

Palm Springs Unified School District  
Dr. Sandra Lyon, Superintendent

# Parent / Student Handbook

## Information & Code of Conduct

### 2019-2020



## Rancho Mirage Elementary School

42-985 Indian Trail ♦ Rancho Mirage, CA 92270

Office (760) 836-3680 ♦ FAX (760) 836-3684

Office Hours: 7:45 a.m. – 4:15 p.m.

***Dr. La-Trice Johnson, Principal***

### ***Mission:***

*As a professional learning community, we, at Rancho Mirage Elementary School, will work collectively to provide a safe school environment that embraces diversity, and ensures that all students meet/exceed the California State Standards, and exhibit their personal best, as we prepare them to be college and career ready, and productive citizens of society.*

### **Bell Schedule:**

#### **Transitional Kindergarten**

Morning session 8:40 – 12:25 a.m.

#### **Kindergarten – 5<sup>th</sup> Grade**

First Bell rings at 8:35am	Students need to be in line ready for school to begin.
Class Begins at 8:40am	Students will be in class ready for instruction.
School Ends at 3:25pm	Kindergarten students will exit through the parking lot gate on the upper playground.
School Ends at 3:30pm	1 <sup>st</sup> – 5 <sup>th</sup> Grade students will exit through the parking lot gate on the upper playground.
Minimum Days 8:40 – 1:05 p.m.	Kindergarten – 5 <sup>th</sup> Grade. TK schedule stays the same. 8:40-12:25

- The playground gates open at 8:00am. **PLEASE do not drop your child off before 8:00 a.m. or pick them up after 3:45 p.m., as there is no supervision.**
- Students will be escorted to upper playground for pick-up. Please do not ask your child to go to other areas for pick-up. Please use the circle drive to pick your child up (not bus zone or outer curb). If you want to get out of your car to meet your child, please park and walk to the pick-up gate. For safety reasons, please do not call your child to go unescorted to the parking lot or outer curb. The circle drive is for loading and unloading only.



### **Attendance**

It is very important that your child be on time, and in class every day. Please help your child understand the importance of attending school and getting to school on time. Students coming in to class late, or leaving early, miss out on important instruction and may cause unnecessary distractions, as the lessons are underway.

If your child is absent, please call the office at (760) 836-3680 to inform us of the reason. Some class work missed might be made up, but the majority of your child's education is direct instruction by the teacher. They will miss it if they are not present.

If your child must leave school before 3:30, please go to the office and sign your child out. Identification is required. Please do not pick your child up 15 minutes before the dismissal bell because teachers are assigning homework, and finalizing the instructional day. The secretary will contact the teacher and have him/her sent to the office. Teachers may not release a student to anyone unless they have been signed out in the office and are on the emergency card. Please make sure your address, telephone number and emergency contact information are kept up to date. If your child rides the bus, and you want to pick him/her up on a particular day, please let your child know before school and send a note for the teacher, or call early enough that we can inform child's teacher.

### **SARB – School Attendance and Review Board**

Every school day counts! Studies show that students who miss 10% of their school day fall behind significantly in grade-level preparedness. If your child is habitually absent and/or tardy, you and your child will be referred to the District's School Attendance Review Board. It is important that your child comes to school each day on time.

### **Independent Study**

If your child must be absent for more than 5 days at a time, you may enroll them in Independent Study. This requires that you get assignments from your child's teacher, have the teacher complete a written agreement with the Independent Study Program, have your child complete the assignments, return the assignments to the teacher, and have the teacher verify their completion of the Independent Program agreement. Please give the teacher at least a week's notice to allow him/her to complete the required paperwork.

### **Breakfast and Lunch**

Breakfast is served daily in our cafeteria from 8:00- 8:35 a.m. Breakfast and Lunch is free for all students. Each are served daily. We do ask that you fill out the Educational Benefit Form for Nutrition Services. You will receive information on how to do so on the school and district website.

### **Messages**

We understand that there may be a time when you must get a message to your child during the school day, but please limit these to emergencies. To avoid interruptions to the classroom instruction, messages will be taken and put in the teacher's mailboxes. Please tell your child **and** write a note to the teacher if there is going to be a change in the procedure for how your child gets home.

### **Emergency Procedures**

In case of an earthquake, or other disaster, all students will be evacuated to the playground. You will pick up your child at the gate either on the upper or lower playground depending on the circumstances and will be required to sign your child out. If you are unable to reach the school your child will be provided with care and shelter. Schools will remain open indefinitely until every child has been released to a parent or authorized person or transported to an emergency center. **Students will only be released to persons listed on their emergency card so please keep it up to date.** Please discuss emergency plans with your child.

### **Cell Telephones**

Cell phones at elementary schools are against Board Policy. Please do not send a phone to school with your child. Cell phones will be taken away and sent to the office. Parents will then need to come to the office to pick them up.

### **School Rules**

To ensure a safe and orderly environment for your child and all of the children at Rancho Mirage School it is important that the following rules be followed by all students, at all times.

#### **Be kind and thoughtful!**

1. Keep hands, feet, and unkind words to yourself.
2. Take care of yourself, others, and our school.
3. Keep our campus clean.

#### **Be safe and smart!**

4. All balls, toys, and electronic items need to be left at home.
5. Eat snacks in area provided. No gum allowed.
6. Stay on the playground during recess and play safely.
7. No throwing of rocks, sticks or other objects.
8. Walk and use the sidewalks
9. NO weapons, play weapons, or dangerous objects of any kind are allowed.

### **Be respectful!**

10. Follow directions and be respectful to all adults and students
11. Use quiet voices and appropriate language

Please review District Rules in the District Handbook

### **Be a Respectful Ram! Follow the rules and be recognized with Ram certificates.**

Low & High Level offenses can lead to receiving a referral. These are due to not following school rules.

### **Playground Procedures**

1. At the 5-minute whistle, (five short whistles) this is time to put balls away, get drinks and go to the bathroom.
2. When the whistle is blown once, stop, freeze and listen.
3. Walk to line quietly when directed.

### **Pyramid of Success**

Coach Wooden's Pyramid of Success gives students the tools they need to be their personal best. During the first fourteen weeks of school we will teach each block of the pyramid to all students at the school. A copy of the pyramid will go home at the beginning of the school year for parents to use. We encourage you to talk to your child about the characteristic of each block, and have an incentive for your child for exhibiting their personal best at home.

### **Kindness Counts – How Full is Your Bucket?**

Students will be reminded to show kindness to one another by filling each other's emotional buckets with kind words and deeds. Actual buckets are placed around the school for students and staff members to write kind thoughts about each other. These kindness slips are then read in the classroom of the receiving student.

### **Tobacco and Drugs**

Rancho Mirage School is a tobacco and drug free school. Students and adults are not allowed to smoke or be under the influence of drugs when on campus. Students and adults may not possess, use or sell drugs or alcohol. Students will be suspended and possibly expelled according to Education Code.

## PSUSD Bullying Definition

**Bullying:** When an individual or a group of people with perceived power, repeatedly and intentionally cause hurt or harm to another person or group of people who feel helpless to respond. **Bullying continues over time**, is often hidden from adults and will probably continue if no action is taken.

**Please note:** A single egregious act of one of the following might not be considered bullying but does require a disciplinary response.

### Types of Bullying:

**Physical bullying** involves hurting a person's body or possessions. Physical bullying includes:

- Hitting/kicking/pinching
- Spitting
- Tripping/pushing
- Taking or breaking someone's things
- Making mean or rude hand gestures

**Verbal bullying** is saying or writing mean things. Verbal bullying includes:

- Teasing
- Name-calling
- Inappropriate sexual comments
- Taunting
- Threatening to cause harm

**Social bullying**, sometimes referred to as relational bullying, involves hurting someone's reputation or relationships. Social bullying includes:

- Leaving someone out on purpose
- Telling other students not be friends with someone
- Spreading rumors about someone
- Embarrassing someone in public

**Cyberbullying** uses digital technologies, including hardware such as computers and smartphones, and social media, instant messaging, texts, websites and other online platforms. It can be public or private. Cyberbullying includes:

- Abusive or hurtful texts, emails, or posts, images or videos
- Deliberately excluding others online
- Nasty gossip or rumors
- Imitating others online or using their login

### What bullying is not:

- Single episodes of social rejection or dislike
- Single episode acts of nastiness or spite
- Random acts of aggression or intimidation
- Mutual arguments, disagreements or fights

Modified from: [www.stopbullying.gov](http://www.stopbullying.gov) [www.ncab.org](http://www.ncab.org) (National Center against Bullying)

Per Board Policy 1312.3, any complaint alleging bullying based on the person's actual or perceived characteristics of race or ethnicity, color, ancestry, nationality, national origin, immigration status, ethnic group identification, age, religion, marital status, pregnancy, parental status, physical or mental disability, sex, sexual orientation, gender, gender identity, gender expression, or genetic information, or any other characteristic identified in Education Code 200 or 220, Government Code 11135, or Penal Code 422.55, or based on his/her association with a person or group with one or more of these actual or perceived characteristics (5 CCR 4610) shall be investigated and resolved via the District UCP (Uniform Complaint Procedure).

## **Suspensions**

### **Out of School Suspensions**

The most common reasons for suspension are fighting and being disruptive in class. However, if a knife, gun or dangerous object is brought to school, these are also grounds for suspension. This is true of an imitation firearm as well if it looks like a real weapon. Laser pointers are forbidden on campus under Penal Code 417.27. Beginning at 4<sup>th</sup> grade students may be suspended for sexual harassment. See PSUSD Handbook for more information on suspensions and sexual harassment.

### **In School Suspensions**

Teachers may suspend students from their class for up to 2 days. The teacher will notify the parent. According to Education Code 48900.1, the teacher may require the parent to attend a portion of the school day.

### **Volunteers**

We encourage parent participation at Rancho Mirage Elementary School. We have a very active group of volunteers that donate many hours to our school each year. We invite you to become part of the team. All volunteers need to be cleared by the district office before volunteering at the school. This requirement also includes volunteering in the classroom, around campus, and chaperoning field trips, etc. All persons volunteering can go to [www.psusd.us](http://www.psusd.us) for more information on how to be cleared, or call the school office. Once cleared, school policy is that there is a 72 hour request, as we will need to gain approval from the classroom teacher and/or administration. Volunteers are on an “as needed basis”.

### **Classroom Observations**

Our policy for classroom observations is that we receive a 72 hour request, as we will need to make arrangements with the classroom teacher and arrange for an administrator to escort the observer into the classroom. Classroom observations are no longer than 30 minutes, once monthly.

### **RM-PTG**

Parents can get involved at Rancho Mirage School by attending the RM-PTG meetings. This group of parents and school staff support the school in many ways by volunteering their time as well as raising money for the school. Watch for flyers regarding dates and meeting times.

### **School Site Council / English Learners Advisory Committee/Title I**

Parents are encouraged to attend the School Site Council, English Learner Advisory Committee meetings, and Title I Parent meetings and trainings. These groups guide our school plan and help assess the needs of the school. Officers are elected by their peers on a two year basis. We encourage all parents to join us. Your input is important to us. Please refer to the calendar, Ram Reporter, and other notices as to dates and times for these meetings. SSC = School Site Council  
ELAC = English Learners Advisory Committee

## **Newsletters**

The best way to keep track of what is going on at RMES is to keep in close contact with the teacher and read the Ram Reporter Newsletter. The Ram Reporter includes upcoming activities, a message from the principal, and school news. The Ram Reporter is posted on our website. We have some copies in the office available, as well.



## **Report Cards and Conferences**

Report cards are issued in November, March and June. Standard-based report cards will be used to measure your child's progress toward the California State Standards. Conferences are held in November and March. We encourage every parent to make time for these important meetings. Additional meetings can be scheduled between the parent and teacher as needed. Please contact your child's teacher if you have any concerns throughout the year.

## **California Assessment of Student Performance & Programs (CAASPP)**

California State Standards Tests are given in the spring of each year to third through fifth graders. These tests measure how well your child has learned the material that has been taught that year. The results are released at the beginning of the following school year. These results help us to guide your child's learning for the following year. The results of all the students are combined to given to measure the school as a whole against targets that have been set for us. If you have any questions regarding your child's performance or the school's performance, please contact your child's teacher or the principal.

## **GATE Testing (Gifted and Talented Education)**

In March, testing is administered to Gr. 2-4 by teacher or parent referral only. This exam in addition to classroom performance, parent and teacher surveys, and additional scores are used to qualify students for the GATE classes for the following year.

## **ELPAC Testing (English Language Proficiency Assessment for California)**

All students that speak a language other than English or are spoken to in a language other than English as indicated by the Home Language survey will be tested each year until they demonstrate proficiency on the ELPAC assessment and on classroom performance tests. This is a state required test, formerly was CELDT.



### **Uniforms**

Rancho Mirage is a uniform school. We appreciate your support in making sure your children are in uniform every day.

### **Shirts and Blouses**

- Blue or White with a collar – **Not “T” shirts, except Rancho Mirage Shirts**
- White turtleneck

### **Slacks/Shorts/Skorts/Skirts/Dresses/Jumpers**

- Navy Blue or Khaki Pants - **No jeans**
- Pants and shorts are to be worn no more than one size larger than the student’s appropriate size.
- Navy Blue or Khaki skirts, jumpers, and skorts
- If a belt is worn, it is to be an appropriate length.
- All shorts and skirts need to be an appropriate length.

### **Sweaters/Jackets/Sweatshirts/Coats**

- Navy Blue or White sweaters
- Navy Blue sweatshirts with no lettering

### **Shoes**

- Shoes must be worn at all times.
- For the safety of your child, please no sandals or backless shoes.

### **Hats and Sunglasses**

- Hats may be worn outside only and caps must be worn facing forward.
- No inappropriate logos that would cause a disturbance may be on the hat or cap.
- Sunglasses may be worn outside only.
- Sunglasses and hats may only be worn inside for medical reasons.

For information on Dress Code, please refer to PSUSD Student Handbook.

- If you cannot afford uniforms for your children, please contact Yolanda in the office. We will do everything we can to provide your children with uniforms.

## **Student Wellness**

The Palm Springs Unified School District Board of Education adopted a Board Policy for student wellness. This policy discusses nutrition and physical activity. The food served in the cafeteria at breakfast and lunch will have new nutritional guidelines. Low-fat and fat-free milk will be served as well as providing more whole grains. A variety of fruits and vegetables will also be served. **The policy also strongly encourages parents not to bring fast food lunches to school**, but to provide nutritious food if they are providing food from home.

According to the policy, schools should limit celebrations that involve food during the school day to no more than one party per class per month. Each party should include foods that meet nutrition standards. For food-safety reasons, all items brought from home for class celebration must be prepared in an approved commercial facility and pre-wrapped. **Food prepared at home shall not be served in the class. Please refer to your child's teacher for classroom guidelines when it comes to celebrations including birthdays. Cookies and cupcakes are not permitted.**

For copies of the nutrition analysis of school lunches, please refer to the school menu. For a copy of the Student Wellness Board Policy in its entirety, go online to [www.psusd.us](http://www.psusd.us) or contact the Nutrition Services Department.

## **Safe School Plan**

Each March, a committee writes 2 goals regarding the safety of our students. One goal is in regards to the students and the other addresses the environment. Each goal is followed by activities that will support the goals.

Goal #1 - Rancho Mirage Elementary School will provide an environment on the playground and in the classroom where students can demonstrate their personal best.

Goal #2 – The school safety team will identify physical hazards on campus and contact the appropriate department to make improvements.

## **Academic School Plan**

Palm Springs Unified School District Goals:

- **Attendance**

The ultimate attendance goal in the Palm Springs Unified School district is for all students to attend school every day. There is a definite link between attendance and academic achievement. In addition, the district is significantly fiscally impacted as attendance increases or decreases. All elementary schools will have at least 96% attendance rates, all middle and high schools will have at least 95% attendance rates.

- **Reading /Language Arts/Math/Science/Social Studies**

All students in the Palm Springs Unified School District will meet grade level proficiency or above in the standards in the core academic subjects as measured by the annual CAASPP testing.

- **English Language Learners**

All English Language Learners in the Palm Springs Unified School District will advance one level per year in English language proficiency as measured by annual state testing (ELPAC).

# Parent Student Handbook

2019-2020



**Please return to your child's teacher by September 3, 2019**

*Parents,*

*Please help your child think of a goal that they would like to reach by the first of November. It can be a behavioral goal or an academic goal. Then list 3 things that your child (with your assistance and support) can do to help him/her reach this goal. The teachers will review this at Back to School Night, so if you are having difficulty in working with your child to complete this form, please wait until then to set the goal.*

**Student Goal:** My goal for this trimester is to \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**To achieve my goal, I will:**

1. \_\_\_\_\_  
\_\_\_\_\_
2. \_\_\_\_\_  
\_\_\_\_\_
3. \_\_\_\_\_  
\_\_\_\_\_

**My child,** (student name) \_\_\_\_\_, **and I have read and reviewed the Parent Student Handbook and agree to work on this goal.**

Student's signature: \_\_\_\_\_

Parent signature: \_\_\_\_\_

Date: \_\_\_\_\_

Teacher: \_\_\_\_\_ Rm #: \_\_\_\_\_