

# Parent & Student Handbook



**Nellie N. Coffman Middle School**



34-603 N. Plumley Road, Cathedral City, CA 92262 (760) 770-8617

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## Principal's Message

Dear Nellie Coffman Middle School Parents, Students, and Community,

It is my sincere pleasure and honor to be able to serve our school community in this role as the Principal at Nellie Coffman Middle School.

It is a privilege to lead our site's scholars in collaboration with the dedicated teachers and support staff at Nellie Coffman Middle School as we continue to develop and strengthen programs and enhance our traditions in order to achieve student success. I aim to provide a supportive climate and culture at Nellie Coffman that promotes safety, accountability, equity, access, and academic achievement.

This year, we bring to you an emphasis on high school readiness through our Quintessential Cougar initiative. We want students and parents to understand why middle school matters and how to help best prepare students for the rigors of high school in the coming years. This starts now in grades 6-8! Our advisory teachers will help students set personalized goals to reach their full potential. Students will get to choose 2 areas to help them become high school ready.

I look forward to interacting with all of you and working in partnership to make our middle school one that meets the needs of all young adolescents.

Educationally Yours,

*Mrs. Melissa Galataud*

Principal Nellie N. Coffman Middle School

## General Information

<b>School Hours (Mon. Tues. Thurs. Fri.)</b>	8:45am-3:35pm
<b>Collaboration Day (Wed.)</b>	8:45am-1:05pm
<b>Minimum Days</b>	8:45am-12:45pm
<b>Office Hours</b>	8:00am-4:15pm
<b>School Phone Number</b>	760-770-8617
<b>School Fax Number</b>	760-770-8623
<b>District Office</b>	760-883-2700
<b>First Student Bus Transportation</b>	760-320-8822
<b>NCMS School Website</b>	ncms.psusd.us
<b>PSUSD Website</b>	psusd.us

## Administration and Office Staff

<b>Principal</b>	Melissa Galataud	<a href="mailto:mgalataud@psusd.us">mgalataud@psusd.us</a>
<b>Principal's Secretary</b>	Leann Carrillo	<a href="mailto:lcarrillo@psusd.us">lcarrillo@psusd.us</a>
<b>Assistant Principal</b>	Gus Ochoa	<a href="mailto:gachoa@psusd.us">gachoa@psusd.us</a>
<b>Assistant Principal</b>	Eduardo Rivera	<a href="mailto:erivera@psusd.us">erivera@psusd.us</a>
<b>MTSS Coach</b>	Sara Hadley	<a href="mailto:shadley@psusd.us">shadley@psusd.us</a>
<b>Counselor</b>	Mark Butzko	<a href="mailto:mbutzko@psusd.us">mbutzko@psusd.us</a>
<b>Counselor</b>	Cynthia Rodriguez	<a href="mailto:crodriguez@psusd.us">crodriguez@psusd.us</a>
<b>Counselor</b>	Renata Flores	<a href="mailto:rflores1@psusd.us">rflores1@psusd.us</a>
<b>Prevention Specialist</b>	John Torres	<a href="mailto:itorres@psusd.us">itorres@psusd.us</a>
<b>Wellness Prevention</b>	Consuelo Flores	<a href="mailto:cflores1@psusd.us">cflores1@psusd.us</a>
<b>School Nurse</b>	Ivana Schearer	<a href="mailto:ischearer@psusd.us">ischearer@psusd.us</a>
<b>Medical Assistant</b>	Serena Kochell	<a href="mailto:skochell@psusd.us">skochell@psusd.us</a>
<b>Attendance / Front Office</b>	Reina Gutierrez	<a href="mailto:rgutierrez1@psusd.us">rgutierrez1@psusd.us</a>
<b>Registrar</b>	Jessica Zamorez	<a href="mailto:izamorez@psusd.us">izamorez@psusd.us</a>
<b>Student Services</b>	Cynthia Soria	<a href="mailto:csoria@psusd.us">csoria@psusd.us</a>
<b>Front Office</b>	Brianda Duran	<a href="mailto:bduran@psusd.us">bduran@psusd.us</a>
<b>School Psychologist</b>	Dr. Lirio Escobar	<a href="mailto:lescobar@psusd.us">lescobar@psusd.us</a>
<b>IEP Specialist</b>	Nayreli Gonzalez	<a href="mailto:ngonzalez@psusd.us">ngonzalez@psusd.us</a>

**Mission**

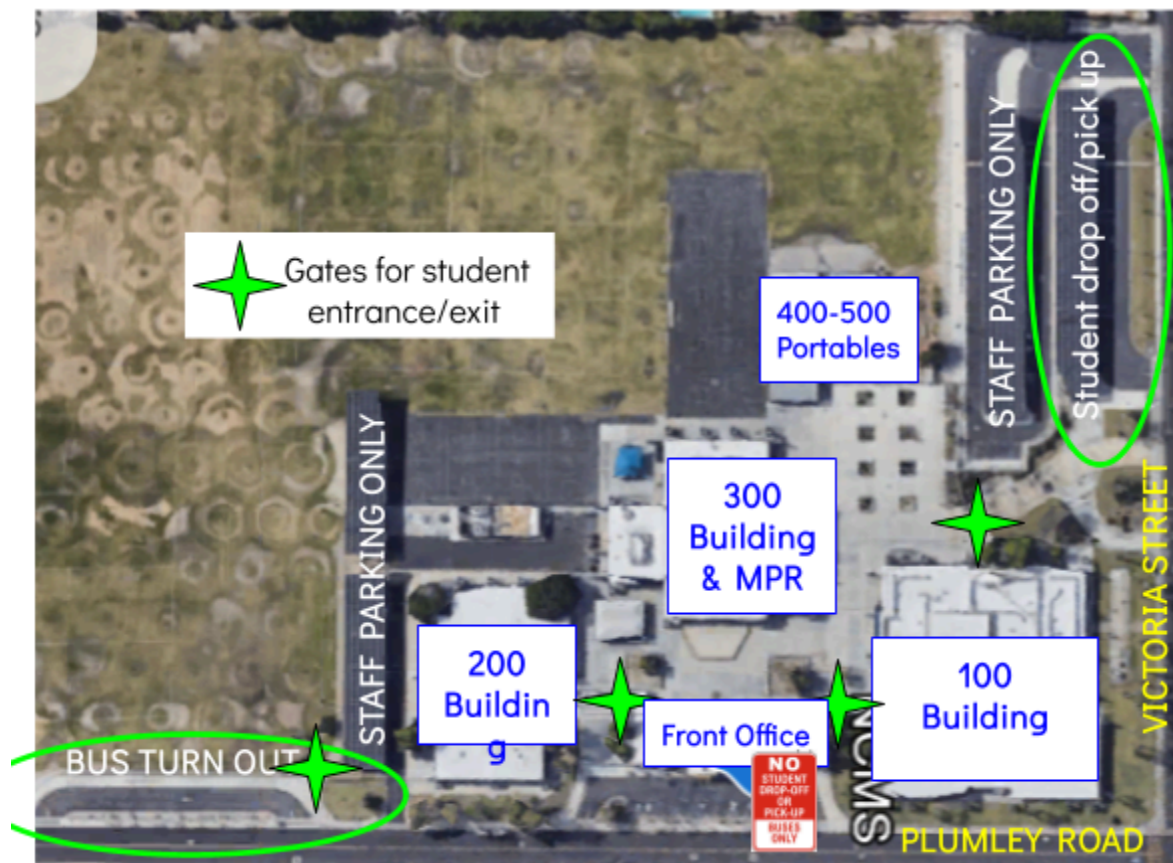
Our school strives to create Quintessential Cougars by cultivating a community focused on academic excellence, strong character, and readiness for high school and the demands of their future pursuits

**Vision**

We at Nellie Coffman Middle School envision a future where every student has the opportunity to become a 'Quintessential Cougar'—students who excel academically, uphold integrity, and are fully prepared for the challenges of high school and beyond.

**Student Arrival and Dismissal**



- Our gates open at 8:00 am when supervision is available, there is no supervision on campus prior to 8:00 am.
- DO NOT enter or drop off students in the staff parking areas. Signs are clearly posted here to enforce this.
- Students may enter through the Victoria gates or through the walking gates on either side of the front office.
- Students who ride the bus will enter the campus gates on the Plumley side.



- Breakfast will be served from 8:15-8:41 am daily
- School starts promptly at 8:45 AM. If you arrive after the bell rings please proceed to the office as your student will enter through the main office after school is in session. A 4-minute warning bell will ring daily at 8:41 AM.
- 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.
- No parking in the bus loading zone
- Students are expected to be picked up on time.
- Do not encourage your students to cross the roads without using the crosswalks and stop signs.
- Students should not be on campus after school unless they are involved in a supervised after-school activity.
- Please do not leave your student unsupervised after school in front of the school.
- Office hours are from 8:00 am until 4:15 pm.



## Bell Schedule

<div style="display: flex; justify-content: space-between; align-items: center;">  <h1 style="margin: 0;">Nellie Coffman Bell Schedule</h1>  </div>					
<b>Monday, Tuesday, Thursday &amp; Friday Regular Schedule</b>					
<b>6TH GRADE</b>		<b>7TH GRADE</b>		<b>8TH GRADE</b>	
<b>PERIOD</b>	<b>TIME</b>	<b>PERIOD</b>	<b>TIME</b>	<b>PERIOD</b>	<b>TIME</b>
Advisory	8:45-9:07	Advisory	8:45-9:07	Advisory	8:45-9:07
1	9:11-10:06	1	9:11-10:06	1	9:11-10:06
2	10:10-11:05	2	10:10-11:05	2	10:10-11:05
L	11:09-11:39	3	11:09-12:04	3	11:09-12:04
3	11:43-12:38	L	12:08-12:38	4	12:08-1:03
4	12:42-1:37	4	12:42-1:37	L	1:07-1:37
5	1:41-2:36	5	1:41-2:36	5	1:41-2:36
6	2:40-3:35	6	2:40-3:35	6	2:40-3:35
<b>Wednesday</b>					
<b>PERIOD</b>	<b>TIME</b>	<b>PERIOD</b>	<b>TIME</b>	<b>PERIOD</b>	<b>TIME</b>
1	8:45-9:21	1	8:45-9:21	1	8:45-9:21
2	9:25-9:59	2	9:25-9:59	2	9:25-9:59
L	10:03-10:33	3	10:03-10:37	3	10:03-10:37
3	10:37-11:11	L	10:41-11:11	4	10:41-11:15
4	11:15-11:49	4	11:15-11:49	L	11:19-11:49
5	11:53-12:27	5	11:53-12:27	5	11:53-12:27
6	12:31-1:05	6	12:31-1:05	6	12:31-1:05
<b>Conference/Minimum Day (10/9-10/11, 03/12-03/14, 06/06)</b>					
<b>PERIOD</b>	<b>TIME</b>	<b>PERIOD</b>	<b>TIME</b>	<b>PERIOD</b>	<b>TIME</b>
1	8:45-9:21	1	8:45-9:21	1	8:45-9:21
2	9:25-9:55	2	9:25-9:55	2	9:25-9:55
3	9:59-10:29	3	9:59-10:29	3	9:59-10:29
4	10:33-11:03	4	10:33-11:03	4	10:33-11:03
5	11:07-11:37	5	11:07-11:37	5	11:07-11:37
6	11:41-12:11	6	11:41-12:11	6	11:41-12:11
Lunch/Discussion	12:15-12:45	Lunch/Discussion	12:15-12:45	Lunch/Discussion	12:15-12:45

## **Nellie N. Coffman Middle School Expectations**

### **Safe Space to Learn**

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

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.

As part of our safe space, we want all students to be able to wear their school-issued lanyards with photo ID at all times when they are on campus.

### **Cafeteria and Lunch Line Expectations**

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

### **Hallway Expectations**

- 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
- Respect personal space of others by keepings hands and feet to yourself
- Walk at all times
- 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
- Keep halls clean: this is a food and gum free zone
- Get to destination in a quick and quiet manner
- Report incidents to a staff member

### **Library Expectations**

- 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
- Keep hands and feet to yourself
- Walk at all times
- Never throw items in the library
- Use technology appropriately
- 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
- Return unwanted books in the appropriate place as identified by librarian

### **Office Expectations**

- Enter quietly
- 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
- 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
- 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**

- Give people privacy
- Use quiet voices, Wait patiently
- Report vandalism to an adult
- 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
- 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

### **Assembly Expectations**

- Walk in and exit quietly
- Listen to the speaker(s)
- Keep hands, feet, and objects to yourself.
- Face forward
- Keep aisles clear for others
- Sit where your teacher has directed
- Clap only when directed
- Wait for the adult/teacher's directions

### **Cell Phones/Personal Media Devices/Personal Items**

Cell phones, toys, games, and other personal items are discouraged from being brought from home. 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 will be kept by the teacher until the parent picks them up. Toys are not to be brought to school. Cleats and shoes with wheels are not allowed.

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 must be turned off/silenced and put in bags from the start of the first bell until the bell for dismissal. Earbuds must be turned off and put away from the start of the first bell until the bell for dismissal. Students may **NOT** use their cell phones or earbuds during the instructional day. "NO CELL BELL TO BELL," help us hold your student accountable by not texting them during the school day, but rather calling the office to relay messages if necessary.

If students have their cell phones or earbuds out, they may be confiscated by the site staff and turned in to the front office. The office will record the violation and the staff member who

confiscates the phone will notify the parent. Students may pick up their electronic devices at the end of the school day from the front office. Parent pick-up will be required on the second offense and for every subsequent violation and possibly have to check their device into the office at the day's start.



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. The sale of gum, candy, or food items or any other items is not allowed and may result in possible suspension from school/OTL for both seller and buyer. Any food, drinks (other than water), or candy seen on campus will be confiscated and thrown away immediately. Appropriate disciplinary action will be taken – see Intervention Policy. **Parents/Guardians will be held responsible for payment of damages to any property or materials.** Nellie Coffman may participate in school fundraisers in which specific policies will be outlined for obtaining sales.

**The office staff will not take cash.**

**STUDENT ITEMS WILL NOT BE DELIVERED TO CLASSROOMS.** This includes P.E. clothes, binders, books, etc. Taking responsibility for learning is a critical component in student success and achievement. It is an essential goal of any middle school student to learn to be responsible about coming to school prepared. No notifications will be sent to students, as these messages are just as disruptive as the delivery itself.

### **Computer or Technology Use Expectations**

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 computer to use during instruction as well as at home. 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. Deliberate damage to chromebooks will result in potential fines and/ or community service.

### **Field Trip Expectations**

Students are expected to follow the Nellie Coffman School Wide Behavior Expectations of P.R.I.D.E. (Preparedness, Respect, Integrity, Determination and Empathy) 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.

## 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. The 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. Hoodies can be worn, but the hoods must be down at all times on campus.
5. Clothes shall be sufficient to conceal undergarments at all times.
6. No midriffs.
7. No spaghetti strap tops, tube tops or halter tops
8. Pajamas or any clothing intended for sleepwear are not allowed unless they are approved for a designated dress-up day. Blankets, pillows, gloves and/or stuffed animals are not to be on campus at any time during school hours.
9. 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.
10. Because gang-related symbols are constantly changing, items that are perceived to be gang-related apparel are prohibited.
11. No clothing will be allowed that promotes hate speech, violence or illegal substances.

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 according to the 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 the 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 31 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.

Tier 1	
Type of Incident	Steps of Intervention Each step represents a separate occurrence of the same type of incident.
Academic Dishonesty	<p><b>Step 1</b> - Teacher / Student conversation</p> <p><b>Step 2</b>- Teacher / guardian conversation</p> <ul style="list-style-type: none"> <li>Phone Call/Text Home/Email/Parent Square app</li> </ul> <p><b>Step 3</b> - Teacher intervention*</p> <p><b>Step 4</b> - - Administration and/or counselor call home and assign/one or more of the following:</p> <ul style="list-style-type: none"> <li>Lunch Restriction</li> <li>Opportunity to Learn</li> <li>Parent Meeting</li> <li>Peer Mediation</li> <li>Restorative Conference</li> </ul> <p>*Teacher managed interventions may include, by are not limited to:</p> <ul style="list-style-type: none"> <li>Clarify Expectations</li> <li>Modify Environmental Factors</li> <li>Reflection Paper</li> </ul>
Damaging Property (Minor)	
Dangerous Act (Minor)	
Defiance/Disruption	
Disrespect/Name Calling	
Gossip	
Inappropriate Use of Technology	
Play Fighting/Roughhousing	

Profanity (Not Directed at Others)	<ul style="list-style-type: none"><li>• Structured Choice</li><li>• Student Conference</li><li>• Teacher Managed Detention</li><li>• Parent meeting</li></ul>
Touching others/kissing/hand holding	

Tier 2	
Type of Incident	Types of Intervention**
Bullying/Harassment/Intimidation*	<p>Administration will call/text home and will determine the type(s) of intervention, which may include but is not is not limited to:</p> <ul style="list-style-type: none"> <li>• After School Detention</li> <li>• Behavior Contract</li> <li>• Lunch Restriction</li> <li>• Loss of Privileges</li> <li>• Opportunity to Learn</li> <li>• Parent Meeting</li> <li>• Parent Shadow</li> <li>• Restorative Conference with Student and Staff</li> <li>• Reflection</li> <li>• Restitution</li> <li>• Friday Evening School</li> </ul> <p>*Students are expected to remain in the classroom and wait for the admin to call them out unless noted with an asterisk. For the incidents noted, teachers may call security to remove students from class.</p> <p>**School administrators have the discretion to deviate from these guidelines for intervention by assessing an appropriate consequence other than stated if they determine that there are mitigating or aggravating circumstances.</p>
Forgery	
Gambling	
Sexual/Racial Gestures	
Interference with School Personnel (Safety)*	
Instigating/ Promoting Fights	
Possession/Use of Stolen Property	
Selling Items	
Theft (Minor)	
Threat of Violence*	
Vulgarity/Profanity (Directed at Others)	
Vandalism (Minor)	

Tier 3	
Type of Incident	Type of Intervention*
Alcohol/Drugs	<p>These incidents listed are violations of the 48900 Educational Code and require immediate administrative assistance. Administration will determine the type(s) of intervention, which may include but is not limited to:</p> <ul style="list-style-type: none"> <li>● BMS (Behavior Management Support)</li> <li>● After School Detention</li> <li>● Behavior Contract</li> <li>● Lunch Restriction</li> <li>● Loss of Privileges</li> <li>● Insight / Other Programs Offered by PSUSD Staff</li> <li>● Parent Meeting</li> <li>● Parent Shadow</li> <li>● Peer Mediation</li> <li>● Opportunity to Learn</li> <li>● Reflection</li> <li>● Restorative Conference with Student and Staff</li> <li>● Restitution</li> <li>● Referral for Services</li> <li>● Recommendation for Expulsion</li> <li>● Friday School</li> <li>● Suspension with <b>Reentry Plan</b></li> </ul> <p>*School administrators have the discretion to deviate from these guidelines for intervention by assessing an appropriate consequence other than stated if they determine that there are mitigating or aggravating circumstances.</p>
Arson/Attempted Arson	
Assault/Battery	
Bomb Threat	
Burglary	
Dangerous Act (Major)	
False Fire Alarm	
Fighting	
Fireworks/Explosives	
Indecent Exposure	
Sexual Harassment	
Theft (Major)	
Tobacco/E-Cigarettes (Possession/Use)	
Vandalism (Major)	
Weapons (Simulated/Possession/Use/Threat)	

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 on 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 the 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).

### **Intramural Sports**

The NCMS Intramural Sports Program has been designed to provide opportunities for all students, including those in after-school intervention programs, to participate in after-school sports. Our goal is to reach all students. Different sports activities are offered each quarter and students may participate in all if they so choose. Typically, activities include football, volleyball, basketball, and soccer. Athletic days are usually three times per week for eight weeks. Academic and behavioral requirements must be met. Information is communicated through morning announcements, flyers, and Parent Square.

### **Attendance**

Attendance is essential for student learning. Nellie Coffman's attendance goal is 98%. 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) 770-8617. 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. If a student is 30+ minutes late to class or does not attend class even though they were on campus, then the student is considered truant. Students with excessive truancies will receive lunch restriction, Friday School, and/or after-school community service in addition to meetings with the District Attorney and the School Administration.

### **Excused Absences**

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.

### **Chronic Absence**

A student is considered chronically absent if they miss 10% or more of the days they are enrolled, regardless of whether absences are excused or unexcused. This triggers outreach and support to address any barriers to attendance. [Ed Code 6090(c)1]

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### **School Attendance Support Process**

#### Step 1: Pre-SART (Student Attendance Review Team)

*Initiated when a student misses 3 days or 10% of their enrolled days.*

Supports may include:

- Call home by teacher, counselor, or attendance staff
- Pre-SART meeting with the student and counselor to develop a “My Success Plan”
- Monitoring of attendance and regular student check-ins
- Referrals to available school or community resources

#### Step 2: SART (School Attendance Review Team)

*Initiated when attendance concerns continue.*

Supports may include:

- Follow-up calls home

- Home visits by school staff
- SART meeting with family to identify and address ongoing barriers
- Referrals to additional community services and mentoring programs
- Continued case management and support

### Step 3: SARB (Student Attendance Review Board)

*Initiated for habitual truancy or severe chronic absence.*

Supports may include:

- Referral to SARB
- SARB hearing and attendance contract
- Referral to alternative education programs
- Daily check-ins and ongoing monitoring
- Additional referrals (counseling, parenting programs, outside agencies)

### Ongoing Monitoring

Attendance reports are reviewed monthly. Students missing 10% or more of school days will meet with their counselor to:

- Review attendance patterns
- Identify challenges within their control
- Set short-term improvement goals



## **Tardy Students**

School begins promptly at 8:45 AM. A warning bell will ring at 8:41 AM. Between 8:00 AM & 8:30 AM, students are expected to stay in the main campus quad 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 8:45 AM.



Students will have a week to locate their classes and practice getting to class on time. After this students will receive lunch restriction on the fifth violation and for every subsequent violation. If tardies continue, students may also receive Wednesday or Friday evening school, and school community service, and/or be excluded from school events/activities. Sweeps will occur periodically, unannounced and will result in immediate loss of privileges.

The administration will schedule parent meetings for students who are habitually tardy and/or truant. This may result in a parent shadow for the day to ensure that students are arriving at all classes on time.

## **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.

## **Transportation**

Riding the bus is a privilege that can be revoked. Please review the following rules and consequences. First Student is a separate company that provides 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 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

### **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.
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. Always use crosswalks.
6. Walk away from stray animals.

### **Bicycles & Skateboards**

All bicycles must be parked on the bike rack and locked during the school day. Skateboards can be left in room 214. The school is not responsible for lost or stolen bikes/skateboards. 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. You must have your helmet with your bike/skateboard daily.

## **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 8:40 AM, but late students are able to receive a breakfast item by notifying 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](http://www.psusd.us), Students & Parents, and click Lunch Menu OR you may go to <https://bit.ly/psusdwellness>.

- 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.
- 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 deliveries are not accepted. Food Delivery Services are NOT Allowed to Drop off Food for Students. Nellie Coffman does NOT allow food deliveries from paid delivery services such as Doordash, GrubHub, Uber Eats, etc. All deliveries will be denied or held in the NNC Admin Office until school is dismissed for the day. NNC is not responsible for any loss of cost or food.
- 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>

### **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 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/candy

## **Parent Communication**

### **Parent Vue**

You can get information, report absences, and you can email your child's teacher as well. Additionally, this is a great way to see your student's grades in real time as teachers update them online. We encourage checking grades for all your student's classes every week.

### **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 accounts. 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 Nellie Coffman. Please work with the Nellie Coffman 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 Nellie Coffman 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 by email and Parent Square.
- 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 Nellie Coffman 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 Nellie Coffman, 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 Nellie Coffman, 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 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's name, name of the medication, exact dosage, time medication is to be given, name of the prescribing physician, and the date the prescription was filled.

### **Volunteering & Visiting Classrooms**

Parents are encouraged to volunteer at Nellie Coffman. 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.

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 at the Health Office Check-in area. 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 semester if not claimed.

## **Loss Of Or Damage To School Property (Chromebooks)**

Students will be provided with all necessary textbooks and Chromebook. 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 in addition to community service for deliberate damages. [See contract](#)

## **Academic & Curriculum 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 teachers. 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 counselor, and then the principal.

### **Guidance Counseling**

At NCMS, support services have been developed to help our students deal with any issues that are affecting them. Services are offered individually and in groups. Some areas in which the Counselor, Assistant Principal, or Principal might help are personal problems that may affect school activities; course selections; test interpretations; vocational information; educational opportunities; and conflict resolution and mental health.

Individual, limited, short-term counseling is also offered through the Counseling Office. Any parent or student desiring more information concerning these groups or additional outside services should contact the school counselor for further information as we do have a Mental Health Therapist on our campus daily.

Student requests to see the counselor can be made virtually using the counseling web pages attached to each student's Google Classroom. Students will be called at the first available time. Students may request to see an administrator by emailing or notifying the front office staff. Students may also contact the counselors or assistant principals before/after school, or during lunch. Mental Health referrals can be made by the counselors and require parent consent.

### **Parent Conferences**

During the school year, parents will be invited to meet with their child's teacher for an individual conference in the middle of each semester, and at any time necessary throughout the school year. Please do not hesitate, if you have any questions or concerns, to request to meet with the teacher at any time. This will be coordinated through Parent Square.

### **Homework**

Homework is an essential part of the educational program. It may consist of the completion of classwork 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, and responsibility, and emphasize critical thinking skills. Homework will be assigned to reinforce concepts taught in class and expected to be returned. Here are some tips to help your student be successful:

- Listen carefully to all directions.
- Ask questions if the assignment is not clear.
- Keep a record of assignments in your Agenda.
- Have a set time and place for study, free from interruptions and supplied with materials.
- Expect one to two hours of homework each evening, Monday-Thursday.
- Utilize study skills in preparation of assignments and turn in assignments when they are due.
- Make use of such aids as dictionaries, libraries, maps, computers, and general reference materials. Consult with people who are authorities or who are experienced in various fields.



- Take the initiative to make up work missed because of absence.
- Get phone numbers from students in every class to call for help or missing assignments.
- Discuss homework assignments with parent(s) or guardian(s) or other family members.

### **Supplies & Academic Organizers**

Students are expected to be prepared for school daily. Every student will be outfitted with a binder and supplies that can be used for the duration of their time at NCMS through grades 6-8. The Student Academic Organizer is also a part of the provided materials to all students in grades 6-8 given out semesterly through advisory classes. Students are encouraged to use this daily to record assignments, deadlines, events, and activities. This is a crucial part of learning organizational skills. We encourage families to use this as a communication tool with their students, home, and school. Academic Organizers beyond the one provided to students will cost \$4 or 10 Cougar Crypto/MTSS points and be available for purchase.

The following supplies are suggested in addition to the binder and its contents: P.E. uniform, tennis shoes, and socks. Teachers will inform students if additional supplies might be helpful.

### **Report Cards Policy**

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

### **Short-Term Independent Study (STIS) Program**

If you are planning a trip that 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 Nellie Coffman 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.

## Physical Education & Lockers

P.E. lockers are used on a period-by-period basis and are located in the boy's and girls locker rooms. All students are required to have gym clothes and tennis shoes for P.E. Uniforms can be purchased throughout the year from the student's P.E. coach. Students should not share lockers, combinations, clothing or shoes. Only students in P.E. classes will be allowed in the locker or locker room areas during class time. All items should be locked securely in lockers, especially Chromebooks and phones. **NCMS and Palm Springs Unified School District are not responsible for any lost or stolen items.**

P.E. lockers are the property of Palm Springs Unified School District, and at no time does the school district relinquish its exclusive control of lockers provided for the convenience of students. Periodic general inspections of lockers and their contents may be conducted by school authorities, with or without cause, at any time without notice, and without student consent.

## Recognition Of Good Behavior And Academic Achievement

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

Type of Reward	Ways to Earn Rewards
Field Days	Cougars can earn rewards by <ul style="list-style-type: none"><li>● Academic Improvement</li><li>● Arriving to Class on Time</li><li>● Attending Class Daily</li><li>● Demonstrating Excellent Behavior</li><li>● Helping Others In Need</li><li>● Improving Attendance/Work Ethic</li><li>● Maintaining Good Grades</li><li>● Participating in School, District,</li></ul>
Field Trips	
Class Reward Parties	
Homework Passes	
Invitation to Special Events	
Gift Certificates	
Movie Passes	

NCMS Swag (Hats, Beanies, Sweatshirts)	and State Assessments • Other Achievements
Cougar Crypto Currency	
End-of-the- Year Celebration Activities	

### Quintessential Cougar: High School Preparedness & Goals

Students will be guided to set goals for themselves through our advisory course in order to help them get ready for high school. We have outlined 7 criteria that students can choose to work towards during their middle school experience. We will use multiple check points throughout the year to help them achieve these.

Every 8th grade student who meets their goals will be “high school ready” and get to participate in a special ceremony at the close of their 8th grade year. Additionally other rewards will be provided throughout the year to those students who meet their goals or demonstrate progress towards them.

## QUINTESSENTIAL

## COUGAR

Choose TWO to complete by the end of 8th grade

Quintessential Cougars show readiness for high school and get to take part in fun activities throughout the year and participate in our special ceremony in 8th grade!

3.0 GPA

AVID scholar of 2 years


No Ds or Fs

95% attendance each year

2 years of leadership, sports, and/or extracurriculars

CAASP scores of 2, 3 or 4

Reclassify as English proficient



## **Special Services**

### **Psychologist**

A school psychologist serves Nellie Coffman Middle School. 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 Nellie Coffman. 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, 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**

Nellie Coffman 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. Nellie Coffman 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 the 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**

Nellie Coffman 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.

### **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 its 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 well-being. 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 cybersexual 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. Cybersexual 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:
2. Notify the teacher, or
3. Notify the school counselors, Mr. Butzko, Mrs. Rodriguez, or Ms. Flores
4. Submit a Sprigeo report at [www.sprigeo.com](http://www.sprigeo.com) , or
5. Notify any of the following administrators: Mr. Ochoa or Mr. Rivera

**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** at this link: [Bullying and Harassment Policy](#). There are also many useful hyperlinked resources here.

## **Gender Equity**

We are proud that Nellie Coffman 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 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 Nellie Coffman are committed to a safe environment for all students and staff. “Weapons” shall include but are not limited to guns, “look-a-likes”, any knives, 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 to 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 the site or Principal or Assistant Principals, with any concerns or special needs at (760) 770-8617.

1. All visitors must register at the office and receive a visitor badge by using our Raptor screening system.
2. The gates are all locked during school hours. We have a lockdown safety code for all classes so that with one call, every room is locked.
3. All classrooms have telephones and radios to contact the office for any reason.



4. Continual observations and surveillance are made on campus regularly for strangers.
5. Campus-wide cameras are in place to promote optimal surveillance of school grounds.
6. Our emergency cards are updated regularly and precautions are taken for those who have specific needs. Please be sure your child's records are current at all times
7. We regularly practice emergency procedures.
8. We maintain an emergency container with supplies in case of a fire or earthquake.
9. 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.
10. The district maintains security personnel and an emergency phone line for all schools.

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

### District Policies and Legal Notices

For additional information on districtwide policies, legal rights, and Board of Education regulations, including those related to attendance, discipline, student privacy, health services, and complaint procedures. Please refer to the Palm Springs Unified School District Parent/Student Information Booklet, available on the district website at [www.psusd.us](http://www.psusd.us).