Parent & Student Handbook

PSUSD
PALM SPRINGS
UNIFIED
SCHOOL DISTRICT

2744 N. Via Miraleste Palm Springs, CA 92262 (760) 416-8176

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Principal's Message

Dear Vista del Monte Families,

Welcome to the 2026–2027 school year! It is with great excitement and Mustang pride that I welcome our scholars and families back to Vista del Monte Elementary School.

As we continue our theme of Excellence, we remain committed to empowering every scholar with the knowledge, skills, and experiences needed to discover and pursue their unique path to success. Through engaging learning opportunities, meaningful relationships, and a supportive school community, our dedicated staff will encourage each scholar to grow, lead, and achieve their fullest potential.

We look forward to partnering with you to make this school year one filled with learning, belonging, joy, and excellence. Together, let's continue blazing a trail toward success and make 2026–2027 our best year yet!

With Mustang Pride,

Ms. Jamie Santos
Principal, Vista del Monte Elementary School
Instagram: @VistadelMonteES

General Information

Address: 2744 N. Via Miraleste Palm Springs, CA 92262 (760) 416-8176

Phone: 760-416-8176 **Fax:** 760-416-8178

Office Hours: 7am - 3:05pm

Start Time: 7:45am (Monday - Friday)

Dismissal Time: 2:35pm (Monday, Tuesday, Thursday, Friday)

Dismissal Time: 12:10pm (Wednesday)

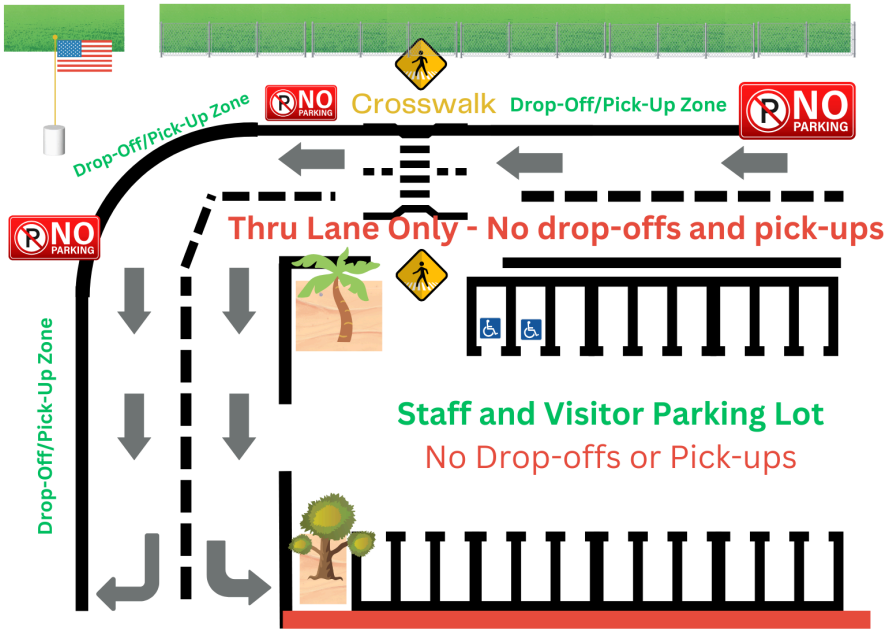
Student Arrival & Dismissal

- Students are expected to be picked up on time.
- Front gates are open at 7:15 AM please note that there is no supervision prior to 7:15 AM.
- All students must enter our school through the front gate.
- Breakfast will start at 7:15 AM when gates open.
- School starts promptly at 7:45 AM. If you arrive after the bell rings please proceed to the office as your child will enter through the main office. A 3-minute warning bell will ring daily at 7:42 AM.
- All visitors must use the front doorbell located to the left of the Administration Office door.
- All visits to campus during instruction are by appointment, invitation, or prior arrangement. Visitors must provide a government-issued ID to sign in at the front office.
- All students in TK, Kindergarten, and 1st grade will exit via Francis Street.
- Students in grades 2nd through 3rd grade exit from the main gate and 4th-5th grade will dismiss from the gate by the basketball courts facing the visitor parking lot.
- No parking in the bus loading zone.
- Parents who are picking up by car will line up in the queue at the entrance of the parking lot.

- No student with or without a parent is allowed to load or walk through the parking lot during dismissal as this is a safety concern.
- Students are not permitted to wait for parent(s)/guardian(s) at the park. For your child's safety, students will be directed to wait on school grounds. Parents must walk onto school property to pick up their child.

Student Drop-off and Pick-Up Map

See Drop-off and Pick-up map below for details.



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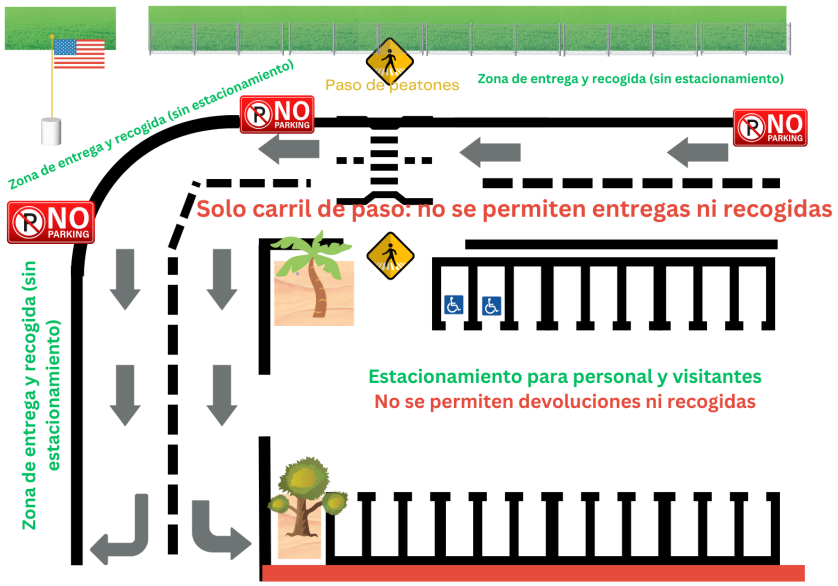

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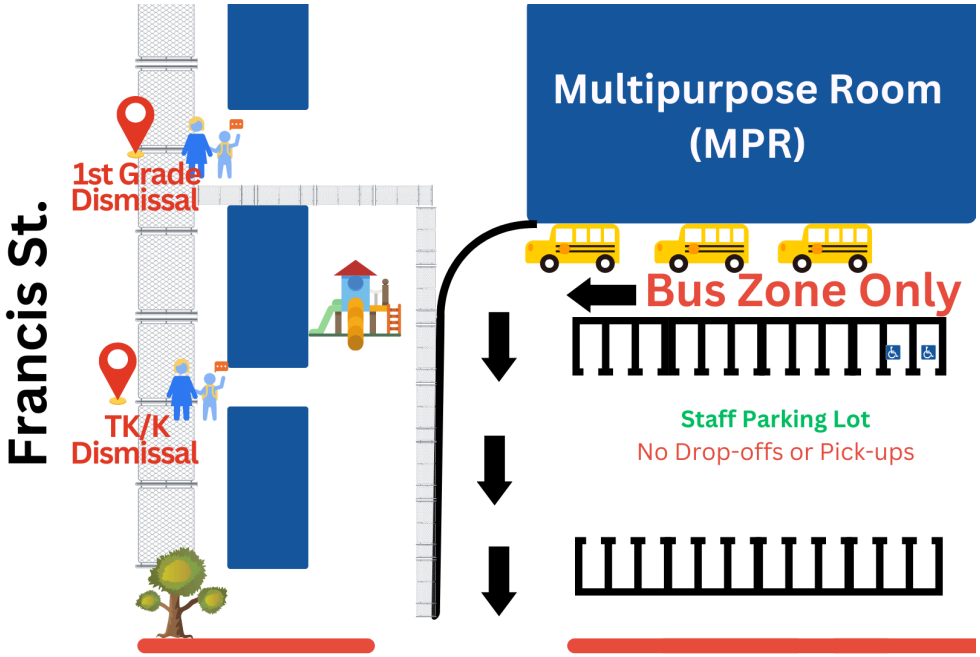

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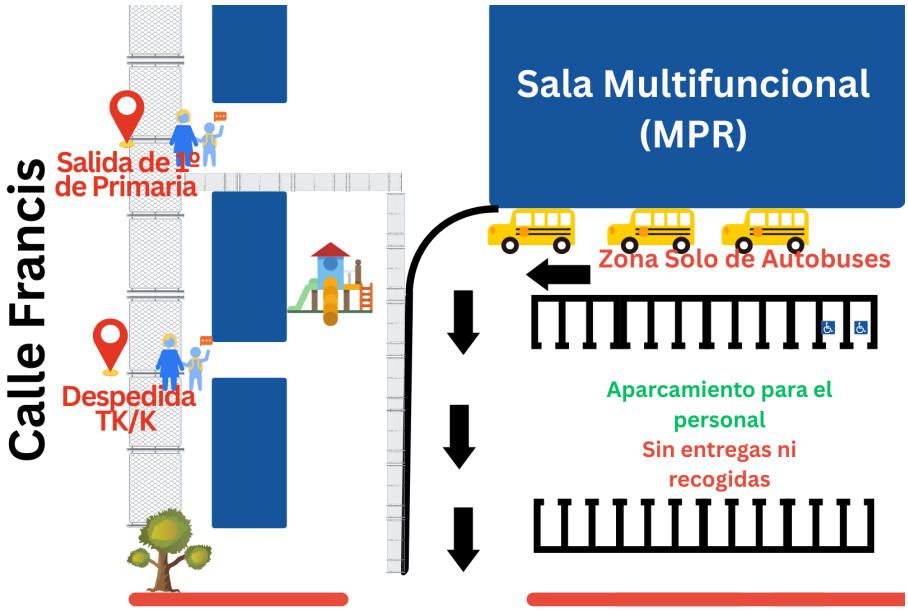

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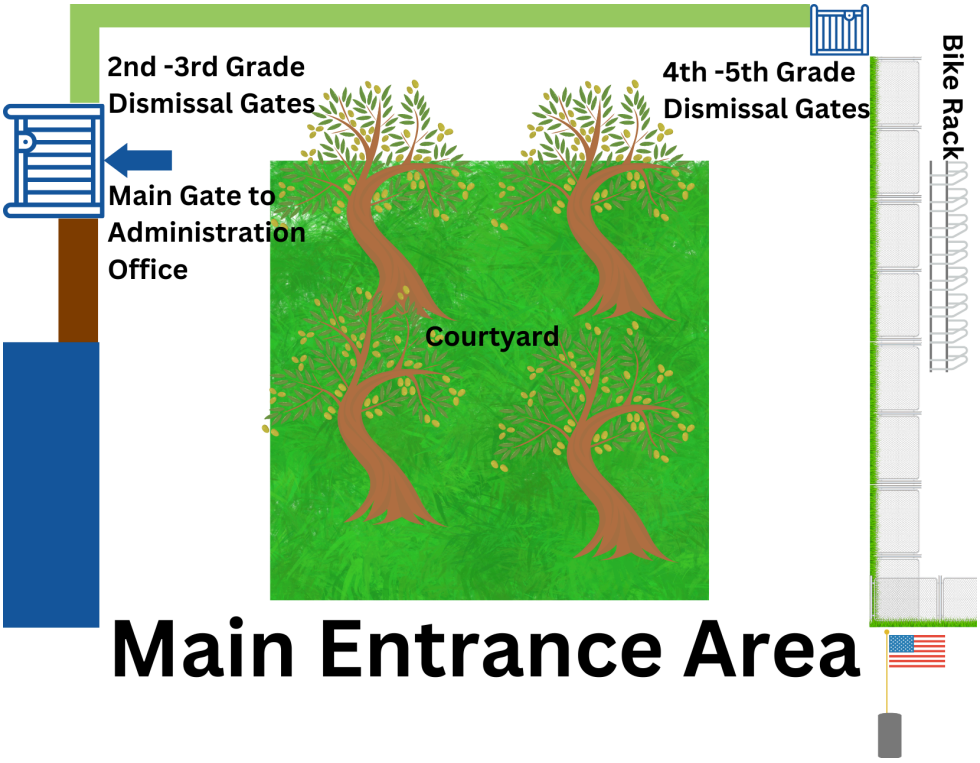
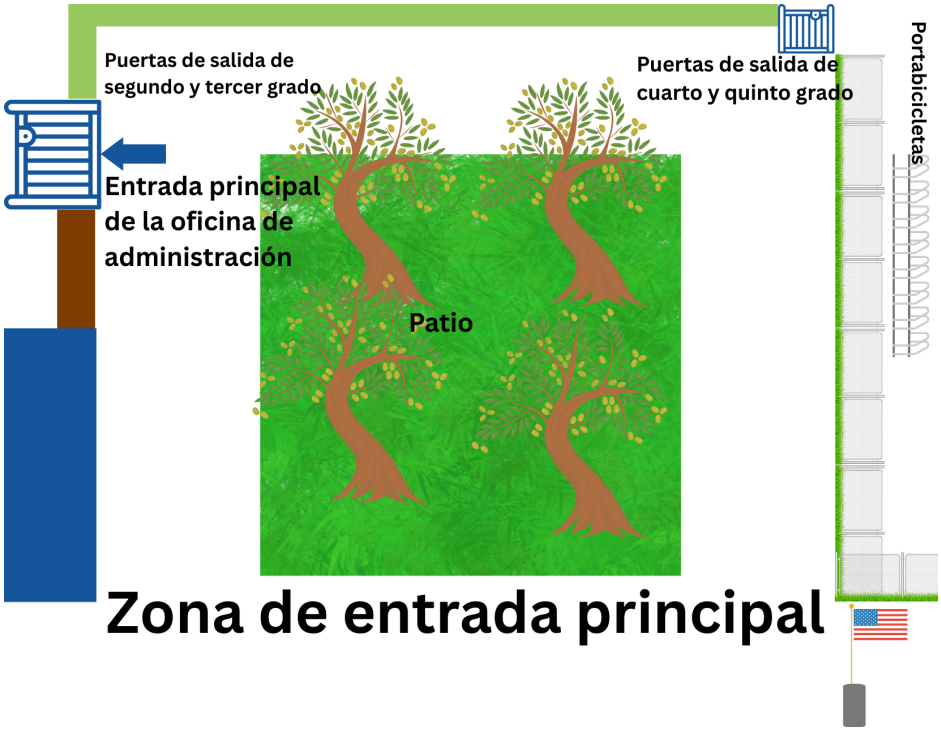


Main Entrance Area



Zona de entrada principal

Bell Schedule

2026-2027 Bell Schedule
Vista Del Monte Elementary School

REGULAR SCHEDULE:				
Start & Ending Time (GRADES TK-5TH)		7:45am - 2:35pm		
GRADE	RECESS AM	Lunch	Lunch Recess	RECESS PM
TK	9:00 - 9:15	10:05- 10:30	10:30 - 10:50	12:25-12:40
K	9:15 - 9:30	10:05 - 10:30	10:30 - 10:50	12:55 - 1:10
1	9:15 - 9:30	10:30 - 10:50	10:50 - 11:15	12:55 - 1:10
2	9:35 - 9:50	10:50 - 11:10	11:10 - 11:35	1:15 - 1:30
3	9:35 - 9:50	11:15 - 11:35	11:35 - 12:00	1:15 - 1:30
4	9:55 - 10:15	11:40 - 12:00	12:00 -12:25	
5	9:55 - 10:15	12:05 - 12:25	12:25 - 12:50	

MINIMUM DAY SCHEDULE EVERY WEDNESDAY			
Start & Ending Time (GRADES TK-5TH)		7:45am -12:10pm	
GRADE	RECESS	Lunch	Lunch Recess
TK	9:00 - 9:15	10:00 - 10:20	10:20 - 10:30
K	9:15 - 9:30	10:00 - 10:20	10:20 - 10:30
1	9:15 - 9:30	10:30 - 10:50	10:50 - 11:00
2	9:35 - 9:50	10:40 - 11:00	11:00 - 11:10
3	9:35 - 9:50	11:00 - 11:20	11:20 - 11:30
4	9:55 - 10:10	11:15 - 11:35	11:35 - 11:45
5	9:55 - 10:10	11:30 - 11:50	11:50 - 12:00

VDM Mission Statement

Vista del Monte Elementary School is committed to providing students with a positive, safe, and welcoming learning environment that engages students in rigorous and relevant academic learning opportunities that also support students' social and emotional needs.

Staff at Vista del Monte Elementary School are a professional learning community that fosters student success by implementing highly effective instructional strategies across subject areas and academic instruction aligned with the California State Standards so that students are prepared for success in the 21st century.

VDM Vision Statement

At Vista del Monte Elementary School, we empower every student to reach their fullest potential by fostering curiosity, resilience, and a love of learning. Through a safe and inclusive environment, innovative teaching, and strong partnerships between staff, students, and families, we cultivate compassionate, critical thinkers who are prepared to thrive and lead in the 21st century.

Dual Immersion Program Mission Statement

Palm Springs Unified School District's (PSUSD) mission is to prepare Transitional Kindergarten (TK) through 12th grade students to excel academically in Spanish and English, to develop a lifelong love of learning, and to become bilingual, biliterate, and multiculturally competent leaders.

Dual Immersion Program Vision Statement

The Palm Springs Unified School District Dual Language Immersion Program is dedicated to fostering a diverse and inclusive learning environment that empowers students to become culturally proficient, bilingual, and academically successful individuals. The Dual Language Immersion Program strives to provide a rigorous and relevant educational experience that equips students with the linguistic and cultural competencies necessary to thrive in a globalized world.

Our Vision for a Safe School

At Vista del Monte Elementary School, we are committed to fostering a peaceful, cooperative, and safe environment where every student feels valued and supported. Our school community engages with one another in positive, respectful ways, modeling kindness and understanding. We strive to help all children develop and apply lifelong problem-solving skills, empowering them to make thoughtful choices. Guided by this vision, we work each day to create a school where safety, respect, and learning thrive.

School Expectations

Vista del Monte Elementary School emphasizes the importance of our overall school-wide expectations:

Be Respectful
Be Responsible
Be Safe

Below are the Vista del Monte Elementary School Expectations

Vista del Monte Elementary School

SCHOOLWIDE EXPECTATIONS

Mustangs blaze the trail!

Be Respectful

- Use kind words
- Be gentle
- Keep hands, feet, & objects to self
- Listen & follow directions
- Include others

Be Safe

- Walk on sidewalks, in hallways, & in buildings
- Stay in supervised areas
- Report unsafe actions, items, or activities

Be Responsible

- Be honest
- Keep campus clean
- Take care of equipment & use properly
- Arrive on time & be prepared to learn

Escuela Primaria Vista del Monte

EXPECTATIVAS DE LA INSTITUCIÓN EDUCATIVA

¡Los Mustangs marcan el rumbo!

Sé Respetuoso

- Utilice palabras amables
- Sea amable
- Mantenga las manos, los pies y los objetos contigo
- Escuche y siga las instrucciones
- Incluya a los demás

Sé Cuidadoso

- Caminar por aceras, pasillos y edificios
- Permanecer en zonas supervisadas
- Notificar sobre acciones, objetos o actividades inseguras

Sé Responsable

- Sea honesto
- Mantenga la escuela limpia
- Cuide los aparatos y utilícelos de manera adecuada
- Llegue puntualmente y esté listo para aprender

Vista del Monte Elementary School

PLAYGROUND EXPECTATIONS

Mustangs blaze the trail!

Be Respectful

- Use kind words & actions
- Take turns & share
- Include others
- Give personal space

Be Safe

- Use equipment and play structure the right way
- Run only in allowed areas
- Stay within boundaries

Be Responsible

- Follow game rules
- Report injuries or unsafe behavior
- Follow whistles:
  - 3 whistles– restroom, water, put away equipment
  - 1 whistle– line up

Escuela Primaria Vista del Monte

EXPECTATIVAS DEL PATIO DE JUEGO

¡Los Mustangs marcan el rumbo!

Sé Respetuoso

- Utilice palabras y acciones amables
- Tomen turnos y compartan
- Incluyan a los demás
- Proporcione espacio personal

Sé Cuidadoso

- Utilice los materiales y estructuras de juego de manera adecuada
- Corra únicamente en las áreas autorizadas
- Permanezca dentro de los límites

Sé Responsable

- Siga las reglas del juego
- Informe sobre lesiones o conductas inseguras
- Preste atención a los silbatos:
  3 silbatos: baño y agua; guardar materiales
  1 silbato: Caminar a la linea de clase

Vista del Monte Elementary School

LUNCH EXPECTATIONS

Mustangs blaze the trail!

Be Respectful

- Use kind words & actions
- Use quiet voices
- Follow adult directions the first time

Be Safe

- Walk
- Stay in line
- Keep food, hands, & items to self
- Sit at your assigned table & stay seated

Be Responsible

- Only eat your food, and don't ask others for their food
- Clean up your area (table & floor)– use correct trash can
- Raise hand when needed

Escuela Primaria Vista del Monte

EXPECTATIVAS DEL ALMUERZO

¡Los Mustangs marcan el rumbo!

Sé Respetuoso

- Utilice palabras y acciones amables
- Usa tonos de voz bajos
- Siga las instrucciones de un adulto en la primera ocasión

Sé Cuidadoso

- Caminar
- Permanecer en fila
- Mantener la comida, las manos y los objetos en su lugar
- Sientate en tu mesa asignada y permance sentado

Sé Responsable

- Come solo tu comida y no pidas la comida de los demás
- Limpia tu área (mesa y suelo): utiliza el contenedor de basura correcto
- Levanta la mano cuando sea necesario

Escuela Primaria Vista del Monte

EXPECTATIVAS DEL BAÑO

¡Los Mustangs marcan el rumbo!

Sé Respetuoso

- Dar privacidad
- Mantener el baño limpio
- Emplear palabras y acciones amables
- Utilizar un tono de voz baja
- Esperar a que la taza del baño esté desocupada

Sé Cuidadoso

- Utilice los pies para caminar
- Mantenga las manos y los pies contigo
- Deja el agua en el lavabo
- Utilice el baño, lávese las manos y retírese
- Comunique los problemas a los adultos

Sé Responsable

- Pedir permiso
- Utilizar el pase para el baño
- Bajar la palanca de la taza y lavarse las manos
- Usar el baño y regresar con tu clase
- Usa los materiales del baño de forma adecuada

Vista del Monte Elementary School

RESTROOM EXPECTATIONS

Mustangs blaze the trail!

Be Respectful

- Give privacy
- Keep restroom clean
- Use kind words & actions
- Use a quiet voice
- Wait for an empty stall

Be Safe

- Use walking feet
- Keep hands & feet to self
- Keep water in sink
- Use the restroom, wash hands, & leave
- Report problems to adults

Be Responsible

- Ask for permission
- Use the Restroom Pass
- Flush the toilet & wash hands
- Use restroom and return to class
- Use supplies correctly

Vista del Monte Elementary School

HALLWAY EXPECTATIONS

Mustangs blaze the trail!

Be Respectful

- Use quiet voices or no voice
- Use positive language and greet each other
- Consider other classes in session

Be Safe

- Walk facing forward
- Stay in line
- Hands & feet to self
- Stay on concrete walkways to the right

Be Responsible

- Give personal space
- Follow adult directions
- Help keep areas clean
- Go directly to your destination

Escuela Primaria Vista del Monte

EXPECTATIVAS EN LOS CORREDORES

¡Los Mustangs marcan el rumbo!

Sé Respetuoso

- Utilice tonos suaves o permanezca en silencio
- Usa un lenguaje positivo y saluda a los compañeros
- Tenga en cuenta otras clases en curso

Sé Cuidadoso

- Caminar con la mirada al frente
- Mantenerse en fila
- Manos y pies unidos
- Permanecer a la derecha en los pasillos de concreto

Sé Responsable

- Dar espacio personal
- Seguir las indicaciones de un adulto
- Ayuda a mantener las áreas limpias
- Ir directamente a su destino

Escuela Primaria Vista del Monte
EXPECTATIVAS DE LA BIBLIOTECA
¡Los Mustangs marcan el rumbo!

Sé Respetuoso
- Utilice voces suaves
- Escuche al bibliotecario y al personal
- Respete las elecciones de libros de sus compañeros
- Empuje las sillas

Sé Cuidadoso
- Mantenga las manos, los pies y los objetos en su lugar
- Camine con tranquilidad al buscar libros

Sé Responsable
- Devolver los libros puntualmente
- Cuidar los libros y materiales
- Pide ayuda cuando sea necesario

Vista del Monte Elementary School
LIBRARY EXPECTATIONS
Mustangs blaze the trail!

Be Respectful
- Use quiet voices
- Listen to librarian & staff
- Respect peers choice on books
- Push in chairs

Be Safe
- Keep hands, feet, & objects to self
- Walk calmly when looking for books

Be Responsible
- Return books on time
- Take care of books & materials
- Ask for help when needed

Escuela Primaria Vista del Monte

EXPECTATIVAS DE LA OFICINA

¡Los Mustangs marcan el rumbo!

Sé Respetuoso

- Utilice palabras amables
- Mantenga un tono de voz bajo en todo momento.
- Espere con paciencia
- Guarde silencio si el personal está ayudando a otros
- Ofrezca privacidad y espacio a los demás

Sé Cuidadoso

- Camine en todo momento
- Permanezca en las áreas designadas
- Permita que el personal abra la puerta de la oficina principal para los visitantes

Sé Responsable

- Regístrese con el personal al entrar
- Pregunta y pide un pase o permiso para salir

Vista del Monte Elementary School

OFFICE EXPECTATIONS

Mustangs blaze the trail!

Be Respectful

- Use kind words
- Use quiet voices at all times
- Wait patiently
- Wait quietly if staff is helping others
- Give others privacy & space

Be Safe

- Walk at all times
- Stay in designated areas
- Allow staff to open the front office door for visitors

Be Responsible

- Check in with staff when entering
- Ask for a pass or permission when leaving

Escuela Primaria Vista del Monte
EXPECTATIVAS DE LA ASAMBLEA
¡Los Mustangs marcan el rumbo!

Sé Respetuoso
- Escuche al presentador
- Aplauda cuando sea apropiado
- Siga las expectativas del nivel de voz (por ejemplo: voces apagadas, voz suave)

Sé Cuidadoso
- Permanezca en su asiento
- Siga las indicaciones del presentador
- Mantenga las manos y los pies contigo

Sé Responsable
- Centrarse en el presentador/presentación
- Ofrecer espacio personal
- Levantar la mano cuando sea necesario

Vista del Monte Elementary School
ASSEMBLY EXPECTATIONS
Mustangs blaze the trail!

Be Respectful
- Listen to the presenter
- Applaud when appropriate
- Follow presenter's voice level expectation (ex: voices off, quiet voice)

Be Safe
- Stay with your class
- Follow presenter's directions
- Keep hands & feet to self

Be Responsible
- Focus on the presenter/ presentation
- Give personal space
- Raise hand when needed

Toys/Games/Cell Phones/Personal Media Device/Personal Items

- **Cell Phones**: 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. Cell phones must be turned off and put away.

      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.

      Consequences included, but not limited to
      1. **Verbal Warning**- parent/guardian notified
      2. **Confiscated device to be picked up after school by student in Main Office**- parent/guardian notified
      3. **Confiscated device to be picked up after school by parent/guardian in Main Office**- parent/guardian notified
      4. **Removed privilege**- parent/guardian notified

More information is available on this **Device-Free Video** and on our **Cell Policy Webpage**.
If you would like translated captions on the video here are the steps to follow:

1. Click play on the video.
2. Turn on captions. Click the "CC" button at the bottom of the video to turn captions on.
3. Open video settings. Click the Settings icon (⚙️) in the bottom right corner of the video.
4. Select "Subtitles/CC."
5. Click "Auto-translate."
6. Scroll through the list and select the language you would like.

- **Toys, games, balls,, and other personal items** should not be brought to school.
- **Not allowed at school**: baseball bats, recording devices, radios, electronic games/devices, cleats, or shoes with wheels. These may be confiscated and returned only to a parent/guardian.
  Ball equipment must be carried in hands when walking anywhere other than the playground.
- **Cell phones** must stay **off** and in backpacks during the school day. Calls can only be made through the school office. If a phone is out or turned on, it will be taken and returned to a parent/guardian from the office.
- **Selling personal items** at school is not allowed. Only approved school fundraisers will be permitted, following specific guidelines

Reminder: All personal items are brought to school at the student's own risk.

Computer or Technology Use Expectations

Vista del Monte is proud to be a **1:1 laptop school** for Grades TK–5. Every student will have a Chromebook to use during instruction.
To keep this program safe and successful:

- Students must follow the **Acceptable Use of Technology Agreement** at all times.
- Students who do not follow the rules may lose their computer privileges.
- All online activity is monitored and filtered through programs like Google to keep students safe.

Our goal is for every student to use technology responsibly, respectfully, and for learning.

Acceptable Use of Technology Agreement

When using school technology, students must follow these rules:

1. **Use Technology Responsibly**
   Use devices for learning and in a respectful, ethical way.
   - Do not damage school property.
   - Do not stream non-educational videos or download large files without permission.

2. **Protect Your Account**
   - Only use your own login and password.
   - Never share your password with anyone.

3. **Use Content Appropriately**
   Follow copyright laws—don't copy or share work without permission.
   - Do not access or share anything inappropriate, offensive, or harmful.

4. **Respect Privacy**
   - Do not view or share other people's personal information.
   - Do not try to bypass security or access restricted sites.

5. **Be Kind Online**
   - No cyberbullying, harassment, or hurtful messages of any kind.

6. **Report Problems**
   - Tell a teacher or administrator right away if you see a violation, security problem, or suspicious activity.

7. **Consequences**
   - Breaking these rules can result in loss of technology privileges, disciplinary action, or legal consequences.

Field Trip Expectations

Students are expected to follow the Vista del Monte School Wide Behavior Expectations of Courtesy, Safety and Responsibility at all times during the school day and at all school-related functions, such as field trips, after school programs and other events. Site administrators may exclude from the trip any student whose presence on the trip would pose a safety or disciplinary risk. *AR 6153 Instruction 3.*

Dress Code Policy

(Aligned with Palm Springs Unified School District Policy)

Vista del Monte is a place for learning, safety, and respect. Students are expected to wear clothing that is comfortable, allows for full participation in school activities, and does not disrupt the educational environment.

Our dress code is designed to:

- Support student comfort, self-expression, and individuality.
- Maintain a safe, respectful, and distraction-free learning space.
- Apply standards consistently and equitably to all students.

General Guidelines

1. **Footwear:** Shoes must be worn at all times for safety. Sandals must have a heel strap. Flip-flops or backless shoes are not allowed.
2. **Clothing & Accessories:**
    - Must be free from crude, vulgar, profane, or sexual images or language.
    - Cannot display or promote drugs, alcohol, tobacco, violence, or hate speech.
    - May not include symbols, signs, or apparel that are reasonably identified as gang-related.
3. **Coverage:** Clothing must cover private areas and undergarments during normal movement (sitting, standing, reaching, bending).
4. **Headwear:** Hats, caps, or head coverings may be worn outdoors for sun protection or personal style. Teachers may request headwear be removed indoors for visibility or participation.
   Eyewear: Sunglasses may be worn outside. Prescription sunglasses may be worn indoors if medically required.
5. **Safety in Activities:** Clothing and accessories must not pose a safety hazard during physical education, recess, or other activities.

Additional Notes

- Styles may change over time; school administration reserves the right to determine if specific clothing disrupts learning or safety.
- Violations may result in a parent/guardian contact, a change of clothing (provided by the school if available), or covering the item in question.

We encourage families to help students choose school-appropriate attire that supports their comfort, safety, and readiness to learn each day.

Consequences of Breaking a Rule

At Vista del Monte Elementary, our first priority is to provide a safe, respectful, and supportive environment where all students can learn and grow. We focus on positive behavior, good character, and rewarding students for making good choices. However, when rules are broken, school staff will follow district policy and California Education Code to address the behavior.

Authority of School Staff

*Under California Education Code §48907 and district policy***,** teachers, administrators, and other staff are responsible for supervising, guiding, and disciplining students as needed to maintain a safe and productive learning environment. District staff are expected to enforce behavior expectations respectfully and fairly.

Progressive Discipline Process

When a student breaks a school rule, a behavior referral may be issued. We use a series of progressive interventions, with the goal of correcting behavior and supporting the student in making better choices. Depending on the severity of the behavior, consequences may include:

1. Verbal warning from the teacher or administrator
2. Loss of some or all recess privileges
3. Written warning and phone call home
4. Parent conference with teacher and/or administrator
5. Daily Behavior Contract
6. Suspension (in-school or out-of-school, depending on severity)
7. Expulsion (only in the most serious cases, following due process)

Serious Offenses

Students who commit violations listed in *California Education Code §48900* may face suspension or expulsion. The severity of the consequence will be determined based on the nature of the behavior, the student's prior history, and any mitigating circumstances.

Communication with Families

If you have concerns about your child's behavior or any disciplinary action, please speak with your child's teacher first.

- Disciplinary matters are confidential and can only be discussed with a student's parent or legal guardian.
- If there is a disagreement, parents may follow the district's complaint process outlined in this handbook.

Our goal is always to work together with families to support positive student behavior, resolve problems quickly, and help each child learn from their mistakes.

Extracurricular And Cocurricular Activities

Vista del Monte offers students a variety of opportunities to participate in **extracurricular** (outside of regular class time) and **cocurricular** (connected to classroom learning) activities. These programs are designed to support student growth, teamwork, and school spirit.

Participation Guidelines

- Any requirements for joining an activity will be limited to what is truly necessary for the student's success in that activity.
- Activities will **not** be offered or limited based on any actual or perceived personal characteristic protected under state or federal law (such as race, ethnicity, religion, disability, gender, or sexual orientation).
- No student will be required to pay a fee to participate in school-sponsored educational, extracurricular, or cocurricular activities, including related materials or equipment, unless allowed by law.
- Students are expected to show **good citizenship** in school and during activities. Poor citizenship may result in loss of the privilege to participate.

Behavior Expectations

When attending or participating in extracurricular or cocurricular activities—whether on or off campus—students must follow all **district rules and behavior expectations**.

- Consequences for violations may include:
    - Loss of participation privileges
    - Suspension or expulsion (for serious offenses, in accordance with Education Code and Board Policy)
      Transfer to an alternative program (if appropriate)

- In certain cases, school staff may notify local law enforcement as required by law (BP 6145).

Our goal is to ensure that all students have a safe, fair, and positive experience in activities that enrich their education. We encourage parents and students to work with staff to maintain these high standards.

Attendance

Attendance is essential for student learning. Vista del Monte's attendance goal is 96%. Positive attendance is recognized for individuals monthly for students who have zero absences, zero tardies and/or early outs, or improved attendance. Classrooms may have special incentive programs for attendance, as well.

Notification of Absence

When your child is absent, you may report your student's absence in Parent VUE or you may send a note explaining the reason for the absence. You may also call the main office at (760) 416-8176. Please try to schedule doctor and dental appointments after

school or during vacation time as much as possible. The school receives state funds every day your child is in school. If your child is not in school, he/she is missing valuable instruction. If students are not in school, they cannot learn. We reward students with positive attendance, those who are at school every day, on time, and do not leave early.

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.

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. A warning bell will ring at 7:42 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 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.

Leaving School During School Hours

Only the parent, guardian, or person authorized on the emergency card is allowed to come into the school office to sign out the student. Students will not be called out of class until the parent / guardian arrives to pick him / her up. All adults MUST present a picture ID in order to check a student out of school.
School instruction time is important and school 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 the school site 30 minutes prior to dismissal, unless there is an emergency. Thank you for your cooperation.

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.

Please keep your emergency card current for the safety and protection of your child/children including the parents' correct work phone numbers, home phone numbers, and the names and telephone numbers of people we may contact in the event of an emergency. We will release your child only to those people who are listed on the emergency card. Updates can be made in Parent VUE. *also be aware that we cannot release children to minors (for example a 15 year old sister) during school hours*.

Transportation

For your child's safety, please send a note, email, 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 from 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. ZUM is a separate company who provides the transportation services to Palm Springs USD. If you have complaints about bus drivers

or their services, please notify the administration office so that we can communicate this complaint with ZUM.

SCHOOL BUS RULES

Please review these rules with your child to help keep everyone safe.

1. Follow the driver's directions at all times. The driver's job is to keep everyone safe—do not argue or cause distractions.

2. Stay seated and face forward while the bus is moving. Always wear your seat belt.
3. Keep hands, arms, and head inside the bus at all times.
4. No throwing objects or yelling out the windows.
5. Keep the peace—no fighting, pushing, or rough behavior.
6. No eating or drinking on the bus.
7. Leave pets and animals at home—they are not allowed on the bus.
8. Use quiet voices—no loud talking, shouting, or other disruptive noises.

Safe and respectful behavior on the bus helps ensure that every student arrives at school and home without incident.

BUS TICKET CONSEQUENCES

ZUM is a separate company who provides the transportation services to Palm Springs USD.

TRANSPORTATION DEPARTMENT (760) 325-8774
Abdelhak Bouzroud, District Transportation Director
ZUM Services Dispatch Office (760) 841-0145

Violations of the Bus Code of Conduct rules will result in the issuance of Bus Behavior Reports after the bus driver has used reasonable efforts to control the student's misconduct. The principal/designee and/or the Transportation Director will decide on the course of action that will be taken. Notification to parents/guardians regarding disciplinary actions is the responsibility of the school administrator.

Types of disciplinary actions may include one or more of the following:

- Verbal reprimand of the student
- Written or oral communication with the student's parents
- Elimination of specific campus privileges
- Temporary or permanent denial of transportation privileges

Any vandalism/damage to the school bus caused by malicious mischief or misbehavior of students shall be investigated by the District. Parents/guardians may be held liable for all damage caused. Students accumulating 4 or more Bus Behavior Reports, within a single school year, are subject to a bus suspension.

Major Violation: In serious occurrences, even on a first violation, a student may be refused home-to-school transportation for the remainder of the school year.

Travel To And From School

School and parents/guardians have a shared responsibility for training children to be safe going to and from school. Students should follow the routines and routes that their parents set for them. They should stay off private property, and should go directly to their proper destinations.

Please inform the office staff or the teacher if your child is to change his/her regular routine (bus, walk, or being called for). For example, if your child usually rides the bus, and he/she does not have a note saying that you will pick him/her up, then we will put him/her on the bus. Students in grades 4th-5th are allowed to walk home. Students in grades lower than 4th grade can walk home if accompanied by a sibling in 4th or 5th grade.

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.

Breakfast and Lunch Meals

Due to a state grant, all students receive free breakfast and lunch. Please make sure your child arrives at school on time to eat breakfast. Studies show students learn better when they begin the day with a healthy breakfast. Our cafeteria closes at 7:50 AM, but late students are able to receive a breakfast item by notifying staff.

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.

Palm Springs USD 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 access the PSUSD Wellness Policy, go to www.psusd.us, Students & Parents, and click Lunch Menu OR you may go to https://bit.ly/psusdwellness.

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 Vista del Monte Elementary School.

- First, contact the classroom teacher 2 weeks in advance and arrange for a date. **Teachers are informed that all celebrations must be on one (1) day per month (as aligned to PSUSD Wellness Policy) on the last week of the month, not to exceed 30 minutes.**
- Foods must be considered a “nutritious snack.” 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.
- Celebrations may take place after lunch meal service.
- On class party days, students may choose to bring their own lunch to school. in these cases, each school will encourage parents to provide nutritious meals. The district/school will strongly discourage parents from providing or bringing fast food lunches and non-nutritious foods and beverages to their children for lunch.
- Outside pizza deliveries are not accepted. For PSUSD Nutrition Services Pizza lunch party, teachers must contact the school office and obtain a “Classroom

Lunch Party" application. This form must be submitted 2 weeks in advance.

- 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 outlined at: https://bit.ly/cacompetitivefoods
- Unfortunately, Vista del Monte may not be able to accommodate unannounced or pre-planned events that do not provide the necessary advanced notice.

Excluded Food/Drink Items From School

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
(2) Family sized packaged bags- food must be portioned in snack sized bags
(3) No candy, chewing gum or lollipops, especially on playground equipment.

Parent Communication

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

(https://www.parentsquare.com/signin)

Open communication is fundamental to a successful partnership between parents and the school. Palm Springs Unified School District has officially transitioned to utilizing ParentSquare as the official communication platform from school sites and teachers to parents/guardians. Parents should have received an email from ParentSquare. Families are automatically connected based on the email provided in Parent VUE and just need to activate their account. Please be sure to follow the instructions in the email to access your account to begin receiving district-wide and site-wide communications. If you have questions, you may contact our office at Vista del Monte.

Please work with the Vista del Monte main office to get the app or ensure your email address in Parent VUE is the most up-to-date email address.

Contacting Your Child's Teacher

At Vista del Monte our teachers will maintain regular communication with parents through ParentSquare, emails, notes, progress reports, phone calls, and conferences. We also encourage parents to maintain regular communication with our teachers. If you wish to speak with your child's teacher:

a. If calling, please contact the main office. Teachers are available before and after school, or
b. Contact the main office and leave your number so the teacher can return your call.

Moving/Changes

If a family is going to move out of the Vista del Monte 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 Vista del Monte, 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 Vista del Monte, a new proof of home address will be required to be submitted to the office.

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 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 & Visiting Classrooms

Parents are encouraged to volunteer at Vista del Monte. Any parent who wishes to volunteer must complete the PSUSD online application, be fingerprinted, and have a cleared background check before being on campus. Visit: https://www.psusd.us/Page/6363 All volunteers must submit to the Raptor Safety system which checks the backgrounds of prospective volunteers. You may choose to volunteer in another class, at the teacher/school's discretion. 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 that seek to chaperone field trips must also complete the volunteer process. Parents are encouraged to join and participate with the PTA.

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.

Lost And Found

Lost and found items are kept in the lost and found designated area located outside the cafeteria. We encourage you to check this area regularly. Labeling your child's personal items with his/her name is recommended. We cannot be responsible for lost items. Lost items will be donated at the end of each trimester if not claimed.

Loss Of Or Damage To School Property (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 made.

Academic And Curricular Information

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 referred to a Student Success Team (SST) meeting for further discussion of supports or resources.

What To Do If Your Child Is Having Academic Problems At School

In the event that you develop concerns over a problem occurring in school, please contact the teacher directly to discuss the concerns with the classroom teacher. The teacher may recommend that a Multi-Tiered System of Support (MTSS) 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 at 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, request to meet with the teacher at any time

Homework

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 will 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 may be assigned to reinforce concepts taught in class and expected to be returned. Parental support is essential in having homework be a successful experience for your child. Please have proper supplies and a quiet place for your child to complete homework at home. Please check over homework with your child before returning it to school. When students know homework is important to you, they will see it is important as well and take responsibility in completing it and returning it to school.

Report Cards Policy

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.

Short Term Independent Study (STIS) Program

If you are planning a trip which will require a period of time away from school (three or more days), 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 Vista del Monte Office at least five days in advance to make arrangements. All of the work must be completed and will be due on the student’s first day back to school in order to receive full credit. Failure to complete work will disqualify a student from future STIS eligibility. Please know, Short Term Independent Study is not the same as direct instruction from a teacher, and this should be used for unavoidable absences.

Other Health Information

Please refer to the district enrollment forms for information regarding physical examinations and school admission, vision and hearing tests, immunization requirements, rules for dispensation of medication at school, medical insurance, and required medication notifications.

Recognition Of Good Behavior And Academic Achievement

At the awards assembly each trimester, students will recognized with certificates, donated certificates, and other prizes for the following achievements:

- Student of the Trimester
- Reading
- Writing
- Mathematics
- Citizenship
- Most Improved

Special Services

Psychologist

A school psychologist serves Vista del Monte a minimum of one day a week. The psychologist’s primary responsibility is to complete evaluations for special education. A child may be evaluated to determine possible learning disabilities or problems according to district and Special Education guidelines.

Resource Specialist Program (R.S.P.)

The Resource Specialist Program is provided to assist students that qualify for special education services. This program provides small group instruction for part of the day in the area(s) in which the child requires extra assistance. Children are transferred back to the regular program when they meet established goals. The program is financed by state funds. Students may be placed in the program after certain steps have been followed: Student Study Team, appropriate identification assessments, meetings with teacher, parents, psychologist, and other school personnel, and completion of an Individual Education Plan (I.E.P.) at a team meeting.

Speech/Language Therapy

A speech/language therapist serves students at Vista del Monte. The therapist works with both individuals and small groups of students who are having difficulty with speech or language processes. The classroom teacher or parents may have students screened for this program through a referral and assessment process.

Student Success Team (SST)

When a child is having difficulty progressing in school, his/her teacher may make a referral to the Student Success Team. A meeting is scheduled for the parent/guardian to meet with the team, and to discuss strengths, needs, and information about the child, as well as to suggest strategies for school or home that will assist the child. The team may recommend that assessments also be performed.

Emergency Procedures

Vista del Monte 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.

Uniform Complaint Procedure

Parent Complaint Procedure

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

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

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

3. Step Three--Contact the Palm Springs Unified School District Office at (760) 883-2703. If it is not resolved satisfactorily, go to Step Four;

4. Step Four – Complete a Uniform Formal Complaint Form. They are available on the district website: https://www.psusd.us/Page/4522

When filing a Uniform Complaint Procedure (UCP), 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. Vista del Monte 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: Adults who engage in disruptive, or threatening language or behaviors, including the use of profanity, may result in a parent/guardian being denied future access to the campus. This could result in you missing very special events involving your child. 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).

Smoke-Free, Drug Free Environment

Vista del Monte 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).

Animals on Campus

Only service dogs will be allowed on campus with prior authorization from the Palm Springs Unified School District. 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.

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.

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 (CSD) 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.

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.

PSUSD
PALM SPRINGS UNIFIED SCHOOL DISTRICT

Notice for Student and Parents/Guardians

Nondiscrimination Statement

The Palm Springs Unified School District is committed to equal opportunity for all individuals in education and employment. The District prohibits unlawful discrimination, including discriminatory harassment, intimidation, and bullying, of any student by anyone, based on the student's actual or perceived race; color; ancestry; nationality; national origin; immigration status; ethnic group identification; ethnicity; age; religion; pregnancy, childbirth, termination of pregnancy or lactation, including related medical conditions or recovery; parental, marital, family status; physical or mental disability; medical condition; sex; sex stereotypes; sex characteristics; sexual orientation; gender; gender identity; gender expression; or genetic information; or, association with a person or group with one or more of these actual or perceived characteristics.

Contacts

For concerns or inquiries about District policies and procedures related to student-to-student discrimination, including how to file a complaint, contact:

- **Student's School Administrator**

- **Antonia Hunt, Ed. D.**
  Director, Title IX and Compliance and Equity and Compliance Officer
  Palm Springs Unified School District
  150 District Center Dr.
  Palm Springs, CA 92264
  Phone: (760) 883-2703, Ext. 4805026
  Email: ahunt@psusd.us
  www.psusd.us

- **Lisa Todd Section 504 Coordinator**
  Director, Student Services
  Palm Springs Unified School District
  150 District Center Dr.
  Palm Springs, CA 92264
  Phone: (760) 883-2703, Ext. 4805102
  Email: ltodd@psusd.us
  www.psusd.us

(Student and Employees)

- **U.S. Department of Education for Civil Rights**
  https://www2.ed.gov/about/offices/list/ocr/index.html
  The OCR for California is located at:
  San Francisco Office, Office for Civil Rights, U.S. Department of Education
  50 United Nations Plaza, Mailbox 1200, Rm. 1545
  San Francisco, CA 94102
  Phone: (415) 486-5555, Fax:(415) 486-5570
  TDD: (800) 877-8339
  Email: ocr.sanfrancisco@ed.gov

*The mission of the office of Civil Rights is to ensure equal access to education and to promote educational excellence through vigorous enforcement of civil rights in all schools.

For concerns or inquiries about District policies and procedures related to employee-employee, student-to-employee, employee-to student, or work/employment related discrimination, including how to file a complaint contact:

- **Student's School Administrator**

- **Clayton Hill**
  Assistant Superintendent, Human Resources
  Palm Springs Unified School District
  150 District Center Dr.
  Palm Springs, CA 92264
  Phone: (760) 883-2715, Ext. 4805352
  Email: chill@psusd.us
  https://www.psusd.us/domain/80

(Employees)

- **Equal Opportunity Compliance Office (EEOC)**
  https://www.eeoc.gov/employees

  Los Angeles District Office:
  Roybal Federal Building
  255 East Temple St., 4th Floor
  Los Angeles, CA 90012
  Phone: (800) 669-4000; Fax: (213) 894-1118

*The U.S. Equal Opportunity Commission is a federal agency that administers and enforces civil rights laws against work-place discrimination.

Regulation 5145.3: Nondiscrimination/Harassment **Status:** ADOPTED

Original Adopted Date: 02/25/2020 | **Last Revised Date:** 10/08/2024 | **Last Reviewed Date:** 10/08/2024

The district designates the individual(s) identified below as the Compliance Officer(s). The employee(s) is responsible for coordinating the district's efforts to comply with applicable state and federal civil rights laws and to answer inquiries regarding the district's nondiscrimination policies. The individual(s) shall also serve as the Compliance Officer(s) specified in Administrative Regulation 1312.3 - Uniform Complaint Procedures as the responsible employee to handle complaints alleging unlawful discrimination of a student, and the Title IX Coordinator specified in Administrative Regulation 5145.7 – Sex Discrimination and Sex-Based Harassment as the responsible employee to handle complaints alleging unlawful sex discrimination and sex-based harassment, as permitted by law. Compliance Officer(s) may be contacted at: (Education Code 234.1; 5 CCR 4621)

Antonia Hunt, Title IX Coordinator
150 District Center Drive
Palm Springs, CA 92264
760-883-2703
ahunt@psusd.us

Measures to Prevent Discrimination
To prevent unlawful discrimination, including discriminatory harassment, intimidation, retaliation, and bullying, of students at district schools or in school activities and to ensure equal access of all students to the educational program, the Superintendent or designee shall implement the following measures:

1. Publicize the district's nondiscrimination policy and related complaint procedures, including the Compliance Officer's contact information, to students, parents/guardians, employees, volunteers, and the general public by posting them in prominent locations and providing easy access to them through district-supported communications.

2. Post the district's policies and procedures prohibiting discrimination, harassment, student sex-based harassment, intimidation, bullying, and cyberbullying, including a section on social media bullying that includes all the references described in Education Code 234.6 as possible forums for social media, in a prominent location on the district's website in a manner that is easily accessible to parents/guardians and students. (Education Code 234.1, 234.6)

3. Post the definition of sex discrimination and harassment as described in Education Code 230, including the rights set forth in Education Code 221.8, in a prominent location on the district's website in a manner that is easily accessible to parents/guardians and students (Education Code 234.6)

4. Post in a prominent location on the district website in a manner that is easily accessible to parents/guardians and students information regarding Title IX prohibitions against discrimination based on a students' sex; sex characteristics; sexual orientation; gender; gender identity; pregnancy, childbirth, termination of pregnancy or lactation, including related medical conditions or recovery; and parental status, marital and family status, including the following: (Education Code 221.6, 221.61, 234.6)

a. The name and contact information of the district's Title IX Coordinator, including the phone number and email address.

b. The rights of students and the public and the responsibilities of the district under Title IX, including a list of rights as specified in Education Code 221.8 and web links to information about those rights and responsibilities located on the websites of the Office for Equal Opportunity and the U.S. Department of Education's Office for Civil Rights (OCR)

c. A description of how to file a complaint of noncompliance under Title IX, which shall include:

i. An explanation of the statute of limitations within which a complaint must be filed after an alleged incident of discrimination has occurred and how a complaint may be filed beyond the statute of limitations

ii. An explanation of how the complaint will be investigates and how the complainant may further pursue the complaint, including web links to this information on the OCR's web site

iii. A web link to the OCR complaints form and the contact information for the office, including the

phone numbers and email address for the office

d. A link to the Title IX information included on the California Department of Education's (CDE) website

5. By April 1, 2025, post CDE's standardized incident form to track racial discrimination, harassment, or hazing that occurs at high school sporting games or events, including information on how to submit a completed incident form to the district (Education Code 33353).

6. Post in a prominent location on the district's website and include in each handbook, catalog, announcement, bulletin, and application form for students, parents/guardians or other authorized legal representative, and employees, the Title IX notice of nondiscrimination which includes the following: 34 CFR 106.8)

a. The district does not discriminate on the basis of sex in any education program or activity that it operates

b. Inquiries about the application of Title IX may be referred to the district's Title IX Coordinator and/or OCR

c. The name or title, office and email address, and telephone number of the district's Title IX Coordinator

d. How to locate the district's nondiscrimination policy and the district's grievance procedures for Title IX complaints

e. How to report conduct that may constitute sex discrimination under Title IX

f. How to make a complaint of Title IX sex discrimination

If necessary due to the format or size of any publication specified above, the district may include only the statement that the district prohibits sex discrimination in any education program or activity that it operates, that individuals may report concerns or questions to the Title IX Coordinator, and the location of the complete notice on the district's website.

The district shall not distribute a publication stating that the district treats students, employees or applicants differently on the basis of sex, unless such treatment is permitted by Title IX.

7. Post a link to statewide CDE-compiled resources, including community-based organizations, that provide support to youth who have been subjected to school-based discrimination, harassment, intimidation, or bullying and to their families. (Education Code 234.5)
Such resources shall be posted in a prominent location on the district's website in a manner that is easily accessible to parents/guardians and students. (Education Code 234.6)

8. Provide to students a handbook that contains age-appropriate information that clearly describes the district's nondiscrimination policy, procedures for filing a complaint, and resources available to students who feel that they have been the victim of any such behavior.

9. Annually Notify all students and parents/guardians of the district's nondiscriminatory policy, including its responsibility to provide a safe, nondiscriminatory school environment for all students.

The notice shall inform students and parents/guardians that they may request to meet with the Compliance Officer to determine how best to accommodate or resolve concerns that may arise from the district's implementation of its nondiscrimination policies. The notice shall also inform all students and parents/guardians that, to the extent possible, the district will address any individual student's interests and concerns in private.

10. Ensure that students and parents/guardians, including those with limited English proficiency, are notified of how to access the relevant information provided in the district's nondiscrimination policy and related complaint procedures, notices, and forms in a language they can understand.

If 15 percent or more of students enrolled in a particular district school speak a single primary language other than English, the district's policy, regulation, forms, and notices concerning nondiscrimination shall be translated into that language in accordance with Education Code 234.1 and 48985. In all other instances, the district shall ensure meaningful access to all relevant information for parents/guardians with limited English proficiency.

11. Provide to students, employees, volunteers, and parents/guardians age-appropriate training and/or information

regarding the district's nondiscrimination policy; what constitutes prohibited discrimination, including discriminatory harassment, intimidation, retaliation, or bullying; how and to whom a report of an incident should be made; and how to guard against segregation or stereotyping students when providing instruction, guidance, supervision, or other services to them.
Such training and information shall include details of guidelines the district may use to provide a discrimination-free environment for all district students.

12. Provide to certificated employees serving students in grades 7-12 information on existing school and community resources related to the support of lesbian, gay, bisexual, transgender, queer, and questioning (LGBTQ+) students, or related to the support of students who may face bias or bullying on the basis of any of the actual or perceived characteristics in Penal Code 422.55, including immigration status; Education Code 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. (Education Code 234.1)

13. For the 2025-26 school year through the 2029-2030 school year, provide annually to certificated employees serving students in grades 7-12 at least one hour of training to support LGBTQ+ cultural competency in accordance with Education Code 218.3.

14. At the beginning of each school year, inform school employees that any employee who witnesses any act of unlawful discrimination, including discriminatory harassment, intimidation, or bullying, against a student is required to intervene if it is safe to do so. (Education Code 234.1)

15. At the beginning of each school year, inform each principal or designee of the district's responsibility to provide appropriate assistance or resources to protect students from threatened or potentially discriminatory behavior and ensure their privacy rights.

Process for Initiating and Responding to Complaints
Students who feel that they have been subjected to unlawful discrimination described above or in district policy are strongly encouraged to immediately contact the Compliance Officer, Title IX Coordinator, principal, or any other staff member. In addition, students who observe any such incident are strongly encouraged to report the incident to the Compliance Officer, Title IX Coordinator, or principal, regardless of whether the alleged victim files a complaint.

Any school employee who observes an incident of unlawful discrimination, including discriminatory harassment, intimidation, retaliation, or bullying, or to whom such an incident is reported shall report the incident to the Compliance Officer, Title IX Coordinator, or principal within one workday, regardless of whether the alleged victim files a complaint.

Any school employee who witnesses an incident of unlawful discrimination, including discriminatory harassment, intimidation, retaliation, or bullying, shall immediately intervene to stop the incident when it is safe to do so. (Education Code 234.1)

When a report of unlawful discrimination, including discriminatory harassment, intimidation, retaliation, or bullying, is made to or received by the principal, Compliance Officer, or Title IX Coordinator, the principal, Compliance officer, or Title IX Coordinator shall notify the student or parent/guardian of the right to file a formal complaint in accordance with Administrative Regulation 1312.3 - Uniform Complaint Procedures or, for complaints of sex discrimination, including sex-based harassment, the right to initiate the Title IX grievance procedures as specified in Administrative Regulation 5145.71 – Title IX Sex Discrimination and Sex-Based Harassment Complaint Procedures. Once notified verbally or in writing, the Compliance Officer or Title IX Coordinator shall begin the investigation and shall implement immediate measures necessary to stop the discrimination and ensure that all students have access to the educational program and a safe school environment. Any interim measures adopted to address unlawful discrimination shall, to the extent possible, not disadvantage the complainant or a student who is the victim of the alleged unlawful discrimination.

Any report or complaint alleging unlawful discrimination by the principal, Compliance Officer, Title IX Coordinator, or any other person to whom a report would ordinarily be made, or complaint filed shall instead be made to or filed with the Superintendent or designee who shall determine how the complaint will be investigated.

Supporting Documents

AR5145.3 Nondiscrimination Harassment 100824

Policy 5145.3: Nondiscrimination/Harassment **Status:** ADOPTED

Original Adopted Date: 11/28/2006 | **Last Revised Date:** 10/22/2024 | **Last Reviewed Date:** 10/22/2024

This policy applies to all acts related to school activity or to school attendance occurring within a school, under the jurisdiction of the Palm Springs Unified School District, and all acts of the governing board or body of the Palm Springs Unified School District, the superintendent of the school district, and the county superintendent of schools in enacting policies and procedures that govern the Palm Springs Unified School District. BP 5145.3 shall apply to all acts constituting unlawful discrimination or harassment related to school activity or to school attendance occurring within a district school, to acts which occur off campus or outside of school-related or school-sponsored activities but which may have an impact or create a hostile environment at school.

The Board desires to provide a welcoming, safe, and supportive school environment that allows all students equal access to and opportunities in the district's academic, extracurricular, and other educational support programs, services, and activities. The Board prohibits, at any district school or school activity, unlawful discrimination, including discriminatory harassment, intimidation, and bullying, of any student by anyone, based on the student's actual or perceived race; color; ancestry; nationality; national origin; immigration status; ethnic group identification; ethnicity; age; religion; pregnancy, childbirth, termination of pregnancy or lactation, including related medical conditions or recovery; parental, marital, family status; physical or mental disability; medical condition; sex; sex stereotypes; sex characteristics; sexual orientation; gender; gender identity; gender expression; or genetic information; or, association with a person or group with one or more of these actual or perceived characteristics.

Unlawful discrimination, including discriminatory harassment, intimidation, or bullying, may result from physical, verbal, nonverbal, or written conduct based on any of the categories listed above.

Unlawful discrimination also occurs when prohibited conduct is so severe, persistent, or pervasive that it affects a student's ability to participate in or benefit from an educational program or activity; creates an intimidating, threatening, hostile, or offensive educational environment; has the effect of substantially or unreasonably interfering with a student's academic performance; or otherwise adversely affects a student's educational opportunities.

Unlawful discrimination also includes disparate treatment of students based on one of the categories above with respect to the provision of opportunities to participate in school programs or activities or the provision or receipt of educational benefits or services.

Because unlawful discrimination could occur when disciplining students, including suspension and expulsion, the Superintendent or designee shall ensure that staff enforce discipline rules fairly, consistently and in a non-discriminatory manner, as specified in Board Policy and Administrative Regulation 5144 – Discipline, Board Policy and Administrative Regulation 5144.1 – Suspension and Expulsion/Due Process, and Administrative Regulation 5144.2 – Suspension and Expulsion/Due Process (Students with Disabilities).

The Board also prohibits any form of retaliation against any individual who reports or participates in the reporting of unlawful discrimination, files or participates in the filing of a complaint, or investigates, or participates, or refuses to participate in the investigation of a complaint or report alleging unlawful discrimination. Retaliation complaints shall be investigated and resolved in the same manner as a discrimination complaint.

The Superintendent or designee shall facilitate students' access to the educational program by publicizing the district's nondiscrimination policy and related complaint procedures to students, parents/guardians, and employees. In addition, the Superintendent or designee shall post the district's policies prohibiting discrimination, harassment, intimidation, and bullying and other required information on the district's website in a manner that is easily accessible to parents/guardians and students, in accordance with law and the accompanying administrative regulation. (Education Code 234.1, 234.6; 34 CFR 106.8)

The Superintendent or designee shall provide training and/or information on the scope and use of the policy and complaint procedures and take other measures designed to increase the school community's understanding of the requirements of law related to discrimination. The Superintendent or designee shall regularly review the implementation of the district's nondiscrimination policies and practices and, as necessary, shall take action to remove any identified barrier to student access to or participation in the district's educational program. The Superintendent or designee shall report the findings and recommendations to the Board after each review.

Regardless of whether a complainant complies with the writing, timeline, and/or other formal filing requirements, all complaints alleging unlawful discrimination, including discriminatory harassment, intimidation, or bullying, shall be

investigated and prompt action taken to stop the discrimination, prevent recurrence, and address any continuing effect on students.

Students who engage in unlawful discrimination, including discriminatory harassment, intimidation, retaliation, or bullying, in violation of law, Board policy, or administrative regulation shall be subject to appropriate consequences or discipline, which may include suspension, or expulsion when the behavior is severe or pervasive as defined in Education Code 48900.4. Any employee who permits or engages in prohibited discrimination, including discriminatory harassment, intimidation, retaliation, or bullying, shall be subject to disciplinary action, up to and including dismissal.

When a student has been suspended, or other means of correction have been implemented against the student for an incident of racist bullying, harassment, or intimidation, the principal or designee shall engage both the victim and perpetrator in a restorative justice practice suitable to the needs of the students. The principal or designee shall also require the perpetrator to engage in a culturally sensitive program that promotes racial justice and equity and combats racism and ignorance and shall regularly check on the victim to ensure that the victim is not in danger of suffering from any long-lasting mental health issues. (Education Code 48900.5)

When appropriate based on the severity or pervasiveness of the bullying, the Superintendent or designee shall notify the parents/guardians of victims and perpetrators and may contact law enforcement.

Allegations of unlawful discrimination in district programs and activities shall be brought, investigated, and resolved in accordance with Board Policy 1312.3 – Uniform Complaint Process, when required by

law. However, complaint alleging sex discrimination, including sex-based harassment, under Title IX shall be investigated and resolved in accordance with the procedures specified in 34 CFR 106.44 and 106.45 and Administrative Regulation 5145.71 – Title IX Sex Discrimination and Sex-Based Harassment Complaint Procedures.

Record-Keeping
The Superintendent or designee shall maintain a record of all reported cases of unlawful discrimination, including discriminatory harassment, intimidation, or bullying, to enable the district to monitor, address, and prevent repetitive prohibited behavior in district schools.

Supporting Documents

BP5145.3 Nondiscrimination Harassment 102224

Bullying

Bullying is a serious action that can have a negative impact on a child's emotional and physical wellbeing. Unfortunately, it is also a term that is frequently misapplied to other inappropriate behavior.

Bullying is defined by Education Code 48900 (r) as severe or pervasive physical or verbal conduct that has, or could have, the following effects:

- Placement of a student in fear or harm to person or property
- Substantially detrimental effect on physical or mental health
- Substantial interference with academics or with school services, activities, or privileges.

Bullying also includes an act of cyber sexual bullying by a student through the dissemination of or the solicitation or incitement to disseminate, a photograph or other visual recording that depicts a nude, seminude, or sexually explicit photograph or other visual recording of an identifiable minor, when such dissemination is to another student or to school personnel by means of an electronic act and has or can be reasonably predicted to have one or more of the effects of bullying described above. Cyber sexual bullying does not include a depiction, portrayal, or image that has any serious literary, artistic, educational political, or scientific value or that involves athletic events or school-sanctioned activities (AR 5144.1).

Do the following if you suspect your child is being bullied:

1) Get as much details as you can about the incident(s) (frequency and duration of actions) and:
    1) Notify the teacher, or
    2) Notify the school counselor, Ms. Day
    3) Submit a Sprigeo report at www.sprigeo.com, or
    4) Notify Ms. Santos-Principal

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

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

Resources:

StopBullying.gov
https://www.stopbullying.gov/

Are You Being Bullied? How to Deal With Bullies
https://www.stompoutbullying.org/get-help/about-bullying-and-cyberbullying/are-you-being-bullied

Boo2Bullying - Outreach, Mentoring, Inspiration & Support
https://boo2bullying.org/

Delete Cyberbullying
http://endcyberbullying.net/what-to-do-if-youre-a-victim/

National Safe Place
https://www.nationalsafeplace.org/bullying

GLSEN.org
https://www.glsen.org/research/strategies-prevent-bullying-lgbt-youth

LGBT Youth - Stopbullying.gov
https://www.stopbullying.gov/at-risk/groups/lgbt/index.html

Bullying and Cyberbullying Resources
https://www.safekids.com/bullying-cyberbullying-resources/

SafeHouse What's Up App - 24/7 Youth Crisis Line
Download the app or text our toll-free number 844.204.0880 to text with a trained counselor
https://safehouseofthedesert.com/whatsup-app/

CA Youth Crisis Line
https://calyouth.org/cycl/

Sprigeo - Report Bullying
https://app.sprigeo.com/

The BULLY Project
http://www.thebullyproject.com/tools_students

Policy 5131.2: Bullying **Status:** ADOPTED

Original Adopted Date: 07/24/2012 | **Last Revised Date:** 09/10/2024 | **Last Reviewed Date:** 09/10/2024

This policy shall apply to all acts constituting bullying related to school activity or to school attendance occurring within a district school, to acts which occur off campus or outside of school- related or school-sponsored activities but which may have an impact or create a hostile environment at school, and to all acts of the Governing Board and the Superintendent in enacting policies and procedures that govern the district.

The Board of Education recognizes the harmful effects of bullying on student well-being, learning and school attendance and desires to provide safe school environments that protect students from physical, mental and emotional harm.

No individual or group shall, through physical, written, verbal, or other means, harass, sexually harass, threaten, intimidate, retaliate, cyberbully, cause bodily injury to, or commit hate violence against any student or school personnel or retaliate against them for filing a complaint or participating in the complaint resolution process.

The Superintendent or designee shall develop strategies for addressing bullying in district schools with the involvement of students, parents/guardians, and staff. As appropriate, the Superintendent or designee may also collaborate with social services, mental health services, law enforcement, courts, and other agencies and community organizations in the development and implementation of effective strategies to promote safety in schools and the community.

Such strategies shall be incorporated into the comprehensive safety plan and, to the extent possible, into the local control and accountability plan and other applicable district and school plans.

Any complaint of bullying shall be investigated and, if determined to be discriminatory, resolved in accordance with law and the district's uniform complaint procedures specified in Administrative Regulation 1312.3. If, during the investigation, it is determined that a complaint is about nondiscriminatory bullying, the principal or designee shall inform the complainant and shall take all necessary actions to resolve the complaint.

If the Superintendent or designee believes it is in the best interest of a student who has been the victim of an act of bullying, as defined in Education Code 48900, the Superintendent or designee shall advise the student's parents/guardians that the student may transfer to another school. If the parents/guardians of a student who has been the victim of an act of bullying requests a transfer for the student pursuant to Education Code 46600, the Superintendent or designee shall allow the transfer in accordance with law and district policy on intradistrict or interdistrict transfer, as applicable.

District families are encouraged to model respectful behavior, contribute to a safe and supportive learning environment, and monitor potential causes of bullying.

Any employee who permits or engages in bullying ot relation related to bullying shall be subject to disciplinary action, put o and including dismissal.

Supporting Documents

BP5131.2 Bullying SPANISH

BP 5131.2 Bullying 091024

Norma 5131.2: Bullying **Estatus:** APROBADO

Fecha de aprobación original: 07/24/2012 | **Fecha de última modificación:** 09/10/2024 | **Fecha de la última revisión:** 09/10/2024

Esta política se aplicará a todos los actos que constituyan bullying relacionados con la actividad escolar o con la asistencia escolar que ocurran dentro de una escuela del distrito; a los actos que ocurran fuera del campus o fuera de las actividades relacionadas con la escuela o patrocinadas por la escuela pero que puedan tener un impacto o crear un ambiente hostil en la escuela, y a todos los actos de la Junta de Gobierno y del superintendente en la promulgación de políticas y procedimientos que rigen el distrito.

El Consejo de Educación reconoce los efectos nocivos del bullying en el bienestar, el aprendizaje y la asistencia escolar de los estudiantes y desea proporcionar entornos escolares seguros que protejan a los estudiantes de daños físicos, mentales y emocionales.

Ningún individuo o grupo podrá, a través de medios físicos, escritos, verbales o de otro tipo, acosar, acosar sexualmente, amenazar, intimidar, tomar represalias, realizar cyberbullying, causar lesiones corporales o cometer violencia de odio contra cualquier estudiante o personal de la escuela o tomar represalias contra ellos por presentar una denuncia o participar en el proceso de resolución de denuncias.

El superintendente o su designado desarrollarán estrategias para abordar el bullying en las escuelas del distrito con la participación de estudiantes, padres, tutores y personal. Según corresponda, el superintendente o la persona designada también podrá colaborar con los servicios sociales, los servicios de salud mental, la policía, los tribunales y otras agencias y organizaciones comunitarias en el desarrollo y la aplicación de estrategias eficaces para promover la seguridad en las escuelas y en la comunidad.

Dichas estrategias se incorporarán al plan global de seguridad y, en la medida de lo posible, al plan local de control y rendición de cuentas y a otros planes aplicables del distrito y de la escuela.

Cualquier denuncia de bullying será investigada y, si se determina que es discriminatoria, se resolverá de acuerdo con la ley y los procedimientos de denuncia uniformes del distrito especificados en el Reglamento Administrativo 1312.3. Si, durante la investigación, se resuelve que una denuncia involucra bullying no discriminatorio, el director o la persona designada informará al denunciante y tomará todas las medidas necesarias para resolver la denuncia.

Si el superintendente o su designado considera que resulta en beneficio de un estudiante que ha sido víctima de un acto de bullying, como se define en el Código de Educación 48900, informará a los padres o tutores que el estudiante puede transferirse a otra escuela. Si los padres o tutores de un estudiante que ha sido víctima de un acto de bullying solicitan una transferencia, de conformidad con el Código de Educación 46600, el superintendente o su designado permitirá la transferencia de acuerdo con la ley y la política del distrito sobre transferencias dentro del distrito o entre distritos, según corresponda.

Se exhorta a las familias del distrito a demostrar un comportamiento respetuoso, contribuir a un entorno de aprendizaje seguro y solidario y vigilar las posibles causas de bullying.

Todo empleado que permita o participe en actos de bullying o relacionados con el bullying será objeto de medidas disciplinarias, incluido el despido.

Documentos de apoyo

BP 5131.2 Bullying 091024

Policy 5131.2: Bullying **Status:** ADOPTED

Original Adopted Date: 7/24/2012 | **Last Revised Date:** 09/10/2024 | **Last Reviewed Date:** 09/10/2024

This policy shall apply to all acts constituting bullying related to school activity or to school attendance occurring within a district school, to acts which occur off campus or outside of school-related or school-sponsored activities but which may have an impact or create a hostile environment at school, and to all acts of the Governing Board and the Superintendent in enacting policies and procedures that govern the district.

The Board of Education recognizes the harmful effects of bullying on student well-being, learning and school attendance and desires to provide safe school environments that protect students from physical, mental and emotional harm.

No individual or group shall, through physical, written, verbal, or other means, harass, sexually harass, threaten, intimidate, retaliate, cyberbully, cause bodily injury to, or commit hate violence against any student or school personnel or retaliate against them for filing a complaint or participating in the complaint resolution process.

The Superintendent or designee shall develop strategies for addressing bullying in district schools with the involvement of students, parents/guardians, and staff. As appropriate, the Superintendent or designee may also collaborate with social services, mental health services, law enforcement, courts, and other agencies and community organizations in the development and implementation of effective strategies to promote safety in schools and the community.

Such strategies shall be incorporated into the comprehensive safety plan and, to the extent possible, into the local control and accountability plan and other applicable district and school plans.

Any complaint of bullying shall be investigated and, if determined to be discriminatory, resolved in accordance with law and the district's uniform complaint procedures specified in Administrative Regulation 1312.3. If, during the investigation, it is determined that a complaint is about nondiscriminatory bullying, the principal or designee shall inform the complainant and shall take all necessary actions to resolve the complaint.

If the Superintendent or designee believes it is in the best interest of a student who has been the victim of an act of bullying, as defined in Education Code 48900, the Superintendent or designee shall advise the student's parents/guardians that the student may transfer to another school. If the parents/guardians of a student who has been the victim of an act of bullying requests a transfer for the student pursuant to Education Code 46600, the Superintendent or designee shall allow the transfer in accordance with law and district policy on intradistrict or interdistrict transfer, as applicable.

District families are encouraged to model respectful behavior, contribute to a safe and supportive learning environment, and monitor potential causes of bullying.

CAMPUS SECURITY/CLOSED CAMPUS

Our staff is trained and their primary concern is the safety of each child. Please contact administration with any concern or special needs. The following are a few precautions we take daily to maintain campus safety:

- All school gates will be locked after the 7:45 A.M. morning bell. They won't be open until 2:35 P.M. or 12:10 P.M. (on Wednesdays).
- All parents must wait outside the gate when dropping off their children in the morning. If you would like to meet with a teacher before or after school, please visit the main office and the office staff can assist you with contacting the teacher to arrange a meeting.
- Only approved school volunteers or parents with school-business appointments will be allowed on campus between 7am and 2:35pm. (12:10pm. on Wednesdays).
  Volunteers are cleared through the district, have made prior arrangements with the teacher, must sign in and out in the office, and wear a visitor's or volunteer badge.
- If your child is tardy, please bring them to the office for a tardy pass; however, parents will not be allowed to walk their child to the classroom.
- Parents are also not allowed out on the playground fields, equipment, or play areas. This is for the monitoring, supervision, and safety of all students.
- Parents are allowed to drop lunch off for their child in the office, but are not allowed to eat with their child on campus during the school day.
- All parents must wait outside the gate for their children at the child's designated exit area during dismissal.
- Parents will not be allowed on campus early to wait outside their child's classroom.

Gender Equity

We are proud that Vista del Monte 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 being respectful, safe, and responsible 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, Ms. Santos, 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).

Safe School Statement

At Vista del Monte Elementary School, we are committed to fostering a peaceful, cooperative, and safe environment where every student feels valued and supported. Our school community engages with one another in positive, respectful ways, modeling kindness and understanding. We strive to help all children develop and apply lifelong problem-solving skills, empowering them to make thoughtful choices. Guided by this vision, we work each day to create a school where safety, respect, and learning thrive.

Our staff is trained and their primary concern is the safety of each child. Please contact Ms. Santos, Principal with any concern or special needs at (760) 416-8176.

1. All visitors must register at the office and receive a visitor badge by using our Raptor screening system.
2. Parents will not be allowed to pick up their child after 2:20pm.
3. The gates are locked during school hours.
4. All classrooms have telephones to contact the office for any reason.
5. Surveillance cameras are located around campus for student safety to promote optimal surveillance of school grounds.
6. Our emergency cards are updated regularly and precautions taken for those who have specific needs. **Please be sure your child's records are current at all times.**
7. Emergency drills are held monthly.
8. High visibility vests are provided to all staff for easy identification while on supervision duty.
9. Our custodian and our yard supervisors have handheld communication radios and can call the office at any time.

10. The district maintains security personnel and an emergency phone line to all schools.

Parent Involvement

You are encouraged to join the Vista del Monte P.T.A.! Your support and participation in this organization helps parents and teachers work together to provide the best education possible for each child. P.T.A. members help in classes, serve on committees, and plan and/or assist with many exciting activities. The P.T.A. allocates funds to directly support students and classrooms. Money is used for field trips, teacher supplies, and other special projects.

OBJECTIVES OF P.T.A.

- To promote the welfare of the children at home, at school, and in the community.
- To bring the home and school into closer relationship with each other so that parents and teachers may cooperate intelligently in the education of the child.

Join here: https://jointotem.com/ca/palm-springs/vista-del-monte-pta

Title I, Part A School-Level Parental Engagement Policy 2025-2026

Vista del Monte Elementary is committed to providing a safe, effective, and orderly environment for all of its staff, parents, and students. Our entire staff at Vista del Monte Elementary firmly believes that all students can learn when given the opportunity and

time to be successful. Vista del Monte Elementary provides instruction and materials complying with district/state guidelines and requirements.

Vista del Monte Elementary has developed a written Title I Parental Engagement Policy with input from Title I parents. Vista del Monte Elementary developed this policy jointly with parents by first helping parents understand some of their Title I rights, such as: their right to monitor their students' progress, their right to work with our teachers to improve the performance of their children, and provided information to these parents on how they could best participate in decisions relating to the improvement of their children's education.

It has distributed the policy to parents of Title I students. Vista del Monte Elementary distributed the policy through varied forms such as at the Annual Title I meeting, through handouts given to students to take home, and at various school functions and meetings throughout the school year. The policy describes the means for carrying out the following Title I Parent Engagement requirements [20 USC 6318 Section 1118(a)-(f) inclusive].

Involvement of Parents in the Title I Program

To involve parents in the Title I, Part A programs, the following practices have been established:

- The school convenes an annual meeting to inform parents of Title I students about Title I requirements and about the right of parents to be involved in the Title I program. Vista del Monte Elementary also informs parents of their right to be involved in the Title I program, its planning, improvement, and reviews during and not limited to:
    - Vista del Monte Elementary School Site Council meets regularly to monitor programs at Vista del Monte Elementary including the Parental Engagement Policy. The role of the council is to jointly develop the Parental Engagement Policy, monitor current programs and evaluate their effectiveness, and expand and/or modify program strategies and components as necessary.
    - Parents have input regarding how Title I budgets are spent at SSC meetings regularly throughout the school year. During these meetings the Vista del Monte Elementary School Plan for Student Achievement is reviewed and modified.

The school offers a flexible number of meetings for Title I parents. In addition to the Title I parent meetings, all parents are invited to SSC and ELAC meetings which are held throughout the school year.

- Communication methods such as posted notices in front of the school and in the main office, and Parent Square posts are used to communicate meeting dates.

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

- School Site Council Meetings
- English Language Advisory Committee Meetings
- Curricular-focused parent workshops
- Award assemblies
- Student Study Team meetings
- District-sponsored parent events through the Parent Center
- IEP Meetings

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

- Upcoming meetings are posted at the school site and Parent Square posts are also used to notify parents.
- Agenda topics include:
  - Explanation of the Title I program
  - Discussion of ways parents can be involved at the school
  - Review of Parental Engagement Policy and the school-parent-student compact
  - Description of the PSUSD Title I written complaint policy for parents

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

- Input from Title I parent surveys are used to determine workshop topics
- All SSC and ELAC meetings have a public hearing section where parents and community members can state their concerns

Building Capacity for Involvement

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

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

- The school provides Title I parents assistance in understanding the State's academic content standards, assessments, and how to monitor and improve the achievement of their children.
  - Parent workshops and trainings are designed to assist parents in how to support their child's learning at home.

- Academic content standards and assessments are discussed and reviewed at Back to School nights and at Parent-Teacher conferences held twice during the school year.

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

- Parent workshops are developed to assist parents in understanding the expectations of their children at school.
- Online programs are available for parents to work with their children at home.
- Teachers send additional academic materials home according to what is needed.

With the assistance of Title I parents, the school educates staff members about the value of parent contributions, and on how to work with parents as equal partners. The school coordinates and integrates the Title I parental engagement program with other programs, and conducts other activities, such as parent resource centers, to encourage and support parents in more fully participating in the education of their children.

- Regular parent workshops and events are scheduled throughout the school year.
- Parent workshops are scheduled during the school day.
- Parents are reminded of the supports available at the District Parent Center.

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

- Parents are notified of workshops and other programs and are encouraged to attend through flyers and Parent Square posts in both English and Spanish.

The school provides support for parental engagement activities requested by Title I parents in the following manner:

- Input from a variety of measures is used to tailor workshops and other programs.
- Childcare is provided during parent workshops and programs to better facilitate parent attendance.

Accessibility

Vista del Monte Elementary provides opportunities for the participation of all Title I parents, including parents with limited English proficiency, parents with disabilities, and parents of migratory students. Information and school reports are provided in a format and language that parents understand.

- All notices regarding meetings, activities, conferences and events are sent in English and Spanish.
- School notices and informational packets are sent home with parents regularly.

Title I, Part A School-Parent Compact

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

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

Staff Acknowledgement:

VDM staff understand the importance of the school experience to every student and our role as educators and models. Therefore, VDM Staff agree to carry out the following responsibilities to the best of our ability:

Teach Grade-Level Standards, Skills, And Concepts

- Strive to address the individual needs of your child (communication with families through parent square, progress reporting periods with copies of progress reports sent home, parent teacher conferences)
- Communicate on a regular basis with you regarding your child's progress (6 week progress report, followed by parent teacher conferences at the end of each trimester)
- Provide a safe, positive, and healthy environment for your child (communicate multi-tiered systems of support)
- Return appropriate work in a timely manner
- Communicate homework and classwork expectations
- Increase parent engagement through the support of the family and community engagement specialist

Parent Acknowledgement:

VDM Parents understand that their participation in their student's education will help his/her achievement and attitude. Therefore, VDM Parents will continue to carry out the following responsibilities to the best of their ability:

- Encourage my child to complete homework
- Provide my child a quiet place/time for homework
- Review all school communications and return all necessary signed forms
- Attend back to school nights, parent-teacher conferences, and other school events
- Encourage my child to engage in reading activities for at least 15 minutes daily
- Make sure my child gets adequate sleep and has a healthy diet
- Support the school's/district's homework, discipline, and attendance policies
- Communicate with the school a minimum of 30 minutes prior to dismissal time of any dismissal route change for my child
- Obey all traffic procedures on the school campus to ensure the safety of everyone
- Keep all emergency information up to date with the school office
- Bring my child to school on time everyday
- Review any notices sent home
- Work with my child to send homework to school on time
- Support my child in taking responsibility for their behaviors
- Encourage my child to ask for help when needed at school
- Remind my child to respect school property and follow all school-wide expectations

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

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

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

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

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

Staff Acknowledgement:

VDM Staff understand the importance of communication between teachers and parents on an ongoing basis through, at a minimum which may include the following:

- Phone calls home

- Parent Square posts and messages
- Emails
- Notes home
- Progress Reporting Periods
- Parent Teacher Conferences
- Student Success Team meetings (if applicable)
- Individual Education Plan (IEP) meetings (if applicable)
- 504 Plan Meetings (if applicable)

Parent Acknowledgement:

VDM Parents understand the importance of communication between parents and teachers on an ongoing basis through, at a minimum which may include the following:

- Phone calls to the teacher
- Messaging the teacher through Parent Square
- Emailing the teacher with concerns or questions
- Reviewing Progress Reports and initiating communication if any questions or concerns arise
- Attending Parent Teacher Conferences
- Attending Student Success Team meetings (if applicable)
- Attending Individual Education Plan (IEP) meetings (if applicable)
- Attending 504 Plan Meetings (if applicable)

This Compact was established by Vista del Monte Elementary School on August 2025, and will be in effect for the period of the 2025-2026 school year. The school will distribute the Compact annually to all parents and family members of students participating in the Title I, Part A program on, or before: August 12, 2025.

Parent Student Handbook 2026-2027 Acknowledgement

Student Name _____ Teacher _____ Grade ____

Dear Parents/Guardians,
Vista del Monte Elementary Principal and School Counselor reviewed the Parent Student Handbook 2026-2027 during the following presentations.

- ☐ TK-1st Grade Handbook Assembly 8/12/25
- ☐ 2nd-5th Grade Handbook Assembly 8/13/25

We ask that you also review the Parent Student Handbook 2026-2027 found at: https://www.psusd.us/domain/4934
Please help your child think of a goal that they would like to reach by the first trimester (November 2026). It can be a behavioral goal or an academic goal. Then list 3 things that your child or you can do to help his/her reach their goal.

My Student's Goal

_____

_____

_____

Three things I will do to help achieve my goal:

1. _____

2. _____

3. _____

I have read and reviewed the Parent Student Handbook and understand the school site expectations.

Student signature _____

Parent signature _____

Date _____

Manual para padres y estudiantes 2026-2027 Reconocimiento

Nombre del estudiante _____ Maestro _____grado ____

Estimados padres/tutores,
El director y consejero escolar de Vista del Monte Elementary revisó el Manual para padres y estudiantes 2026-2027 durante las siguientes asambleas.

- ☐ Montaje del manual de TK-1er grado
- ☐ Montaje del manual de 2-5to grado

Le pedimos que también revise el Manual para padres y estudiantes 2026-2027 que se encuentra en: https://www.psusd.us/domain/4934
Ayude a su hijo a pensar en una meta que le gustaría alcanzar para el primer trimestre (noviembre de 2026). Puede ser un objetivo de comportamiento o un objetivo académico. Luego, enumere 3 cosas que su hijo o usted pueden hacer para ayudarlo a alcanzar su meta.

La meta de mi estudiante

_____

_____

_____

Tres cosas que haré para ayudar a lograr mi objetivo:

1. _____

2. _____

3. _____

He leído y revisado el Manual para padres y estudiantes y entiendo las expectativas del sitio escolar.

Firma del estudiante _____

Firma de los padres _____

Fecha _____