbullying. Please see Appendix B for the PSUSD Bullying Definition. Students (victims and bystanders) should report bullying to a staff member. There is also an online reporting form at [www.sprigeo.com](http://www.sprigeo.com)

**HARASSMENT & DISCRIMINATION:** All students are to be treated with respect at Cathedral City Elementary. Harassing or discriminating against others is unacceptable. School programs and activities shall be free from discrimination, including harassment, with respect to actual or perceived race, color, ancestry, nationality, national origin, immigration status, ethnic group identification, ethnicity, age, religion, marital status, pregnancy, parental status, physical or mental disability, sex, sexual orientation, gender, gender identity, gender expression, genetic information, or any other legally protected status or association with a person or group with one or more of these actual or perceived characteristics. If a child is being harassed or discriminated against, please report it to a staff member immediately. Retaliatory behavior against those who report harassment is also prohibited. There is also an online reporting form at [www.sprigeo.com](http://www.sprigeo.com)

**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 a staff member. The staff member will notify administration. The site administrator will then investigate the complaint and take appropriate action.

**POSITIVE REINFORCEMENT:** At Cathedral City Elementary School, we support the *Pyramid of Success* that stresses the blocks that teach each character trait: *Hard Work, Enthusiasm, Friendship, Loyalty, Cooperation, Self-Control, Determination, Alertness, Action, Fitness, Skill, Team Spirit, Poise, Confidence, and Personal Best*. Students may receive Success Tickets and be rewarded for demonstrating these pyramid blocks. The goal of Success Tickets is to encourage students to repeat and continue positive behavior; therefore, the distribution of Success Tickets will be up to the discretion of our CCE Staff.

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## **ACADEMIC AND CURRICULAR INFORMATION**



**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 retention.

**REPORT CARDS & PROGRESS REPORTS:** Teachers are required to keep parents informed of their child's progress. You will be receiving a progress report each trimester. If you do not receive one, please notify your child's teacher and/or the office. Three report cards will be sent home during the school year, one at the end of each trimester.

**PARENT CONFERENCES:** During the school year, parents will be invited to meet with their child's teacher for an individual conference at the end of the first and second trimester, and at any time necessary



throughout the school year. If you have any questions or concerns, please do not hesitate to request to meet with the teacher at any time

**WHAT TO DO IF YOUR CHILD IS HAVING ACADEMIC PROBLEMS AT SCHOOL:** If you develop concerns regarding your child's progress 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.

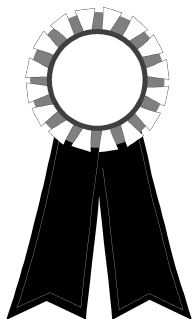
**TEXTBOOKS & LIBRARY BOOKS:** Students will be provided with all necessary textbooks. Each child is responsible for giving them proper care. In case of lost or damaged textbooks or library books, the parent is held responsible, and charges will be made.

**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 is expected to be returned. 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.

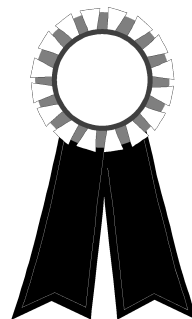
**INDEPENDENT STUDY PROGRAM:** If you are planning a trip that will require a period of time away from school, (at least five days) you may be granted school credit by arranging an independent study program. Under this plan, your child would complete assignments on the trip and would receive school credit. You must contact your child's teacher and the office at least three days in advance to make arrangements and obtain administrative approval. 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.

## **RECOGNITION OF ACADEMIC ACHIEVEMENT**

### **Awards Assembly**



Student of the Month  
Language Arts  
Mathematics  
Pyramid of Success  
Perfect Attendance



## **PARENT INVOLVEMENT**

**VOLUNTEERING & VISITING CLASSROOMS:** Parents are welcome to observe their child's classroom. Please speak with your child's teacher prior to the observation to arrange an agreed upon time so that instruction will not be interrupted. We welcome visitors to Cathedral City Elementary School; however, to protect our students from unauthorized people on campus, we require that all visitors pre-arrange their visits, stop by the office, provide a government issued ID, and obtain a visitor's badge. Parents or community members who volunteer in the classroom must complete the district volunteer process online at [www.psusd.us](http://www.psusd.us) under the "parents" tab. The process includes completing an online application, uploading a government issued ID, and possibly fingerprinting if seeking supervisory clearance. The volunteer must be district-approved prior to the start of his/her volunteering. The school site administration reserves the right to deny a visitor or volunteer if he/she demonstrates inappropriate conduct or is disruptive to the learning environment or safety of others.

**PARENT GROUPS AND COMMITTEES:** Parents can get involved through the school's Parent Teacher Group (PTG), English Learner Advisory Council (ELAC), or School Site Council (SSC). Parents and teachers work jointly hosting community events and fundraising to help provide funds for field trips, additional school supplies, and student incentives. ELAC helps advise the school on programs and opportunities for our English Language Learners. The SSC is an elected committee of 5 parents and 5 staff members who develop, monitor, and revise the school plan including how the school site funds are spent. Please consider joining one of these groups. Parent involvement is crucial and plays a role in the success of our students.

## **UNIFORM COMPLAINT PROCEDURE**

**PARENT COMPLAINT PROCEDURE:** Sometimes problems arise that need to be resolved. If you have a concern, please 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 administrator 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) 883-2700. If it is not resolved satisfactorily, go to Step Four;
4. Step Four – Complete a Uniform Formal Complaint Form. They are available on the district website: <http://www.psusd.us> or you can obtain one from the district office.

We look forward to 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. It is the collaboration between our school, parents, and community that makes Cathedral City Elementary School such an outstanding environment for students to succeed!