



**PSUSD Desert Hot Springs Common Parent Handbook
Bubbling Wells Elementary School
2019-2020 School Year**

Welcome to the PSUSD Schools within Desert Hot Springs

Welcome to the Palm Springs Unified School District. Desert Hot Springs has five elementary schools, two middle schools, a comprehensive high school, and an alternative education program. As part of ensuring a quality education for the students within Desert Hot Springs, policies have been unified to provide consistent expectations for our students in meeting the goals of the Palm Springs Unified School District as described by the PSUSD Mission Statement.

PSUSD Mission Statement

Students will graduate prepared and motivated to succeed in their choice of career and higher education and to contribute to the common good.

The PSUSD Desert Hot Springs Common Parent Handbook

The PSUSD Desert Hot Springs Common Parent Handbook represents the common school policies shared by the nine schools within Desert Hot Springs. The policies and structures described within this handbook are developed through the collaborative work done by the schools within Desert Hot Springs. Policies align with California Education Code, PSUSD Board Policies, and best practices at the school sites. The policies contained within this Parent Handbook apply to Desert Hot Springs High School, Edward L. Wenzlaff Education Center, Desert Springs Middle School, Painted Hills Middle School, Bella Vista Elementary School, Bubbling Wells Elementary School, Cabot Yerxa Elementary School, Julius Corsini Elementary School, and Two Bunch Palms Elementary School.

Parent Handbooks are distributed at the beginning of each school year and upon enrollment at a school site. Additional copies of the Parent Handbook can be requested from each school site office during the school year.

Questions regarding the Parent Handbook can be directed to the administration office at any of the PSUSD Desert Hot Springs school sites.

School Site Contact Information

<h2>Elementary Schools</h2>	<p><i>Bella Vista Elementary</i> 65750 Avenida Jalisco Desert Hot Springs, CA 92240 Phone: 760-251-7244 Fax: 760-251-7255 www.psusd.us/BellaVistaElementary</p>	<p><i>Bubbling Wells Elementary</i> 67501 Camino Campanero Desert Hot Springs, CA 92240 Phone: 760-251-7230 Fax: 760-251-7237 www.psusd.us/BubblingWells</p>
<p><i>Cabot Yerxa Elementary</i> 67067 Desert View Desert Hot Springs, CA 92240 Phone: 760-251-2223 Fax: 760-251-3110 www.psusd.us/CabotYerxa</p>	<p><i>Julius Corsini Elementary</i> 68750 Hacienda Drive Desert Hot Springs, CA 92240 Phone: 760-251-7260 Fax: 760-251-7263 www.psusd.us/JuliusCorsini</p>	<p><i>Two Bunch Palms Elementary</i> 14250 West Drive Desert Hot Springs, CA 92240 Phone: 760-251-7220 Fax: 760-251-7272 www.twobunchpalmsschool.org</p>
<h2>Middle Schools</h2>	<p><i>Desert Springs Middle</i> 66755 Two Bunch Palms Trail Desert Hot Springs, CA 92240 Phone: 760-251-7200 Fax: 760-251-7206 www.desertspringsmiddleschool.weebly.com</p>	<p><i>Painted Hills Middle</i> 9250 Sonora Drive Desert Hot Springs, CA 92240 Phone: 760-251-1551 Fax: 760-251-5330 www.paintedhillsmiddleschool.org</p>
<h2>High School</h2>	<p><i>Desert Hot Springs High</i> 65850 Pierson Blvd. Desert Hot Springs, CA 92240 Phone: 760-288-7000 Fax: 760-288-7010 www.schools.psusd.us/dh</p>	
<h2>Alternative Education</h2>	<p><i>Edward L. Wenzlaff Education Center</i> 13070 Palm Drive Desert Hot Springs, CA 92240 Phone: 760-329-3330 Fax: 760-329-6677 www.psusd.us/DesertHotSpringsAlternative</p>	

Student Attendance

Compulsory laws mandate that children between the ages of 6 and 18 must attend school. Parents found to be in violation of the attendance laws can be fined per day because the student is truant. The definition of "truancy" is any student who is absent or tardy from school without a valid excuse. Students who are tardy in excess of 30 minutes on any three days, in one school year, will be considered truant. Attendance interventions will be put into place for students who become classified as truant. Excessive early dismissals will also be given this classification. The compulsory attendance laws of the State of California determine whether or not an absence may be excused.

Please call the school office on the day of absence, submit the online form where available, or send a note to explain the absence. State law requires schools to have communication from the home for each absence. Reasons for absences must be reported and verified within two weeks of the date of absence.

If absences, tardy notations, and truancy become excessive, a family will need to attend a School Attendance Review Team (SART) meeting with site administration or designee. Should attendance not improve following the SART meeting, a SART meeting is missed by a family, or the attendance issues are considered egregious, the case will be referred to the Palm Springs Unified School District School Attendance Review Board (SARB) for further action. Parents of students who have habitual absences, regardless of reason, may be referred to the Riverside County District Attorney by the Child Welfare and Attendance Office.

Please remember that when you arrive late or pick up your child early it disrupts the entire class. **Making every effort to have your child in school on time, every day, all day is one of the greatest contributions a parent can make to their child's education.**

The compulsory attendance laws of the State of California determine whether or not an absence may be excused. The only reasons for absences to be excused are:

1. Illness (doctor's note is required for absences of more than three days)
2. Quarantine by health officer
3. Medical, dental, optometric, or chiropractic services for the student
4. Funeral for a member of the immediate family

Assignments for absences and Short Term Independent Study (STIS)

Palm Springs Unified School District mandates if a child is absent for five or more days, the child's parents sign a Short-Term Independent Study Plan Contract to ensure the education process is continued during the extended absence. Please inform the office **one week prior** to the start of the proposed Short-Term Independent Study period.

Parents of students absent due to illness for three or more consecutive days may request assignments through the office. Teachers will make every effort to respond to the request by the following day. Students and parents should contact their school site for more information.

Leaving Campus During School Hours

Once students arrive, they may not leave the campus until dismissal except for a legally excused reason. Parents are urged to make every effort to schedule doctor or dental appointments during

non-school hours. When early dismissal is necessary, a parent or guardian must come into the office to sign the release for a student and document the reason for the early removal from school. Completion of the early excusal form is required for early release. *The person escorting the student from school grounds must be on the emergency form and must show valid identification.*

Early Dismissal

Students should remain at school for the entire instructional day. In the event of an emergency or medical appointment a student may leave school early. Parents must present identification and complete a release form prior to signing out their child. No student will be released early to any adult without the presentation of identification in the office. ***Students will not be released within the 15 minutes prior to dismissal due to security reasons.*** Excessive early dismissals will result in referral to the district SARB process regarding attendance.

Student dress code

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, backless shoes, or sandals are not acceptable.
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. Hats, caps, and other head coverings shall not be worn indoors. At the elementary schools, plain caps may be worn correctly at recess to protect students from the sun. For middle and high schools, acceptable wear policies need to be verified with the school site. Hats are not to be worn inside any building on school grounds per PSUSD dress code. **Hat wearing privileges may be revoked for any student at any time at the discretion of site administration per Palm Springs Unified School District Board Policy 5132.**
4. Clothes shall be sufficient to conceal undergarments at all times. See-through or fish-net fabrics, halter tops, off-the-shoulder or low-cut tops, bare midriffs and skirts or shorts shorter than mid-thigh are prohibited.
5. Pajamas and swimsuits and excessively baggy pants are not permitted.
6. Glasses must be appropriate for the classroom setting; prescription sunglasses which are prescribed for indoor use may be worn in class. Other types of sunglasses may be worn on campus outside of class.
7. Do-rags, hairnets, and bandanas are not permitted.
8. Hair shall be clean and neatly groomed. Hair shall not be sprayed with a coloring that will drip when wet.

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 the 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, students being sent home, shirts being loaned to students in lieu of inappropriate attire, and/or shirts being worn inside-out or covered with an outer garment.

Student Identification Cards

All students attending Desert Hot Springs middle and high schools must be in possession of their school-issued student identification card at all times while they are on campus. Policies regarding the displaying of student identification cards are site specific. Please direct any questions regarding identification cards to the school site office.

Student Discipline

Students are held responsible for their actions. If a student continues to exhibit unacceptable behavior at school, corrective alternatives will be considered that may include suspension from school. This includes any and all actions taking place from the time that the student leaves home until they return home in a timely manner following completion of the school day.

Interventions to support appropriate student behavior might include but not limited to:

- Counseling by the classroom teacher, another teacher, school counselor, or administrator.
- Loss of privileges (e.g. loss of recess, assemblies, etc.) and/or assignment of added responsibility.
- Required participation in a structured behavior plan. Each plan will be customized to the specific need of the student in question.
- Referral to a Student Success Team to review concerns and to develop a structure for student improvement.

Things to remember...

- ***Students are to stay in their assigned areas before school starts where supervision is provided (playgrounds and MPR only; NOT the hallways). Safety cannot be monitored for students leaving their designated areas without permission.***
- ***Students will show respect for others, use good manners, play fair, and use acceptable language, and follow the directions of all school personnel.***
- ***Students will keep their hands, feet, and objects to themselves.***

Generally, when a problem exists, parents will have received at least one contact from the school before suspending a student. Under California Education Code 48900, the following offenses are grounds for suspension and/or expulsion from school. Students may be suspended or expelled upon the first incident for the offenses listed in sections a-e.

Suspendable offenses include:

- (1) Caused, attempted to cause, or threatened to cause physical injury to another person.
 - (2) Willfully used force or violence upon the person of another, except in self-defense.
- (b) Possessed, sold or otherwise furnished any firearm, knife, explosive, or other dangerous object.

- c) Possessed used, sold or otherwise furnished, or been under the influence of any controlled substance, alcoholic beverage, or intoxicant of any kind.
- (d) Offered or arranged or negotiated to sell any controlled substance, alcoholic beverage, or intoxicant of any kind, and then sold, delivered or otherwise furnished to any person another liquid, substance, or material and represented the liquid, substance, or material as a controlled substance, alcoholic beverage or intoxicant.
- (e) Committed robbery or extortion.
- (f) Caused or attempted to cause damage to school property or private property.
- (g) Stole or attempted to steal school property or private property.
- (h) Possessed or used tobacco or any product containing tobacco or nicotine products.
- (i) Committed an obscene act or engaged in habitual profanity or vulgarity.
- (j) Had unlawful possession of, offered, arranged or negotiated to sell any drug paraphernalia.
- (k) Disrupted school activities or willfully defied the authority of school personnel.
- (l) Knowingly received stolen school property or private property.
- (m) Possessed an imitation firearm that is as substantially similar in physical properties to an existing firearm as to lead a reasonable person to conclude that the replica is a firearm.
- (n) Committed or attempted to commit a sexual assault.
- (o) Harassed, threatened or intimidated a pupil who is a complaining witness or witness in a school disciplinary proceeding for the purpose of either preventing that pupil from being a witness or retaliating against that pupil for being a witness, or both. (48900.2) Sexual harassment. (48900.3) Hate violence. (48900.4) Intentional harassment.
- (p) Unlawfully offered, arranged to sell, negotiated to sell, or sold the prescription drug Soma.
- (q) Engaged in, or attempted to engage in hazing as defined in section 32050.
- (r) Engaged in an act of bullying, including, but not limited to, bullying committed by means of an electronic act, as defined in subdivisions (f) and (g) of Section 32261, directed specifically toward a pupil or school personnel.
- (s) Aiding or abetting, the infliction or attempted infliction of physical injury to another person.

Progressive Discipline: One of the most important lessons education should teach is discipline. While it does not appear as a subject, it underlies the whole educational structure. It is the training that develops self-control, character, orderliness, and efficiency. It is the key to good conduct and proper consideration for other people. Students are expected to follow acceptable standards of good behavior and to demonstrate good citizenship at all times. Our policies include programs of rewards and honors for appropriate behavior. Students who are unable to follow these standards will receive consequences for their actions.

<u>Examples of Minor Rule Violations</u> (include but not limited to)	<u>Examples of Major Rule Violations</u> (include but not limited to)
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<ul style="list-style-type: none"> ● Gum chewing ● Food (all food items to be consumed during approved eating times – no exceptions) ● Candy ● Tardies ● Horseplay/rough-housing (without intent to fight) ● Dress code (no bra straps showing, shorts must be of reasonable length, beanies taken off in buildings, and no bare midriffs) ● Indirect profanity/verbal abuse ● Defiance/disrespect (passive defiance) ● Electronic Device (possession or minor use) ● Bus Tickets ● Not bringing materials on multiple days, even after teacher has provided them 	<ul style="list-style-type: none"> ● Fighting (or pushing with intent to fight) ● Bullying/Sexual Harassment (Includes cyber) ● Weapons/Dangerous Object ● Drugs/Alcohol/Tobacco/Paraphernalia ● Habitual Defiance/Disrespect (48900k) ● Active Defiance/Disruption ● Graffiti/Damage to school or personal property ● Directed Profanity at any adult ● Fire alarms/False Emergency reports/Terrorist threats/Tampering with Safety Equipment ● Gang Activity/Emulation ● Recording/Publicizing Fighting or other inappropriate activities ● Stealing/Theft ● Multiple minor offenses committed simultaneously and/or repeatedly
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Restricted items

Electronics

PSUSD policy states that elementary school students and middle school student may not use cell phones on campus at any time. Should an elementary or middle school student have a cell phone at school, the following rules apply:

- Students must have cell phones in backpacks and they are to be completely turned off (not on silent or vibrate mode) during the day.
- Cell phones are not to become a disruption to the instructional process.
- No camera phones may be used as a camera anywhere on campus.
- Any student using a cell phone during a testing situation will be marked as cheating on the assessment.
- Students violating the site cell phone policy will receive progressive discipline and parents will be notified with the violation being noted on the student record.

All Desert Hot Springs Elementary and Middle Schools and the Palm Springs Unified School District assume no responsibility for lost, damaged, or stolen personal property including any electronic device.

At Desert Hot Springs High School and Edward L. Wenzlaff Education Center, cell phones can only be used before school, after school or during break times. **Cell phones must be turned off and put away during class time.** All electronic devices are prohibited for use during class/instructional time unless authorized by the teacher. All camera use, including cell phones cameras, are prohibited in locker rooms, classrooms, and restrooms. Any time an electronic device is confiscated a parent must come to the office to sign & pick it up and meet with an administrator. The device will be returned *only* to the student's parent or guardian. ***Desert Hot Springs High School and Palm Springs Unified School District assume no responsibility for lost, damaged, or stolen personal property including any electronic device.***

Toys and Playground Balls

Toys are not permitted at school. Such items may be confiscated and will remain in the school office or classroom until picked up by parents or the student based on the number of offenses. ***Basketballs, tetherballs, playground balls and soccer balls are provided for playground use.*** No footballs or small balls, like tennis balls and baseballs, are allowed. Please direct any questions regarding playground equipment to the administration office.

Other Restricted Items

Students should NOT bring the following items to school:

- Permanent markers
- White-out
- Candy
- Gum
 - Tobacco products of any type including any “electronic cigarette” type product
 - Scissors
 - Bottled Glue
 - Cameras
 - Hookah sticks
 - Any aerosol can or glass bottle (perfume, spray deodorant, etc.)
 - Rubber bands
 - Trading cards
 - Balloons

Other items may be included on the restricted items list. Please direct questions regarding restricted items to the administration office at the school.

Bus Access and Conduct

Eligibility for riding the school bus is determined by the PSUSD Transportation Department. Transportation zones are established by PSUSD policy. Bus transportation to and from school is a district provided service, not an educational right. Appropriate behavior is expected at all times when riding the bus. Bus rules are as follows:

- Obey the bus driver and do not argue with him/her.
- Remain seated at all times facing the front of the bus.
- Keep all parts of your body inside the bus at all times.
- Do not throw things or yell out of the bus windows.
- No fighting or pushing.
- Do not eat or drink on the bus.
- No animals shall be taken on the bus.
- No loud talking, shouting, use of profanity, or other loud noises.

Inappropriate behavior on a school bus or while waiting for the bus at school or at a community bus stop may result in temporary or permanent removal of the privilege to ride a school bus. Poor behavior on the bus may result in one or more of the following consequences through a progressive disciplinary system:

- Written warning to the student and parent/guardian.
- Loss of bus riding privilege for a period of time.
- Suspension from school.

- Loss of bus-riding privilege for the remainder of the school year.

Serious violations may result in immediate loss of bus-riding privileges as well as suspension from school. Please direct questions regarding bus consequences to the administration office at your child's school site.

Medication

Medication cannot be given at school unless there is a Physician's Recommendation for Medication form completed by the parent and the doctor. These forms are available in the school office. No medication may be dispensed unless it is in the original prescription container with the child's name. Medications (prescription or over-the-counter) are not allowed to be carried by students unless authorized by the school nurse and administration. The school nurse will verify all medication forms and procedures. Questions regarding medication issues should be directed to the school nurse.

Students are not to have any medication in their possession, including aspirin, nasal sprays, and inhalers unless approved by the school nurse and administration. Under no circumstances are school personnel to provide aspirin or any other medicine to students, nor may students possess such medication to self-administer.

School Supplies

Students need to come to school prepared to learn each day. Students should have a backpack or similar bag for transporting papers, homework, and textbooks across campus and home. Supplies for work completed at school are often provided, however teachers may send home requests for additional materials or supply donations. Students should have pencils, pens, writing paper, notebooks, and other materials available at home for the purposes of homework. Personal school supplies may be brought to school for student use, however they should not be shared with other students. Personal scissors and other cutting instruments should not be brought to school at any time.

Bikes / Scooters / Skateboards

Students who ride a bicycle or use a skateboard or scooter as transportation to and from school are ***expected to follow the law and wear a helmet***. Bicycles, scooters, and skateboards must be secured in the bike rack area with a chain and lock brought from the student's home. The school is not responsible for damage or theft of a bicycle, scooter, skateboard. Students are not allowed to ride their bicycles, skateboards or scooters on campus at any time. Dangerous or unsafe riding of bikes, skateboards, scooters, or other device will result in confiscation and a parent conference. ***Remember the law says that anyone under 18 years of age MUST HAVE A HELMET.***

Wellness Policy

Palm Springs Unified School District's Wellness Policy emphasizes healthy foods and healthy eating habits. For a copy of this policy, please visit the district's website at www.psusd.us or inquire at the front desk of the school office. When packing lunch for your child, please select healthy foods such as fruits, vegetables, nuts, and other low fat and low sodium food items. All food items distributed through the school cafeteria have been approved by PSUSD Nutrition Services for student consumption. **Restricted items include but are not limited to:**

- **caffeinated drinks**

- **high-energy drinks or snacks**
- **candy**
- **gum**
- **homemade baked goods for sharing with classmates**
- **other snack items that do not meet the guidelines set by the PSUSD Wellness Policy**
- **foods that transfer stains or dyes to other surfaces (i.e. Hot Cheetos, Takis)**

Additional foods may be restricted due to health concerns, changes in the PSUSD Wellness Policy, or other reasons as determined by site administration. Students will be warned regarding sharing food or bringing restricted foods to campus. The item (if feasible) will be removed and may be discarded by staff or retained for parent pick-up from the office.

Visitor Policies

Parent/Guardian visitors are welcome at our schools. Students benefit in many ways from parent involvement. The following is a guide to ensure successful visits for parents, teachers, and students.

- Please do not drop in for an unscheduled classroom visit. Please call the teacher to make arrangements for the date and time of your visit.
- For conferences or discussion regarding your child, please arrange for a conference time that will not interfere with classroom instruction.
- All visitors must sign in at the school office before going to a classroom. A badge or pass will be provided to allow access on campus. The pass/badge must be visibly displayed.
- Visitors may not bring children with them while they are visiting a class during instructional time.
- Classroom visits should be limited to 60 minutes or less unless other arrangements have been made with site administration.
- All visitors must wear appropriate shirts and shoes while on campus.
- Inappropriate attire or behavior, as determined by administration, may be a reason to deny access to the school grounds.

Parents, students, and visitors to all schools within Desert Hot Springs are expected to comply with and follow all PSUSD and school rules. Safety is a primary focus of school site staff. Rules and regulations are in place to ensure that students are in an environment that is safe and orderly. Therefore, all individuals on campus are asked to comply with the requests and directions given by school personnel during their visit. Individuals determined by site administration as acting in an inappropriate manner will be asked to leave school grounds. If a conflict or issue arises, please schedule a meeting with site administration to discuss the problem.

Volunteer Policy

We welcome parent volunteers to our schools. There are two types of Volunteers, Supervisory and Non-Supervisory.

Non-Supervisory Volunteer- A volunteer that is never left alone with students. No fingerprint clearance required. i.e. classroom/office assistance.

Supervisory Volunteer- A volunteer serving alone as a supervisor to students. i.e. driving students, field trips, tutoring, or any supervision away from the certificated teacher or approved supervisory employee.

Potential volunteers must complete a Volunteer Authorization Notice which is available in the

school office. The form is submitted for district approval. After approval, the volunteer needs to complete the next steps:

- Complete online Volunteer Application (<http://volunteers.psusd.us>)
- Copy of current U.S. Identification is required
- Complete Mandated Reporter Training (**recommended, but not required**)
- Current CA Driver's License (**for Supervisory Volunteers Only**)
- Copy of live scan criminal background check clearance (**for Supervisory Volunteers Only**)
- Provide copies of immunizations against Pertussis (Whooping Cough), Measles, and Influenza to Human Resources (**for Early Childhood Education Volunteers Only**)

Questions about this policy can be directed to the school Principal.

Student Illness or Injury

If your child becomes ill or injured at school, the school will contact you to pick up your child for your own observation or examination by your family physician. If we cannot reach a parent and or guardian, the student will be discharged to a person named on the emergency card. Ill or injured students cannot remain at school. Under emergency circumstances, the school may contact emergency services to tend to the child. ***It is important for parents to keep medical emergency cards up to date in case a parent or designated alternate adult needs to be called.***

Breakfast/Lunch Conduct

Throughout Desert Hot Springs schools, proper student conduct is expected during breakfast and lunch periods. General rules are as follows:

- Students are to sit in designated and approved locations.
- Students are to clean up all trash and debris after eating.
- Students should eat their own food and not share with others.
- Students are expected to act safely, responsibly, and respectfully with adults and peers.
- Once dismissed from the eating area, students must remain in designated areas through the completion of the breakfast or lunch period.

Rules for cafeteria conduct are posted at each site. Rules regarding mealtimes are reviewed with students throughout the school year.

Playground and Blacktop Rules

For elementary school playgrounds and secondary school blacktop areas, rules must be followed to ensure student safety. Supervision is provided in these areas to monitor student interaction. General rules regarding playground and blacktop areas are as follows:

- Students must stay in designated areas for all playground and blacktop usage times.
- Students must follow all directions from supervisory staff (security, supervision aides, teachers, etc.).
- Playground and blacktop equipment must be used in a safe and appropriate manner. Unsafe use of playground or blacktop materials will result in behavior management through progressive discipline.
- Respectful conduct is expected between all students at all times. Conflicts and disagreements must be brought to the attention of supervisory staff immediately.

BUBBLING WELLS RECESS REMINDERS:

- You must be on the playground at all times, unless permission was given to go to the office and/or restroom.
- Disagreements/arguments are decided by “Rock, Paper, Scissors”!
- We will have **Game On!** next year which will provide games at recess and lunch. Here are some reminders:
- Water Fountains- **“One Bobcat, Two Bobcat, Three Bobcat, you’re off!” 5 minute water break will be given before the bell- NO water once the whistle blows!**
- Playground equipment
 - No walking on the slide
 - No twirling on the high bars, or hanging upside down
 - Only one person on the slide at once
 - Don’t walk under the monkey bars
 - Student waiting in line counts to 50 on the swings for their turn
- Games on the Playground:
 - No tag, chasing games, or rough play
- Eating on the Playground:
 - There is no food on the playground. Students may eat their “healthy snacks” on the tables provided.

Rules and policies specific to each school due to the configuration and structures in playgrounds and blacktop areas are reviewed regularly with students. Please speak with administration office staff or your child’s teacher with questions regarding site specific rules.

Arrival at School

Students must not arrive at school prior to the opening of the school site gates. Supervision is not available at any school site until the designated opening time. Students should enter campus upon arrival and not linger outside the gates.

Parents are responsible for getting children to school on time. When a student is tardy he/she disturbs the rest of the class and misses part of the instructional program. Students arriving after the designated start time will be considered tardy and must check-in at the office. Tardiness is documented and may be cause for a referral to School Attendance Review Team (SART) or School Attendance Review Board (SARB) meetings.

Student Dismissal

During student dismissal, 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 any DHS school site 15 minutes prior to dismissal.

When picking up a child, remember to:

- Park in appropriate places to walk and meet your child.
- Pick your child up at the curb per the plan issued by your child’s school site. Please pull forward along the curb to pick up your student in any loading zones.
- Parking in the loading zone or handicap parking spaces is prohibited and can result in a citation and fine. Handicap parking is designated for cars with displayed placards only.
- Crosswalks are expected to be used when crossing the street. Do not allow your child to cross in front of or between any vehicles. Parent support in demonstrating use of

crosswalks is appreciated.

- Avoid blocking any crossing area.
- Demonstrate courtesy and safe driving while on or near our school grounds.
- Students must be picked up within 15 minutes of the dismissal bell.
- Students who have after school programs (such as interventions, clubs, or athletics) must report to their designated activity immediately following the school day.
- Children waiting at school 30 minutes after dismissal may be placed in the custody of Riverside County Sheriff Department. ***If you are late in picking up your child and need to contact the Sheriff's Department, their phone number is: 760-836-1600.*** Late pickups are monitored by the main office. Excessive late pickups will lead to SART or Child Protective Services referrals.

Emergency Cards and Information

Each year parents/guardians must complete a new emergency card, which is filed in the school office. It is imperative that the school office be kept informed of all changes of address or telephone number(s). Current addresses assure delivery of information from the District Office, important notices, etc. Current telephone numbers enable the school to contact parents or guardians for emergency purposes, to clear absences, or other circumstances as needed. Please inform the office any time there is a change in the basic information or a change in emergency contact persons authorized to make decisions in emergency situations.

FOR PARENT USE ONLY		FOR SCHOOL USE ONLY	
STUDENT NAME	STUDENT	STUDENT	STUDENT
DATE OF BIRTH	SEX	DOB	DOB
PARENT INFORMATION		STUDENT INFORMATION	
NAME	ADDRESS	NAME	ADDRESS
CITY	CITY	CITY	CITY
STATE	STATE	STATE	STATE
ZIP	ZIP	ZIP	ZIP
PARENT INFORMATION (continued)		STUDENT INFORMATION (continued)	
PHONE	PHONE	PHONE	PHONE
OCCUPATION	OCCUPATION	OCCUPATION	OCCUPATION
BUSINESS ADDRESS AND PHONE		BUSINESS ADDRESS AND PHONE	
NAME	ADDRESS	NAME	ADDRESS
CITY	CITY	CITY	CITY
STATE	STATE	STATE	STATE
ZIP	ZIP	ZIP	ZIP
MEDICAL INFORMATION		MEDICAL INFORMATION	
ALLERGIES	ALLERGIES	ALLERGIES	ALLERGIES
CONDITIONS	CONDITIONS	CONDITIONS	CONDITIONS
PHYSICIAN	PHYSICIAN	PHYSICIAN	PHYSICIAN

It is essential that the information on the card is kept current. Current and accurate information is necessary to contact parents in times of student need.

In an emergency, parents/guardians will be the first person called. When parents/guardians are unavailable, the emergency numbers will be used. If you or the emergency contacts cannot be reached, the only option is to use site administrator judgment in obtaining medical attention for a seriously ill or injured child.

Emergency Situations

In the event of an emergency situation, students will be moved to a safe assembly area. Parents arriving to pick up students will report to a check-in location. Parents will not be allowed in the Emergency Assembly Area. A staff member will take a name request from the parent and send for the student. Parents will be required to show government issued identification during emergency pick-up routines. This process is intentionally somewhat slow and methodical, allowing the school to ensure student safety throughout the process. Communication from the school will be authorized by PSUSD and made to parents once student safety has been assured. No communication will originate from the school site until such authorization has been granted. Parents must not enter campus during emergency events, as this can compromise student safety. Parent patience during emergency situations is appreciated.

Digital Citizenship: Technology and Internet Usage

Palm Springs Unified School District has stringent policies regarding the appropriate use of technology and internet access. All students have the opportunity to access programs and information from the internet. Parent permission via signed consent and student training is required before access is granted. Teacher training and monitoring policies and procedures are in place. Violations of acceptable and instructional use of district provided technology or internet access will result in loss of technology privileges and possible further consequences through

progressive discipline processes. Unapproved personal technology usage may lead to consequences regarding further use of site technology resources.

Bubbling Wells ES Technology and Internet Usage

Bubbling Wells is a 24/7 school where our 3rd, 4th, and 5th graders get to take their devices home for use. In order to take devices home, Bobcats and their parents must sign our district and site contracts. Limited amount of Hot Spots will be issued to families that show need. **ALL STUDENT USAGE** will be monitored by the district and school administration. Any misuse of technology will result in the following sequential discipline:

- 1st offense- Warning and parent contact by teacher and/or administration.**
- 2nd offense- 5-day suspension of technology (device stays in the classroom), parent contact**
- 3rd offense- 10-day suspension of technology (device stays in the classroom), parent contact**
- 4th offense- Loss of device for Trimester, parent contact, parent conference**
- 5th offense- Loss of device for the remainder of the academic year, parent contact**

Parent Student Handbook 2019-2020

Please return to your child's teacher by September 6, 2016

**My child, _____, and I have read and reviewed the
Parent Student Handbook and agree to work on this goal.**

Student's signature _____

Parent signature _____

Date _____

Teacher _____