

Parent & Student Handbook



2744 N. Via Miraleste Palm Springs, CA 92262 (760) 416-8176

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Principal's Message

Dear Vista Del Monte Parents, Students, and Community,

It is my sincere pleasure and honor to be part of the Mustang Family for the 2024-2025 school year as the Principal at Vista Del Monte Elementary School.

It is a privilege to lead the wonderful students in collaboration with the dedicated teachers and support staff at Vista Del Monte Elementary School as we continue to develop and strengthen programs and enhance the traditions to achieve student success. My goal is to provide a supportive climate and culture at Vista Del Monte that promotes safety, equity, access, and academic achievement.

I look forward to meeting and interacting with all of you. See you all at Vista Del Monte Elementary School! Go Mustangs!

Sincerely,

Ms. Jamie Santos

Principal, Vista Del Monte Elementary School

General Information

Address: 2744 N. Via Miraleste Palm Springs, CA 92262 (760) 416-8176

Phone: 760-416-8176 **Fax:** 760-416-8178

Office Hours: 7am - 3:05pm

Start Time: 7:45am (Monday - Friday)

Dismissal Time: 2:35pm (Monday, Tuesday, Thursday, Friday)

Dismissal Time: 12:10pm (Wednesday)

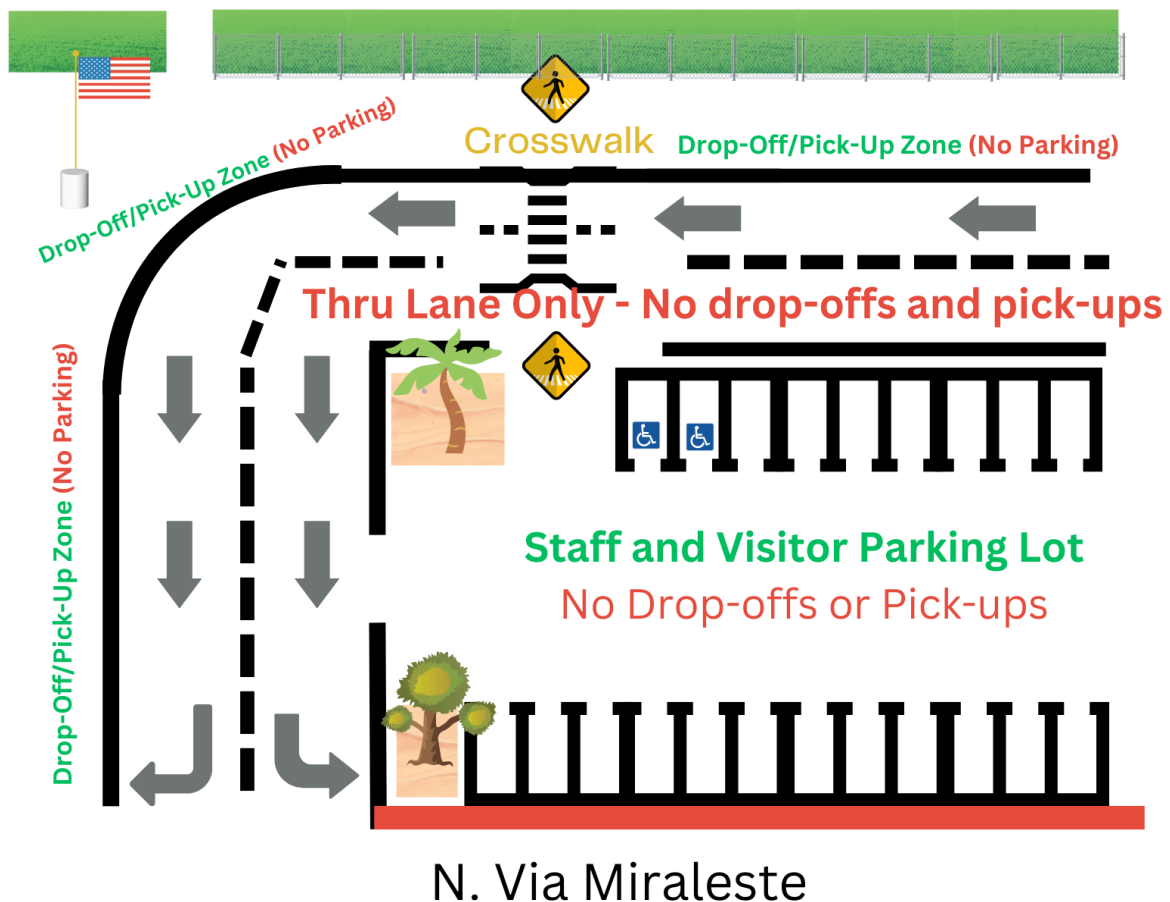
Student Arrival & Dismissal

- Students are expected to be picked up on time.
- Front gates are open at 7:15 AM please note that there is no supervision prior to 7:15 AM.
- All students must enter our school through the front gate.
- Breakfast will start at 7:15 AM when gates open.
- School starts promptly at 7:45 AM. If you arrive after the bell rings please proceed to the office as your child will enter through the main office. A 3-minute warning bell will ring daily at 7:42 AM.
- All visitors must use the front doorbell located to the left of the Administration Office door.
- All visits to campus during instruction are by appointment, invitation, or prior arrangement. Visitors must provide a government-issued ID to sign in at the front office.
- All students in TK or Kindergarten will exit via Francis Street. [Click here for TK/K Dismissal Map.](#)

- Students in grades 1st through 3rd grade exit from the main gate and 4th-5th grade will dismiss from the gate by the basketball courts facing the visitor parking lot. [Click here for 1st - 5th Dismissal Map](#)
- No parking in the bus loading zone.
- Parents who are picking up by car will line up in the queue at the entrance of the parking lot. [Click here for the Drop-Off/Pick-Up Map](#)
- No student with or without a parent is allowed to load or walk through the parking lot during dismissal as this is a safety concern.
- Students are not permitted to wait for parent(s)/guardian(s) at the park. For your child's safety, students will be directed to wait on school grounds. Parents must walk onto school property to pick up their child.

Student Drop-off and Pick-Up Map

See Drop-off and Pick-up map below for details.



Bell Schedule

REGULAR SCHEDULE:				
Start & Ending Time (GRADES TK-5TH)		7:45am - 2:35pm		
GRADE	RECESS AM	Lunch	Lunch Recess	RECESS PM
TK	9:00 - 9:15	10:15 - 10:45	10:45 - 11:00	12:45-1:00
K	9:15 - 9:30	10:15 - 10:45	10:45 - 11:00	1:00 - 1:15
1	9:15 - 9:30	10:45 - 11:05	11:05 - 11:30	1:00 - 1:15
2	9:35 - 9:50	11:05 - 11:25	11:25 - 11:50	1:30 - 1:45
3	9:35 - 9:50	11:20 - 11:40	11:40 - 12:05	1:30 - 1:45
4	9:55 - 10:15	11:35 - 11:55	11:55 - 12:20	
5	9:55 - 10:15	12:05 - 12:25	12:25 - 12:50	
MINIMUM DAY SCHEDULE EVERY WEDNESDAY				
Start & Ending Time (GRADES TK-5TH)		7:45am -12:10pm		
GRADE	RECESS	Lunch	Lunch Recess	
TK	9:00 - 9:15	10:00 - 10:20	10:20 - 10:30	
K	9:15 - 9:30	10:00 - 10:20	10:20 - 10:30	
1	9:15 - 9:30	10:30 - 10:50	10:50 - 11:00	
2	9:35 - 9:50	10:40 - 11:00	11:00 - 11:10	
3	9:35 - 9:50	11:00 - 11:20	11:20 - 11:30	
4	9:55 - 10:10	11:15 - 11:35	11:35 - 11:45	
5	9:55 - 10:10	11:30 - 11:50	11:50 - 12:00	

Mission Statement

Vista del Monte Elementary School is committed to providing students with a positive, safe, and welcoming learning environment that engages students in rigorous and relevant academic learning opportunities that also support students' social and emotional needs.

Staff at Vista del Monte Elementary School are a professional learning community that fosters student success by implementing highly effective instructional strategies across subject areas and academic instruction aligned with the California State Standards so that students are prepared for success in the 21st century.

Vision

- 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 Safe 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.

School Expectations

Vista del Monte Elementary School emphasizes the importance of our overall school-wide expectations:

Be Respectful

Be Responsible

Be Safe

Below are the Vista del Monte Elementary School Expectations

Safe Space to Learn

At Vista del Monte, one of our goals is to provide students with a safe learning environment. Following Education Code EC234 and 234.1, Vista del Monte 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.

Cafeteria and Lunch Line Expectations

What does it look like to be **RESPECTFUL** in the cafeteria?

- Listen and follow directions given by all staff
- Keep hands, feet and objects to yourself
- Pay attention to others' personal space so you don't bump into them
- Keep your hands on your own food
- Say "please" and "thank you" to the kitchen and supervisory staff
- Use quiet voice

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

- Listen and follow directions given by all staff
- 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
- Only eat your own food
- Remain seated until excused

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

- Pick up and throw away trash from table and floor
- Place trash in appropriate bins
- Place unwanted food items in the appropriate bins
- Sit at your assigned table
- Report incidents to a staff member

Hallway Expectations

What does it look like to be **RESPECTFUL** in the hallway?

- Follow instructions of the staff member
- Stop, look, and listen when spoken to by staff
- Walk from place to place silently – to not disturb others
- Pick up trash you see in hallways.
- Stop line for people crossing
- Respect personal space of others by keepings hands and feet to yourself

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 staff
- 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
- Report incidents to a staff member

Library Expectations

What does it look like to be **RESPECTFUL** in the library?

- Follow the instructions of the staff member
- Enter quietly
- Use quiet voices when speaking
- Say “excuse me” if someone is in the area you want to look at a book

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

- Keep hands and feet to yourself
- Walk at all times
- Never throw items in the library
- Use technology appropriately

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

- Return your books when they are due

- Return the book in the same condition as it was checked out
- Pay fines promptly for lost or missing books
- Let the librarian know if your Chromebook is having problems (TK-1st)
- Let the librarian know if your Chromebook is having problems (3rd-5th)
- Return unwanted books in the appropriate place as identified by librarian

Office Expectations

What does it look like to be **RESPECTFUL** in the office?

- Enter quietly
- Enter through the swing doors if a staff member gives you permission
- You must always have an office pass
- Explain quickly and clearly why you are in the office
- Talk to staff members only when directed to do so; do not interrupt their daily work
- Use appropriate language: "please" and "thank you"
- Do not speak with other students or visitors while waiting

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

- Keep hands, feet and objects to yourself
- Follow all directions of office staff
- Speak up if the office staff did not see you enter or cannot hear you

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

- Explain quickly and clearly why you are in the office
- If waiting in the office: wait patiently, sit quietly, wait without disturbing others in the office, ask a staff member if you need assistance (water, restroom, etc.)
- Take responsibility for actions
- Report incidents to adults

Restroom Expectations

What does it look like to be **RESPECTFUL** 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/soap
- No more than 3 students in the restroom area at a time
- Only 1 student per restroom stall

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 the playground

Assembly Expectations

What does it look like to be **RESPECTFUL** 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 your teacher has directed
- Clap only when directed
- Wait for the adult/teacher's direction

Playground Expectations

1. Keep hands, feet, and objects to yourself.
2. Use school property and playground equipment correctly.
3. Stay in designated areas.
4. Listen and follow directions.
5. Be kind. Show respect for yourself and others.
6. Show responsibility for your behavior and choices.
7. Find an adult if concerns come up.

Toys/Games/Cell Phones/Personal Media Device/Personal Items

Toys, games, balls (balls smaller than a child's head), cell phones, personal media devices and other valuable personal items are discouraged 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, recording devices, radios, electronic games or devices, etc. are not allowed and may be confiscated by the teacher or staff until the parent picks them up. Toys are not to be brought to school. Cleats and shoes with wheels are not allowed. All ball equipment must be held in hands when walking anywhere other than the playground.

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. Students bring all of these items at their own risk, and the school will not be responsible for lost or stolen items.

Students are not permitted to sell personal items. Vista del Monte may participate in school fundraisers in which specific policies will be outlined for obtaining sales.

Computer or Technology Use Expectations

We are proud to announce that Vista del Monte is a 1:1 laptop school in Grades TK-5! We have high expectations for our students and have set guidelines that must be followed in order for every student to fully participate in our technology program. All students will have access to a Chromebook laptop computer 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.

Acceptable Use of Technology Agreement

This agreement outlines the acceptable use of technology resources provided by Palm Springs Unified School District to students. By accessing and using these resources, you agree to adhere to the following guidelines:

1. Responsible Use:

- Use technology resources responsibly and ethically, respecting the rights of others and the integrity of the systems.
- Avoid damage, repeated damage, and vandalism to district property.
- Avoid engaging in activities that may disrupt or harm the functioning of the technology infrastructure.
- Avoid streaming non-educational videos or downloading large files unnecessarily.

2. Personal Accounts:

- Use only your assigned accounts and login credentials. Do not share your login information with others.
- Protect your accounts and passwords from unauthorized access or use.

3. Content Usage:

- Respect copyright laws and intellectual property rights. Do not download, upload, or distribute copyrighted material without proper authorization.
- Refrain from accessing, creating, or sharing content that is inappropriate, offensive, or harmful to others.

4. Data Privacy:

- Respect the privacy of others and refrain from accessing or sharing personal or sensitive information without permission.

- Do not attempt to bypass security measures or access restricted areas of the network or systems.

5. Cyberbullying and Harassment:

- Treat others with respect and dignity in all online interactions.
- Do not engage in cyberbullying, harassment, or any form of online misconduct.

8. Reporting Violations:

- Report any violations of this agreement, security incidents, or suspicious activities to a teacher or school administrator immediately.

9. Consequences of Violations:

- Violation of this agreement may result in disciplinary action, including but not limited to loss of technology privileges, academic penalties, and legal consequences if applicable.

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 programs and other events. Site administrators may exclude from the trip any student whose presence on the trip would pose a safety or disciplinary risk. AR 6153 Instruction 3.

Dress Code Policy

All schools enforce the Palm Springs Unified School District's Dress Code Policy. Students will be required to follow the dress code listed below at all times. Students should come to school properly prepared for participation in the educational process. Questions regarding this policy should be directed to site administration. Appropriateness of any clothing item will be determined at the discretion of site administration. See PSUSD Dress Code for more information.

1. Shoes must be worn at all times. Sandals must have heel straps. Flip-flops and backless shoes are not acceptable for safety reasons.
2. Clothing, jewelry, and personal items (backpacks, fanny packs, gym bags, water bottles, etc.) shall be free of writing, pictures, or any other insignia which are crude, vulgar, profane, or sexually suggestive, which

bear drug, alcohol, or tobacco company advertising, promotions and likenesses, or which advocate racial, ethnic, or religious prejudice.

3. Hat-wearing privileges may be revoked for any student at any time when it is not conducive to the learning environment at the discretion of site administration.
4. Clothes shall be sufficient to conceal undergarments at all times.
5. No midriffs.
6. No spaghetti strap tops or halter tops.
7. Glasses must be appropriate for the classroom setting; prescription sunglasses that are prescribed for indoor use may be worn in class. Other types of sunglasses may be worn on campus outside of class.
8. Because gang-related symbols are constantly changing, items that are perceived to be gang-related apparel are prohibited.

The importance of parent participation in preventing gang violence cannot be emphasized enough. A “no-nonsense” attitude has been adopted by staff and administration to keep our schools safe and orderly. Students who may not be involved with gangs may be mistakenly associated with them by the clothing they wear. Therefore, decisions regarding acceptable dress will be made consistently and equitably on campus.

Styles of clothing may vary from school to school and may change from year to year. Consequently, prior to disallowing the wearing or displaying of questionable clothing, each school reserves the right to make the determination that particular styles may, in fact, disrupt the educational environment.

Violation of the dress code may warrant one or more of the following actions: parents/guardians being notified, shirts being loaned to students in lieu of inappropriate attire, and/or shirts being worn inside-out or covered with an outer garment.

Consequences of Breaking a Rule

Please note, per California State Law §48907 known as ***En Loco Parentis***, teachers, administrators, and other certificated employees are obligated to supervise, direct, ensure the safety of, and discipline students accordingly to education code and board policy. Parents do not have the authority to direct students to disobey or ignore the authority of employees of a school district nor do they have the authority to limit a district employee's ability to work with their

child within their regular scope of duties. District staff shall enforce standards of appropriate student conduct in order to provide a safe and secure environment for students and staff on campus, but are prohibited from using seclusion and behavioral restraint to control student behavior except to the limited extent authorized by law. If suspension is determined to be an appropriate consequence, then it will be administered with education code 48900 (New AR 5131.41). If there is a disagreement, parents are to follow the complaint process outlined on page 15 of this handbook.

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

Possible Discipline Procedures Depending On Severity

1. Warning from the teacher or administrator
2. Loss of some or all 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 Vista del Monte 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).

Attendance

Attendance is essential for student learning. Vista del Monte's attendance goal is 96%. Positive attendance is recognized for individuals monthly for students who have zero absences, zero tardies and/or early outs, or improved attendance. Classrooms may 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 and to take photos. **Please do not bring latex balloons as a gift for your child because of latex allergies.**

Notification of Absence

When your child is absent, you may report your student's absence in Parent VUE or you may send a note explaining the reason for the absence. You may also call the main office at (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 positive 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.

Excused Absences

(a) Notwithstanding Section 48200, a pupil shall be excused from school when the absence is:

- (1) Due to his or her illness.
- (2) Due to quarantine under the direction of a county or city health officer.
- (3) For the purpose of having medical, dental, optometric, or chiropractic services rendered.
- (4) For the purpose of attending the funeral services of a member of his or her immediate family, so long as the absence is not more than one day if the service is conducted in California and not more than three days if the service is conducted outside California.
- (5) For the purpose of jury duty in the manner provided for by law.
- (6) Due to the illness or medical appointment during school hours of a child of whom the pupil is the custodial parent.
- (7) For justifiable personal reasons, including, but not limited to, an appearance in court, attendance at a funeral service, observance of a holiday or ceremony of his or her religion, attendance at religious retreats, attendance at an employment conference, or attendance at an educational conference on the legislative or judicial process offered by a nonprofit organization when the pupil's absence is requested in writing by

the parent or guardian and approved by the principal or a designated representative pursuant to uniform standards established by the governing board.

(8) For the purpose of serving as a member of a precinct board for an election pursuant to Section 12302 of the Elections Code.

(9) For the purpose of spending time with a member of the pupil's immediate family, who is an active duty member of the uniformed services, as defined in EC § 49701, and has been called to duty for, is on leave from, or has immediately returned from, deployment to a combat zone or combat support position. Absences granted pursuant to this paragraph shall be granted for a period of time to be determined at the discretion of the superintendent of the school district.

Tardy Students

School begins promptly at 7:45 AM. A warning bell will ring at 7:42 AM. Between 7:20 AM & 7:45 AM students are expected to stay on the playground and out of the hallways. Tardiness does count against attendance for the month and school year, unless a doctor's note is provided to the office in a timely manner. Students are to report to the school office if they arrive after 7:45 AM.

Leaving School During School Hours

Only the parent, guardian, or person authorized on the emergency card is allowed to 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. School instruction time is important and school safety is of primary concern.

Following all school staff directives and dismissal plans is vital to ensuring the safety of students, family members, and staff. Students will not be released from the school site 15 minutes prior to dismissal, unless there is an emergency. Thank you for your cooperation.

In addition, parents or other family members MAY NOT wait in the office until the bell rings or walk through the office when the bell rings. Given that we are a

closed campus, anyone on campus to pick up a student must be outside the main gates.

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 only to those people who are listed on the emergency card. Updates can be made in Parent VUE. *also be aware that we cannot release children to minors (for example a 15 year old sister) during school hours.*

Transportation

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

SCHOOL BUS RULES

Please review these rules with your child.

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

8. No loud talking, shouting or other noises.

BUS TICKET CONSEQUENCES

First Student is a separate company who provides the transportation services to Palm Springs USD. Please review these consequences with your student. Consequences depend upon the severity of the behavior as well.

1st Bus Ticket

Written warning "School Bus Behavior Report" and parent contacted;
Administrator notified

2nd Bus Ticket

Written warning "School Bus Behavior Report" and parent contacted;
Administrator notified; possible school conference

3rd Bus Ticket

Written warning "School Bus Behavior Report" and parent contacted;
Administrator notified; Suspension from the bus for a specific amount of time depending on the severity of the behavior

4th Bus Ticket

Written warning "School Bus Behavior Report" and parent contacted;
Administrator notified; Suspension from bus for remainder of semester

5th Bus Ticket

Written warning "School Bus Behavior Report" and parent contacted;
Administrator notified; Suspension from bus for remainder of the school year

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.

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.

Breakfast and Lunch Meals

Due to a state grant, all students receive free breakfast and lunch. Please make sure your child arrives at school on time to eat breakfast. Studies show students learn better when they begin the day with a healthy breakfast. Our cafeteria closes at 7:50 AM, but late students are able to receive a breakfast item by notifying office staff.

Cafeteria Visitors

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

Palm Springs USD 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 access the PSUSD Wellness Policy, go to www.psusd.us, Students & Parents, and click Lunch Menu OR you may go to <https://bit.ly/psusdwellness>.

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 Vista del Monte Elementary School.

- First, contact the classroom teacher 2 weeks in advance and arrange for a date. **Teachers are informed that all celebrations must be on one (1) day per month (as aligned to PSUSD Wellness Policy) on the last week of the month, not to exceed 30 minutes.**
- Foods must be considered a “nutritious snack.” Class celebration foods must comply with state competitive foods, federal Smart Snacks and district wellness policy for nutrition including, but not limited to, restrictions on calories, fat, sugar, and ingredient contents.
- Food prepared from home will not be served in class. Home prepared items are not permitted out of safety concerns and in compliance with county Food Safety Guidelines.
- Celebrations may take place after lunch meal service.

- On class party days, students may choose to bring their own lunch to school. In these cases, each school will encourage parents to provide nutritious meals. The district/school will strongly discourage parents from providing or bringing fast food lunches and non-nutritious foods and beverages to their children for lunch.
- Outside pizza deliveries are not accepted. For PSUSD Nutrition Services Pizza lunch party, teachers must contact the school office and obtain a "Classroom Lunch Party" application. This form must be submitted 2 weeks in advance.
- Party foods considered to have little or no nutritional value will not be allowed on campus. This includes, but is not limited to cupcakes, cakes, sodas, and other items that do not meet the nutritional requirements outlined at: <https://bit.ly/cacompetitivefoods>
- Unfortunately, Vista del Monte may not be able to accommodate unannounced or pre-planned events that do not provide the necessary advanced notice.

Excluded Food/Drink Items From School

If you wish to serve these items to your child, that is your right, but items may not be consumed on the elementary campus:

- (1) Energy Drinks or other highly caffeinated beverages
- (2) Family sized packaged bags- food must be portioned in snack sized bags
- (3) No chewing gum or lollipops, especially on playground equipment.

Parent Communication

Parent Vue

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

ParentSquare

<https://www.parentsquare.com/signin>

Open communication is fundamental to a successful partnership between parents and the school. Palm Springs Unified School District has officially transitioned to utilizing ParentSquare as the official communication platform from school sites and teachers to parents/guardians. Parents should have received an email from ParentSquare. Families are automatically connected

based on the email provided in Parent VUE and just need to activate their account. Please be sure to follow the instructions in the email to access your account to begin receiving district-wide and site-wide communications. If you have questions, you may contact our office at Vista del Monte.

Please work with the Vista del Monte main office to get the app or ensure your email address in Parent VUE is the most up-to-date email address.

Contacting Your Child's Teacher

At Vista del Monte our teachers will maintain regular communication with parents through ParentSquare, emails, 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:

- a. If calling, please call when the class is not in session. Teachers are available before and after school, or
- b. Contact the main office and leave your number so the teacher can return your call.

Moving/Changes

If a family is going to move out of the Vista del Monte 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 Vista del Monte, 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 Vista del Monte, a new proof of home address will be required to be submitted to the office.

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 & Visiting Classrooms

Parents are encouraged to volunteer at Vista del Monte. Any parent who wishes to volunteer must complete the PSUSD online application, be fingerprinted, and have a cleared background check before being on campus. Visit:

<https://www.psusd.us/Page/6363> All volunteers must submit to the Raptor Safety system which checks the backgrounds of prospective volunteers. 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 that seek to chaperone fieldtrips must also complete the volunteer process. Parents are encouraged to join and participate with the PTA.

As a Mandated Reporter, it is your duty to act when a child shares information that may indicate they are in danger or experiencing personal problems. If a student confides in you about family matters or personal issues and you believe there is a safety concern, it is important to take immediate action. If you need assistance with the Mandated Reporting of Child Abuse Procedures, contact the child's teacher, counselor, and/or administration.

Lost And Found

Lost and found items are kept in the lost and found designated area 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. Lost items will be donated at the end of each trimester if not claimed.

Loss Of Or Damage To School Property (Textbooks)

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

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

Parent Conferences

During the school year, parents will be invited to meet with their child's teacher for an individual conference 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

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

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

Short Term Independent Study (Stis) Program

If you are planning a trip which will require a period of time away from school (three or more days), you may be granted school credit by arranging a short term independent study program. Under this plan, your child must complete assignments on the trip in order to receive school credit. You must contact the Vista del Monte Office at least five days in advance to make arrangements. All of the work must be completed and will be due on the student's first day back to school in order to receive full credit. Failure to complete work will disqualify a student from future STIS eligibility. Please know, Short Term Independent Study is not the same as direct instruction from a teacher, and this should be used for unavoidable absences.

Other Health Information

Please refer to the district enrollment forms 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:

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

Special Services

Psychologist

A school psychologist serves Vista del Monte a minimum of one day a week. The psychologist's primary responsibility is to complete evaluations for special education. A child may be evaluated to determine possible learning disabilities or problems according to district and Special Education guidelines.

Resource Specialist Program (R.S.P.)

The Resource Specialist Program is provided to assist students that qualify for special education services. 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.

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 Success Team (S.S.T.)

When a child is having difficulty progressing in school, his/her teacher may make a referral to the Student Success 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.

Emergency Procedures

Vista del Monte 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.

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 concern. If it is not resolved satisfactorily, go to Step Two;
2. Step Two--Make an appointment with the administrator to explain the concern. If it is not resolved satisfactorily, go to Step Three;
3. Step Three--Contact the Palm Springs Unified School District Office at (760) 883-2703. 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: <https://www.psusd.us/Page/4522>

When filing a Uniform Complaint Procedure (UCO), 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. Vista del Monte will follow the district's policy outlined in the annual Parent Student Information Booklet. Please refer to the Palm Springs Unified School District Parent Student Information Booklet of current school year for more information. (Education Code 234.1; 5 CCR 4621) (Education Code 221.61) (Education Code 221.8) (Education Code 234.1)

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

Smoke-Free, Drug Free Environment

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

Animals on Campus

Only service dogs will be allowed on campus. For the safety of our students, please keep dogs and animals off school grounds. Your pet may be very friendly; however, we would not want anyone to be bitten if your pet should become frightened. Service dogs with correct identification will be permitted.

Military Families

Children of military families face challenges to their academic success caused by the frequent moves or deployments of their parents/guardians in fulfillment of military service. The district shall provide such students with academic resources, services, and opportunities for extracurricular and enrichment activities that are available to all district students. The Superintendent or designee may waive district policies or rules when necessary to facilitate the enrollment, placement, advancement, eligibility for extracurricular activities, or on-time graduation of children of military families, in accordance with the Interstate Compact on Educational Opportunity for Military Children as ratified in Education Code

49700-49704 (BP 6173.2). For more information regarding Enrollment & Residency please refer to the Palm Springs Unified School District Parent Student Information Booklet of current school year.

Child Protective Services

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

Sexual Harassment

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

Bullying

Bullying is a serious action that can have a negative impact on a child's emotional and physical wellbeing. Unfortunately, it is also a term that is frequently misapplied to other inappropriate behavior.

Bullying is defined by Education Code 48900 (r) as severe or pervasive physical or verbal conduct that has, or could have, the following effects:

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

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

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

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

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

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



150 District Center Drive | Palm Springs, CA 92264
Phone 760-883-2703, ext. [4805101](tel:7608832703) |
www.PSUSD.us

Student Services

Laura Meusel, *Executive Director*

PALM SPRINGS UNIFIED SCHOOL DISTRICT BULLYING and HARASSMENT POLICY

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

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

Bullying is defined as the harassment of students, intimidation, a hazing or initiation activity, ridicule, extortion, or any other verbal, written, electronic communication, or physical conduct,

Resources:

StopBullying.gov

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

Are You Being Bullied? How to Deal With Bullies

<https://www.stompoutbullying.org/get-help/about-bullying-and-cyberbullying/are-you-being-bullied>

Boo2Bullying - Outreach, Mentoring, Inspiration & Support

<https://boo2bullying.org/>

Delete Cyberbullying

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

National Safe Place

<https://www.nationalsafeplace.org/bullying>

GLSEN.org

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

LGBT Youth - Stopbullying.gov

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

Bullying and Cyberbullying Resources

<https://www.safekids.com/bullying-cyberbullying-resources/>

SafeHouse What's Up App - 24/7 Youth Crisis Line

Download the app or text our toll-free number 844.204.0880 to text with a trained counselor

<https://safehouseofthedesert.com/whatsup-app/>

CA Youth Crisis Line

<https://calyouth.org/cycl/>

Sprigeo - Report Bullying

<https://app.sprigeo.com/>

The BULLY Project

http://www.thebullyproject.com/tools_students

- 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.



NOTICE of STUDENT POLICY PROHIBITING SEXUAL HARASSMENT

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

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

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

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

Dr. Simone Kovats, Assistant Superintendent of Educational Services

(760)883-2703

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

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

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

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

The District/School Site:

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

Gender Equity

We are proud that Vista del Monte 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 being respectful, safe, and responsible 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, Ms. Santos, 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 Vista del Monte 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 Ms. Santos, Principal or Ms. Surdin, Assistant Principal, with any concern or special needs at (760) 416-8176.

1. All visitors must register at the office and receive a visitor badge by using our Raptor screening system.

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

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

Bullying Prevention

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

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

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

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

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.

Title I, Part A School-Level Parental Engagement Policy 2024-2025

Vista del Monte Elementary is committed to providing a safe, effective, and orderly environment for all of its staff, parents, and students. Our entire staff at Vista del Monte Elementary firmly believes that all students can learn when given the opportunity and time to be successful. Vista del Monte Elementary provides instruction and materials complying with district/state guidelines and requirements.

Vista del Monte Elementary has developed a written Title I Parental Engagement Policy with input from Title I parents. Vista del Monte Elementary developed this policy jointly with parents by first helping parents understand some of their Title I rights, such as: their right to monitor their students' progress, their right to work with our teachers to improve the performance of their children, and provided information to these parents on how they could best participate in decisions relating to the improvement of their children's education.

It has distributed the policy to parents of Title I students. Vista del Monte Elementary distributed the policy through varied forms such as at the Annual Title I meeting, through handouts given to students to take home, and at various school functions and meetings throughout the school year. The policy describes the means for carrying out the following Title I Parent Engagement requirements [20 USC 6318 Section 1118(a)-(f) inclusive].

Involvement of Parents in the Title I Program

To involve parents in the Title I, Part A programs, the following practices have been established:

- The school convenes an annual meeting to inform parents of Title I students about Title I requirements and about the right of parents to be involved in the Title I program. Vista del Monte Elementary also informs parents of their right to be involved in the Title I program, its planning, improvement, and reviews during and not limited to:
 - Vista del Monte Elementary School Site Council meets regularly to monitor programs at Vista del Monte Elementary including the Parental Engagement Policy. The role of the council is to jointly develop the Parental Engagement Policy, monitor current programs and evaluate their effectiveness, and expand and/or modify program strategies and components as necessary.
 - Parents have input regarding how Title I budgets are spent at SSC meetings regularly throughout the school year. During these meetings the

Vista del Monte Elementary School Plan for Student Achievement is reviewed and modified.

The school offers a flexible number of meetings for Title I parents. In addition to the Title I parent meetings, all parents are invited to SSC and ELAC meetings which are held throughout the school year.

- o Communication methods such as posted notices in front of the school and in the main office, and Parent Square posts are used to communicate meeting dates.

Vista del Monte Elementary provides parents of Title I students with an explanation of the curriculum used at the school, the assessments used to measure student progress, and the proficiency levels students are expected to meet.

- o School Site Council Meetings
- o English Language Advisory Committee Meetings
- o Curricular-focused parent workshops
- o Award assemblies
- o Student Study Team meetings
- o District-sponsored parent events through the Parent Center
- o IEP Meetings

The school provides parents of Title I students with timely information about Title I programs.

- o Upcoming meetings are posted at the school site and Parent Square posts are also used to notify parents.
- o Agenda topics include:
 - Explanation of the Title I program
 - Discussion of ways parents can be involved at the school
 - Review of Parental Engagement Policy and the school-parent-student compact
 - Description of the PSUSD Title I written complaint policy for parents

If requested by parents of Title I students, the school provides opportunities for regular meetings that allow the parents to participate in decisions relating to the education of their children.

- o Input from Title I parent surveys are used to determine workshop topics
- o All SSC and ELAC meetings have a public hearing section where parents and community members can state their concerns

Building Capacity for Involvement

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

The school provides Title I parents with assistance in understanding the State's academic content standards, assessments, and how to monitor and improve the achievement of their children.

- o The school provides Title I parents assistance in understanding the State's academic content standards, assessments, and how to monitor and improve the achievement of their children.
 - Parent workshops and trainings are designed to assist parents in how to support their child's learning at home.
 - Academic content standards and assessments are discussed and reviewed at Back to School nights and at Parent-Teacher conferences held twice during the school year.

The school provides Title I parents with materials and training to help them work with their children to improve their children's achievement.

- o Parent workshops are developed to assist parents in understanding the expectations of their children at school.
- o Online programs are available for parents to work with their children at home.
- o Teachers send additional academic materials home according to what is needed.

With the assistance of Title I parents, the school educates staff members about the value of parent contributions, and on how to work with parents as equal partners. The school coordinates and integrates the Title I parental engagement program with other programs, and conducts other activities, such as parent resource centers, to encourage and support parents in more fully participating in the education of their children.

- o Regular parent workshops and events are scheduled throughout the school year.
- o Parent workshops are scheduled during the school day.
- o Parents are reminded of the supports available at the District Parent Center.

The school distributes information related to school and parent programs, meetings, and other activities to Title I parents in a format and language that the parents understand.

- o Parents are notified of workshops and other programs and are encouraged to attend through flyers and Parent Square posts in both English and Spanish.

The school provides support for parental engagement activities requested by Title I parents in the following manner:

- o Input from a variety of measures is used to tailor workshops and other programs.
- o Childcare is provided during parent workshops and programs to better facilitate parent attendance.

Accessibility

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

- o All notices regarding meetings, activities, conferences and events are sent in English and Spanish.
- o School notices and informational packets are sent home with parents regularly.

Title I, Part A School-Parent Compact

The Vista del Monte Elementary School, and the parents of the students participating in activities, services and programs funded by Title I, Part A, agree that the School-Parent Compact outlines how the parents, the entire school staff, and the students will share in the responsibility for improved student academic achievement and the means by which the school and parents will build and develop a partnership that will help children achieve the State high academic standards (Every Student Succeeds Act [ESSA] Section 1116[d]).

Describe how the school's responsibility to provide high-quality curriculum and instruction in a supportive and effective learning environment that enables the children served under Title I, Part A to meet the challenging State academic standards, and the ways in which each parent will be responsible for supporting their children's learning; and participating, as appropriate, in decisions relating to the education of their children and positive use of extra-curricular time (ESSA Section 1116[d][1])

Staff Acknowledgement:

VDM staff understand the importance of the school experience to every student and our role as educators and models. Therefore, VDM Staff agree to carry out the following responsibilities to the best of our ability:

Teach Grade-Level Standards, Skills, And Concepts

- Strive to address the individual needs of your child (communication with families through parent square, progress reporting periods with copies of progress reports sent home, parent teacher conferences)
- Communicate on a regular basis with you regarding your child's progress (6 week progress report, followed by parent teacher conferences at the end of each trimester)
- Provide a safe, positive, and healthy environment for your child (communicate multi-tiered systems of support)
- Return appropriate work in a timely manner
- Communicate homework and classwork expectations
- Increase parent engagement through the support of the family and community engagement specialist

Parent Acknowledgement:

VDM Parents understand that their participation in their student's education will help his/her achievement and attitude. Therefore, VDM Parents will continue to carry out the following responsibilities to the best of their ability:

- Encourage my child to complete homework
- Provide my child a quiet place/time for homework
- Review all school communications and return all necessary signed forms
- Attend back to school nights, parent-teacher conferences, and other school events
- Encourage my child to engage in reading activities for at least 15 minutes daily
- Make sure my child gets adequate sleep and has a healthy diet
- Support the school's/district's homework, discipline, and attendance policies
- Communicate with the school a minimum of 30 minutes prior to dismissal time of any dismissal route change for my child
- Obey all traffic procedures on the school campus to ensure the safety of everyone
- Keep all emergency information up to date with the school office
- Bring my child to school on time everyday
- Review any notices sent home
- Work with my child to send homework to school on time
- Support my child in taking responsibility for their behaviors
- Encourage my child to ask for help when needed at school
- Remind my child to respect school property and follow all school-wide expectations

Describe how the importance of communication between teachers and parents on an ongoing basis through, at a minimum the following means (ESSA sections 1116[d][2][A-D]):

- (A) parent-teacher conferences in elementary schools, at least annually, during which the compact shall be discussed at the compact relates to the individual child's achievement;
- (B) frequent reports to parents on their children's progress;
- (C) reasonable access to staff, opportunities to volunteer and participate in their child's class, and observation of classroom activities; and
- (D) ensuring regular two-way, meaningful communication between family members and school staff, and to the extent practicable, in a language that the family members can understand.

Staff Acknowledgement:

VDM Staff understand the importance of communication between teachers and parents on an ongoing basis through, at a minimum which may include the following:

- Phone calls home
- Parent Square posts and messages
- Emails
- Notes home

- Progress Reporting Periods
- Parent Teacher Conferences
- Student Success Team meetings (if applicable)
- Individual Education Plan (IEP) meetings (if applicable)
- 504 Plan Meetings (if applicable)

Parent Acknowledgement:

VDM Parents understand the importance of communication between parents and teachers on an ongoing basis through, at a minimum which may include the following:

- Phone calls to the teacher
- Messaging the teacher through Parent Square
- Emailing the teacher with concerns or questions
- Reviewing Progress Reports and initiating communication if any questions or concerns arise
- Attending Parent Teacher Conferences
- Attending Student Success Team meetings (if applicable)
- Attending Individual Education Plan (IEP) meetings (if applicable)
- Attending 504 Plan Meetings (if applicable)

This Compact was established by Vista del Monte Elementary School on August 2024, and will be in effect for the period of the 2024-2025 school year. The school will distribute the Compact annually to all parents and family members of students participating in the Title I, Part A program on, or before: August 7, 2024.