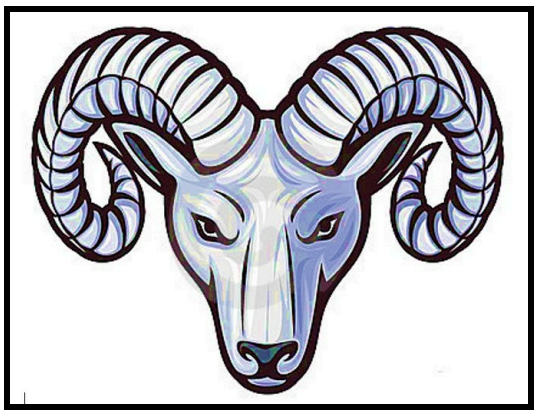
Palm Springs Unified School District
Rancho Mirage Elementary School

Parent / Student Handbook

Information & Code of Conduct

2026-2027



Rancho Mirage Elementary School

42-985 Indian Trail ♦ Rancho Mirage, CA 92270
Office (760) 836-3680 ♦ FAX (760) 836-3684
Office Hours: 7:00 a.m. – 3:30 p.m.

Administration:

Dr. Ryan E. Saunders, Principal (rsaunders@psusd.us)
Ms. Brenda Martinez, Administrative Assistant (bmartinez@psusd.us)
Ms. Yolanda Stark, Bilingual Office Technician (ystark@psusd.us)

Welcome to Rancho Mirage Elementary

Dr. Ryan E. Saunders, Principal

Dear Parents/Guardians and Students,

On behalf of the teachers and staff, I would like to welcome you to Rancho Mirage Elementary School! We are looking forward to an exciting school year! Please review this handbook and discuss the importance of its contents with your child. You will find many answers to your questions within the pages of this handbook. Please encourage your child to comply with our rules and expectations. These rules are important in securing your child's safety and academic progress.

We encourage you to visit the school and take an active part in your child's education. Throughout the year, you will have many opportunities to be involved in school activities. We welcome and encourage your help and support. We are a closed campus, and you will need to follow all safety protocols in place when coming to campus. We use a system called Raptor to help promote a safe environment when receiving visitors. We believe working together will provide a positive educational experience for your child.

The faculty and staff at Rancho Mirage Elementary constantly strive to provide the best education for your child. We are pleased to announce that ***every*** student at Rancho Mirage Elementary is provided with a free breakfast and lunch. We are very excited to begin the new school year and we have many fun and educational activities planned.

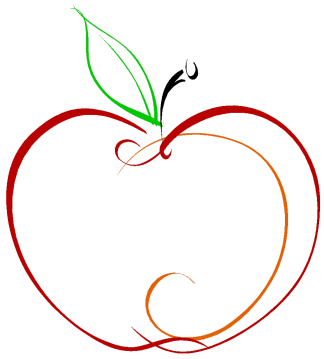
We encourage students to set goals for college and their future career. We want the best for all of our students and we believe that every student can and will succeed.

Any member of my administration team and office team will be happy to provide you with the highest quality of customer service when you need it. If you would like to meet with me, please contact Ms. Brenda Martinez and she will schedule an appointment. Please let me know if you have any suggestions, concerns, or you would like to forward a compliment to any of our staff. Working as partners together, we can make a difference in your child's academic journey.

Sincerely,

Dr. Ryan E Saunders

Ryan E. Saunders, Ed.D
Principal
rsaunders@psusd.us



At Rancho Mirage Elementary we believe all students can learn; therefore we are committed to high expectations for all students, staff and families.



SCHOOL HOURS/MEALS

Breakfast and Lunch

Breakfast is served daily in our cafeteria from 7:15 a.m.- 7:35 a.m. Breakfast and Lunch are free for all students. Each is served daily. We ask that you fill out the Educational Benefits Form for Nutrition Services. You will receive information on how to do so on the school and district websites. Some families may be randomly chosen to complete district informational surveys for nutrition services.

Bell Schedule:

TK, Kindergarten – 5th Grade

First Bell rings at 7:35 am Second Bell rings at 7:40 am	Students need to be in line, ready for school to begin.
Class Begins at 7:45 am	Students will be in class ready for instruction.
School Ends at 2:35 pm	All students will exit through the parking lot gates on the upper playground.
School Ends at 1:05 pm	PreK SDC and Bus students will exit through the administration gate.
Minimum Days 7:45 a.m. – 12:10 p.m.	TK – 5th Grade.

Our Bilingual Administrative Assistant is Ms. Brenda Martinez. We also have one Bilingual Office Technician, Ms. Yolanda Stark. If you have any questions you may call our office at (760) 836-3680 and they will be happy to help. Our fax number is (760) 836-3684. Our school phone is for business purposes only. Students may not use the phone except in a real emergency.

Please Note: No phone calls will be forwarded to classrooms during instruction. If you need to change pick-up arrangements for your child, we request that you send a note to school to your child's teacher or call the office–do not rely on ParentSquare or email as teachers may not see those in a timely manner. Students may not be dismissed early between 2:25 and 2:30. This is when teachers are reviewing homework and answering any questions students may have regarding assignments. Exceptions can be made for urgent or emergency situations with administration approval.

SCHOOL SAFETY & PLANS

The school safety plan shall take into account the school's staffing, available resources, and building design, as well as other factors unique to the site when developing a comprehensive safety plan (Education Code 32281) (Education Code 32286, 32288) (BP 0450 & AR 0450). It is designed to address a variety of scenarios, and copies are

available upon request. They will include fire, earthquake, intruder, and shelter in place. Students and staff are trained how to respond in each of these situations.

SAFE SCHOOL STATEMENT: The Palm Springs Unified School District and Rancho Mirage Elementary are committed to a safe environment for all students and staff. "Weapons" shall include but are not limited to guns, "look-alikes", 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 will be suspended / expelled. The appropriate law enforcement agency will be contacted and a report will be filed. There is a "zero-tolerance" approach towards this type of behavior. Such behavior is unacceptable and will be dealt with decisively.

Our staff is extremely well trained and their primary concern is the safety of each child. Please contact Dr. Ryan Saunders, Principal, with any concern or special needs at (760) 836-3680.

1. All visitors must register at the office and receive a visitor badge by using our Raptor screening system.
2. If for some reason you must pick your child up after 3:05pm, please call the office before it closes and speak to any person who works in the office.
3. The gates are all locked during school hours. We have a lock down safety code for all classes so that with one call, every room is locked.
4. All classrooms have telephones and radios to contact the office for any reason.
5. Continual observations and surveillance are made on campus regularly for strangers.
6. Campus wide cameras are in place to promote optimal surveillance of school grounds.
7. Our emergency cards are updated regularly and precautions taken for those who have specific needs. **Please be sure your child's records are current and up to date at all times.**
8. We regularly practice emergency procedures.
9. We maintain an emergency container with supplies in case of a fire or earthquake.
10. Our staff all wear bright yellow vests for easy identification while on supervision duty.
11. Our custodian and our yard supervisors have handheld communication radios and can call the office at any time. In addition, multiple classrooms are equipped as well.
12. The district maintains security personnel and an emergency phone line to all schools.

Again, please bring any concerns to our attention. We are very proud of our children, school, staff, and campus.

SMOKE-FREE, DRUG-FREE ENVIRONMENT: Rancho Mirage Elementary provides a smoke-free, drug-free environment. Illegal drugs and/or smoking are not permitted on any school property, at any time, within the state of California. Prohibited products;

electronic cigarettes, electronic hookahs, and other vapor-emitting devices, with or without nicotine, that mimic the use of tobacco products are also prohibited. Prohibitions do not apply to a student's possession of or use of his/her own prescription products. However, student possession or use of prescription products in school shall be subject to the district's policy and regulation for addressing the administration of medication on campus (BP 5131.62).

EMERGENCY PREPAREDNESS: Rancho Mirage Elementary School practices monthly fire, earthquake or disaster, and intruder drills where all persons present must follow established drill procedures. During an actual emergency situation, a central student release station will be established 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.



ANIMALS ON CAMPUS: Only service dogs will be allowed on campus. For the safety of our students, please keep dogs and animals off school grounds. Your pet may be very friendly; however, we would not want anyone to be bitten if your pet should become frightened. Service dogs with correct identification will be permitted.

SCHOOL UNIFORM / DRESS CODE POLICY



We believe that school uniforms increase the quality of our school. Research has shown us that our students are well behaved, focus on school, and create friendships easier when dressed in a school uniform. As part of our Rancho Mirage family, we ask that you support our dress code. Similar to sport teams, work uniforms, or being part of a group, this is a way to show pride in being part of Rancho Mirage Elementary. Thank you for your support!

RATIONALE: According to the California Education Code (E.C. 35183/35183.5), all students shall attend school appropriately dressed. This means that students should not wear any clothing with emblems or symbols, which are potentially disruptive to the learning environment and a positive school climate.

Rancho Mirage Elementary School's Uniform Policy was written by the School Site Council, following the PSUSD handbook, to encourage an academic, safe, and orderly learning environment. Research shows students are focused on learning rather than appearances when uniforms are worn regularly. Incentives are given to students wearing uniforms. Parents/Guardians may opt their child out of the uniform policy with a written note. Parents/Guardians may not opt their child out of the dress code.

The following items will be acceptable for students to wear in meeting the Rancho Mirage Elementary Uniform Policy:

Shirts and Blouses

- Blue (Navy or light) or White with a collar – **Not "T- shirts", except Rancho Mirage Shirts**
- White turtleneck

Slacks/Shorts/Skorts/Skirts/Dresses/Jumpers

- Light/Navy Blue or Khaki Pants.
- Pants and shorts are to be worn no more than one size larger than the student's appropriate size.
- Light/Navy Blue or Khaki skirts, jumpers, and skorts.
- If a belt is worn, it is to be an appropriate length.
- All shorts and skirts need to be an appropriate length.
- Jeans can be worn on Fridays.

Sweaters/Jackets/Sweatshirts/Coats

- Light/Navy Blue or White sweaters.
- Light/Navy Blue sweatshirts with no lettering.

Shoes

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

Hats and Sunglasses

- Hats must be worn facing forward.
- No inappropriate logos that would cause a disturbance may be on the hat or cap.
- Sunglasses may be worn outside only.

School Uniform and Spirit Wear

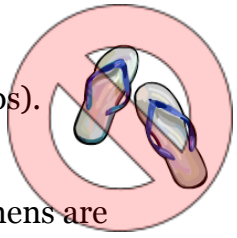
- School shirts will continue to be sold by our PTG.
- School spirit wear can also be purchased online and directly shipped to your house using our spirit wear website: www.ranchomiragespiritwear.com

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

- If you cannot acquire uniforms for your children, please contact Ms. Stark in the office. We will do everything we can to provide your children with uniforms. If your child is in need of special consideration around the uniform and dress code policies, please contact administration.

Clothing that is not acceptable at school is listed below. If your child comes to school dressed inappropriately, you will be requested to bring a change of clothing for your child. Families may not opt out of this dress code.

1. Clothing, artificial nails, or hair that distracts student learning or presents a potential safety concern for students. Students must wear hairstyles that are not a distraction to students' learning.
2. Baggy/Oversized clothing.
3. No Short Shorts (length of shorts should come to the bottom of fingertips).
4. No undergarments showing.
5. No midriffs (boys or girls).
6. No see-through or mesh material. See-through clothing and bare abdomens are prohibited.



7. No strapless shoes/No steel toe shoes/No flip flops/No heels/No Wheelies "Heelys". Shoes must be worn at all times.
8. No clothes with excessive holes that show a lot of skin on legs, stomach, or back.
9. Age appropriate hats may be worn for sun protection. All hats must be worn facing forward at all times and may not be worn inside buildings.
10. No graffiti style articles or drawings are allowed.
11. Clothing, jewelry, and personal items shall be free of writing, pictures or any other insignia which are crude, vulgar, profane or sexually suggestive, which promote the use of drug, alcohol or tobacco or other illegal activity, or which advocate racial, ethnic or religious prejudice.

Coaches and teachers may impose more stringent dress requirements to accommodate the special needs of certain sports and/or classes. The dress code shall be modified as appropriate to accommodate a student's religious or cultural observance, health condition, or other circumstance deemed necessary by the principal or designee. (AR 5132).

ATTENDANCE



Attendance is very important. The district does monitor and track student attendance. In addition, if your child is not in school, he/she is missing valuable instruction and can get behind very quickly. If students are not engaged in school, they cannot learn. We have an automatic notification system that will text you when an absence has been noted for your child. When your child is absent, please call (760) 836-3680, option # 1 and report your child's absence. You may also report absences through ParentVue. Please schedule doctor and dental appointments after school or non-school days as much as possible. The school receives state funds every day your child is in school. The district has set an attendance goal of 96%. If your student is to be gone for 1 or more days up to 14 days (maximum of 14 days per school year), please contact your child's teacher and the school office for information about Short Term Independent Study. If your child displays any flu/COVID-19 symptoms, including a fever exceeding 100.3, do not send them to school. Your child must be fever free, without medication, for 24 hours prior to returning. Children experiencing symptoms that are attributed to non-communicable conditions like allergies, asthma, etc., should come to school.

EARLY RELEASE OF STUDENTS: The parent or guardian, 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. If anyone other than the parent/guardian, listed on the PSUSD Health & Emergency Card is picking up the student early, the parent/guardian must call the office or send a note. The student will not be released without prior authorization. All adults MUST present a picture ID in order to check a student out of school. We will not release students 15 minutes prior to the last bell at the end of the day, unless there is an emergency. Late pick up is 15 or more minutes after the bell, and parents must come into the office and sign out. Thank you for your cooperation.

NO STUDENT WILL BE RELEASED TO ANYONE NOT ON THE CHILD'S EMERGENCY CARD. PLEASE KEEP YOUR EMERGENCY CARD CURRENT FOR THE SAFETY AND PROTECTION OF YOUR CHILD/CHILDREN.

EXCUSED ABSENCES:

(a) Notwithstanding Section 48200, a pupil shall be excused from school when the absence is:

(1) Due to his or her illness.

(2) Due to quarantine under the direction of a county or city health officer.

(3) For the purpose of having medical, dental, optometric, or chiropractic services rendered.

(4) For the purpose of attending the funeral services of a member of his or her immediate family, so long as the absence is not more than one day if the service is conducted in California and not more than three days if the service is conducted outside California.

(5) For the purpose of jury duty in the manner provided for by law.

(6) Due to the illness or medical appointment during school hours of a child of whom the pupil is the custodial parent.

(7) For justifiable personal reasons, including, but not limited to, an appearance in court, attendance at a funeral service, observance of a holiday or ceremony of his or her religion, attendance at religious retreats, attendance at an employment conference, or attendance at an educational conference on the legislative or judicial process offered by a nonprofit organization when the pupil's absence is requested in writing by the parent or guardian and approved by the principal or a designated representative pursuant to uniform standards established by the governing board.

(8) For the purpose of serving as a member of a precinct board for an election pursuant to Section 12302 of the Elections Code.

(9) For the purpose of spending time with a member of the pupil's immediate family, who is an active duty member of the uniformed services, as defined in EC § 49701, and has been called to duty for, is on leave from, or has immediately returned from, deployment to a combat zone or combat support position. Absences granted pursuant to this paragraph shall be granted for a period of time to be determined at the discretion of the superintendent of the school district.

TARDY STUDENTS: School begins promptly at 7:45 AM. Between 7:20 AM & 7:45 AM students are expected to stay on the playground and out of the hallways. Tardiness

does count against perfect attendance for the month and school year, unless a doctor's note is provided to the office in a timely manner. Students are to report to the school office if they arrive after 7:45 AM.

TRUANCY: State Law requires parents of children 6-18 years of age to send their children to school. Students absent without permission are considered truant. Being more than 30 minutes late for three days is also considered truancy. Parents of students with excessive tardies or absences will be requested to meet with a member of the administration team for a School Attendance Review Team Meeting. Students attending Rancho Mirage on transfer who have excessive tardies or absences may have their transfer revoked.

SHORT TERM INDEPENDENT STUDY PROGRAM: If you are planning a trip which will require a period of time away from school (1-15 days per school year), you may be granted school credit by arranging a Short Term Independent Study program. Under this plan, your child must complete assignments on the trip in order to receive school credit. You must contact the office to make this request. Grade level assignments will be provided for completion in compliance with the contract. Failure to complete work will disqualify a student from future STIS eligibility and absences will remain. Please know, Short Term Independent Study is not the same as direct instruction from a teacher, and this should be used for unavoidable absences.

SART – School Attendance and Review Team: Every school day counts! Studies show that students who miss 10% of their school day need to catch up in grade-level preparedness. If your child is habitually absent and/or tardy, you and your child will be referred to the District's School Attendance Review Board. Your child must come to school each day on time. Attendance incentive programs and award assemblies will be held weekly and monthly to promote positive student growth in the attendance rate.

STUDENT EXPECTATIONS

SCHOOL RULES:
To ensure a safe and orderly environment for your child and all of the children at Rancho Mirage School, the following rules must be followed by all students at all times.

Be kind and thoughtful!

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

Be safe and smart!

- All balls, toys, and electronic items must be left at home unless the administration approves.
- Eat snacks in the area provided. No gum allowed.
- Stay on the playground during recess and play safely.

- ❖ No throwing of rocks, sticks, or other objects.
- ❖ Walk and use the sidewalks.
- ❖ NO weapons, play weapons, or dangerous objects of any kind are allowed.

Be respectful!

- ❖ Follow directions and be respectful to all adults and students.
- ❖ Use quiet voices and appropriate language.

Please review District Rules in the District Handbook.

Be a Respectful RamStar! Follow the rules and be recognized with Ram Bucks and other awards.

- ❖ Low & High-Level offenses can lead to receiving a referral. These are due to needing to follow school rules.

Playground Procedures

1. Students may wash their hands before and after recess.
2. At the 5-minute whistle (five short whistles) this is time to put balls away, get drinks, and go to the bathroom.
3. When the whistle is blown once, stop, freeze, and listen.
4. Walk to line quietly when directed.
5. Students will "Stay in their lane" when returning to class.

PYRAMID OF SUCCESS: Coach Wooden's Pyramid of Success is a cornerstone of our school character education initiative and gives students the tools they need to be their personal best. Every month we celebrate a chosen building block of the pyramid as a school. A copy of the pyramid will go home at the beginning of the school year for parents to use. We encourage you to talk to your child about the character of each block, and have an incentive for them to exhibit their personal best at home.

KINDNESS COUNTS – Kindness costs nothing, but it means everything: Students will be reminded to show kindness to one another by always modeling kindness. The students will be given kindness tasks throughout the school year to promote an atmosphere and culture of genuine kindness.

TOBACCO AND DRUGS: Rancho Mirage Elementary School is a tobacco and drug-free school. Students and adults are not allowed to smoke or be under the influence of drugs when on campus. Students and adults may not possess, use, or sell drugs or alcohol. Students will face disciplinary action according to the Education Code.

TOYS/ GAMES: Toys, games, and balls (balls smaller than a child's head) are not to be brought from home. If your child brings a ball from home to play with, it is at their own risk. They should be clearly marked with your child's name. The school will not be responsible for any lost or stolen items. Baseball bats, tape recorders, radios, electronic games/equipment or devices, etc., are not allowed and will be kept by the teacher until the parent picks them up. Pokemon cards, other trading cards, and toys are not to be brought to school.

CELL PHONES–Mobile Communication Devices (TK–5): To support student learning and minimize distractions, students in Transitional Kindergarten through Grade 5 may bring personal mobile communication devices (such as cell phones, smartwatches, wireless earbuds, and similar devices) to school; however, all devices must be turned off and kept out of sight from the time students arrive on campus until they are dismissed at the end of the school day. Students may use a device only with the permission of a school staff member for instructional purposes or in situations involving an emergency, health need, or as required by an Individualized Education Program (IEP). Unauthorized use of a device may result in disciplinary action and confiscation of the device. The District is not responsible for personal devices that are lost, stolen, or damaged while at school. Students using devices during the instructional day may have their items confiscated and securely stored in the front office for parent retrieval.

MESSAGES: We understand that there may be a time when you must get a message to your child during the school day, but please limit these to emergencies. To avoid interruptions to classroom instruction, messages will be taken and distributed to the teacher directly via email, phone call, or written message. Please tell your child and write a note to the teacher if there will be a change in the procedure for how your child gets home.

SAFE PLACE TO LEARN: At Rancho Mirage Elementary, one of our goals is to provide students with a safe learning environment. Following Education Code EC234 and 234.1, Rancho Mirage is committed to maintaining a learning environment free from discrimination, harassment, violence, intimidation, and bullying. Students engaging in such acts may be subject to disciplinary action up to and including expulsion. Weapons, real or imitation, are not allowed on the school campus at any time. This includes toy guns, knives, or making weapons out of inanimate objects. In addition, laser pointers and items that shock are not acceptable at any time. Students bringing in such items may be subject to disciplinary action up to and including expulsion.

CONSEQUENCES OF BREAKING A RULE: 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. If you have any questions about your child's behavior, please speak with your child's teacher immediately. Please remember, that disciplinary matters are confidential information and can only be shared with parents or legal guardians.

Important note, per California State Law §48907 known as ***In Loco Parentis***, teachers, administrators, and other certificated employees are obligated to supervise, direct, ensure the safety of, and discipline students according to education code and board policy. Parents do not have the authority to direct students to disobey or ignore the authority of employees of a school district nor do they have the authority to limit a district employee's ability to work with their child within their regular scope of duties. District staff shall enforce standards of appropriate student conduct in order to provide

a safe and secure environment for students and staff on campus, but are prohibited from using seclusion and behavioral restraint to control student behavior except to the limited extent authorized by law. If suspension is determined to be an appropriate consequence, then it will be administered with education code 48900 (New AR 5131.41). If there is a disagreement, parents are to follow the complaint process outlined in this handbook.

As a school, we focus on positive behavior, good character, and reward students for following rules. We have many incentive programs praising students for making good choices and being kids of character. However, students who break one of the school's rules will receive a behavior referral. There is a series of progressive interventions in place for students who receive behavior citations.

DISCIPLINE PROCEDURES DEPENDING ON SEVERITY

1. Warning from the teacher or administrator, clarify how behavior does not meet expectations or violates a rule.
2. Written Warning Discipline Referral and phone call home.
3. Parent conference with teacher/administrator.
4. Daily Behavior Contract.
5. Suspension In School or Out of School (depending on severity).
6. Expulsion from Rancho Mirage Elementary School.

SUSPENSIONS

Out of School Suspensions:

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

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 a great or serious bodily injury (Education Code 48900(a) and (t))

2. Possessed, sold, or otherwise furnished any firearm, knife, explosive, or other dangerous objects 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 a 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 to prevent 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 the 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 using an electronic act, directed toward one or more students that have 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 school personnel using 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 with any serious literary, artistic, educational, political, or scientific value or involving athletic events or school-sanctioned activities.

Electronic act means the creation or transmission of 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, using an electronic device, including, but not limited to, a telephone, wireless telephone, or other wireless communication devices, 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 a credible impersonation or false profile to cause 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 over $1,000, with the specific intent that the statement is to be taken as a threat, even if there is no intent of actually carrying it out. (Education Code 48900.7)

Additional Grounds for Suspension and Expulsion: Grades 4-12

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

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

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

Sexual harassment means conduct which, when considered from the perspective of a reasonable person of the same gender as the victim, is sufficiently severe or pervasive as to hurt 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 the 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 class work, creating substantial disorder, and invading the rights of school personnel or students by creating an intimidating or hostile educational environment (Education Code 48900.4)

No student in grades K-3 may be suspended for disruption or willful defiance except by a teacher under Education Code 48910. (Education Code 48900)

In-School Suspensions: Teachers may suspend students from their classes for up to 2 days–the day of the incident and the following day per Education Code 48910. The teacher will notify the parent and administration the same day and request a meeting with the parent. Administration will be present upon request from the teacher or parent. According to Education Code 48900.1, the administration may request the parent to attend an entire school day as an alternative to suspension.

EXTRACURRICULAR AND CO-CURRICULAR ACTIVITIES: Prerequisites for student participation in extracurricular and cocurricular activities shall be limited to those that have been demonstrated to be essential to the success of the activity. No extracurricular or co-curricular program or activity shall be provided or conducted separately on the basis of any actual or perceived characteristic listed as a prohibited category of discrimination in state or federal law, nor shall any student's participation in an extracurricular or co-curricular activity be required or refused on those bases. (5 CCR 4925) Unless specifically authorized by law, no student shall be charged a fee for his/her participation in educational activities, including extracurricular and cocurricular activities and materials or equipment related to such activities. The Superintendent or designee may revoke a student's eligibility for participation in extracurricular and cocurricular activities when the student's poor citizenship is serious enough to warrant loss of this privilege.

When attending or participating in extracurricular and co-curricular activities on or off campus, district students are subject to district policies and regulations relating to student conduct. Students who violate district policies and regulations may be subject to discipline including, but not limited to, suspension, expulsion, transfer to alternative programs, or denial of participation in extracurricular or co-curricular activities in accordance with Board policy and administrative regulation. When appropriate, the Superintendent or designee shall notify local law enforcement (BP 6145).

TRANSPORTATION: For your child's safety, please send a note or call the school office, 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, we must have prior communication from a legal parent/guardian. Otherwise, we will put him/her on the bus. We do not allow children to change their transportation needs without authorization by an adult listed on the emergency card. **Please provide as much advance notice as possible when changing pick-up arrangements.** Please keep your child's teacher informed at all times as to the pick up routine for your child. Riding the bus is a privilege that can be revoked. Please review the following rules and consequences. If you have complaints

about bus drivers or their services, you can notify Dr. Saunders and call 760-836-3680 as Zum is a separate company who provides the service.



SCHOOL BUS RULES
Please review these rules with your child.

1. Obey the bus driver's directions and do not argue or distract the driver while performing his/her duties.
2. Remain seated at all times facing the front of the bus using the seat belt.
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 animals shall be taken on the bus.
8. No loud talking, shouting, or other noises.

BUS TICKET CONSEQUENCES: Please review these consequences with your student. Consequences depend upon the severity of the behavior as well.

1st Bus Ticket	Written warning/administrator notice.
2nd Bus Ticket	Written warning/parent phoned and possible school conference.
3rd Bus Ticket	Suspension from the bus for a specific amount of time depending on the severity of the behavior.
4th Bus Ticket	Suspension from bus for remainder of semester.
5th Bus Ticket	Suspension from bus for remainder of the school year.

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: Generally, we recommend only those students in grades third through fifth ride their bikes to school; however, students in first and second grade may ride their bikes to school with parental permission. All bicycles must be parked on the bike rack and locked during the school day. The school is not responsible for lost or stolen bikes. Additionally, parents are responsible for ensuring that students know bicycle safety rules. The CA Helmet Law makes wearing a helmet mandatory for children under 18 years of age.



CAFETERIA

Due to a state grant, all students receive free breakfast and lunch. Please make sure your child arrives at school in time to eat breakfast. Studies show students learn better when they begin the day with a healthy breakfast. For additional questions around nutrition, meal policies, and meal procedures, you may call the food services department at (760) 322-4117.

CAFETERIA VISITORS: For security and the safety of other students, parents will not be permitted to eat breakfast or lunch in the cafeteria with their children. If you have any questions, please feel free to speak to the office staff.



EATING AREA RULES

1. Obey and respect all cafeteria personnel and lunch supervisors.
2. Stand quietly in line until excused to get lunch.
3. Sit at assigned tables only.
4. Pick up paper and trash when finished eating.
5. Leave the table only when dismissed.

PSUSD WELLNESS POLICY

Our District has developed a Wellness Policy that is focused on improving the health of students. The policy was developed with a health and wellness advisory council that includes teachers, parents, students, administrators, guidance counselors, and the school nurse.

Meals, food, and beverages served at our schools meet State and Federal requirements based on the USDA Dietary Guidelines. All meals, food, and beverages are prepared and served by qualified child nutrition professionals. We provide students with access to a variety of affordable and appealing foods that meet the health and nutrition needs of students.

We are proud to invite your students to participate in our free breakfast and lunch program. All students at each of the schools in our district can eat breakfast for free, so we encourage you to have your students come join us for a free nutritious breakfast. Kids feel better and do better in school after eating breakfast.

To get access to the website for PSUSD Wellness Policy, go to www.psusd.us, Parents, Lunch Menu OR you may go to www.schoolnutritionandfitness.com and select Palm Springs Unified School District.

If you would like to sponsor a classroom party for your child, there are specific things you must do before purchasing refreshments and bringing them to school.

- First, contact the classroom teacher 2 weeks in advance and arrange for a date. Teachers are encouraged to conduct all celebrations on one day per month as aligned to PSUSD Wellness Policy.
- Per the PSUSD Wellness Policy: Class celebration foods must comply with state competitive foods, federal Smart Snacks and district wellness policy for nutrition including, but not limited to, restrictions on calories, fat, sugar, and ingredient contents. Food prepared from home will not be served in class. Home prepared items are not permitted out of safety concerns and in compliance with county Food Safety Guidelines.
- Once the approval is received from the classroom teacher, please contact Ms. Martinez in the office for a wellness policy acknowledgement form.
- For PSUSD Nutrition Services Pizza lunch party, contact the school office to submit a "Classroom Lunch Party" request. Pepperoni pizza is provided unless cheese pizza is requested. <u>This form must be submitted 30 days in advance.</u>
- Party foods considered to have little or no nutritional value will not be allowed on campus.This includes, but is not limited to cupcakes, cakes, sodas, and other items that do not meet the nutritional requirements.
- These steps must be completed at least <u>2 weeks before</u> the event (30 days for pizza party). Unfortunately, Rancho Mirage may not be able to accommodate unannounced or pre-planned events that do not provide the necessary advanced notice.

<u>EXCLUDED FOOD/DRINK ITEMS FROM SCHOOL:</u> If you wish to serve these items to your child, that is your right, but items may not be consumed on the elementary campus:

(1) Energy Drinks or other highly caffeinated beverages (lattes, etc).
(2) Hot Cheetos/Hot Takis with red dyes as they are considered very messy and difficult to clean up after.

<u>PARENT ENGAGEMENT</u>

<u>RM-PTG:</u> Parents can get involved at Rancho Mirage School by attending the RM-PTG meetings. This group of parents and school staff support the school by volunteering their time and raising money. Watch for Parent Square and Marquee messages regarding dates and meeting times. Monthly meetings are held after school in the library.

<u>Report Cards and Conferences:</u> Report cards are issued in November, March, and June. Standard-based report cards will measure your child's progress toward the California State Standards. Conferences are held in November and March. We encourage every parent to make time for these important meetings. All meetings are available in person or via Zoom upon request. Additional meetings can be scheduled between the parent and teacher as needed. Please contact your child's teacher if you have concerns throughout the year.

SCHOOL SITE COUNCIL/ELAC: Parents are encouraged to attend the School Site Council, English Learner Advisory Committee meetings, Title I Parent meetings and training. These groups guide our school plan and help assess the school's needs. Officers are elected by their peers on a two-year basis. We encourage all parents to join us. Your input is important to us. The school site council shall develop a comprehensive school plan relevant to the needs and resources of that particular school. Each year, an election will be conducted to fill the council with appropriate members for each stakeholder group. Meeting agendas will be posted 72 hours in advance and are open to the public. Interested parents should contact the principal for additional information. Copies of the plan are located at our school website, and hard copies can be provided upon request.

PARENT VUE: You can get information, report absences, and you can email your child's teacher as well. Additional information will come from the school in order to enroll in this service when it becomes available.

PARENTSQUARE: Rancho Mirage, as a school, uses ParentSquare (https://www.parentsquare.com/signin) as its primary communication tool. Please work with your child's teacher or front office to get the app and your account set up accordingly. It is a very simple process. Families are automatically connected and just need to activate their account.

MEDICATIONS: Students are prohibited by state law from having medication in their possession on school grounds without the written directions of a physician. This includes all over-the-counter medicines, as well as prescription drugs. If your child must take medication during school hours, a physician's recommendation form must be completed before school personnel can administer the medication.

Medications: Instructions (Board Policy 5141.21) (Ed. Code 79423)

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 or 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.

VOLUNTEERING: Parents are encouraged to volunteer at Rancho Mirage Elementary. Any parent who wishes to volunteer must complete an online application. To attend a school field trip, volunteers must be fingerprinted, complete mandated reporting and comply with this requirement to report concerns, and have a cleared background check before the day of trip. All volunteers must have a face-to-face meeting with Dr. Saunders prior to regularly volunteering on campus (This meeting does not apply for parent visits to observe their child's classroom or chaperone on field trips).

Parents wishing to observe their child's classroom will be accompanied by Dr. Saunders. In addition, all volunteers must submit to the Raptor Safety system which checks the backgrounds of prospective volunteers. Parents may volunteer during lunches - but they must monitor the entire lunchroom/patio. They cannot sit/stand next to their child - they need to move about the area and monitor all student activity. Parents may volunteer in the library, at the librarian/school's discretion. Parents are encouraged to join and participate with the RM-PTG. Volunteers must receive mandated reporting training, and 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.

VISITING YOUR CHILD'S CLASSROOM: Parents are able to visit a classroom within the guidelines set by the school. At Rancho Mirage, a parent can observe their child in their classroom/campus for a maximum of 30 minutes per week. Teachers/school will need one school day advance notice of a visit. Teachers have discretion if day/time works for them. An administrator or designee must be available to accompany the parent. To ensure minimum interruption of the instructional program, parent visits will take place during regular school days. Visits during school hours should first be arranged with the teacher and administration. Visitors will be accompanied by school staff. (BP 1250)

MOVING: If a family is going to move out of the Rancho Mirage 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, if the student will not be returning to Rancho Mirage, the student will have to return any books or materials that belong to the school and he/she will be issued a checkout sheet to take to the new school. If the student is returning to Rancho Mirage, a new proof of home address will be required to be submitted to the office.

SCHOOL PARKING LOT: For the safety of our children, please do not double park or ask children to cross in the middle of the street. All students must use the sidewalks. Please drive slowly at all times through our parking lot and in the school zones. Watch for children at all times. This keeps traffic flowing and prevents blocked traffic for everyone else. Your cooperation is greatly appreciated as we work to provide the safest possible dismissal for our students. The parking lot is under video surveillance.

DROP-OFF/PICK-UP: U-turns, or double lane Students will be escorted to the upper playground for pick-up. Please do not ask your child to go to other areas for pick-up. Please use the circle drive to pick your child up (not the bus zone or outer curb). If you want to leave your car to meet your child, please park and walk to the pick-up gate.

Please do not call your child to go unescorted to the parking lot or outer curb for safety reasons. The circle drive is for loading and unloading only. Parents are expected to follow the rules of the road and avoid making unsafe and/or illegal actions such as jaywalking, usage in a single lane. The rules of the road do apply as this is a public street, and traffic enforcement falls under penal code and police jurisdiction, not the school. Rancho Mirage Elementary will promptly report any vehicle engaging in illegal and dangerous driving. Jaywalkers or ignorers of street signs may be ticketed. TK and Kindergarten students must be picked up by a designated adult at the walk-up dismissal areas at the end of the school day. This direct handoff procedure helps ensure each child is safely reunited with their adult. For the safety of our youngest learners, TK/K students may not be dismissed through the car line.

LOST AND FOUND: Items that are found on campus are placed in the designated Lost and Found area on campus. We encourage students to check this area regularly for missing belongings. Parents and guardians may inquire with the front office regarding specific lost items; however, adults must be accompanied by a staff member when accessing the Lost and Found area. We strongly recommend labeling all personal belongings with your child's name. The school cannot be responsible for lost or misplaced items.

ACADEMIC AND CURRICULAR INFORMATION

We have high expectations for our students and have set guidelines that must be followed in order for every student to fully participate in our technology program. All students will be provided with Chromebook laptop computers to use during instruction. Students are to comply with the terms of the Acceptable Use of Technology Agreement or access will be revoked. Their online activity is readily tracked and monitored with a variety of filters, firewalls, and tracking programs such as Google.



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 being retained.

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

GATE Testing (Gifted and Talented Education): In February/March, testing is administered to Gr. 2-4. This exam, in addition to classroom performance, parent and teacher surveys, and additional scores, is used to qualify students for GATE the following year.

ELPAC Testing (English Language Proficiency Assessment for California): All students that speak a language other than English or are spoken to in a language other than English, as indicated by the Home Language Survey, will be tested each year until they demonstrate proficiency on the ELPAC assessment and classroom performance tests. This is a state-required test, formerly CELDT.

CHYA (California Healthy Youth Act 2016): 5th Grade students participate in 5 lessons around puberty and development themes. Parents will receive advance notification of the lessons, information on how to opt out, and opportunity to participate in a parent information meeting and review the curriculum in accordance with PSUSD Policy and legislation.

WHAT TO DO IF YOUR CHILD IS HAVING ACADEMIC DIFFICULTIES IN SCHOOL: In the event that you develop concerns over a problem occurring in school, please make an appointment to discuss the situation with the classroom teacher. The teacher may recommend that a Multi-Tiered System of Support (MTSS) meeting 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.

PARENT CONFERENCES: During the school year, parents will be invited to meet with their child's teacher for an individual conference before the end of the first and second trimester, and at any time necessary throughout the school year. Please do not hesitate, if you have any questions or concerns, to schedule a meeting with the teacher. You have the right to request to meet with the teacher or principal when the need arises. We will respond to the request within a reasonable amount of time (EC5101).

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

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 expected to be returned daily.

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. When possible, 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.

REPORT CARDS: Three report cards will be sent home during the school year, one at the end of each trimester. If a student is doing unsatisfactory work in any academic area, an "At Risk" progress report will be sent home between the sixth and tenth week of each trimester. Report cards are sent via ParentVUE. Hard copies are available upon request.

PROGRESS REPORTS: Teachers will send home progress reports every 6 weeks. We want parents to be aware of the progress of their child at all times and the progress reports are our way of keeping parents well informed of how their child is doing in school. If you do not receive one, please contact your child's teacher immediately.

FIELD TRIPS: Field trips will be coordinated with academic learning. Students may not go on a field trip without a permission slip signed by the parent/guardian. Due to insurance restrictions, parents who are supervising on field trips may not bring other young children with them. Students must show good behavior and complete all school assignments in order to go on these trips. Students with ongoing behavior or safety concerns may require a parent to attend as a chaperone in order to allow them to attend.

MILITARY FAMILIES: 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 (BP 6173.2). For more information regarding Enrollment & Residency please refer to the Palm Springs Unified School District Parent Student Information Booklet of current school year.

STUDENTS-PREGNANT/PARENTING: The district shall not exclude or deny any student from any educational program or activity, including any class or extracurricular activity, solely on the basis of the student's pregnancy, childbirth, false pregnancy, termination of pregnancy, or related recovery. In addition, the district shall not adopt any rule concerning a student's actual or potential parental, family, or marital status that treats students differently on the basis of sex. The Superintendent or designee shall annually notify parents/guardians at the beginning of the school year of the rights and options available to pregnant and parenting students under the law. In addition, pregnant and parenting students shall be notified of the rights and options available to them under the law through annual school year welcome packets and through

independent study packets. (Education Code 222.5, 48980). For more information regarding Education and Support Services for Pregnant and Parenting Students refer to the Palm Springs Unified School District Parent Student Information Booklet of the current school year. (Education Code 221.51; 5 CCR 4950) (Education Code 46015; 34 CFR 106.40) (Education Code 46015) BP/AR 1312.3.

UNIFORM COMPLAINT PROCEDURE

PARENT COMPLAINT PROCEDURE: Sometimes problems arise that need to be resolved by utilizing the Parent Complaint Form. This form can be picked up in the school office. You need to briefly state your complaint and then 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 the principal and teacher 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) 883-2703

You may also obtain a UNIFORM COMPLAINT PROCEDURE form from the office. Please avoid sharing too many details with other staff members other than the principal or classroom teacher. These complaints are considered confidential in nature and are between the parent, principal, and person involved in an incident or complaint. Rancho Mirage Elementary will follow the district's policy outlined in the annual Parent Student Information Booklet. Please refer to the Palm Springs Unified School District Parent Student Information Booklet of current school year for more information. (Education Code 234.1; 5 CCR 4621) (Education Code 221.61) (Education Code 221.8) (Education Code 234.1)

PLEASE NOTE: All complaints can and will be resolved in a peaceful manner. Disrespectful language and behavior will not be tolerated on our campus by any staff member or community member (Penal Code 415.5 (a)(2) and Education Code 32210 and 44811 (a). Adults who engage in disruptive, or threatening language or behaviors, including the use of profanity, may result in being denied future access to the campus. This could result in the missing of very special events involving your child.

At no time should any visitor or volunteer attempt to address concerns with another child. It is appropriate to express concerns to a staff member for them to address.

General Complaint Form: Click Here for the Form or the school website at http://rmes.psusd.us. This form is sent directly to the principal.

CHILD PROTECTIVE SERVICES: If any school district employee suspects that a child is being physically and/or sexually abused or neglected, it is our legal

responsibility to report this to Child Protective Services (CPS). We would like you to also report any of your suspicions to a school administrator, teacher, or counselor if you have any concerns, so they can guide you through the reporting process; however, this is not required, because abuse reports are, by law, confidential. (Penal Code 11174.3). If a child is to be interviewed at school, Penal Code 11743.3 will be followed. The child shall be afforded the option of being interviewed in private or selecting any adult who is a member of the staff of the school. The Children's Services Division representative shall inform the child of that right prior to the interview. If a child is released from school as a victim of suspected child abuse into the custody of a CSD representative, the school shall provide the CSD representative with the address and telephone number of the minor's parent or guardian. The agency will notify the parent or the guardian that the minor is in custody. (Education Code 48906). The school is not allowed to notify parents/guardians of a CPS representative's visit at a school site, nor deny a CPS representative access to a child.

BULLYING/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 an adult. The adult is to send the student to the principal. The site administrators will then investigate the complaint, determine the validity, and take appropriate action. Investigations will be conducted in compliance with the PSUSD policy and Education Code. It is important to note there is a difference between mean/rude behavior and bullying. Please read the official operating definition of bullying for the Palm Springs Unified School District on the next page. See next page-rest of page is intentionally blank. **To Access the Hyperlinks, view the document at this link: Bullying and Harassment Policy**

GENDER EQUALITY: We are proud that Rancho Mirage Elementary contains a diverse population of students, staff, and families. It is important that our students learn from one another as well as grow into adults of good character. We practice Character Counts! throughout the school year and work hard to bring programs of diversity, tolerance, and motivation to our students. If you or someone you know would be a great role model or motivational speaker for our kids, please see our principal, Dr. Saunders, to plan a program. All school programs and activities shall be free from discrimination, including harassment, with respect to actual or perceived ethnic group identification, race, ancestry, national origin, religion, age, sex (gender—actual or perceived), sexual orientation, physical or mental disability, or parental status. 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-BP 0410).

Thank you for taking the time to read our Rancho Mirage Handbook. By following our school policies and procedures, we are sure you will have a safe, fun filled year! We look forward to working with you to ensure the best education for your child. We are planning 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. By working together, in a positive manner, we believe EVERY child can achieve.

Sincerely,



Dr. Ryan E. Saunders, Principal

PSUSD
PALM SPRINGS
UNIFIED
SCHOOL DISTRICT

150 District Center Drive | Palm Springs, CA 92264
Phone 760-883-2703, ext. 4805101 |
www.PSUSD.us

Student Services

Laura Meusel, *Executive Director*

PALM SPRINGS UNIFIED SCHOOL DISTRICT
BULLYING and HARASSMENT POLICY

The Palm Springs Unified School District prohibits discrimination, harassment, intimidation, and bullying based on the actual or perceived characteristics set forth in Section 422.55 of the Penal Code and EC 220 and of a person's disability, gender, gender identity, gender expression, nationality, race or ethnicity, religion, sexual orientation, or association with a person or group with one or more of these actual or perceived characteristics. This policy applies to all acts related to school activity or school attendance occurring within a district school. EC 234 & 234.1 and BP 5131.2

The Palm Springs Unified School District Board of Education is committed to providing all students with a safe and healthy school environment. To that end, the District, its schools, and the community have an obligation to promote mutual respect, tolerance and acceptance, and not tolerate behavior that infringes on the safety of any student, including bullying. Students and staff shall immediately report any suspected or observed bullying to site administration for investigation and appropriate action. For this reason, we are taking an active role in the movement against bullying in our schools and community such as: Educate parents, children and students, teachers, administrators, lawmakers, law enforcement groups, mental health groups, volunteers, and community members about the tragic consequences of bullying in public as well as some private schools. Bullying takes place in all age groups and at all levels of educations.

Bullying is defined as the harassment of students, intimidation, a hazing or initiation activity, ridicule, extortion, or any other verbal, written, electronic communication, or physical conduct, repeated over time, that causes or threatens to cause bodily harm or emotional suffering, creates a hostile learning environment, or disrupts the normal operation of a school, classroom, or school related activity. Bullying includes cyber bullying, which involves the use of electronic communications to post harassing messages, threats, social cruelty, or other harmful texts, sounds, or images on the Internet, social networking sites, or other digital technologies. Students who engage in bullying (including cyber bullying) on campus, traveling to or from school, at school activities, or in a manner otherwise related to school attendance, shall be subject to school district disciplinary procedures.

A student shall be subject to school district disciplinary action for off-campus expressions (including via electronic means), when such expressions are obscene, libelous, or slanderous, or when such expression poses a threat to the safety of other students, staff or school property, or disrupts the educational program. Education Codes 32261(f)(g), 48900, 48900.2, 48900.3, 48900.4, 48910, 48911, 48915, 48915.5, 48918, 48918.5

Bullying Prevention

Every student is entitled to a safe school environment free from discrimination, harassment, intimidations, and bullying. The Palm Springs Unified School District's Policy on Bullying can be accessed on the PSUSD website. Copies are available at each school site.

1. PSUSD prohibits bullying. This includes, but is not limited to, discrimination, harassment, intimidation, and bullying based on the actual or perceived characteristics set forth in Penal code section 422.55 and Education Code section 220, and disability, gender, gender identity, gender expression, nationality, race or ethnicity, religion, sexual orientation, or association with a person or group with one or more of these actual or perceived characteristics. Bullying is defined in Education Code section 48900(r).

2. School personnel must immediately intervene if they witness an act of discrimination, harassment, intimidation, or bullying, provided it is safe to do so.

3. Acts of discrimination or bullying should be brought to the attention of the principal.

4. You may make an anonymous complaint by contacting the principal. If there is sufficient corroborating information, the Palm Springs Unified School District will commence an investigation.

5. Complaints of bullying or discrimination will be considered confidential. However, it may be necessary to disclose certain information in order to effectively investigate.

6. Students who violate the Palm Springs School District's policies on bullying or discrimination may be subject to discipline, including suspension and expulsion.

7. The Palm Springs Unified School District prohibits retaliation against individuals who make complaints of bullying or provide information related to such complaints.

All school personnel who witness an act of discrimination, harassment, intimidation, or bullying must take immediate steps to intervene when safe to do so. Any student who engages in acts of discrimination, harassment, violence, intimidation, or bullying related to school activity or school attendance occurring within a school of the school district may be subject to disciplinary action up to and including expulsion.

To report an incidence and/or to receive a copy of the district's anti-discrimination, anti-harassment, anti-intimidation, and anti-bullying policies, please contact **Student Services at (760) 883-2703.**

PSUSD
PALM SPRINGS UNIFIED SCHOOL DISTRICT

NOTICE of STUDENT POLICY PROHIBITING SEXUAL HARASSMENT

BP/AR 5145.7 - Sexual Harassment; BP/AR 1312.3 - Uniform Complaint Procedures

Examples of types of conduct which are prohibited and which may constitute sexual harassment include:

1. Unwelcome leering, sexual flirtations, or propositions
2. Unwelcome sexual slurs, epithets, threats, verbal abuse, derogatory comments, or sexually degrading descriptions
3. Graphic verbal comments about an individual's body or overly personal conversation
4. Sexual jokes, derogatory posters, notes, stories, cartoons, drawings, pictures, obscene gestures, or computer-generated images of a sexual nature
5. Spreading sexual rumors
6. Teasing or sexual remarks about students enrolled in a predominantly single-sex class
7. Massaging, grabbing, fondling, stroking, or brushing the body
8. Touching an individual's body or clothes in a sexual way
9. Impeding or blocking movements or any physical interference with school activities when directed at an individual on the basis of sex
10. Displaying sexually suggestive objects
11. Sexual violence, including sexual assault, sexual battery, or sexual coercion
12. Electronic communications, such as through social media or text messaging, that contain comments, words, or images described above

To Report a Complaint of Sexual Harassment or Obtain Additional Information Related to this Posting, You May Contact the Below or Any School Site Administrator:

Dr. Simone Kovats, Assistant Superintendent of Educational Services

(760)883-2703

Any Student Reporting Incidents of Sexual Harassment (Complainant and/or Victim):

- Has the right to file a formal written complaint with the District.
- Will be provided support services by the District/school site upon receipt of their complaint, which may include counseling, academic support services, and/or a "no contact" order.
- May agree to engage in procedures to informally resolve their complaint, as appropriate under AR 1312.3.
- Will be given the opportunity to explain and provide evidence related to their complaint.
- Will receive notice of the outcome of their complaint, as described in AR 1312.3.
- Will receive information about how to appeal the outcome of their complaint to the California Department of Education, should they disagree with it, as described in AR 1312.3.
- May file their complaint directly with the US Department of Education, Office for Civil Rights.

The Individual Named in the Complaint (Respondent/Alleged Offender):

- Will be informed of the claims brought forth against them.
- Will be provided support services by the District/school site, while any complaint is pending against them, which may include counseling, academic support services, and/or a "no contact" order.
- May agree to engage in procedures to informally resolve the complaint brought forth against them, as appropriate under AR 1312.3.
- Will be given the opportunity to respond to and provide evidence related to the complaint.
- Will receive notice of the outcome of the complaint brought forth against them, as described in AR 1312.3.

The District/School Site:

- Will report complaints of sexual harassment to the District's Title IX Coordinator or designee for processing. The designee will initiate an investigation into the complaint. At the conclusion of the investigation, the designee will issue notice of the outcome to the Complainant/Victim and Respondent/Alleged Offender, in accordance with AR 1312.3.
- Will assist in providing support services for the Complainant/Victim and Respondent/Alleged Offender while any complaint is pending.
- Will keep all complaints and allegations of sexual harassment confidential, except as necessary to carry out the investigation or take other subsequent necessary action.

Palm Springs UNIFIED SCHOOL DISTRICT

WELLNESS POLICY

TO ENCOURAGE AND SECURE THE HEALTH AND WELLNESS OF STUDENTS

PSUSD Wellness Policy Highlights

- PSUSD Board of Education supports student health by reinforcing health education, nutrition services, health promotions and a safe school environment.
- PSUSD schools participate in the National School Breakfast and Lunch Program.
- PSUSD Wellness Policy restricts the type of foods and beverages that can be served and sold to students.

The Child Nutrition and Special Supplemental Nutrition Program for Women, Infants, and Children Reauthorization Act of 2004; as well as, the Healthy Hunger Free Kids Act of 2010, requires all schools participating in the National School Lunch or Breakfast Program to develop a wellness policy. As mandatred by the United States Department of Agricuture, school compliance with the wellness policy is assessed annually and reported to the state triannually.

Palm Springs USD School Board Policy: A summary of campus food and beverage regulations

Classroom Celebrations

- During the school day, classroom celebrations involving food or beverages should be limited to no more than one party per class per month and take place after the lunch meal service.
- Class celebration foods must comply with state competitive foods, federal Smart Snacks and district wellness policy for nutrition including, but not limited to, restrictions on calories, fat, sugar, and ingredient contents.
- Food prepared from home will not be served in class.

Information on competitive foods and federal Smart Snacks can be found on this website: https://www.cde.ca.gov

Foods Served and Sold on School Campus

- All foods and beverages served and sold to students on school grounds must comply with state competitive foods, federal Smart Snack and wellness policy regulations.
- The school district is responsible for ensuring nutrition compliance of all foods sold and served to students. Nutrition labels or specification sheets must be submitted for approval before the food item may be given or sold to a student.
- For food safety and consideration to students with food allergies, all foods served or for sale on school campus must be prepared by a licensed commercial kitchen that is regularly inspected by a local health department.
- Standards for food and beverages sold to students on school grounds apply from midnight to 30 minutes after the official school day.
- State competitive, federal Smart Snacks and wellness policy regulations do not apply to foods and beverages brought from home by a student for their own consumption.

View the complete PSUSD Wellness Policy on our website http://www.psusd.us

June 2018

Click Here


Become a Volunteer
Non-Supervisory: Class Volunteer
Supervisory: Class Volunteer & Field Trip Chaperone
Process may take up to 30 days to complete
1
Fill Out PSUSD Volunteer application
2
Complete Mandated Reporter Training
3
Attach a picture of your ID and completed training certificate
Certificate of Completion
4
Instructions on Live Scan information will be emailed to you. (SUPERVISORY ONLY)
5
Complete Live Scan (SUPERVISORY ONLY)
PSUSD HR will let the school know when application is complete

Parent Student Handbook

2026-2027

Please return to your child's teacher by September 4, 2026

Parents,

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

Student Goal: My goal for this trimester is to _____

_____

_____

To achieve my goal, I will:

1. _____
_____

2. _____
_____

3. _____
_____

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

Student's signature: _____

Parent signature: _____

Date: _____

Teacher: _____ Rm #: _____