



**Bubbling Wells Elementary
School
Parent Handbook**

2021-2022 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.

Here at Bubbling Wells, it is our goal to provide a solid education for your child, while providing them with life skills to be an excellent citizen throughout their lives. Our motto is to Be Responsible, Be Respectful, Be Safe so they are ready to learn. As a staff, we promote positive interactions among all members of our team. We welcome parents to be actively involved in their child's education. Opportunities for you to be involved include Back to School Night in August, conferences held twice during the year, as well as Family Nights centered around reading, math, science and other topics. We also encourage you to be an active member of our various parent groups which include, School Site Council (SSC), English Language Advisory Committee (ELAC), and Parent Teacher Association (PTA). We know the importance of working together and value your input in providing your child with a well-rounded education.

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. The handbook is also available on the school's website at <http://bwes.psusd.us>

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

<p>Elementary Schools</p>	<p><i>Bella Vista Elementary</i> 65750 Avenida Jalisco Desert Hot Springs, CA 92240 Phone: 760-251-7244 Fax: 760-251-7255 http://bves.psusd.us</p>	<p><i>Bubbling Wells Elementary</i> 67501 Camino Campanero Desert Hot Springs, CA 92240 Phone: 760-251-7230 Fax: 760-251-7237 http://bwes.psusd.us</p>
<p><i>Cabot Yerxa Elementary</i> 67067 Desert View Desert Hot Springs, CA 92240 Phone: 760-251-2223 Fax: 760-251-3110 http://cyes.psusd.us</p>	<p><i>Julius Corsini Elementary</i> 68750 Hacienda Drive Desert Hot Springs, CA 92240 Phone: 760-251-7260 Fax: 760-251-7263 https://juliuscorsini.weebly.com/</p>	<p><i>Two Bunch Palms Elementary</i> 14250 West Drive Desert Hot Springs, CA 92240 Phone: 760-251-7220 Fax: 760-251-7272 http://tbpes.psusd.us</p>
<p>Middle Schools</p>	<p><i>Desert Springs Middle</i> 66755 Two Bunch Palms Trail Desert Hot Springs, CA 92240 Phone: 760-251-7200 Fax: 760-251-7206 http://dsms.psusd.us</p>	<p><i>Painted Hills Middle</i> 9250 Sonora Drive Desert Hot Springs, CA 92240 Phone: 760-251-1551 Fax: 760-251-5330 http://phms.psusd.us</p>
<p>High School</p>	<p><i>Desert Hot Springs High</i> 65850 Pierson Blvd. Desert Hot Springs, CA 92240 Phone: 760-288-7000 Fax: 760-288-7010 http://dshhs.psusd.us</p>	
<p>Alternative Education</p>	<p><i>Edward L. Wenzlaff Education Center</i> 13070 Palm Drive Desert Hot Springs, CA 92240 Phone: 760-329-3330 Fax: 760-329-6677 http://msj.psusd.us</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.

Students Who Are Tardy

If your child is being dropped off after the bell has rung, an adult must walk the child into the office. Remember that being tardy affects your child's attendance, which can lead to a revoke in transfer or other actions taken by the school and district.

Students Who Are Picked Up Late

Dismissal is 3:30 on Mondays, Tuesdays, Thursdays, and Fridays. Wednesdays and minimum day dismissal is 1:05pm. The office is open until 4pm daily. If a student remains after school for more than 30 minutes, security and/or DHS Police will be contacted. Students who are continually picked up late will be tracked and a report will be filed with CPS. If you know you are going to be late due to an emergency, please call the office and we will be happy to work with you.

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. Students will also not be released during recess and lunch. If you come during those times, you will have to wait until the recess or lunch is over. This ensures that all adults supervising the students are able to remain in their designated areas, keeping students safe. 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. 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.
4. Pajamas and swimsuits and excessively baggy pants are not permitted.
5. 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.
6. Do-rags, hairnets, and bandanas are not permitted.
7. 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 grade level areas. 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 1-19.

Acts for which a student, including a student with disabilities, may be suspended or expelled shall be only those specified as follows:

1. Caused, attempted to cause, or threatened to cause physical injury to another person; willfully used force or violence upon another person, except in self-defense; or committed as an aider or abettor, as adjudged by a juvenile court, a crime of physical violence in which the victim suffered great or serious bodily injury (Education Code [48900\(a\)](#) and (t))
2. Possessed, sold, or otherwise furnished any firearm, knife, explosive, or other dangerous object, unless, in the case of possession of any object of this type, the student had obtained written permission to possess the item from a certificated school employee, with the principal or designee's concurrence (Education Code [48900\(b\)](#))
3. Unlawfully possessed, used, sold, otherwise furnished, or was under the influence of any controlled substance as defined in Health and Safety Code [11053-11058](#), alcoholic beverage, or intoxicant of any kind (Education Code [48900\(c\)](#))
4. Unlawfully offered, arranged, or negotiated to sell any controlled substance as defined in Health and Safety Code [11053-11058](#), alcoholic beverage, or intoxicant of any kind, and then sold, delivered, or otherwise furnished to any person another liquid, substance, or material and represented same as such controlled substance, alcoholic beverage, or intoxicant (Education Code [48900\(d\)](#))
5. Committed or attempted to commit robbery or extortion (Education Code [48900\(e\)](#))

6. Caused or attempted to cause damage to school property or private property (Education Code [48900\(f\)](#))
7. Stole or attempted to steal school property or private property (Education Code [48900\(g\)](#))
8. Possessed or used tobacco or products containing tobacco or nicotine products, including, but not limited to, cigars, cigarettes, miniature cigars, clove cigarettes, smokeless tobacco, snuff, chew packets, and betel, except that this restriction shall not prohibit a student from using or possessing his/her own prescription products (Education Code [48900\(h\)](#))
9. Committed an obscene act or engaged in habitual profanity or vulgarity (Education Code [48900\(i\)](#))
10. Unlawfully possessed, offered, arranged, or negotiated to sell any drug paraphernalia, as defined in Health and Safety Code [11014.5](#) (Education Code [48900\(j\)](#))
11. Knowingly received stolen school property or private property (Education Code [48900\(l\)](#))
12. Possessed an imitation firearm (Education Code [48900\(m\)](#))

Imitation firearm means a replica of a firearm that is so substantially similar in physical properties to an existing firearm as to lead a reasonable person to conclude that the replica is a firearm. (Education Code [48900\(m\)](#))

13. Committed or attempted to commit a sexual assault as defined in Penal Code [261](#), [266c](#), [286](#), [288](#), [288a](#), or 289, or committed a sexual battery as defined in Penal Code [243.4](#) (Education Code [48900\(n\)](#))
14. Harassed, threatened, or intimidated a student who is a complaining witness or witness in a school disciplinary proceeding for the purpose of preventing that student from being a witness and/or retaliating against that student for being a witness (Education Code [48900\(o\)](#))
15. Unlawfully offered, arranged to sell, negotiated to sell, or sold the prescription drug Soma (Education Code [48900\(p\)](#))
16. Engaged in, or attempted to engage in, hazing (Education Code [48900\(q\)](#))

Hazing means a method of initiation or pre-initiation into a student organization or body, whether or not the organization or body is officially recognized by an educational institution, which is likely to cause serious bodily injury or personal degradation or disgrace resulting in physical or mental harm to a former, current, or prospective student. Hazing does not include athletic events or school-sanctioned events. (Education Code [48900\(q\)](#))

17. Engaged in an act of bullying (Education Code [48900\(r\)](#))

Bullying means any severe or pervasive physical or verbal act or conduct, including communications made in writing or by means of an electronic act, directed toward one or more students that has or can reasonably be predicted to have the effect of placing a reasonable student in fear of harm to himself/herself or his/her property; cause the student to experience a substantially detrimental effect on his/her physical or mental health; or cause the student to experience substantial interferences with his/her academic performance or ability to participate in or benefit from the services, activities, or privileges provided by a school. (Education Code [48900\(r\)](#))

Bullying shall include any act of sexual harassment, hate violence, or harassment, threat, or intimidation, as defined in Education Code [48900.2](#), [48900.3](#), or 48900.4 and below in items #1-3 of "Additional Grounds for Suspension and Expulsion: Grades 4-12," that has any of the effects described above on a reasonable student.

Bullying also includes an act of cyber sexual bullying by a student through the dissemination of, or the solicitation or incitement to disseminate, a photograph or other visual recording that depicts a nude, semi-nude, or sexually explicit photograph or other visual recording of

an identifiable minor, when such dissemination is to another student or to school personnel by means of an electronic act and has or can be reasonably predicted to have one or more of the effects of bullying described above. Cyber sexual bullying does not include a depiction, portrayal, or image that has any serious literary, artistic, educational, political, or scientific value or that involves athletic events or school-sanctioned activities.

Electronic act means the creation or transmission of a communication originated on or off school site, including, but not limited to, a message, text, sound, image, or post on a social network Internet web site, by means of an electronic device, including, but not limited to, a telephone, wireless telephone, or other wireless communication device, computer, or pager. A post on a social network Internet web site shall include, but is not limited to, the posting or creation of a burn page or the creation of a credible impersonation or false profile for the purpose of causing a reasonable student any of the effects of bullying described above. (Education Code [48900](#)(r))

Reasonable student means a student, including, but not limited to, a student who has been identified as a student with a disability, who exercises average care, skill, and judgment in conduct for a person of his/her age, or for a person of his/her age with his/her disability. (Education Code [48900](#)(r))

18. Aided or abetted the infliction or attempted infliction of physical injury on another person, as defined in Penal Code [31](#) (Education Code [48900](#)(t))
19. Made terrorist threats against school officials and/or school property (Education Code [48900.7](#))

A terrorist threat includes any written or oral statement by a person who willfully threatens to commit a crime which will result in death or great bodily injury to another person or property damage in excess of \$1,000, with the specific intent that the statement is to be taken as a threat, even if there is no intent of actually carrying it out. (Education Code [48900.7](#))

Additional Grounds for Suspension and Expulsion: Grades 4-12

Any student in grades 4-12 may be suspended, but not expelled, for disrupting school activities or otherwise willfully defying the valid authority of supervisors, teachers, administrators, other school officials, or other school personnel engaged in the performance of their duties. (Education Code [48900](#)(k))

A student in grades 4-12 shall be subject to suspension or recommendation for expulsion when it is determined that he/she:

1. Committed sexual harassment as defined in Education Code [212.5](#) (Education Code [48900.2](#))

Sexual harassment means conduct which, when considered from the perspective of a reasonable person of the same gender as the victim, is sufficiently severe or pervasive as to have a negative impact upon the victim's academic performance or to create an intimidating, hostile, or offensive educational environment. (Education Code [212.5](#), [48900.2](#)) (cf. [5145.7](#) - Sexual Harassment)

2. Caused, attempted to cause, threatened to cause, or participated in an act of hate violence as defined in Education Code [233](#) (Education Code [48900.3](#))

Hate violence means any act punishable under Penal Code [422.6](#), [422.7](#), or 422.75. Such acts include injuring or intimidating a victim, interfering with the exercise of a victim's civil

rights, or damaging a victim's property because of the victim's race, ethnicity, religion, nationality, disability, gender, gender identity, gender expression, or sexual orientation; a perception of the presence of any of those characteristics in the victim; or the victim's association with a person or group with one or more of those actual or perceived characteristics. (Education Code [233](#); Penal Code [422.55](#)) (cf. [5145.9](#) - Hate-Motivated Behavior)

3. Intentionally engaged in harassment, threats, or intimidation against district personnel or students that is sufficiently severe or pervasive to have the actual and reasonably expected effect of materially disrupting classwork, creating substantial disorder, and invading the rights of school personnel or students by creating an intimidating or hostile educational environment (Education Code [48900.4](#))

No student in grades K-3 may be suspended for disruption or willful defiance, except by a teacher pursuant to Education Code [48910](#). (Education Code [48900](#))

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)
<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 the 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

Restricted items

Electronics

PSUSD policy states that elementary school students and middle school students 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 assumes 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 assumes 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, tether balls, 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 or vapor-emitting device
- 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.
- Wear the seat belt at all times.
- 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 privileges for a period of time.
- Suspension from school.
- Loss of bus-riding privileges 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 devices 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 a 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**
- **"fast food" brought in for lunch**
- **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.

Classroom Celebration/Parties

Per the wellness policy, classrooms will be limited to one party per class, per month that involves food. All celebrations will take place after the lunch meal service. All items shall meet the criteria for competitive foods, which is found in the District Wellness Policy. For food safety reasons, all items brought from home for class celebrations must be prepared in an approved commercial facility and pre-wrapped. Also, food may not be prepared on the school campus. Food prepared at home shall not be served in the class.

If you would like to send a goody bag with non food items, you may do so with prior approval

from the teacher. If your child's teacher decides to have a monthly celebration, he/she will notify parents on what items they may bring.

Visitor Policies

Parent/Guardian visitors are welcome at our schools, but must adhere to the policies in place since we are a Closed Campus. Students benefit in many ways from parent involvement. The following is a guide to ensure successful visits for parents, teachers, and students.

- You may 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 be accompanied by an administrator and remain with the visitor for an amount of time determined by the administrator.
- 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 the 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.

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, which is at **8:20am**. 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 and get a late pass. 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. 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 we are a closed campus, anyone on campus to pick up a student must be outside the main gates.

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 and be picked up on time when the activity is scheduled to be done.
- Children waiting at school 30 minutes after dismissal may be placed in the custody of Desert Hot Springs Police. Late pickups are monitored by the main office. Excessive late pickups will lead to SART or Child Protective Services referrals.

Emergency Cards and Information

[illegible]

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.

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.

Nondiscrimination in District Programs and Activities

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

Education of Children of Military Families

Enrollment and Residency

The Superintendent or designee shall facilitate the enrollment of children of military families and ensure that they are not placed at a disadvantage due to difficulty in the transfer of their records from previous school districts and/or variations in entrance or age requirements. (Education Code 49701)

A child of a military family shall be deemed to meet district residency requirements if the parent/guardian, while on active military duty pursuant to an official military order, is transferred or is pending transfer to a military installation within the state. The Superintendent or designee shall accept electronic submission of such a student's application for enrollment, including enrollment in a specific school or program within the district, and for course registration. (Education Code 48204.3)(cf. 5111.1 - District Residency)

When a child of a military family is transferring into the district, the Superintendent or designee shall enroll the student based on unofficial education records, if official records are not yet available. Upon enrollment, the Superintendent or designee shall immediately request the student's official records from the student's previous district. The Superintendent or designee shall allow the student 30 days from the date of enrollment to obtain all required immunizations. (Education Code 49701)

Children of military families face challenges to their academic success caused by the frequent

moves or deployments of their parents/guardians in fulfillment of military service. The district shall provide such students with academic resources, services, and opportunities for extracurricular and enrichment activities that are available to all district students. The Superintendent or designee may waive district policies or rules when necessary to facilitate the enrollment, placement, advancement, eligibility for extracurricular activities, or on-time graduation of children of military families, in accordance with the Interstate Compact on Educational Opportunity for Military Children as ratified in Education Code 49700-49704.

Harassment & Discrimination Policy

The Board of Education is committed to maintaining an educational environment that is free from harassment and discrimination. The Board prohibits sexual harassment of students by other students, employees or other persons, at school or at school-sponsored or school-related activities. The Board also prohibits retaliatory behavior or action against persons who complain, testify, assist or otherwise participate in the complaint process established pursuant to this policy and the administrative regulation.

The Board strongly encourages any student who feels that he/she is being or has been sexually harassed on school grounds or at school-sponsored or school-related activities or who has experienced off-campus sexual harassment that has a continuing effect on campus, to immediately contact his/her teacher, the principal, or any other available school employee.

The Board is committed to complying with Title IX of the Education Amendments of 1972 (Title IX), 20 U.S.C. 1681 et seq. and its implementing regulations, which prohibit discrimination on the basis of sex in education programs or activities operated by federal financial assistance recipients. Sexual harassment, including sexual violence, is a form of sex discrimination prohibited by Title IX.

The Coordinator or designee shall ensure that all district students receive age-appropriate instruction and information on sexual harassment. Such instruction and information shall include:

1. What acts and behavior constitute sexual harassment, including the fact that sexual harassment could occur between people of the same gender
2. A clear message that students do not have to endure sexual harassment
3. Encouragement to report observed instances of sexual harassment, even where the victim of the harassment has not complained
4. A clear message that student safety is the district's primary concern, and that any separate rule violation involving an alleged victim or any other person reporting a sexual harassment incident will be addressed separately and will not affect the manner in which the sexual harassment complaint will be received, investigated, or resolved
5. Information about the district's procedure for investigating complaints and the person(s) to whom a report of sexual harassment should be made
6. Information about the rights of students and parents/guardians to file a civil or criminal complaint, as applicable
7. A clear message that, when needed, the district will take interim measures to ensure a safe school environment for a student who is the complainant or victim of sexual harassment and/or other students during an investigation and that, to the extent possible, when such interim measures are taken, they shall not disadvantage the complainant or victim of the alleged harassment.

Complaint Process

Any student who feels that he/she is being or has been subjected to sexual harassment shall immediately contact his/her teacher or any other employee. A school employee to whom a complaint is made shall, within one school day of receiving the complaint, report it to the principal or the District Coordinator.

Any school employee who observes any incident of sexual harassment involving a student shall take immediate steps to intervene when safe to do so and report this observation to the Coordinator,

whether or not the victim files a complaint.

In any case of sexual harassment involving the Coordinator or any other district employee to whom the complaint would ordinarily be made, the employee who receives the student's report or who observes the incident shall report to the Superintendent.

District Coordinator:

Asst. Supt. of Educational Services or Designee

150 District Center Drive

Palm Springs, CA 92264

760-883-2703, ext. 4805002

Regardless of whether the student files a complaint, the Coordinator or designee shall contact the student (or parent, depending on the student's age) and explain that the district is responsible for investigating the allegation of sexual harassment and taking corrective action, and explain the informal and formal procedures for filing a complaint, including how the procedures work.

Upon receiving the complaint, the Coordinator or designee shall immediately initiate the complaint investigation procedures in accordance with AR 1312.3 - Uniform Complaint Procedures. Where the Coordinator or designee finds that sexual harassment occurred, he/she shall take prompt, appropriate, effective action to end the harassment and address its effects on the victim. The Coordinator or designee shall also advise the victim of any other remedies that may be available and take steps to prevent further harassment. The Coordinator or designee shall file a report with the Superintendent or designee and refer the matter to law enforcement authorities, where required.

Disciplinary Measures

Any student who engages in sexual harassment of anyone at school or at a school-sponsored or school-related activity is in violation of this policy and shall be subject to disciplinary action. For students in grades 4 through 12, disciplinary action may include suspension and/or expulsion, provided that in imposing such discipline the entire circumstances of the incident(s) shall be taken into account.

Response Pending Investigation

When an incident of sexual harassment is reported, the principal or designee, in consultation with the Coordinator, shall determine whether interim measures are necessary pending the results of the investigation. Such measures shall be those necessary to stop the harassment, if still ongoing, and to ensure a safe school environment for a student who is the complainant or victim of sexual harassment and/or other students during an investigation. To the extent possible, when such interim measures are taken, they shall not disadvantage the complainant or victim of the alleged harassment.

All complaints and allegations of sexual harassment shall be kept confidential except as necessary to carry out the investigation or take other subsequent necessary action. The Coordinator or designee will discuss confidentiality standards with the student when the complaint is initiated.