

Two Bunch Palms Elementary School Parent Handbook

2026-2027 School Year

PSUSD Desert Hot Springs Elementary Common Parent Handbook

2026- 2027 School Year

Welcome to the PSUSD Elementary Schools within Desert Hot Springs

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

PSUSD Mission Statement

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, our goal is 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 team members. We welcome parents to be actively involved in their child's education. Opportunities for involvement include Back to School Night in August, conferences held twice a 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 the School Site Council (SSC), English Language Advisory Committee (ELAC), African American Parent Advisory Council (AAPAC), and Parent Teacher Association (PTA). We know the importance of working together and value your input in providing your child with a well-rounded education.

The PSUSD Desert Hot Springs Common Parent Handbook

The PSUSD Desert Hot Springs Common Parent Handbook represents the common school policies shared by the elementary schools within Desert Hot Springs. The policies and structures described within this handbook are developed through collaborative work by the elementary schools within Desert Hot Springs. Policies align with the California Education Code, PSUSD Board Policies, and best practices at the school sites.

Parent Handbooks are electronically distributed at the beginning of each school year and upon enrollment at a school site. During the school year, additional copies can be requested from each school site office.

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

School Site Contact Information

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

School-to-Home Communication

School-to-home communication is integral for student success. All PSUSD schools will utilize the following communication systems:

ParentSquare: This unified communications platform keeps parents and guardians informed and encourages greater engagement and connection with PSUSD. It provides a safe way for district administrators, school principals, teachers, staff, and parents to:

- Send and receive school and class information
- Share pictures and files (unless you have a signed photo restriction)
- See calendar items
- Sign up to volunteer
- Schedule parent-teacher conferences
- and much more...all in one centralized place!

Parents—Getting Started Video

All district, school, grade level, and classroom information will now be sent to your computer or phone via email and/or text. Download the ParentSquare app (free for iOS and Android devices) for even more convenience.

ParentVue: As a PSUSD parent or guardian, you can monitor your student's progress throughout the school year. ParentVUE gives you access to view real-time academic information through a private and secure portal, no matter where you are or what device you are using.

**This is the only location where Report Cards and state test scores will be available.

What are some other benefits of having a ParentVUE Account?

- Stay connected with your student's academic progress
- Anytime, Anywhere Access
- Monitor all children under one account
- View student schedules
- Email your child's teacher directly
- Electronic report cards (ALL schools have gone paperless)
- Monitor student attendance
- Report absences without having to call the office or send a note
- Online Registration (OLR) - Paperless Annual Student Data Verification
- Access to state test scores.
- Monitor secondary student grade book
- Tracking High School Student Course History
- Stay up to date with assignment scores/grades

Class Assignments

We are dedicated to creating a balanced and supportive learning environment that fosters the success and growth of all students. To ensure this, we do not accept teacher requests. Our goal is to distribute students across classrooms in a way that promotes a well-rounded educational experience for everyone.

Please be aware that classroom placements are subject to change due to fluctuations in enrollment. During the first 20 days, we will not entertain any requests or make any changes to student placements.

Should you have concerns about your child's classroom assignment after the first 20 days, you may request a discussion with the administration by scheduling an appointment.

Instructional Minutes

Students receive ample time for meals and physical activity each day. The specific requirements for lunch and recess are as follows:

- Lunch: All students will receive a minimum of 20 minutes for lunch each day.
- Recess for TK, Kindergarten, 1st, 2nd, and 3rd Grades:
    - Two 15-minute recesses each day.
    - 25 minutes of recess during the 45-minute lunch period.
- Recess for 4th and 5th Grades:
    - One 20-minute recess each day.
    - 25 minutes of recess during the 45-minute lunch period.

These schedules are designed to ensure that students have sufficient time for eating, physical activity, and social interaction, contributing to their overall well-being and academic success.

Student Attendance

Instruction begins at 7:45 am. 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 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 for more than 30 minutes on any three days in one school year will be considered truant. Attendance interventions will be implemented for students who become classified as truant. Excessive early dismissals will also be given this classification. The compulsory attendance laws of the State of California determine whether or not an absence may be excused.

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

If absences, tardiness, and truancy become excessive, a family must attend a School Attendance Review Team (SART) meeting with the site administration or their 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. Students are considered Chronically Absent when they miss more than 18 days of school. Students on transfer with excessive absences may have there transfer revoked

Please remember that arriving late or picking up your child early 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 a health officer
3. Medical, dental, optometric, or chiropractic services for the student
4. Funeral for a member of the immediate family

Making Up Absences: Options for Attendance Recovery

Students who miss school have several options to recover attendance and avoid loss of instructional time. These options include Short-Term Independent Study (STIS), Attendance Recovery, and Saturday School. To receive attendance credit, students must complete the following minimum amount of assigned work:

- **TK/Kindergarten:** 180 minutes
- **Grades 1–3:** 230 minutes
- **Grades 4–5:** 240 minutes

Short-Term Independent Study (STIS)

Palm Springs Unified School District requires a **Short-Term Independent Study Plan Contract** when a student will be absent for any reason. This contract ensures that the student continues to receive instruction during the absence.

Important Guidelines:

- Notify the office that your child will be absent and ask for STIS.
- STIS is limited to **15 school days per academic year**.
- STIS **cannot be used** to recover past unexcused absences.

- Students on STIS **are not eligible** for Perfect Attendance awards.

Attendance Recovery

Attendance Recovery allows students to make up **up to 10 days** of prior absences through structured academic activities. These sessions may be offered:

- **Before or after school** (multiple sessions may be needed to recover one full day)
- **On designated Saturdays**

Participation requires completion of the equivalent daily instructional minutes based on grade level.

Saturday School

Saturday School is offered **four times per year** and allows students to recover **one full day of attendance** per session.

Details:

- Parents must **register students in advance**.
- Students must attend the full session from **7:45 AM to 11:45 AM**.
- **Breakfast and lunch are provided**.

For more information or to sign up for any of these options, please contact the school office.

Arrival at School

Students must not arrive at school before the school site gates open. Supervision is **NOT** available at any school site until the designated opening time. Students should enter campus upon arrival and not linger outside the gates.

Tardy students

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

Early Dismissal/Leaving Campus During School Hours

Once students arrive, they may not leave the campus until dismissal, except for a legally excused reason. Parents are urged to make every effort to schedule doctor or dental appointments during non-school hours. When early dismissal is necessary, a parent or guardian must come into the office to sign the release for a student and document the reason for the early removal from school. *Students will not be released within 15 minutes before dismissal due to security reasons. Students being released during recess and lunch may have*

an extended wait. This ensures that all adults supervising the students can remain in their designated areas, keeping students safe. Excessive early dismissals will result in referral to the district SARB process regarding attendance.

Student Dismissal

During student dismissal, safety is of primary concern. Following all school staff directives and dismissal plans is vital to ensuring the safety of students, family members, and staff. Students will not be released from any DHS school site 15 minutes prior to dismissal. In addition, parents or other family members MAY NOT wait in the office until the bell rings or walk through the office when the bell rings. Given 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 per the plan issued by your child's school site. Please pull forward along the curb to pick up your student in any loading zones.
- Parking in the loading zone, 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 the 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 2:35 pm on Mondays, Tuesdays, Thursdays, and Fridays. Wednesdays and minimum day dismissal is 12:10 pm The office is open 7:00 am - 3:05 pm daily. If a student remains after school for more than 30 minutes, security and/or DHS Police/Sheriff will be contacted. Students who are continually picked up late will be tracked, and a report will be filed with CPS. If you know you are going to be late due to an emergency, please call the office, and we will be happy to work with you.

Student Dress Code

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

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 the completion of the school day.

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

- Counseling by the classroom teacher, another teacher, school counselor, school social worker, 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 needs 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, 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 the school site, including, but not limited to, a message, text, sound, image, or post on a social network Internet website, 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 website 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 that 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 on 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 rewards and honors programs for appropriate behavior. Students who are unable to follow these standards will receive consequences for their actions.

Examples of Minor Rule Violations	***Examples of Major Rule Violations***
(include but not limited to)	(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, 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 • 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

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

PSUSD is committed to fostering a learning environment that prioritizes academic focus, social-emotional well-being, and meaningful in-person connections. In alignment with California's Phone-Free School Act (AB 3216), which requires all districts to adopt a smartphone policy by July 1, 2026, we are preparing to implement new guidelines to reduce digital distractions and support student mental health. Our Board of Education passed **PSUSD Cell Phone Policy** at its Feb. 10 meeting. Starting in the 2026-27 school year in August, our district-wide policy will be as follows:

- **Elementary Schools (TK-5):** Scholars may not use cell phones or personal electronic devices at any time during the school day unless for emergency purposes

Research indicates that excessive smartphone use is linked to increased rates of anxiety, depression, and cyberbullying among youth. By limiting these distractions, we aim to help our scholars focus on their studies and rediscover the importance and benefits of face-to-face social interaction and engagement.

Exceptions

In accordance with AB 3216, exceptions will be made for:

- **Emergencies** or perceived threats of danger.

- **Medical necessity** as determined by a licensed physician.
- Requirements outlined in a student's **Individualized Education Program (IEP)**.
- Specific educational purposes when explicitly permitted by a teacher or administrator.

More information is available on this **Device-Free Video** and on our **Cell Policy Webpage**.

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
- More than a single serving of chips (No large family size for sharing)
- Items for sale

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

Bus Access and Conduct

Eligibility for riding the school bus is determined by the PSUSD Transportation Department. Transportation zones are established by PSUSD policy. Bus transportation to and from school is a district-provided service, not an educational right. Appropriate behavior is expected at all times when riding the bus. Additional information can be found at: https://www.psusd.us/departments/t/transportation-services

Medication / Injuries

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

When a student has an injury or needs a medical accommodation, such as the use of crutches, has a cast, or needs to be excused from P.E., the school must have a note from the doctor and

the medical form completed. The form is available from the school nurse or on the school website.

Student Illness or Injury

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

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, and 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 medical attention for a seriously ill or injured child.

Emergency Situations

In the event of an emergency situation, students will be moved to a safe assembly area. 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.

Bikes / Scooters / Skateboards

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

Wellness Policy

Palm Springs Unified School District's Wellness Policy emphasizes healthy foods and healthy eating habits. For a copy of this policy, please visit the following district link: https://www.psusd.us/departments/n/nutrition-and-wellness/nutrition-and-wellness-policy

When packing lunch for your child, please select healthy foods such as fruits, vegetables, nuts, and other low-fat and low-sodium food items. All food items distributed through the school cafeteria have been approved by PSUSD Nutrition Services for student consumption. **The following items are strongly discouraged:**

- **caffeinated drinks**
- **high-energy drinks or snacks**
- **"Fast food" brought in for lunch**
- **Hot chips**

Additional foods may be restricted due to health concerns, changes in the PSUSD Wellness Policy, or other reasons as determined by site administration. For the health and safety of everyone, students are not allowed to share food on campus.

Classroom Celebration/Parties and Fundraisers

All food items consumed in classrooms must meet the PSUSD Wellness Policy Smart Snack guidelines. No birthday celebrations will be allowed in the classrooms or on campus. This includes food items, balloons, or other celebratory items. If you would like to send a goody bag with non-food items, you may do so with prior approval from the teacher. If your child's teacher decides to have a monthly celebration, he/she will notify parents of what items they may bring. Any food items brought to the office without prior approval from the teacher will be sent back to the person delivering. No exceptions will be made.

Visitor / Volunteer Policies

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

- You may not drop in for an unscheduled classroom visit. Please speak to administration to make arrangements for the date and time of your visit well in advance.
- For conferences or discussions regarding your child, please arrange for a conference time that will not interfere with classroom instruction.
- All visitors must sign in at the school office and provide government-issued photo identification before going to a classroom. A badge or pass will be provided to allow access on campus. The pass/badge must be visibly displayed.
- Visitors may not bring additional children with them while they are visiting a class during instructional time.
- Inappropriate attire or behavior, as determined by the administration, may be a reason to deny access to the school grounds.
- Classroom visits should be limited to 30 minutes or less unless other arrangements have been made with site administration.
- Visitors must be accompanied by an administrator or designee.

All individuals on campus are asked to comply with the requests and directions given by school personnel during their visit. Individuals determined by site administration to be acting inappropriately will be asked to leave school grounds and may be banned from the campus if problems persist.

Volunteer Policy

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

- **Non-Supervisory Volunteer-** A volunteer who is never left alone with students. No fingerprint clearance is required. i.e., classroom/office assistance.
- **Supervisory Volunteer -** A volunteer serving alone as a supervisor to students. i.e., driving students, field trips, tutoring, or any supervision away from the certificated teacher or approved supervisory employee.

The volunteer needs to complete the following steps:

- Complete online Volunteer Application (**http://volunteers.psusd.us**)
- Copy of current U.S. Identification is required
- Complete Mandated Reporter Training (**required**)
- Current CA Driver's License (**for Supervisory Volunteers Only**)
- Copy of live scan criminal background check clearance (**for Supervisory Volunteers Only and is paid by the district**)
- Provide copies of immunizations against Pertussis (Whooping Cough), Measles, and

Influenza to Human Resources (**for Early Childhood Education Volunteers Only**)

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

Volunteer Procedures

1. The volunteer completes the requirements to become a Supervisory or Non-Supervisory volunteer. (Please see policy above for details.)
    a. Clearance & 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 an opportunity presents itself.
2. Teachers and staff typically request parent volunteers through Parent Square, 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 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 parent 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.
    c. If a classroom has a substitute teacher, volunteers should be notified that the teacher is out, and volunteer activities may resume once the teacher returns.

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 an 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.

Staff 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

<u>Supervision of Volunteers:</u>
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 classroom's, school's, or student's best interest.

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.

As a Mandated Reporter, it is your duty to act when a child shares information that may indicate they are in danger or experiencing personal problems. If a student confides in you about family matters or personal issues and you believe there is a safety concern, it is important to take immediate action. If you need assistance with the Mandated Reporting of Child Abuse Procedures, contact the child's teacher, counselor, and/or administration.

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 and through the end of the trip. (The teacher in charge of the trip will provide 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's 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 the 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.

Breakfast/Lunch Conduct

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

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

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

Playground and Blacktop Rules

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

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

Rules and policies specific to each school due to the configuration and structures in

playgrounds and blacktop areas are reviewed regularly with students. Please speak with administration office staff or your child's teacher with questions regarding site-specific rules.

Digital Citizenship:

Technology and Internet Usage

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

Per Education Code 48904, the student and/or parent are financially responsible for the full replacement value of a device if it is intentionally damaged.

Nondiscrimination in District Programs and Activities

Equal opportunity for all individuals in district programs and activities, all individuals treated equally no matter what category they identify with. Annual parent notification shall inform parents/guardians of their children's right to a free public education regardless of immigration status or religious beliefs, including information on educational rights issued by the California Attorney General. Alternatively, such information may be provided through any other cost-effective means determined by the Superintendent or designee. Access for Individuals with Disabilities

Education of Children of Military Families

Enrollment and Residency
The Superintendent or designee shall facilitate the enrollment of children of military families and ensure that they are not placed at a disadvantage due to difficulty in the transfer of their records from previous school districts and/or variations in entrance or age requirements. (Education Code 49701)
A child of a military family shall be deemed to meet district residency requirements if the parent/guardian, while on active military duty pursuant to an official military order, is transferred

or is pending transfer to a military installation within the state. The Superintendent or designee shall accept electronic submission of such a student's application for enrollment, including enrollment in a specific school or program within the district and for course registration. (Education Code 48204.3)(cf. 5111.1 - District Residency)

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

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

Harassment & Discrimination Policy

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

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

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

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

1. What acts and behavior constitute sexual harassment, including the fact that sexual

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

Bullying

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. Cyberbullyingincludes:

- 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

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).

Complaint Process

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

Any school employee who observes any incident of sexual harassment involving a student shall take immediate steps to intervene when safe to do so and report this observation to the Coordinator, whether or not the victim files a complaint.

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

District Coordinator: Antonia Hunt

150 District Center Drive

Palm Springs, CA 92264

760-883-2703, ext. 4805002

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

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

Disciplinary Measures

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

Response Pending Investigation

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

All complaints and allegations of sexual harassment shall be kept confidential except as

necessary to carry out the investigation or take other subsequent necessary action. The Coordinator or designee will discuss confidentiality standards with the student when the complaint is initiated.