Vista del Monte Elementary School

**2744 N. Via Miraleste**

**Palm Springs, CA 92262**

**(760) 416-8176**

# Palm Springs Unified School District

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***Home of the Mustangs!***

**2019-2020**

**Parent-Student Handbook**

**Manual Para Los Padres-Estudiantes**

**Vista del Monte Elementary School**

Dear Parents/Guardians & Students

On behalf of the staff at Vista del Monte Elementary School, welcome to the 2019-2020 school year. We are excited about starting a new year of learning for our students. We will continue to promote a safe and supportive environment for your child. Teachers and support staff will provide standards-based instruction, intervention programs, instruction using technology, English language development, and learning activities that are appropriate for each child’s needs.

Please review the contents of this handbook, and of the Parent/Student Information Packet provided by the school district. You will see references to the district packet in this handbook for sections that are particularly important for our students and families.

Please call your child’s teacher, our school office personnel, or me at 760-416-8176 if you have any questions about school policies or procedures. Again, welcome!

Sincerely,

Ms. Blanca Luna

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Principal

**Mission and Vision for Vista del Monte School**

The mission of Vista del Monte School is to provide an environment that is safe, highly academic and to foster the social, emotional needs of our students. The entire staff at Vista del Monte is a professional learning community that exists for the purpose of providing a rigorous educational environment where all children are given the tools to reach their full potential.

Our vision for Vista del Monte is that:

* Parents and community are actively involved in the education of children.
* Decision making for best practices is based on research and chosen by collaborative teams composed of teachers and administrators.
* Interventions and enrichment are provided to meet the changing needs of students.
* All students are mastering twenty-first century standards as measured by various assessments.

**Our Vision for a Peaceful School**

At Vista del Monte Elementary School, we are dedicated to maintaining

a peaceful, cooperative, and safe environment.

The Vista del Monte school community will interact in a positive and respectful manner.

All children will develop and demonstrate lifelong problem-solving skills.

With this vision in mind, we are determined to meet these goals each day!

**PLEASE NOTE:**

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Please read the Parent/Student Information Packet for Palm Springs Unified School District for information on the following topics:

* Student Bus Transportation, Distances, Laws and Rules, School Hours
* Electronic Information Services Rules and Acceptable Use Contract for Internet Access
* Healthy Schools Act of 2000 Information
* Safety, Discipline, and Attendance
* Pupil Records
* Alternative Education
* Acknowledgement of Parent or Guardian of Specific School Activities Notification
* Guidelines for Student Behavior
* Your Rights – Due Process, Suspension and Expulsions
* Attendance Options
* Students – Sexual Harassment, **Dress Code**, Symbols, Nondiscrimination

**VISTA DEL MONTE SCHOOL EXPECTATIONS**

# Cafeteria and Lunch Line Expectations

What does it look like to be COURTEOUS in the cafeteria?

* Pick up and throw away trash from table and floor
* Pay attention to others’ personal space so you don’t bump into them
* Keep your hands on your own tray
* Keep hands off of others’ food
* Say “please” and “thank you” to the kitchen and supervisory staff

What does it look like to be SAFE in the cafeteria?

* Enter and exit the cafeteria quietly, in a single file line
* Keep food off the floor
* Use conversational voices so everyone is able to hear all adult instructions

What does it look like to be RESPONSIBLE in the cafeteria?

* Sit in your assigned seat.
* Listen and follow directions given by all staff
* Keep hands and feet to yourself
* Open lunch items independently

# Hallway Expectations

What does it look like to be COURTEOUS in the hallway?

* Walk with your hands behind your back so that you don’t touch others.
* Walk from place to place silently – to not disturb others
* Stop, look, and listen when spoken to by adults
* Help adults and students by holding open doors
* Pick up trash you see in hallways.
* Stop line for people crossing
* Always have permission

What does it look like to be SAFE in the hallway?

* Walk at all times
* Keep hands, feet and objects to yourself
* Move with the flow of traffic in a single file line to the right side of the walkway
* Stay out of the path of opening doors

What does it look like to be RESPONSIBLE in the hallway?

* Stay in a straight line, facing forward, unless directed by adult
* Keep halls clean: this is a food and gum free zone
* Keep playground equipment in your hands.
* Get to destination in a quick and quiet manner

# Library Expectations

What does it look like to be COURTEOUS in the library?

* Enter quietly and go directly to the reading rug
* Sit quietly while teacher is reading or giving instructions
* Use quiet, one inch voices when speaking
* Wait in a single file line with your hands behind your back.
* Say “excuse me” if you bump into someone

What does it look like to be SAFE in the library?

* Keep hands and feet to yourself
* Be sure to read your book
* Walk at all times
* Never throw books, pencils, erasers or other objects in the library

What does it look like to be RESPONSIBLE in the library?

* Return your books weekly
* Return the book in the same condition as it was checked out
* Pay fines promptly for lost or missing books
* At minimum, the teacher will walk students all the way to the library door and pick students up from the library door
* Teachers MUST be on time picking up their class

# Office Expectations

What does it look like to be COURTEOUS in the office?

* Use polite language: “please” and “thank you”
* Talk to adults only when directed to do so; don’t interrupt
* You must always have an office pass
* Explain quickly and clearly why you are there

What does it look like to be SAFE in the office?

* Keep hands to yourself
* Keep feet to yourself
* While seated, keep two feet on the floor

What does it look like to be RESPONSIBLE in the office?

* State your purpose politely and clearly
* Sit quietly and wait without disturbing others in the office
* Wait patiently for your turn

# Restroom Expectations

What does it look like to be COURTEOUS in the restroom?

* Give people privacy
* Use quiet voices
* Wait your turn patiently
* Report vandalism to an adult

What does it look like to be SAFE in the restroom?

* Walk to and from the restroom
* Don’t play in the restroom
* Keep water off the floor
* Report problems: sink/toilet

What does it look like to be RESPONSIBLE in the restroom?

* Use the restroom for business not play
* Flush toilets
* Wash your hands
* Put toilet paper in the toilet
* Put paper towels and trash in garbage cans
* Return directly to class to playground

**Assembly Expectations**

# What does it look like to be COURTEOUS in an assembly?

* Walk in and exit quietly
* Remove your hats
* Remove your hoods
* Listen to the speaker(s)

What does it look like to be SAFE in an assembly?

* Keep hands, feet, and objects to yourself.
* Face forward and sit crisscross
* Keep aisles clear for others

What does it look like to be RESPONSIBLE in an assembly?

* Sit where you teacher has directed
* Clap only when directed
* Wait for teacher’s direction

# Computer Lab and Technology Expectations

What does it look like to be COURTEOUS in the computer lab and when using technology?

* Enter quietly and go directly to your computer
* Sit quietly, not using the computer or iPad, while teacher is giving instruction
* Use quiet voices at all times

What does it look like to be SAFE in the computer lab and when using technology?

* Be careful around the computers and when carrying your iPad
* Do not unplug or make any changes to the monitor, keyboard, mouse or apps
* Walk at all times, and use both hands when carrying your iPad

What does it look like to be RESPONSIBLE in the computer lab and when using technology?

* Always treat the computer equipment and iPads with care and respect
* Follow all of your teacher’s instructions for using the computer and iPad
* Never touch or interfere with your neighbor’s computer or iPad
* Always ask your teacher for help if your computer or iPad is not working properly

**Playground Expectations**

What does it look like to be COURTEOUS on the playground?

* Wait your turn in line for equipment and at the water fountain
* Listen to adults the first time a direction is given
* Don’t interrupt the adults or other students
* Find a non-confrontational solution to solve problems – rock, paper, scissors, etc.
* Keep playground equipment in your hands after the bell

What does it look like to be SAFE on the playground?

* Keep hands and feet to yourself
* Walk when on the upper levels of playground equipment
* Leave personal space for students who might fall off equipment
* Walk to/from class to the playground
* Play fighting or tag-type games are not allowed
* Stay in designated play areas
* Use equipment as intended
* Play by the rules
* Walk to line after instructed

What does it look like to be RESPONSIBLE on the playground?

* Use the bathroom and get a drink during recess time
* Tell an adult if someone is hurt
* Freeze at the bell and get off equipment
* Hold playground equipment as you walk to line
* Return equipment to where it belongs
* Students “on the bench” stay seated and qui

**General Equipment Rules**

SLIDE

* One at a time on the ladder and slide
* No waiting at the top or holding up the line at the bottom
* Feet first. Slide on your bottom

SWINGS

* If someone is waiting – count to 100
* No pushing
* No jumping off
* No standing or hanging from. Sit down.
* No twisting the chains
* Use one swing only

MONKEY BARS

* No hanging upside down by your knees
* No standing or sitting on the bars
* No pushing or pulling
* No chicken fights (kicking)
* No death drops

X-WAVE

* No more than 12 people
* No standing on the X-Wave

# Consequences for Not Following Expectations

Each grade level will develop grade level specific consequences and protocols that all students in that grade must follow. In general, consequences may include, but are not limited to:

* Loss of privileges
  + Recesses, fun class or school-wide activities, assemblies, field trips, etc.
* Time out
* Running/Walking laps
* Writing assignment to explain/apologize for misbehavior
* Phone call and/or letter sent home
* Conference with parents
* Conference with another teacher, the counselor, the principal, etc.
* Lose Citizenship
* Development of a Behavior Support Plan
* In-school or at-home suspension or expulsion

# Field Trip Expectations

Students are expected to follow the Vista del Monte School Wide Behavior Expectations of Courtesy, Safety and Responsibility at all times during the school day and at all school-related functions, such as field trips, after school ASES program and other events such as the Spelling Bee and the Track Meet.

# Voice Level (Noise) Expectations

Students are expected to learn and understand the meaning of the following words/phrases:

* Silent/Silence (no voice, no sound)
* Quiet voice (whisper, cannot be heard more than 1 foot away)
* Conversational voice (normal, can be heard 3-5 feet away)
* Presentation voice (can be heard comfortably throughout the room)

***S.L.A.N.T.***

Following the *SLANT* expectations helps students be engaged learners who interact appropriately and courteously with their classmates and teachers

***S****it up*

***L****isten*

***A****sk/Answer*

***N****od your head*

***T****rack the speaker*

# 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 will be suspended from school and may be expelled from school. At the elementary school level students who bring knives 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. Fingernail clippers and other combination tools with a blade are considered to be knives. In addition, laser pointers are dangerous and are considered weapons.

# SEXUAL AND RACIAL HARASSMENT

All students are to be treated equally and with respect at Vista del Monte Elementary School. Harassing or bothering students in a sexually inappropriate way, or because of their ethnicity or color is unacceptable and may result in a suspension.

**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 or checked in with the child’s classroom teacher. 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 teacher or the principal.

*\*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 VdM 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 Vista del Monte Elementary Dress Code Policy:

**Boys:** Khaki-colored or dark blue pants or shorts and a plain royal blue or navy blue or white tee-shirt or collared polo shirt. “VdM” blue logo shirts and sweatshirts or AR shirts or Kindergarten shirts may be worn.

**Girls:** Khaki-colored or dark blue pants, shorts, skirts, skorts or jumpers, and a plain royal blue or navy blue or white tee-shirt or collared polo shirt or blouse. “VdM” blue logo shirts and sweatshirts or AR shirts or Kindergarten shirts may be worn.

Shoes: Tennis shoes or closed toe shoes. No flip-flops. 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. Wear clothing that does not disrupt the class

2. Clothing that is NOT acceptable includes: short shorts, bathing suits, tube tops, bare midriffs or revealing tops, clothing with obscene/offensive logos, language, or drawings, clothing advertising or promoting alcohol, drugs, violence, or illegal substances.

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 is 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 at all times.

7. Hats may be worn outside for sun protection. They may not have inappropriate writing on them or be worn backwards.

**GENERAL INFORMATION**

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

**STUDENT ARRIVAL TIME / DISMISSAL:** School begins promptly at **8:40 AM**. for students in grades TK - 5th. Transitional Kindergarten is from **8:00 A.M. – 1:05 P.M** Monday through Friday. Students are expected to be in class on time. We open our school gates for students at **8:10 A.M**.

In addition K – 5th grade students must be picked up on time at **3:30 P.M.** Monday, Tuesday, Thursday, Friday and at **1:05 P.M.** on Wednesday. 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 Palm Springs Police Department will be notified and the child will be placed in their care until a family member picks them up.

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**PHONE CALLS**

* The Vista del Monte Elementary School office phone number is **760-416-8176.** The fax number is **760-416-8178.**
* The office is open from 8:00 a.m. to 4:00 p.m.
* 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.**
* **We have a message phone system and send out important reminders. Please listen to your messages before calling the office to avoid unnecessary calls.**

### CONTACTING YOUR CHILD’S TEACHER

At Vista del Monte School our teachers will maintain regular communication with parents through notes, progress reports, phone calls, and conferences. We also encourage parents to maintain regular communication with our teachers. If you wish to speak with your child’s teacher:

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1. Please call when the class is not in session. Teachers are

available before and after school, or

1. Leave your number so the teacher can return your call, or
2. Send a note with your child to the teachers.

### NOTIFICATION OF ABSENCE

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When your child is absent, please send a note explaining the reason for the absence or you may call (760) 416-8176. 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.

### LEAVING SCHOOL DURING SCHOOL HOURS

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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 present a picture ID in order to check a student out of school. ***Please do not pick up your child early just to avoid traffic in our parking lot. Unless there is an emergency, we will not release students 15 minutes prior to the last bell at the end of the day.***

**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 (for example a 15 year old sister) during school hours*.**

**MOVING/CHANGES**

If a family is going to move out of the Vista del Monte 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 and he/she will be issued a checkout sheet to take to the new school.

## CAFETERIA

## Breakfast and lunch is served daily in the cafeteria. For the 2018-2019 school year all families will qualify for the free lunch program through the State of California. However, applications must still be filled out and will be sent home at the beginning of the year, are available online, or you may pick up an application in the school office to apply. If you have questions, you may call the PSUSD Nutrition Services department at (760) 322-4117.

**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.

**VOLUNTEERING & VISITING CLASSROOMS**

Parents are encouraged to visit their children’s classrooms. Please talk with your child’s teacher to set up a time so that instruction will not be interrupted. We welcome visitors to Vista del Monte Elementary School; however, to protect our students from unauthorized people on campus, we require that you stop by the office, sign in, and get a visitor’s badge. Parents or community members who volunteer in the classroom must complete a volunteer application that is available in the school office. The principal and district office must approve all applications. They determine if the individual is a registered sex offender prior to approving.

**LOST AND FOUND**

Lost and found items are kept in the lost and found cabinet located outside the cafeteria. We encourage you to check this area regularly. Labeling your child’s personal items with his/her name is recommended. We cannot be responsible for lost items.

### TOYS AND GAMES

Toys, balls, Spinners and games from home are not allowed at school. iPads, iPods, radios, cell phones etc. or any type of electronic games are not allowed, and will be kept by the teacher or principal until the parent picks up the item. *The school is not responsible for lost or stolen items*.

**SAFETY AND TRANSPORTATION**

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Be responsible for showing and teaching your child to:

1. Cross the street at the corner or in a crosswalk.
2. Watch for cars before crossing a street, and cross only when it is safe.
3. Always stay alert while crossing a street.
4. Walk on the side of the road facing oncoming traffic if there are no sidewalks.
5. Follow the safest route to school.
6. Respect the property of the people in houses on the way to and from school.
7. **Avoid strangers. Never get into the car with someone that he/she doesn’t know. Do not accept money, candy, or presents from strangers.**

### TRAVEL TO AND FROM SCHOOL

School and parents/guardians have a shared responsibility for training children to be safe going to and from school. Students should follow the routines and routes that their parents set for them. They should stay off private property, and should go directly to their proper destinations.

Please send a note if your child is to change his/her regular routine (bus, walk, or being called for). For example, if your child usually rides the bus, and he/she does not have a note saying that you will pick him/her up, then we will put him/her on the bus.

### BICYCLES

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Students in grades one through five may ride bicycles to school. **They may not ride on the school grounds at any time**. **All bikes must be locked in the bike rack. The school is not responsible for damaged or stolen bikes.** If a child rides on school grounds, the parent will be called to pick up the equipment. Parents should be certain that the child has safe equipment, safety equipment, knows traffic laws, and is a safe and capable rider. **Children should be reminded that it is illegal to ride double, and that helmets are required**.

**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 as to the pick-up routine for your child.

### LOSS OF OR DAMAGE TO SCHOOL PROPERTY

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Students are responsible for all textbooks checked out to them. They are expected to take proper care of books and to return them at the end of the school year or if they move. If a textbook or other school property, such as a library book, is lost, stolen, or destroyed, it must be paid for. The librarian will send a bill to parents for any lost or destroyed item.

### BUS TRANSPORTATION

Bus drivers follow a tight schedule; therefore, all children must be at the bus stop ready to board when the bus arrives. Bus times may vary for the first few days of school as the driver and children adjust to the route. Occasionally, a bus will break down. When that occurs, please be patient. The drivers will attempt to keep to the schedule as clearly as possible. Any bus complaints, questions, or concerns should be directed to Laidlaw at 320-8822 or John Biggie at 416-6119.

### BUS RULES

The school bus must be operated in a manner that provides safe transportation for all passengers. Children should obey the following bus rules:

1. While waiting for the bus, remain at the bus stop; do not throw rocks, go in the street, or damage other people’s property.
2. Be respectful to the bus driver, and do not argue with him/her.
3. If you have an assigned seat, do not sit in any other seat until told to do so by the bus driver.
4. Remain seated, facing the front of the bus at all times.

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1. Refrain from loud talking or other noises.
2. Keep all parts of the body inside the bus at all times.
3. Do not throw things in or out of the windows.
4. Keep the center aisle clear at all times.
5. Do not eat food of any kind inside the bus.
6. No animals shall be taken on the bus.
7. No fighting or pushing is allowed.
8. Courtesy to others is the main rule on the bus.

### CONSEQUENCES FOR BUS TICKETS

If a bus rule is broken, the student will receive a bus ticket.

* First ticket – student called to office, letter sent home with student for parent’s signature
* Second ticket – student called to office – parent contacted
* Third ticket – five day suspension from riding the bus
* Fourth ticket – loss of bus privileges for ten days
* Fifth ticket – loss of bus privileges for the school year
* Severe disruption – A student who causes a severe or dangerous disruption on the bus will be disciplined on an individual basis. Students who continually break bus rules will lose their bus riding privileges.

**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 Vista del Monte personnel in the designated grade level areas 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 or at the park since we can not 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!

**ACADEMIC AND CURRICULAL INFORMATION**

**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 PROBLEMS AT 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. 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. 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 at 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, request to meet with the teacher at any time

### HOMEWORK

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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. 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 POLICY**

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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.

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**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 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. 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.

### OTHER HEALTH INFORMATION

Please see the district booklet for information regarding physical examinations and school admission, vision and hearing tests, immunization requirements, rules for dispensation of medication at school, medical insurance, and required medication notifications.

### RECOGNITION OF GOOD BEHAVIOR AND ACADEMIC ACHIEVEMENT

At the awards assembly each month students will be honored with certificates, donated meal certificates, and other prizes for the following awards:

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* Student of the Month
* Reading
* Writing
* Mathematics
* Citizenship
* Most Improved

**ATTENDANCE**

Perfect attendance is recognized for individuals monthly for students who have zero absences and zero tardies and/or early outs, as well as with a lunch and prize drawing in June for those students who have perfect attendance for the entire school year. Classrooms have special incentive programs for attendance, as well.

Parents will be notified when their child will receive an award at the assembly. Parents are welcome and encouraged to attend the assembly, to bring family members, and to take photos. Watch the calendar for notice of assembly dates and times. **Please do not bring latex balloons as a gift for your child because of latex allergies.**

**WELLNESS POLICY**

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Palm Springs Unified School District has a Wellness Policy that is designed to promote healthy eating and choices. Following is a summary of this policy and procedures for our school:

* Fundraising sales during the school day will not involve non-nutritious food, such as candy or sodas.
* Snacks served during the school day or in any after-school programs will be nutritious ones, including fruits, vegetables, and water.
* **Classroom parties will be limited to no more than one party per class per month. No more than one non-nutritious item may be served. All items brought must be prepared in an approved commercial facility and pre-wrapped. Food prepared at home shall not be served in class.**
* Parents are encouraged to send healthy, balanced lunches with their children who bring a lunch. Some ideas for healthy snacks and beverages include: fruits – fresh or dried, vegetables, such as carrot sticks or cherry tomatoes, salads with low-fat dressing, Graham crackers, low fat frozen yogurt, fruit juice bars, vanilla wafers, animal crackers, pudding, yogurt splits with granola and fruit, nonfat chocolate milk, flavored milk, fruit juice, frozen juice treats, low fat string cheese, crackers with low fat cheese, soft pretzels with mustard, air popped popcorn, nuts (if not allergic), beef jerky, baked tortilla chips and salsa or low fat bean dip, pretzels, baked or reduced fat chips.

\*At Vista del Monte we **do not** allow *Red Hot Cheetos* or *Takis* to be brought to the snack area, on the playground or in the classrooms. Students who bring them must eat them with their own lunch.

**SPECIAL SERVICES**

### PSYCHOLOGIST

A school psychologist serves Vista del Monte one day a week. The psychologist’s primary responsibility is to complete evaluations for special education. A child can be evaluated to determine possible learning disabilities or problems according to district and Special Education guidelines. (See School Study Team.)

**RESOURCE SPECIALIST PROGRAM (R.S.P.)**

The Resource Specialist Program is provided to assist special education students. This program provides small group instruction for part of the day in the area(s) in which the child requires extra assistance. Children are transferred back to the regular program when they meet established goals. The program is financed by state funds. Students may be placed in the program after certain steps have been followed: Student Study Team, appropriate identification assessments, meetings with teacher, parents, psychologist, and other school personnel, and completion of an Individual Education Plan (I.E.P.) at a team meeting.

**SPECIAL DAY CLASS (S.D.C.)**

Vista del Monte School has a Special Day Classes for third through fifth grade students who qualify for special education, and are placed in the program by the I.E.P. team. The class is small, and an adult aide is provided in order to lower the pupil-teacher ratio. Children are transferred back to the regular program when they meet established goals. The program is financed by state funds.

### SPEECH/LANGUAGE THERAPY

A speech/language therapist serves students at Vista del Monte. The therapist works with both individuals and small groups of students who are having difficulty with speech or language processes. The classroom teacher or parents may have students screened for this program through a referral and assessment process.

**STUDENT STUDY TEAM (S.S.T.)**

The Student Study Team (S.S.T.) is made up of the Resource Specialist, an administrator, and several teachers. When a child is having difficulty progressing in school, his/her teacher may make a referral to the team. A meeting is scheduled for the parent/guardian to meet with the team, and to discuss strengths, needs, and information about the child, as well as to suggest strategies for school or home that will assist the child. The team may recommend that assessments also be performed.

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### EMERGENCY PROCEDURES

The school has plans and preparations for major emergency situations. Training and drills help our school personnel and students to be prepared for an actual emergency, and to understand the emergency procedures.

In the event of an emergency, your child should be instructed to obey directions of school personnel, and/or to follow the directions of the bus driver. If your child is walking or riding a bicycle, he/she should be told to continue toward the destination when an emergency situation develops.

Your cooperation is appreciated in any emergency:

* Please do not telephone the school, as telephone lines will be needed for emergency communications.
* Please do not drive to school immediately, so that roads will be clear for emergency vehicles. Roads may be littered with debris.
* Turn on your radio to a station that is part of the emergency broadcast system for official information and instructions.
* The school will retain your child until you, or an adult listed on the emergency card, can be reached.
* All parents must report to the information gate located on in front of the school by room 10, in order to sign out and pick up children.
* If you are unable to reach school, we are prepared to care for your child in a critical situation. Personnel will remain at school until all students are picked up.

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**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) 416-6000. 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 school or district office.

**SAFE SCHOOL ENVIRONMENT**

**SMOKE-FREE, DRUG-FREE ENVIRONMENT**: Vista del Monte 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.**

**CHILD PROTECTIVE SERVICES**

Child abuse / neglect is a very serious issue. 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).

**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 or directly to the principal. The adult is to send the student to the principal. The site administrator will then investigate the complaint, determine the validity, and take appropriate action.

**GENDER EQUITY**

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), color, physical or mental disability, or parental status. If a child is being bullied, please report it to a staff member. There is also an online reporting form at www.sprigeo.com

ED00175_**SAFE SCHOOL STATEMENT**

The Palm Springs Unified School District and Vista del Monte Elementary are committed to a safe environment for all students and staff and will not tolerate **any** weapons, implements, 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 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.

**CAMPUS SECURITY**/**CLOSED CAMPUS**

Our staff is extremely well trained and their primary concern is the safety of each child. Please contact administration with any concern or special needs. The following are a few precautions we take daily to maintain campus safety:

* All school gates will be locked after the 8:40 A.M. morning bell. They won’t be open until 3:30 P.M. or 1:05 P.M. (on Wednesdays). The only exception is the kindergarten gate area, which are opened from 1:05-1:25 P.M. for Transitional Kindergarten dismissal.
* All parents must wait outside the gate when dropping off their children in the morning. 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.
* Only registered school volunteers or parents with school-business appointments will be allowed on campus between 8:40 A.M. and 3:30 P.M. (1:05 P.M. on Wednesdays).

Volunteers are cleared through the district, have made prior arrangements with the teacher, must sign in and out in the office, and wear a visitor’s or volunteer badge.

* 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.
* Parents/adults are not allowed to eat with children during breakfast. Students are able to walk through the breakfast line independently and eat in the supervised eating area with other students. Parents are also not allowed out on the playground fields, equipment, or play areas. This is for the monitoring, supervision, and safety of all students.
* Parents are allowed to drop lunch off for their child in the office, but are not allowed to eat with their child on campus during the school day.
* All parents must wait outside the gate for their children at the child’s designated exit area during dismissal.
* Parents will not be allowed on campus early to wait outside their child’s classroom. Students do not exit through the office doors.

Please know that we want our school to be a welcoming environment to parents; however, campus safety is our utmost priority.

**Again, please bring any concerns to our attention.**

**PARENT INVOLVEMENT**

You are encouraged to join the Vista del Monte P.T.A.! Your support and participation in this organization helps parents and teachers work together to provide the best education possible for each child. P.T.A. members help in classes, serve on committees, and plan and/or assist with many exciting activities. The P.T.A. allocates funds to directly support students and classrooms. Money is used for field trips, teacher supplies, and other special projects.

**OBJECTIVES OF P.T.A.**

* To promote the welfare of the children at home, at school, and in the community.
* To bring the home and school into closer relationship with each other so that parents and teachers may cooperate intelligently in the education of the child.

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**PARENT INVOLVEMENT**

**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

MCj03981610000[1]Attend award ceremonies

Spend time with your child discussing school issues

**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

**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

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 Vista del Monte Elementary School such an outstanding environment for students to succeed!