Cathedral City Elementary School

Parent/Student Handbook

2026-2027



Brenda Santana, Principal

Rebecka Fishman, Assistant Principal

Cathedral City Elementary School

Welcome to Cathedral City Elementary School!

We are excited to welcome you to the 2026–2027 school year and look forward to partnering with you to make this a successful and memorable year for every student.

This handbook has been designed to provide important information about our school procedures, expectations, and resources. We encourage you to review it together as a family and discuss the importance of following our school expectations. By working together to reinforce these expectations, we can help ensure a safe, positive, and engaging learning environment where every child can thrive.

At Cathedral City Elementary, we are committed to educating the whole child. In addition to providing high-quality instruction, we continue our work with **Conscious Discipline**, a social-emotional approach that helps students develop self-regulation, build positive relationships, solve problems peacefully, and contribute to a caring school community. Through daily routines, classroom practices, and our schoolwide PRIDE expectations: **Positive, Respectful, Inclusive, Demonstrating Safety, and Excellence**. At CCE we strive to create an environment where every student feels safe, connected, valued, and ready to learn.

Sincerely,
Brenda Santana, Principal



CCE Mission Statement

CCE ensures high levels of learning for ALL by creating a safe and collaborative community.

CCE Vision Statement

CCE is committed to operating as a collaborative professional learning community. We envision a school in which staff:

- *Unite to achieve common academic goals by routinely monitoring student progress*
- *Work in collaborative teams with a shared focus on student success (academic and general well-being)*
- *Seek and implement promising strategies for improving student learning in response to collected data*
- *Model Positivity, Respect, Inclusivity, Demonstrate safety, and professional Excellence*
- *Inspire lifelong learning that nurtures every child's potential and strengthens connections through culture and community*

PSUSD Mission Statement

All members of Palm Springs Unified School District are united in our commitment to equity. We create deep meaningful learning opportunities, build professionalism, and engage parents and the community to ensure success for all students. All students graduate with the skills, capacity, and confidence needed to succeed in a rapidly changing world.

Here at your child's elementary school, 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. 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, and 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 Group (PTG). We know the importance of working together and value your input in providing your child with a well-rounded education.

CATHEDRAL CITY ELEMENTARY SCHOOL EXPECTATIONS

A. SCHOOL EXPECTATIONS

1. Be positive and respectful. *Value each other's differences.*
2. Work and play safely.
3. Set daily goals to achieve excellence.

B. CAFETERIA EXPECTATIONS

1. You must always walk in the cafeteria.
2. Raise your hand to ask for permission to leave your table.
3. Use an inside voice in the cafeteria.
4. Before leaving the lunch table, you must clean up your eating area.
5. You may exit the cafeteria/lunch tables when an adult has dismissed you.

C. SCHOOL GROUNDS EXPECTATIONS

1. Walk in the halls, classrooms, and cafeteria <u>at all times</u>.
2. Use the restrooms to wash your hands and go to the bathroom only.
3. Walk bikes, scooters, and skateboards on campus and lock them up at the bike racks.

D. PLAYGROUND/RECESS EXPECTATIONS

1. Play in assigned playground areas only.
2. Only school equipment is allowed at recess. All personal equipment, games, and toys should remain at home.
3. Follow the school rules for the recess games and be courteous to others who are playing.
4. Use playground equipment and play structures safely.
5. When the bell rings, recess is over. Stop and freeze until the whistle blows. Then <u>walk</u> back to the line.
6. If you need help, see a staff member on duty. If you need to go to the office for some reason, you must get permission from a staff member on duty. You will not be allowed into office without permission.

E. FIGHTING AND WEAPONS

The Palm Springs Unified School District has a zero-tolerance policy for violence at school. Students who fight or bring weapons to school can be suspended from school and may be expelled from school. At the elementary school level students who bring knives or other weapons to school (including toy versions) usually do not bring them to school with intent to harm other students; however, the fact that they brought the weapon to school is still cause for suspension. Fingernail clippers and other combination tools with a blade are considered to be knives. In addition, laser pointers are dangerous and are considered weapons.

F. RECESS - PLAYWORKS

Playworks was founded in 1995 by Jill Vialet. Students are given opportunities to play games of their choosing, lead the game, and settle disputes. Students use the rock-paper-scissor method to promote positivity, teamwork, and resolution of disputes.

Our recess is modeled after the Playworks program and is the inspiration to our recess. CCE recess expectations focus on being safe, positive, and a team player.

G. BULLYING

It is important that students understand the importance of making good choices and refer to the Cathedral City Elementary PRIDE Expectations Matrix to help guide them. Students attend a School Expectation Assembly within the first days of school to review CCE rules and expectations. You can also reference Appendix B for PSUSD Bullying Definition.

H. HARASSMENT AND DISCRIMINATION

All students are to be treated equally and with respect at Cathedral City Elementary School. Harassing or bothering students in a sexually inappropriate way, or because of their ethnicity or color is unacceptable and may result in a suspension. Retaliatory behavior against those who report harassment or discrimination is prohibited.

I. CELL PHONES

Students are not permitted to use cell phones during school hours unless for emergency purposes (this is a new law AB 3216). All calls must be made through the school office. Should a student need to contact parents, students need to get teachers permission. Cell phones will be permitted only in students' backpacks and must be off at all times or checked in with the child's classroom teacher. If a student has their phone out or turned on, the cell phone will be confiscated until a parent comes to pick up the cell phone from the office and meets with the principal.

Any student who is found to be responsible for any of these offenses will be subject to appropriate disciplinary action up to and including suspension/expulsion. ***The severity of the disciplinary action will be based upon the circumstances of the infraction.***

Student Discipline

Students are held responsible for their actions. If a student continues to exhibit unacceptable behavior at school, progressive 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, mental health therapist, or administrator.
- Loss of privileges 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.

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: 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 cybersexual bullying by a student through the dissemination of, or the solicitation or incitement to disseminate, a photograph or other visual recording that depicts a nude, semi-nude, or sexually explicit photograph or other visual recordings of an identifiable minor, when such dissemination is to another student or to school personnel by means of an electronic act and has or can be reasonably predicted to have one or more of the effects of bullying described above. Cybersexual bullying does not include a depiction, portrayal, or image that has any serious literary, artistic, educational,

political, or scientific value or that involves athletic events or school-sanctioned activities.

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

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 may be suspended for disruption or willful defiance, except by a teacher pursuant to Education Code 48910. (Education Code 48900)

PROGRESSIVE DISCIPLINE: Progressive discipline seeks concurrent accountability and behavior change. The goal of progressive discipline is the prevention of a recurrence of negative behavior by helping students learn from their mistakes. 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.

Examples of Minor Rule Violations (include but not limited to)	***Examples of Major Rule Violations*** (include but not limited to)
● 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	● 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: Cathedral City Elementary and Palm Springs Unified School District assumes no responsibility for lost, damaged, or stolen personal property including any electronic device.

Cell phones must be turned off and put away during the school day (not on the student's body). All personal electronic devices are prohibited for use during the class/instructional time unless authorized by the teacher. All camera use, including cell phone cameras, is prohibited. Any time a personal electronic device is confiscated, a parent may be required to come to the office to sign and pick it up and meet with an administrator.

Toys and Playground Equipment:

Toys from home, including playground equipment, are not permitted at school. Such items may be confiscated and may be returned at a later date. Playground equipment will be provided by the school.

Other Restricted Items:

Students may NOT bring the following items to school:

- Permanent markers
- White-out
- Candy
- Gum
- Scissors
- Bottled Glue
- Cameras
- Any aerosol can or glass (perfume, spray deodorant, etc.)
- Rubber bands
- Trading cards
- Balloons
- Laser pointers

Cathedral City Elementary School Wide Expectations Matrix

	P Positive	R Respectful	I Inclusive	D Demonstrate Safety	E Excellence
School Wide Expectations/ All Settings	*Use Positive language at all times *Be considerate of self, others, and the environment	*Be kind and help others *Stay calm and think before you act or speak *Be calm	*Speak kindly about self and others *Cooperate with others *Congratulate yours and others successes	*Keep hands and feet to yourself *Make safe choices *Walk at all times	*Be ready to learn everyday *Do your best and look for the best in others. *Be accepting of others
Classroom	*Use Positive language at all times *Encourage others *Be helpful	*Be polite to everyone *Follow directions quickly *Raise your hand quietly *Be patient	*Encourage and help others *Treating others the way you wish to be treated	*Keep hands, feet, and objects to yourself	*Always do your best work *Listen to other students ideas and feelings *Challenge yourself to go above and beyond *Be kind
Hallways	*Use positive language at all time *Walk Quietly	*Straight, quiet lines *Create personal space *Use inside voices	* Respect the learning of others	*Keep hands and feet to yourself *Walk at all times	*Walk single file line *Walk straight to your destination *Walk slowly, face forward and stay in line
Cafeteria	*Use positive language at all times *Thank cafeteria workers for your meal	*Straight, quiet lines *Be polite *Comply with adult requests	*Help keep your area clean	*Wait in line patiently for your turn *Walk at all times *Sit properly at tables	*Saying please and thank you *Seek out a staff member if you need help
Bathroom	*Use Positive language at all times	*Respect each others privacy *Keep bathrooms clean	*Make good choices while in the bathroom	*Report problems, vandalism, etc. *Use toilet paper, soap, and paper towels appropriately	*Quietly use restroom, wash hands, walk out *Return to class quickly and quietly
Assembly	*Use Positive language at all times	*Keep hands and feet to yourself *Use inside voices	*Listen to the person speaking	*Sit cross legged with hands on lap	*Show appreciation
Dismissal	*Use Positive language at all times	*Say goodbye to your teacher	*Use good manners	*Walk at all times *Wait like ladies and gentlemen	*Report any problems to an adult *Set a good example
Recess	*Use Positive language at all times *High-fives * Take Turns *Share	*Be kind *Play fair *Be honest *RoShamBo	*Share equipment *Everyone plays *Look for students who are alone and include them in your game	*Walk at all times *Freeze on whistle	*Try your best *Encourage others *Be a role model on the playground

SCHOOL DRESS CODE POLICY

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

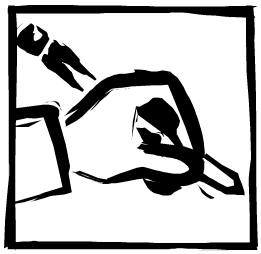
1. Shoes must be worn at all times. Sandals must have heel straps. Flip-flops, backless shoes, or sandals are not acceptable for safety reasons.
2. Clothing, jewelry, and personal items (backpacks, fanny packs, gym bags, water bottles, etc.) shall be free of writing, pictures or any other insignia which are crude, vulgar, profane, or sexually suggestive, which bear drug, alcohol, or tobacco company advertising, promotions and likenesses, or which advocate racial, ethnic, or religious prejudice.
3. Hat wearing privileges may be revoked for any student at any time when it is not conducive to the learning environment at the discretion of site administration.
4. Clothes shall be sufficient to conceal undergarments at all times.
5. 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. Because gang-related symbols are constantly changing, items that are perceived to be gang-related apparel are prohibited.

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

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

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

GENERAL INFORMATION



OFFICE HOURS: 7:15 a.m. – 3:15 p.m.

SCHOOL HOURS:

- TK-5th grades: 7:45am – 2:35pm Monday, Tuesday, Thursday, Friday.
- Every Wednesday is a minimum day with 12:10pm dismissal
- Breakfast is served in the cafeteria from 7:15am – 7:45am Monday - Friday

STUDENT ARRIVAL TIME / DISMISSAL: Students are expected to be in line on the playground promptly at 7:45am. We open our school gates with supervision for students at 7:15am. Please do not drop off your children prior to that time, WE DO NOT PROVIDE ADULT SUPERVISION PRIOR TO 7:15am.

Students must be picked up on time every day. We will make every attempt to contact a family member to pick up the child; however, please be aware that if a student has not been picked up prior to the closure of our office at 3:15 pm, the Cathedral City Police Department or Child Protective Services may be notified and the child will be placed in their care until a family member picks them up.

PHONE CALLS:

- The Cathedral City Elementary School office phone number is **(760) 770-8583.** The fax number is **(760) 770-4703.**
- The school phone is for business purposes only. Phones are answered from 7:15am to 3:15pm. **Students may not use the phone** except in a real emergency.
- **No phone calls will be forwarded to classrooms during instruction.**

LOST AND FOUND: Lost and found items are kept in the multipurpose room. Labeling your child's personal items with his/her name is recommended. We cannot be responsible for lost items. At the end of each trimester, we will donate any remaining items to charity.

ATTENDANCE INFORMATION

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.

Compulsory laws mandate that children between the ages of 6 and 18 must attend school. 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. Please try to schedule doctor and dental appointments after school or during vacation time as much as possible. The school receives state funds every day your child is in school. If your child is not in school, he/she is missing valuable instruction. If students are not in school, they cannot learn. We often reward students for attendance, those who are at school every day, on time, and do not leave early.

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.

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

EARLY RELEASE OF STUDENTS: The parent, guardian, or person authorized on the emergency card must come into the school office to sign out the student. Students will not be called out of class until the parent / guardian arrives to pick him / her up. All adults MUST be listed on the emergency card and may be asked to present a picture ID in order to check a student out of school. ***Please do not pick up your child early to avoid traffic in our parking lot.*** **We will not release students during the last 30 minutes of the school day to avoid disruption to the classrooms.**

PLEASE KEEP YOUR STUDENT'S EMERGENCY CARD CURRENT FOR THE SAFETY AND PROTECTION OF YOUR CHILD/CHILDREN INCLUDING THE PARENTS' CORRECT WORK PHONE NUMBERS, HOME PHONE NUMBERS, AND THE NAMES AND TELEPHONE NUMBERS OF PEOPLE WE MAY CONTACT IN THE EVENT OF AN EMERGENCY. WE WILL RELEASE YOUR CHILD TO ONLY

THOSE PEOPLE WHO ARE LISTED ON THE EMERGENCY CARD. ALSO BE AWARE THAT WE CANNOT RELEASE CHILDREN TO MINORS DURING SCHOOL HOURS OR AFTER THE DISMISSAL PERIOD.

MOVING: If you are going to move out of the Cathedral City Elementary School attendance area, parents should notify the school office by calling or sending a note stating the date the family is moving and the new address. At that time, the student will have to return any books or materials that belong to the school.

NUTRITION, HEALTH, & WELLNESS

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.

If your child is bringing a lunch, it is important to pay attention to the nutritional value as it relates to sustaining their performance throughout the day.

- Do not send carbonated soft drinks or sugary beverages or candy.
- ***Fast food lunches*** are not allowed at school.
- Students are not to share their food or beverages with one another during meal or snack time, due to concerns about allergies or other restrictions on some children's diets.
- ***Red Hot Cheetos, Takis, or other foods with red dyes are not permitted to be brought to school as a snack and/or as part of a lunch.***

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.**

For copies of the nutrient 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 or contact the Food Service Department. You can also reference the PSUSD Wellness Policy Highlights in Appendix A of this handbook.

CAFETERIA: Breakfast and lunch is served free daily in the cafeteria. Students must eat their breakfast at the tables with the designated supervision.

MEDICATIONS: Instructions (Board Policy 5141.21) (Ed. Code 49423)
Any student who must take medication (prescribed or over the counter) during the school hours must submit a written statement of instructions from the physician and parental request for assistance in administering the physician's instructions. All medication brought to school must be in an appropriate pharmacy container as packaged by the manufacturer and labeled with the student name, name of medication, exact dosage, time medication is to be given, name of prescribing physician, and the

date the prescription was filled. This includes inhalers for asthma. The school nurse will verify all medication forms and procedures. Questions regarding medication issues should be directed to the school nurse.

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 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.***

EMERGENCY CARDS AND INFORMATION:

Each year, parents/guardians must complete a new emergency card, which is filed in the school office. Current addresses ensure the 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.

It is essential that the information on the card is kept current throughout the school year for the school to contact parents when necessary.

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 the site administrator's judgment in obtaining medication 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. 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 emergencies, which can compromise student safety. Parent patience during emergencies is appreciated. 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 slow and methodical, allowing the school to ensure student safety throughout the process.

ARRIVAL TO SCHOOL AND DEPARTURE FROM SCHOOL

SAFE WALKING AND BICYCLING ROUTES TO SCHOOL: Students should follow safe walking and bicycling procedures at all times. Students are to cross at street corners, rather than in the middle of a block. The following suggestions are made to help your child walk safely to and from school:

1. Walk with a buddy or group.
2. Walk on the main street, where there are likely to be other people.
3. Avoid strangers.
4. Never accept food or gifts from strangers.
5. Make sure that you let your parents know where you are.
6. Walk away from stray animals.



BICYCLES & SCOOTERS: Generally, we recommend only those students in grades third through fifth ride their bikes or scooters to school; however, students in first and second grade may with parental permission. All bicycles must be parked on the bike rack and locked during the school day**. THE SCHOOL IS NOT RESPONSIBLE FOR DAMAGED OR STOLEN BIKES OR SCOOTERS.** Additionally, parents are responsible for ensuring that students know bicycle and scooter safety rules. **The Helmet Law makes wearing a helmet mandatory for children under 16 years of age.**

TRANSPORTATION: **You must send a note if your child is to change their regular routine (bus, walk, or being picked up)**. For instance if your child is not supposed to ride the bus home as he/she normally would, and is to wait for you to pick him/her up in the parking lot, we must have a note. Please do not wait until the last moment. **We are not able to communicate any changes in how a student is going home within 30 minutes of dismissal**. We may not have the time or manpower to get a last minute phone message delivered on time. Parents or other adults are NOT allowed to wait by the bus line to pull their child out of the bus line, prior notice must be given. Please keep your child's teacher informed at all times of the pick up routine for your child.

SCHOOL BUS RULES: Bus Service provided by Zum bus services at (760) 841-0145. Bussing is only for students who live in the designated area.

1. Obey the bus driver and do not argue with him/her.
2. Remain seated at all times facing the front of the bus. Keep seat belt on.
3. Keep all parts of the body inside the bus at all times.
4. Do not throw things or yell out of the bus windows.
5. No fighting or pushing.
6. Do not eat food of any kind inside the bus.
7. No loud talking, shouting, or other noises.



BUS TICKET CONSEQUENCES: Please review these consequences with your student. If a bus rule is broken, the student will receive a bus ticket. Below are possible consequences depending on the frequency or severity of the infraction.

- 1st notice sent home with student for parent to sign/or phone call.
- 1 day suspension from the bus
- 3 to 10 day suspension from the bus
- Suspension from the bus for the semester
- Suspension from the bus for the rest of the year

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. Additional information can be found at: https://www.psusd.us/Page/4536

SCHOOL PARKING LOT: For the safety of our children, please demonstrate courtesy and respect in the parking lot, especially during the afternoon release time. During the afternoon release time, students will be supervised by CCE personnel in the designated grade level areas of our parking lot. Students will not be allowed to wait for their ride in any other area. Parents are NOT allowed to pick up in the bus loading zone. Please do not encourage your child to wait for you anywhere else on our campus since we cannot provide supervision in all areas. Do not double park or ask children to cross in the middle of the street. All students must use the crosswalk. Please drive slowly at all times through our parking lot and in the school zone. Watch for children at all times. We understand it can get congested, so please be patient!

VAQUERO STREET GATE: This gate is exclusively for students and families who live directly in the neighborhood behind the school and walk to school. Parents can walk to this gate to accompany their children. An agreement form must be signed and filed in the office for permission to use this gate. If the agreement is not followed, the student may lose the privilege of using this gate. Parents are not to drive to this gate to avoid the parking lot congestion. Our neighbors in the area have kindly requested that everyone respect their property including their yard, landscaping, and driveway. Please talk to your children about demonstrating respect to the homes and property of the local residents.

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 school 30 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 that 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/legal places to walk and meet your child.
- Pick your child up at the curb where your child's grade level dismisses.

- Please pull forward along the curb to pick up your student in any loading zones.
- Parking in the loading zone, fire lane 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 school bus and/or crossing area.
- Demonstrate courtesy and safe driving while on or near our school grounds.
- Students must be picked up no more than 15 minutes after 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.
- Late pickups are monitored by the main office. Excessive late pickups will lead to SART or Child Protective Services referrals.

STUDENTS WHO ARE PICKED UP LATE: Dismissal is 2:35pm on Mondays, Tuesdays, Thursdays, and Fridays. Wednesdays and minimum day dismissal is 12:10pm. The office is open 7:15am - 3:15pm daily. If a student remains after school for more than 30 minutes, security and/or 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 work with you.

SAFE SCHOOL ENVIRONMENT

CLOSED CAMPUS: Cathedral City Elementary is a closed campus. Please know that we want our school to be a welcoming environment to parents; however, campus safety is our utmost priority for our students and staff. Please contact the administration with any concerns or special needs. The bullet points below outline information pertaining to the implementation of our closed campus.

- Only students and staff may enter the gates between 7:15am and 7:45am. A supervisor will stand at all three entrance gates (Vaquero Street back gate, kindergarten gate, and the door near the library located in the front parking lot. All school gates will be locked after 7:45am.
- The front office is open 7:15am-3:15pm daily, however, the doors to enter the office will remain locked, with the exception of shortly before the start of school and at dismissal. If you'd like to enter the office, ring the bell located to the right of the office doors and let the office know your purpose for visiting the school. They will then unlock the door for entry.
- All parents, visitors, or volunteers must enter through the office administration door and will not be allowed on campus except for arranged school business. They must sign in and out in the office, and wear a visitor's badge. A government issued ID may be required in order to obtain a visitor's badge through the site's Raptor system. This system ensures that the visitor is not a registered sex offender. All volunteers must be cleared through the PSUSD volunteer process. Any parent or outside observations of classrooms must be

approved by administration prior to the visit, be accompanied by administration throughout the visit, and can last no longer than 30 minutes in length.

- If your child is tardy, please bring them to the office for a tardy pass; however, parents will not be allowed to walk their child to the classroom.
- In order to minimize classroom interruptions, the office ***WILL NOT*** call classrooms to tell students their lunch, homework, snacks, water bottles, clothing items, and other messages are in the office. Arrangements should be made with your child before school. Fast food restaurant lunches are not allowed at school.
- If you would like to meet with a teacher before or after school, please go to the office and they can assist you with contacting the teacher to arrange a meeting.
- All parents must wait outside for their children at dismissal near the child's exit area. Parents will not be allowed on campus early to wait outside their child's classroom. Students do not exit through the office doors. The exit areas are the back gate, parking lot gates near the 4th & 5th grade pods, the front gate next to the office, and the kindergarten gate. Bus riders exit a supervised bus gate.
- During special events that occur during the school day, the outside Multipurpose Room door will be unlocked and monitored for parents and guests to enter 10-15 minutes before the event. Parents and guests are to exit through that same door to the parking lot immediately after the event.

SAFE SCHOOL STATEMENT: The Palm Springs Unified School District and Cathedral City Elementary are committed to a safe environment for all students and staff and will not tolerate **any** weapons, or substances used as weapons, unauthorized drugs, violence, gang activity, or vandalism on any campus. "Weapons" shall include but are not limited to guns, "look-a-likes", any knife, martial arts tools, razor blades, or mace. Any student who is found to have initiated an attack, assault, use of force or threat to a school employee or peer can be suspended / expelled. The appropriate law enforcement agency can be contacted, and a report filed.

SMOKE-FREE, DRUG-FREE ENVIRONMENT: Cathedral City Elementary provides a smoke-free, drug-free environment. ILLEGAL DRUGS AND / OR SMOKING IS NOT PERMITTED ON ANY SCHOOL PROPERTY, AT ANY TIME, WITHIN THE STATE OF CALIFORNIA. Prohibited products include electronic cigarettes, electronic hookahs, and other vapor-emitting devices, with or without nicotine content that mimic the use of tobacco products.

EMERGENCY PREPAREDNESS: A school site committee develops a comprehensive school safety plan relevant to the needs and resources of our school. Cathedral City Elementary School practices monthly fire, earthquake, active shooter, and lockdown drills where all persons present must follow established drill procedures. During an actual emergency situation, a central student release station will be established once it is safe to do so, and no student will be released to anyone without proper identification from the person requesting the student and until emergency authorities declare it safe to do so.

CHILD PROTECTIVE SERVICES: Child abuse / neglect is a very serious issue. If any school district employee suspects that a child is being physically, emotionally, or sexually abused or neglected, it is our legal responsibility to report this to Child Protective Services (CPS).

BULLYING: All types of bullying are prohibited. These include physical, verbal, social, and cyberbullying. Please see Appendix B for the PSUSD Bullying Definition. Students (victims and bystanders) should report bullying to a staff member. There is also an online reporting form at www.sprigeo.com

HARASSMENT & DISCRIMINATION: All students are to be treated with respect at Cathedral City Elementary. Harassing or discriminating against others is unacceptable. School programs and activities shall be free from discrimination, including harassment, with respect to actual or perceived race, color, ancestry, nationality, national origin, immigration status, ethnic group identification, ethnicity, age, religion, marital status, pregnancy, parental status, physical or mental disability, sex, sexual orientation, gender, gender identity, gender expression, genetic information, or any other legally protected status or association with a person or group with one or more of these actual or perceived characteristics. If a child is being harassed or discriminated against, please report it to a staff member immediately. Retaliatory behavior against those who report harassment is also prohibited. There is also an online reporting form at www.sprigeo.com

SEXUAL HARASSMENT: If a student feels that he or she has been sexually harassed by an adult or a student, the pupil needs to immediately tell a staff member. The staff member will notify administration. The site administrator will then investigate the complaint and take appropriate action.

POSITIVE REINFORCEMENT: At Cathedral City Elementary School, we support our Cathedral City Elementary PRIDE Matrix that encourages positive behaviors. Students may receive PRIDE Tickets and will be rewarded for demonstrating the behaviors that are part of the PRIDE matrix. The goal of PRIDE Tickets is to encourage students to repeat and continue positive behavior; therefore, the distribution of PRIDE Tickets will be up to the discretion of our CCE Staff.



ACADEMIC AND CURRICULAR INFORMATION

STATE STANDARDS/RETENTION POLICY: Students must meet the minimum proficiency requirements adopted by the Board of Education. Students who do not meet the District's standard of proficiency may be at risk of retention.

REPORT CARDS & PROGRESS REPORTS: Teachers are required to keep parents informed of their child's progress. You will be receiving a progress report each trimester. If you do not receive one, please notify your child's teacher and/or the office. Three report cards will be sent home during the school year, one at the end of each trimester.

PARENT CONFERENCES: During the school year, parents will be invited to meet with their child's teacher for an individual conference at the end of the first and second trimester, and at any time necessary throughout the school year. If you have any questions or concerns, please do not hesitate to request to meet with the teacher at any time

WHAT TO DO IF YOUR CHILD IS HAVING ACADEMIC PROBLEMS AT SCHOOL: If you develop concerns regarding your child's progress in school, please make an appointment to discuss the situation with the classroom teacher.

The teacher may recommend that a Student Study Team Meeting (SST) be held to discuss your child's academic strengths and weaknesses. If the problem should continue after you and the teacher have tried several solutions, then please make an appointment with the school principal.

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

HOMEWORK POLICY: Homework is an essential part of the educational program. It may consist of the completion of class work and / or special assignments appropriate to the grade level at which the child is working. Homework may be assigned on a regular basis. It may be a long-term project or a short-term assignment designed to develop good study habits, responsibility, and emphasize critical thinking skills. Homework will be assigned to reinforce concepts taught in class and is expected to be returned. Parental support is essential in having homework be a successful experience for your child. Please have proper supplies and a quiet place for your child to complete homework at home. Please check over homework with your child before returning it to school. When students know homework is important to you, they will see it is important as well and take responsibility in completing it and returning it to school.

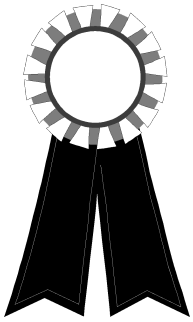
INDEPENDENT STUDY PROGRAM: If you are planning a trip that will require a period of time away from school, you may be granted school credit by arranging an independent study program. Under this plan, your child would complete assignments on the trip and would receive school credit. You must contact your child's teacher and the office at least one week in advance to make arrangements and obtain administrative approval. All of the work must be completed and will be due on the student's first day back to school in order to receive full credit. Short-Term Independent Study is limited to 15 days in a given school year.

FIELD TRIPS: Field trips are an extension of the classroom. All trips will be curriculum based and include all classes at a grade level. Teachers may need to bring chaperones and will ask for volunteers that have completed the volunteer application process. Spaces are limited, so filling out the application does not guarantee a spot as a chaperone. *Due to insurance reasons and board policy, chaperones may not bring siblings on the field trip. Additionally, chaperones MAY NOT follow the bus on a field trip or meet the class at the location.

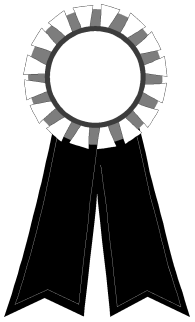
Teachers may ask for donations for field trips. All donations given toward a field trip are **non-refundable** and will not be returned, even if your child does not end up going on the field trip.

RECOGNITION OF ACADEMIC ACHIEVEMENT

Awards Assembly



Student of the month
Language Arts/Reading
Mathematics
PRIDE Award
Creative Cub
PE/Music/STEAM Award



PARENT INVOLVEMENT

VOLUNTEERING & VISITING CLASSROOMS: Parents are welcome to observe their child's classroom for no longer than 30 minutes. Please speak with your child's teacher and the site administrator prior to the observation to arrange an agreed upon time so that instruction will not be interrupted. You will be required to be accompanied by an administrator.

We welcome visitors to Cathedral City Elementary School; however, to protect our students from unauthorized people on campus, we require that all visitors pre-arrange their visits, stop by the office, provide a government issued ID, and obtain a visitor's badge. For visitors who are not cleared through the volunteer process, you must be escorted by an administrator during your visit. Visits are limited to 30 minutes in length. Parents or community members who volunteer in the classroom must complete the district volunteer process online at www.psusd.us under the "parents" tab. The process includes completing an online application, uploading a government issued ID, completing the district's mandated reporter training, and possibly fingerprinting if seeking supervisory clearance. The volunteer must be district-approved prior to the start of his/her volunteering. The school site administration reserves the right to deny a

visitor or volunteer if he/she demonstrates inappropriate conduct or is disruptive to the learning environment or safety of others.

VOLUNTEER PROCEDURES:

1. The volunteer completes the requirements to become a Supervisory or Non-Supervisory volunteer. (Please see policy above for details.)
    a. Clearance and approval must be received from PSUSD before a volunteer can begin serving as a volunteer.
    b. Once PSUSD sends clearance documentation, the volunteer can contact staff and teachers to let them know you are available and approved to volunteer when the opportunity presents itself.
    c. The volunteer must complete the district's mandated reporter training prior to being approved as a volunteer. As a mandated reporter, it is the volunteer's duty to act when a child shares information that may indicate they are in danger or experiencing personal problems. If a student confides in a volunteer about family matters or personal issues and the volunteer believes there is a safety concern, it is important that the volunteer takes immediate action. If volunteers need assistance with the Mandated Reporting of Child Abuse Procedures, contact the child's teacher, counselor, and/or administration.
2. Teachers and staff typically request parent volunteers through ParentSquare, email, phone calls, etc. When opportunities arise, they may also contact parents based on the approved/cleared volunteer list.
3. Volunteers sign up or respond with their availability, and the staff member will confirm that a volunteer is still needed.
4. Plans for volunteering are usually set up with a minimum of 24-hour notice so both parties can prepare and plan accordingly. Changes may occur that require plans for volunteering to adjust:
    a. Changes in the classroom may occur that no longer require a volunteer. The staff member is responsible for informing the volunteer of those changes.
    b. Volunteers who cannot attend the planned activity should notify the staff member they have been communicating with on volunteering as soon as possible.

On the day/time of volunteering: Each volunteer must sign in and out in the school office each time he/she comes on campus to volunteer. The school must have a record showing the days and hours each volunteer works. The sign-in will include the classroom where the volunteer will be working. For security reasons and in case of emergency, administrators need to know who is on campus, where, and their purpose.

- The office will call to confirm that the volunteer is here and signed in before sending the volunteer to the classroom.
- Volunteers should only be in the room where they were scheduled and the room that they signed in to.
- If volunteering in back-to-back locations, the volunteer must return to the office to check in and sign into the new location for safety/security purposes.

Teachers/staff (who agreed to have the volunteer) will be prepared and provide a plan for what the volunteer will assist with, materials, etc. so that it does not interrupt instruction and provides the most benefit to students and the classroom.

VOLUNTEER GUIDELINES:

Supervision of Volunteers:

School volunteers always work under the direct supervision of the professional staff at each school and only with those teachers who have requested the services of the volunteer. The school is responsible for students' education, safety, and well-being. For this reason, you can understand why the teacher or administration must dismiss any volunteer whose actions are not in the best interest of the classroom, school, or student.

Confidentiality:

As you work with the staff and students, you will get to know the students on a different level. The problems, abilities, relationships, and confidences of students, their parents, and the staff should never be discussed with anyone who does not have a professional right or need to know them. Like teachers, volunteers are bound by a code of ethics to keep confidential matters within the school. The staff and students need to know that they can trust you.

Please do not discuss the information about students you assist with anyone outside of the staff member you are working with, including a child's school progress/difficulties with his/her parents. This is the teacher's responsibility.

Occasionally, a child might confide in you about family matters or personal problems. If you feel a safety concern or the information shared needs to be directed to staff, bring the student to the staff personnel in charge to have the conversation (in private).

Discipline:

Students rarely have behavior problems while working with volunteers. However, our schools have detailed discipline plans, and the responsibility for discipline rests with the professional staff. **Volunteers may not discipline students.** Please inform the teacher of any disciplinary problems while working with a student.

Restrooms:

Staff restrooms are available for volunteers; we ask that you do not use student restrooms.

Field Trips:

All field trip volunteers need supervisory clearance approval to attend the trip. Volunteers are expected to be in attendance and at the school site, ready to serve in their volunteer roles before the trip begins through the end of the trip. (The teacher in charge of the trip will provide the exact times for volunteering.) All volunteers are expected to ride with students on the bus while returning from the field trip to assist with supervision. Students and siblings not part of the class, including young children, cannot attend the field trip with the volunteer.

Volunteers are important to the educational team, and their suggestions and opinions are welcome. However, the professional staff is legally responsible for student

instruction and school management decisions. For this reason, volunteers always work under the direct supervision of school personnel.

The professional staff at the school is responsible for everything that goes on in the building, including student instruction, safety, and discipline. Volunteers supplement and support the program but may not:

- Provide the curriculum or teaching plans
- Discipline students
- Take charge of the classroom for any length of time
- Have access to materials in student's educational file
- Diagnose student needs
- Evaluate achievement
- Counsel students
- Discuss student progress or other information with others

A volunteer is never considered a substitute for a school staff member.

As a volunteer, you not only serve the needs of the children, but you also provide a vital link between the school and community. Students, their parents, and the community will view you as a representative of the school. They will pay close attention to what you say about the staff and the educational programs.

PARENT GROUPS AND COMMITTEES: Parents can get involved through the school's Parent Teacher Group (PTG), English Learner Advisory Council (ELAC), or School Site Council (SSC). In PTG, parents and teachers work jointly hosting community events and fundraising to help provide funds for field trips, additional school supplies, and student incentives. ELAC helps advise the school on programs and opportunities for our English Language Learners. The SSC is an elected committee of 5 parents and 5 staff members who develop, monitor, and revise the school plan including how the school site funds are spent. Please consider joining one of these groups. Parent involvement is crucial and plays a role in the success of our students.

UNIFORM COMPLAINT PROCEDURE

PARENT COMPLAINT PROCEDURE: Sometimes problems arise that need to be resolved. If you have a concern, please follow these steps:

1. Step One--Make an appointment with the classroom teacher to explain the problem. If it is not resolved satisfactorily, go to Step Two;

2. Step Two--Make an appointment with an administrator to explain the problem. If it is not resolved satisfactorily, go to Step Three;

3. Step Three--Call the Palm Springs Unified School District Office at (760) 883-2700. If it is not resolved satisfactorily, go to Step Four;

4. Step Four – Complete a Uniform Formal Complaint Form. They are available on the district website: http://www.psusd.us or you can obtain one from the district office.

We look forward to a fun and exciting school year filled with wonderful learning experiences for your child. We appreciate your support and invite you to become involved in any way possible. It is the collaboration between our school, parents, and community that makes Cathedral City Elementary School such an outstanding environment for students to succeed!

PSUSD
PALM SPRINGS
UNIFIED
SCHOOL DISTRICT

Cathedral City Elementary School

Title I, Part A School-Level Parent and Family Engagement Policy 2025-26

Cathedral City Elementary School (CCES) has developed a written Title I parental engagement policy with input from Title I parents. This policy is reviewed annually at parent meetings including the annual Title I meeting, School Site Council meeting, and English Learner Advisory Council. The policy is distributed at these meetings and available for review or copies in the school site office. The policy describes the means for carrying out the following Title I parental involvement requirements *[20 USC 6318 Section 1118(a)-(f) inclusive].*

Involvement of Parents in the Title I Program

To involve parents in the Title I program at Cathedral City Elementary School the following practices have been established:

- The school convenes an annual meeting to inform parents of Title I students about Title I requirements and about the right of parents to be involved in the Title I program. CCES offers three options to obtain Title I information – during the beginning of the year Title I meeting, the first ELAC meeting, or the first School Site Council meeting. The principal presents information regarding the Title I program at these meetings.

- The school involves parents of Title I students in an organized, ongoing, and timely way, in the planning, review, and improvement of the school's Title I programs and the Title I parental involvement policy.

  This occurs during CCES's Title I Meeting, School Site Council Meeting, and English Learner Advisory Council.

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

  Information regarding Title I is provided to CCES parents during the first two months of school at the annual Title I meeting, School Site Council, and English Learner Advisory Council meetings.

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

These explanations occur during Back to School Nights, Report Card Conferences, at School Site Council Meetings, and English Learner Advisory Council.

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

  *At CCES parents are invited to participate in School Site Council and the English Learner Advisory C*ouncil where programs and funding are discussed, and data is analyzed.

School-Parent Compact

Cathedral City Elementary School distributes to parents of Title I students a school-parent compact. The compact, which has been jointly developed with parents, outlines how parents, the entire school staff, and students will share the responsibility for improved student academic achievement. It describes specific ways the school and families will partner to help children achieve the State's high academic standards. It addresses the following legally required items, as well as other items suggested by parents of Title I students.

- The school's responsibility to provide high-quality curriculum and instruction
- The way parents will be responsible for supporting their children's learning
- The importance of ongoing communication between parents and teachers through, at a minimum, annual parent-teacher conferences; frequent reports on student progress; access to staff; opportunities for parents to volunteer and participate in their child's class; and opportunities to observe classroom activities.

Parents and staff are provided opportunities to provide input on the School-Parent Compact at the annual Title I meeting, at the first School Site Council Meeting, and the first English Learner Advisory Council Meeting. The document is then finalized and provided to every student. Teachers review the compact in the classroom and it is sent home and are asked to verify their agreement either through signature or electronic approval.

Building Capacity for Involvement

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

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

  CCES does the following:

- *Back to School Nights*
- *Holds regular meetings such as School Site Council and English Learner Advisory Council*
- *Parent trainings*
- *Parent Conferences*

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

  CCES hosts or provides information on a variety of district-sponsored parent trainings. Online academic programs are available for home use and information on how to access these programs from home are sent home.

- With the assistance of Title I parents, the school educates staff members about the value of parent contributions, and in how to work with parents as equal partners.

  The district volunteer process and information is provided to both parents and staff at the beginning of the school year. At the end of each year, the school hosts a volunteer luncheon recognizing the contributions of parents and community members.

- The school coordinates and integrates the Title I parental involvement program with other programs, and conducts other activities, such as parent resource centers, to encourage and support parents in more fully participating in the education of their children.

  Cathedral City Elementary has a dedicated classroom as the parent resource center.

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

  CCES uses the following methods to distribute information. All methods are in both English and Spanish.
  - *Monthly newsletters (teachers)*
  - *Parent Square messages and emails*
  - *Paper notices*
  - *Peach jar email system*
  - *CCES website with parent tab and information*

- The school provides support for parental involvement activities requested by Title I parents.

Accessibility

Cathedral City Elementary School provides opportunities for the participation of all Title I parents, including parents with limited English proficiency, parents with disabilities, and

parents of migratory students. Information and school reports are provided in a format and language that parents understand.

CCES provides the following:

- *Bilingual front office staff available to translate notes, phone calls, or conferences*
- *Bilingual School Community liaison to support parents with school and community resources*
- *Monthly newsletters and calendars translated*
- *Parent Student Handbook translated*
- *Translated auto dialer reminders by phone, email, and text message*
- *Folders for bilateral communication (school to family and family to school)*

Cathedral City Elementary

Title I, Part A School-Parent Compact

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

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

Cathedral City Elementary will be responsible for:

- Providing high-quality instruction while teaching the adopted curriculum which aligns with the California State Standards.
- Strive to address the individual needs of all of our students by providing differentiated instruction.
- Communicate with families regularly about students's progress.
- Provide a safe, positive, and healthy environment.
- Send home student-graded work to share with families.
- Communicate homework and classwork expectations
- Provide a warm, safe, and caring environment for students.

As a parent/guardian or family member I will be responsible for:

- Encouraging my child to complete homework assignments.
- Providing my child with a quiet place and time to do homework
- Review all school communications and return all necessary signed forms.
- Attend Back to School Nights, Parent-Teacher conferences, and other school events or learning opportunities.
- Encourage my child to attend school daily, get adequate sleep, eat a healthy diet, and engage in reading activities for at least 15 minutes daily.
- Support the school's/district's homework, discipline, and attendance policies
- Communicate with the school a minimum of 45 minutes before dismissal time of any dismissal route change for my child
- Obey all traffic procedures on the school campus to ensure everyone's safety.
- Keep all emergency information up to date with the school office.

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

(A) parent-teacher conferences in elementary schools, at least annually, during which the compact shall be discussed at the compact relates to the individual child's achievement;

(B) frequent reports to parents on their children's progress;

(C) reasonable access to staff, opportunities to volunteer and participate in their child's class, and observation of classroom activities; and

(D) ensuring regular two-way, meaningful communication between family members and school staff, and to the extent practicable, in a language that the family members can understand.

Cathedral City Elementary School communicates with parents/guardians and families often throughout the school year. At the beginning of the school year, parents are invited to meet the teacher at our Back to

School Nights. Progress reports are sent out at the midpoint of the first and second trimesters. Parents/guardians receive the trimester report card and updates on academics during the parent-teacher conferences which occur at the end of the first and second trimesters.

In addition to the individual conferences, parents are encouraged to participate in other programs and meetings such as ELAC, Title I, and School Site Council. Teachers and staff invite parents and families to attend academic parent nights, Parent Teacher Group meetings held at least 6 times during the year, and during our Fall and Spring festivals on campus. Parents are encouraged to use the bilateral communication folders that were purchased for students to take home daily. Parents are encouraged to sign up and volunteer in classrooms or during school events by filling out the volunteer form and going through the district process which is found on our website and is shared on Parent Square. Parents are encouraged to reach out to staff via email, phone, or Parent Square. All written communication, presentations, and information are sent home in both English and Spanish for families to access.

This Compact was established by Cathedral City Elementary School on September 19, 2025 and will be in effect for the period of 2025-2026 school year. The school will distribute the Compact annually to all parents and family members of students participating in the Title I, Part A program on, or before: October 15, 2025

Signature Page

Brenda Santana

Name and Title of Authorized Official

Brenda Santana

Signature of Authorized Official

September 19, 2025

Date

California Department of Education
April 2020