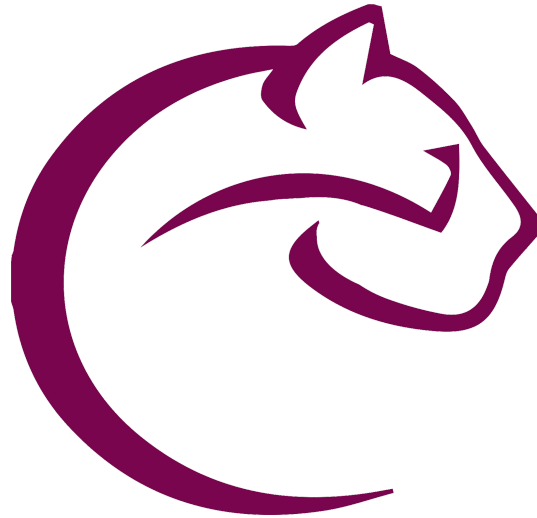


James Earl Carter Elementary School



2022-2023 Discipline Plan and Family Handbook

74-251 Hovley Lane East
Palm Desert, CA 92260
(760) 862-4370

Office Hours:
8:00 a.m. to 4:00 p.m.

Carter Elementary Website:

<https://carter.dsusd.us/>

Quick Reference and Phone Numbers

Line Up/Warning Bell rings at 8:40

School begins at 8:45 for ALL grades TK – 5

Grades TK – 3 are dismissed at 3:00

Grades 4 – 5 are dismissed at 3:15

Early Dismissal on Thursdays

Grades TK - 3 at 1:45

Grades 4 - 5 at 2:00

School Phone number:.....760-862-4370

Principal, Michael Williams

Administrative Assistant, Maricruz Rodriguez

Office Specialist, Sophia Hernandez

Office Technician - Attendance, Liliana Hernandez

Instructional Coach, Ileana Padilla

School Counselor, Hristina Bonev

Librarian, Sarah Batok

School Cafeteria, Jazmin Correa

“To Ignite the Genius and Goodness of Our Students”

Vision Statement

The James Earl Carter community recognizes the unique value of each child while providing inquiry-based learning in a safe, supportive environment to develop life-long learners with a broad perspective, able to lead in the rapidly changing 21st Century global society. Through rigorous and relevant learning, our students build a foundation for academic excellence and leadership in the global community.

Mission Statement

The mission of James Earl Carter Elementary School is to explicitly teach, model, and celebrate positive social, emotional, behavioral, and academic expectations in a safe, nurturing environment where ALL students are Respectful, Responsible, Safe, and Resilient, achieving at high levels becoming lifelong learners.

The 4 Carter Cougar School-Wide Expectations

Respectful

Carter Cougars are RESPECTFUL! We show kindness and consideration towards people and things by using polite manners.

Responsible

Carter Cougars are RESPONSIBLE! We do what we are expected to do and accept the consequences of our actions.

Safe

Carter Cougars are SAFE! We are careful and cautious listeners that think about the affect of our actions and words before we act or speak.

Resilient

Carter Cougars are RESILIENT! We never give up on ourselves or each other and we learn from our mistakes.

Dear Carter Community,

Welcome! The staff and I welcome you to a new and exciting year at James Earl Carter Elementary School where our goal is continuous improvement and meeting the needs of all students.

...

If you have any questions or concerns regarding our program, please contact me at 760-862-4370 or michael.williams@desertsands.us.

Sincerely,

Michael Williams
Principal

Education Code, Section 85291.5 gives administrators the authority to adopt rules and procedures so a safe environment may be created for students and staff.

ADMINISTRATIVE OFFICE HOURS

The James Earl Carter Elementary School office is open each day from **8:00 a.m. to 4:00 p.m.** Please use the phone number listed to call. Please note that Carter Elementary is a SMOKE FREE campus. No smoking is allowed. **Upon entering the Carter campus please sign in for a visitor's pass at the office.** Our office space and staff is limited, so upon arriving for a scheduled appointment please be aware that we cannot accommodate large groups or provide childcare services.

Administrative appointments may be made by calling the school and arranging for an appointment with the Principal, or counselor. Teacher conferences may be made by calling the school and requesting that the teacher(s) contact you to arrange a mutually convenient time to meet to discuss students.

All appointments should be made 24 hours in advance whenever feasible.

PROCEDURE FOR STUDENT ENROLLMENT

Basic requirements for student enrollment:

1. Original birth certificate
2. Proof of address (utility bill "gas or electric only", lease, escrow papers)
3. Original health card for school enrollment
4. Copy of records request for transfer students (request should show enrollment date and parent/guardian signature if possible).
5. Proof of a physical examination (Kindergarten and First grade only)

A registration packet (for new students ONLY) for a student enrolling will contain:

1. Health Record and Emergency Card
2. DSUSD Handbook for Parents
3. DSUSD Student Code of Behavior
4. Copy of Carter School Discipline & Referral Policy [requires Parent & Student Signatures]
5. Student Insurance Information
6. Lunch Application Form
7. Permission for Emergency Treatment Form
8. Acceptable Use of Technology Use Agreement Form, K - 5
9. Earthquake Emergency Form

** A cumulative folder will be established and maintained on every student.*

HEALTH REQUIREMENTS

Immunizations: "No Shots, No School." All students entering for the first time are required to have proof of immunization against diphtheria, pertussis, tetanus, polio, mumps, measles, rubella and hepatitis B. A physical exam is required for all entering Kindergarten and First Grade students. Also Kindergartners must present proof of the chickenpox vaccination or disease.

PERMANENT RECORDS

According to the Family Rights and Privacy Act of 1974, the parent/guardian or student age 18 or over, is permitted to inspect and review educational records relating to the student.

CHANGE IN STUDENT INFORMATION

It is very important, for emergency and administrative reasons, that every student maintains an up-to-date record of address and phone number at the school office. Cell phone and e-mail addresses are also very important and welcomed in this 21st century digital age. Please notify **the front office or the Desert Sands Unified School District – Child Welfare and Attendance Office at 760-771-8612** **immediately** if you have a change of address or phone number during the school year. Please also give the school the information so that we can keep the “C” cards up-to-date. It is important to have 2 or more current emergency contact numbers on file. Sick/injured children are often more distressed when office personnel are unable to reach anybody. **ALL students should learn parent contact phone numbers, and home addresses.**

MEDICATION

Carter's school staff are prohibited from providing or administering any medication, including aspirin, to any student. Students needing occasional medications, such as penicillin, etc. for colds, ear aches, and sore throats, are to take these medications at home if possible. Medication that is prescribed three (3) times a day can be given before the student comes to school, after school, and again at bedtime. However, if medication **MUST** be given at school, it must be personally delivered by the parent and accompanied by a written authorization from a parent/guardian **and physician** that include the name of the medication and instructions for its administration (time and dosage).

SCHOOL BREAKFAST AND LUNCH

Desert Sands Unified School District will offer nutritious breakfast and lunch to **ALL** of its students free of charge under the CEP program for the 2022-2023 school year.

STUDENT BEHAVIOR MANAGEMENT/DISCIPLINE

It is our responsibility to meet the academic needs of students, but we must also build relationships within our school community to foster social and emotional growth and continuous learning. While focused on reading, mathematics, science, social studies, physical health and the arts, we want our students, their families, and the staff to be healthy, contributing members of a positive and responsible community. Most importantly, we must ensure that our school is a safe place for children and adults.










The student behavior management program focuses on developing each student as a competent, self-disciplined learner. Students at Carter Elementary learn self-respect, respect for one another, and respect for the learning environment. Emphasis is placed on positive behavior, personal growth, and behavior-related consequences.

The following are expectations for behavior. What we believe and value, we will **teach, model, practice, and reinforce** in our relationships with each other and with our students.



Carter Elementary Expectations



COUGARS ARE...	SAFE	RESPECTFUL	RESPONSIBLE	RESILIENT
 FRONT OFFICE	<ul style="list-style-type: none"> - Walk in the office at all times 	<ul style="list-style-type: none"> - Use polite language "please" and "thank you" - Use quiet voices 	<ul style="list-style-type: none"> - Hand your hall pass to an adult - Tell the office staff why you are there - Report back to your classroom when you are done 	<ul style="list-style-type: none"> - Wait patiently - Accept the decisions made by office staff
 LIBRARY	<ul style="list-style-type: none"> - Walk while in the library - Use shelf markers properly - Push in chairs 	<ul style="list-style-type: none"> - Raise your hand to be called on - Treat library materials with care - Listen to the librarian's directions 	<ul style="list-style-type: none"> - Return all supplies - Return books to bin with barcode facing up - Only visit library during assigned times or with teacher's permission 	<ul style="list-style-type: none"> - Wait for your turn patiently - Choose a different book if your first choice is not available - Use time wisely
 STEM LAB	<ul style="list-style-type: none"> - Walk while in the STEM lab - Keep hands and feet to selves - Listen for directions 	<ul style="list-style-type: none"> - Treat the equipment with care - Use a whisper voice 	<ul style="list-style-type: none"> - Follow directions - Use equipment and materials carefully and appropriately 	<ul style="list-style-type: none"> - Raise your hand and wait patiently for help - Be patient with challenging tasks or problems
 CAFETERIA/ LUNCH AREA	<ul style="list-style-type: none"> - Walk in a straight line with hands and feet to yourself - Only eat your own food 	<ul style="list-style-type: none"> - Stay in your spot in line - Listen to cafeteria staff and site monitors - Use polite language "please" and "thank you" 	<ul style="list-style-type: none"> - Know your room number - Pick up after yourselves 	<ul style="list-style-type: none"> - Wait patiently in line - Be willing to try new foods with a positive attitude
 HALLWAYS/ WALKWAYS	<ul style="list-style-type: none"> - Walk through hallways, walkways, ramps, and blacktop area - Keep hands and feet to yourselves 	<ul style="list-style-type: none"> - Respect work posted on the walls - Give personal space - Use quiet voices 	<ul style="list-style-type: none"> - Have hall pass - Listen to and follow directions - Walking in a single file line 	<ul style="list-style-type: none"> - Go directly to your destination by yourself or ask an adult for help - Focus on where you are going
 RESTROOM	<ul style="list-style-type: none"> - Walk to and from designated restrooms - Keep water off the floor - Immediately report problems to an adult 	<ul style="list-style-type: none"> - Give everyone privacy - Use quiet voices 	<ul style="list-style-type: none"> - Only flush toilet paper - Wash your hands - Put trash in garbage cans 	<ul style="list-style-type: none"> - Wait your turn patiently
 PLAYGROUND	<ul style="list-style-type: none"> - Always walk on the blacktop - Use structures and equipment appropriately 	<ul style="list-style-type: none"> - Keep hands and feet to yourselves - Listen to adults - Stay clear of P.E. boundaries/activities 	<ul style="list-style-type: none"> - Stay in designated play area - Return equipment to the correct area - Let an adult know immediately if you need help 	<ul style="list-style-type: none"> - Wait your turn in line patiently - Accept game rules - Use good sportsmanship
 P.E.	<ul style="list-style-type: none"> - Use equipment as directed by an adult - Follow instructions - Walk when dismissed 	<ul style="list-style-type: none"> - Treat others the way you want to be treated 	<ul style="list-style-type: none"> - Show good sportsmanship - Play by the rules - Take care of the equipment 	<ul style="list-style-type: none"> - Be a team player and encourage others - Try your best in all activities
 PARENT/ BUS PICK UP & DROP OFF	<ul style="list-style-type: none"> - Walk at all times - Watch for cars and crosswalk - Throw trash away in garbage cans 	<ul style="list-style-type: none"> - Keep voices low - Be kind to others - Keep hands and feet to yourselves 	<ul style="list-style-type: none"> - Keep track of your belongings - Be aware of when your ride arrives - Cell phones need to be put away in your backpack 	<ul style="list-style-type: none"> - Be at school everyday - Be prepared and have a positive attitude - Wait patiently to be picked up

DRESS CODE

DRESS AND GROOMING

Student Dress and Grooming (Board Policy and Administrative Regulation 5132)

The Governing Board believes that appropriate dress and grooming contribute to a productive learning environment. The Board expects students to give proper attention to personal cleanliness and to wear clothes that are suitable for the school activities in which they participate. Students' clothing or appearance must not present a health or safety hazard or be a distraction that would interfere with the educational process. We believe that our educational responsibilities include helping students develop positive and appropriate habits for their dress. Students are expected to wear clothes that are neat, clean, and suitable for school.

On Wednesdays, students are encouraged to wear College/University spirit shirts.

On Fridays, students are encouraged to wear Carter spirit and celebration shirts.

Dress Standards

All students are expected to present themselves in an orderly manner, conducive to the advancement of education. Appearance should be neat and acceptable. School is our place of professional business for all of us. We should all dress for success. Students are expected to wear:

Clothing Standards

1. Clothing is hemmed and free from tears (**no excessively holey jeans**).
2. Clothing covers undergarments, the back, and the midriff.
3. Dresses, skirts, and shorts are to be appropriate for elementary age school students. A recommended guide would be the "fingertip test." This means that the hem is even with or longer than the child's fingertips when his/her arms are at his/her sides.
4. Pants must fit naturally around the waist and not "sag"
5. Clothing accessories worn in a manner in which they were intended.
6. All clothing should be **free of any negative messages**, including all forms of prejudice, violence, degradation, or anti-school/education messages. Any messages should always be respectful of all.
7. Shirts may **NOT** contain references to negative (even if humorous) messaging or violent video games, or imagery.
8. **No Spaghetti Straps, or tops with open backs.** Tank tops should meet the 2-fingers wide test (strap width should be as wide as, or wider than, two of the student's fingers).

Foot Wear/Head Wear/Make-up

1. Shoes must be worn at all times
2. No open-toe footwear
3. **NO Flip-flops (thongs)** or backless shoes or sandals are permitted
4. Platform shoes or shoes with heels higher than 1" are not permitted
5. No Healy's unless the wheels are removed prior to coming on campus.
6. Hats are permitted as a means for sun protection but are up to teacher's discretion when inside of buildings, and are to be worn with the bill facing forward.
7. Make-up is not appropriate for school. Students are allowed to wear clear lip gloss or Chapstick, especially to keep their lips from being sunburned.

8. Students may not wear spiked or studded jewelry, including gauges.

Parents will be notified and asked to bring a change of clothes for students not dressed appropriately.

As with any policy, it is hard to detail all aspects. Please remember, the Carter staff may sometimes have to use their discretion regarding dress.

DISCIPLINE

Each staff member at Carter Elementary accepts responsibility for the maintenance of discipline and for the development of wholesome human relations. A student's behavior should conform to acceptable standards of conduct as established by the Desert Sands Unified School District Board of Education's Code of Ethics and Responsibility.

CODE OF ETHICS AND RESPONSIBILITY

Desert Sands Unified School District is a place where everyone is treated with respect. We demonstrate the characteristics of goodness and treat each other well. We are a community where respect, responsibility and trust are taught and lived.

CARTER SCHOOL RULES AND CONSEQUENCES

Our school is supervised by teachers or other employees at all times. Students are told there is always someone they can go to if they have a problem. Sometimes children need additional help to better understand their responsibilities. When traditional attempts to modify unacceptable behavior fail, other interventions involving parents will be needed. Some examples may be, asking a parent to sit with their child in the classroom or at the lunch tables, asking for an early pick-up at school, or an arrangement for an extended minimum day schedule. Please review the School Rules and Consequences with your child.

- A. Carter Cougars are **SAFE**, they
 1. Walk from location to location
 2. Use materials and equipment wisely and properly
 3. Keep their hands, feet, and objects to themselves
 4. Immediately report BIG problems to a nearby adult
 5. Follow directions carefully

- B. Carter Cougars are **RESPECTFUL**, they
 1. Are polite and courteous to others
 2. Listen to adults
 3. Keep the campus clean
 4. Care for school property

- C. Carter Cougars are **RESPONSIBLE**, they
 1. Bring and return materials to their designated place
 2. Notify their teacher before going somewhere else
 3. Keep track of their belongings
 4. Follow all school and classroom rules

- D. Carter Cougars are **RESILIENT**, they
1. Wait patiently for their turn
 2. Encourage themselves and others around them
 3. Accept decisions made by adults
 4. Use time wisely
 5. Maintain a growth mindset

Rules are posted in each class and are viewed as an integral part of academic success and personal citizenship. Rewards for following the rules include positive self-esteem, class and team rewards, and physical awards. Each student is responsible for his/her own choices and behavior. Each teacher will review the rules. If a student's behavior keeps a teacher from teaching and/or another student from learning, that behavior will result in appropriate consequences.

Lunch Table Rules

1. Listen for directions
2. Sit at assigned tables and stay seated
3. Use quiet voices, no yelling
4. All trash is to be thrown away when excused
5. Raise your hand to be excused

Playground Rules

1. All students are to play in designated areas of the playground and field.
2. Walk at all times on the blacktop area.
3. Follow school rules for 4-square, tetherball, handball, basketball, and all other playground games.
4. Use equipment safely, sensibly, and appropriately.
5. Students are not permitted to play in the areas between buildings, and covered walkways before school, during recess periods, or without teacher permission. Students may place backpacks/lunches on racks before school, and depart.
6. Use restrooms in a sanitary and socially acceptable manner.
7. Students must have permission to leave designated playground areas. Students are not to be in classrooms or central common rooms during recess without permission.
8. Refrain from throwing objects of any kind, other than the appropriate use of balls.
9. Contact sports (such as tackle football) are not permitted.
10. Playground equipment going over the fence is to be reported to the teacher on duty.
11. Kicking of playground balls is permitted on the field only.
12. Students are to stop when the warning bell rings, return all equipment and use the drinking fountain and restroom as necessary.
13. No playing or drinks after the freeze bell rings. Balls and other playground equipment must be held. When the whistle blows, walk quickly and quietly to the line.

**** Carter and its staff are not responsible for personal items that students bring which are subsequently lost, stolen, broken, or confiscated. Please label all of your child's belongings, including but not limited to, lunch boxes, jackets, and water bottles.***

Assembly Rules

1. Audience members will enter and leave the assembly in a quiet and orderly manner.
2. Audience members will keep voices and bodies quiet during assemblies.
3. Audience members will stay seated until dismissed.
4. Audience members will show respect to the speaker/performer.
5. Adults taking pictures/videos will be unobtrusive and considerate of others in the audience.
6. Small children visiting during an assembly will not be allowed to move about.

**The assembly will not proceed/continue if these rules are not followed

Parent Pick-Up

1. Students are to stay in the grade level designated areas.
2. Students are to sit or stand, NO RUNNING
3. Parents must either drive through the parent pick up lane or park in the parking lot. Students will not be allowed to leave the parent pick up area without an adult.

School Bus Rules

1. Students are to behave in an orderly manner at the bus stop. (The Riverside County Sheriff's Department oversees all bus stops and may be called if students misbehave at the bus stop).
2. While on the bus, students are to remain seated, and speak in soft voices.
3. Fighting, throwing objects and not listening to the bus driver will result in a bus citation and possible loss of bus privileges.

Bicycles

1. Students in grades 1-5 may ride their bikes to school and lock them up in the bike rack area.
2. Students must have helmets and bike locks.

Change of Regular Routine

You must send a note if your child is to change their regular routine (bus, walk or parent pick-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 a note. Otherwise we will put him/her on the bus. Young children often have difficulty remembering what a parent told them to do when they are to go home.

Consequences

Students should be aware of consistent high expectations for behavior. Students are expected to be on their best behavior while they are at school, going to and from school, and while at any school related activity. Students that do not behave may receive a discipline citation. Any staff member employed by the Desert Sands USD may write a citation. Consequences for a citation may range from an informal conference up to a suspension. We know that students make mistakes, and bad decisions on occasion. We expect students to be honest and introspective, learn from their mistakes, and work purposefully to not repeat the same poor decisions or mistakes.

Below is an example of typical progressive consequences:

1st Violation-Warning (Teacher and Student Conference)

2nd Violation-Teacher Assigned Intervention, Teacher-Parent Contact

3rd Violation-Out of Class Intervention with Team Member/Counselor, Teacher-Parent Contact

4th Violation-Office Referral, Possible ½ day In School Suspension, Principal-Parent Contact

5th Violation-Office Referral, Possible Full Day In-School or Off Campus Suspension, Principal-Parent Contact

6th Violation-Office Referral, Suspension

VIOLATIONS THAT ARE MORE SERIOUS OR THAT ARE MULTIPLE VIOLATIONS MAY RECEIVE A MAXIMUM CONSEQUENCE WHICH COULD INCLUDE EXPULSION

Disciplinary Action Interventions

General procedures and possible consequences (no particular order):

Student awareness of expectations

Teacher warning

Parent contact by teacher

Written notification to parent – citation or other

Partner Classroom

Behavior Contract

Counseling

Conflict Resolution

Student Assistance Program - Referral

Community Service

Student Study Team

Mental Health Referral

Loss of privileges (field trip, class activity, assembly)

Lunch/Recess Detention/Parent contact (May include a conference with the parent, teacher and/or principal)

On Campus Suspension

Home Suspension

Expulsion

Citations

Students who repeatedly break a specific school wide expectation will receive a citation such as the one below and will miss out on fun activities, privileges, and/or recess play.

Carter Elementary School Citation

Student _____	Room _____
<u>Problem Behavior</u>	
_____ Not following directions	
_____ Not staying on task	
_____ Inappropriately getting teacher's attention	
_____ Not accepting "NO" for an answer	
_____ Disagreeing with others inappropriately	
_____ Inappropriate language	
_____ Classroom disruption	
<u>School-Wide Expectations Error</u>	
_____ Safe	_____ Responsible
_____ Resilient	_____ Respectful
<u>Location</u>	
_____ Classroom	_____ Playground
_____ Other _____	
Comment: _____	

Behavior Learning Opportunity

_____ Reteach appropriate behavior	
_____ Think/Reflection Sheet	
_____ Discuss with parties involved	
_____ Written apology	
_____ Home contact	
_____ Buddy classroom	
_____ Community Service	
_____ Met with Principal	
_____ Other _____	

Date _____	
No Signature required _____	
Verified by _____	
Parent/Guardian Signature _____	

CARTER SCHOOL DISCIPLINE AND REFERRAL POLICY

Please **read, sign and return the enclosed signature page** acknowledging your receipt and understanding of these rules that is found on the last page of this handbook. The staff requests parental support in helping maintain appropriate conduct in the school. Children's behavior should reflect self respect and consideration for the rights, feelings, and property of others. The James Carter School Staff enjoys a close and vital partnership with parents of our students. The staff, parents and community work together using all possible resources to create a supportive learning environment for our children.

California law (Civil Code 1714.1) imposes a liability of up to \$10,000 on the parent or guardian of a minor whose acts result in injury to others or destruction of property. Frankly, we do not want you to worry about what may happen at school. It is with this in mind that we use a common system of rules and consequences everywhere on campus; the school grounds, outside/inside the classroom. It is patterned after a system of discipline termed "Assertive Discipline." There are a few rules, and these are explained and reviewed frequently by teachers.

Discipline and Referral Policy—Rules and Consequences

Suspension

1. Continual disturbances to the learning of others
2. Physical danger to others
3. Safety hazard to self due to infraction of rules or lack of self control

4. Commits an obscene act or engages in habitual profanity or vulgarity
5. All grounds covered in California Laws Relating to Minors

Expulsions

Students may be suspended or expelled for the following reasons as outlined in Education Code 48900:

- Stealing, damaging, or attempting to steal or damage property of others.
- Causing or threatening to cause physical injury.
- Possession, selling, or furnishing of weapons, knives, firearms, explosives, or other dangerous objects.
- Use or possession of tobacco, alcohol, or drugs.
- Committing an obscene act, or engaging in profanity/vulgarity.
- Consistently exhibiting disruptive behavior or deviance of authority.

Positive Reinforcement

1. Golden Tickets issued by all staff members
2. Golden Tickets rewards store
3. Verbal acknowledgement/appreciation of positive behavior
4. Classroom reward systems such as class dojo points
5. Follow through with parents on positive behavior
6. Extra recess and/or participation in a special activity
7. A physical award/voucher during Award Assemblies
8. Special time with Principal for outstanding efforts

Support Programs

Occasionally, a child will experience continuing difficulties at school. Services are available to students at Carter Elementary. These support services are designed to compliment the regular curriculum and help students achieve grade level performance. Parents and the building Student Support Team (SST) will work together to determine ways to assist the child with his/her learning, behavioral and/or social problems. Our school counselor and school psychologist are available to answer any questions you may have regarding evaluation or school programming for students with special needs.

Carter Elementary School Anti-Bullying Policy

Introduction and Social Vision

We are a community that cares. We want students to feel that they belong to something important. We take care of our school and everyone in it. We are safe, respectful, responsible and resilient. This policy has been created to support those values, and to support our students in learning together as a community. This policy applies to all students, parents, faculty and adults on our campus, whether employed by Carter Elementary School or the Desert Sands School District, working as contractors, or volunteers.

Purpose of this policy

In any school community, there will be occasions when members of the community do not get along. Sometimes members attempt to hurt, exclude or take power from each other. Sometimes these behaviors are motivated by anger, jealousy, insecurity, attention seeking or lack of skill in dealing with conflict. This policy is designed to guide Carter Elementary School in how to respond to conflict and bullying, so that we move past these behaviors and develop the skills to learn and play together.

How Our School Responds to Incidents of Conflict among Students

Conflict is part of life, and shows up in communities such as schools, where we work and play with the same group of people day in and day out during the school year. Sometimes conflicts arise between our students that they find too big to resolve by themselves. Unless we help them resolve such conflicts, students can lose focus in the classroom and divisions occur within the peer group that can travel up the grades and may affect peer dynamics years after the event. At Carter Elementary School we use **TALK**, a quick and effective protocol that parents and teachers can follow to facilitate the resolution of persistent or disruptive conflicts between two students. We encourage our parents to follow this protocol at home to reinforce what we teach at school. We encourage students to follow this same protocol when talking through a peer conflict without the help of an adult. Here is the protocol for *TALKing* it through.

TALK Protocol

Agree to talk it through without putdowns and interruptions.

Tell what happened and how you feel.

Each of the two students takes a turn to say what happened and to name the emotions that they feel, while the other student listens.

Ask for what you need.

Each student takes a turn to make specific requests for what they need from the other.

Look for solutions.

The students brainstorm together what might solve the problem for both of them. This is known as looking for a "win-win" solution. Try to find at least three solutions.

Keep the best solution.

Make an agreement and commit to following that agreement.

It seals the deal if the adult follows up with their student to check that they have successfully solved the problem. If the problem has not been solved, figure out why the initial solution did not work, repeat the TALK process, and look for new solutions.

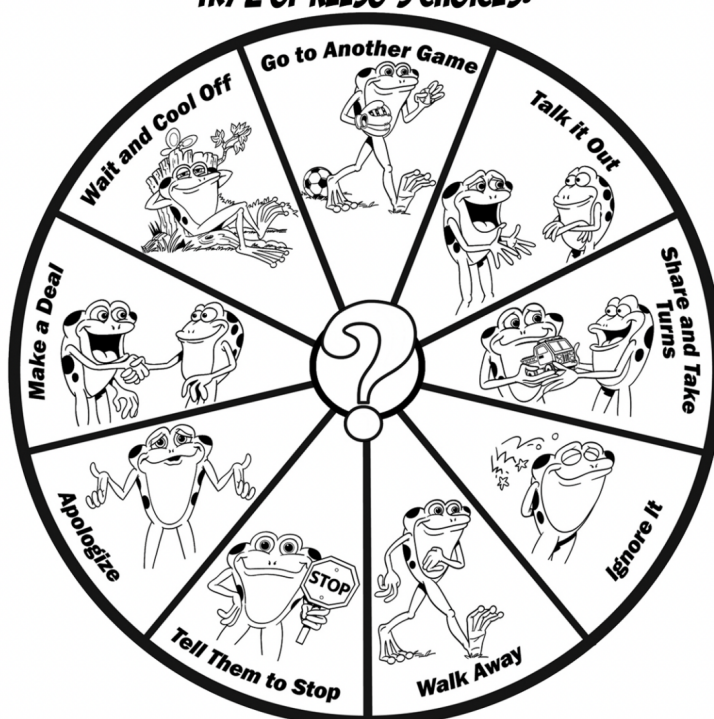
Kelso's Choices

Carter staff encourages students to problem solve prior to immediately seeking an adult for assistance if the issue they are facing with another student is a minor one, such as a dispute over the rules of a game.

IT'S YOUR CHOICE!

DO YOU HAVE A SMALL PROBLEM?

TRY 2 OF KELSO'S CHOICES:



**IF YOU HAVE A BIG PROBLEM,
TELL AN ADULT YOU TRUST.**

Restorative Circle

In addition to using Kelso's Choice and the TALK protocol as a means to solving conflicts and practicing proactive, healthy communication; students at times may participate in a restorative circle. This is similar to the TALK protocol; however, it emphasizes focus on who was affected by our actions as a means of reflection and prevention of repeated negative behavior.

The 5 research based restorative questions are:

- What happened?
- What were you thinking of at the time?
- What have you thought about since?
- Who has been affected by what you have done? In what way?
- What do you think you need to do to make things right?

Peer Conflict, Mean Behavior and Bullying: What's the Difference?

There is a difference between *Peer Conflict*, *Mean Behavior* and *Bullying*!

When a child is having a problem with his or her peers, it can be hard for parents to know what is really happening—is it bullying? Or is it something else?

Each type of behavior must be handled differently, to keep children safe and help them learn how to get along with others.

Peer Conflict

Conflict between and among peers is a natural and healthy part of growing up. Children will have times when they disagree and can't solve their own problems. They may even become so frustrated that they say mean things or act out physically by hitting, kicking or trying to hurt.

If it's peer conflict you will be aware that these children:

- usually choose to play or hang out together;
- have equal power (similar age, size, social status)
- are equally upset;
- are both interested in the outcome; and
- will be able to work things out with adult help (after calming down).

Adults can respond by helping the children talk it out, and see each other's perspective. This is often referred to as "Conflict resolution".

Mean Behavior

Children may try out behaviors to assert themselves—sometimes saying or doing mean things—such as making fun of others, using a hurtful name, taking something without permission, leaving a child out, or "budging" or "cutting" in line.

If it is mean behavior, usually:

- it is not planned and seems to happen spontaneously or by chance;
- it may be aimed at *any* child nearby;
- the child being mean may feel badly when an adult points out the harm they've caused.

When adults see mean behavior they should not ignore it. Adults should respond quickly, firmly, and respectfully to stop the behavior, to let kids know that their actions are hurtful and to redirect children to more positive behavior.

This quick response stops children from developing a pattern of mean behavior as their way of interacting with peers, and prevents mean behavior from escalating into bullying. It is a lot easier to correct a child for one nasty comment than to change a pattern of cruelty that has been allowed to grow over time.

Bullying Behavior

Bullying is serious behavior that has three key features—**ALL THREE must be present for the situation to be considered bullying:**

- Power imbalance—One child clearly has power over the other(s), which may be due to age, size, social status, and so on.
- Intention to harm—The purpose of the bullying behavior is to harm or hurt other(s) - it's intended to be mean and is clearly not accidental.
- Repeated over time—Bullying behavior continues over time and gets worse with repetition. There is real or implied threat that the behavior will not stop, and in fact will become even more serious.

The effect on the child who is being bullied is increased fear, apprehension, and distress. Often by the time adults find out about what is happening, the child has tried many ways to stop the bullying but cannot do so on their own.

Adults must address the bullying behavior and ensure the safety of the student(s) who have been targeted. They also need to reassure the children who may have witnessed the behavior that the adults are taking care of it.

When schools respond to bullying, staff will also help the child who has been bullying others to take responsibility for their actions, and change their behavior. They will monitor the situation to ensure the bullying stops, and will support the child who has been bullied to regain confidence and a sense of safety. Staff may follow-up with the students who observed the behavior to help them learn what to do when they see bullying.

Safer Schools Together ~ J. Kevin Cameron & Theresa Campbell

How Our School Responds to Incidents of Bullying

We are committed to a culture where we have respect and caring for one another. We see bullying and harassment as obstacles to realizing our values for how we all get along. The following part of this policy describes our roles in responding to bullying and in supporting the culture of Carter Elementary School.

What we mean by bullying

- **Bullying** occurs when a student, or group of students, attempts to take power over another student. Often bullying is repeated, where students fall into the roles of **bully** (the student that is bullying), **bully-follower** (a student that goes along with the bully), **target** (the child being bullied) and **bystander** (a student that sees the bullying but does nothing to stop it). The main ways in which bullying may happen are:
 - **Physical bullying**, when a student uses physical force to hurt another student by hitting, punching, pushing, pantsing, shoving, kicking, spitting, pinching, getting in their way, or holding them down. It is also bullying to interfere with another student's belongings, to take or break their possessions, and to demand or steal money.
 - **Verbal bullying**, when a student directs words at another student with the intention of putting them down or humiliating them. This includes threatening, taunting, intimidating, shouting, insulting, sarcasm, name-calling, teasing, put-downs and ridiculing. It is also verbal bullying when a student uses hostile gestures towards another student, such as making faces, staring, giving the evil eye, and eye rolling.
 - **Relational/Social bullying**, when a student influences another student's friendships and relationships through deliberately leaving them out, spreading gossip and rumors about them,

whispering, giving them the silent treatment, ostracizing or scape-goating. This also includes writing words or creating cartoons, posters or drawings about another student designed to hurt or humiliate that student.

- **Cyber bullying** refers to the use of cell-phones, text messages, e-mails, instant messaging, chatrooms, web blogs and social networking sites to bully another student in any of the ways described above. Examples of cyber bullying are sending threatening or insulting messages by phone and e-mail, posting untrue information or embarrassing pictures about another student on message boards, blogs or social networking sites such as Snapchat or Instagram, using another student's email address or IM name to send messages that make the student look bad, creating a web page devoted to putting down another student, forwarding a text-message or e-mail that was meant for your eyes only. *Refer to the Desert Sands School District Internet Use Agreement.*
- **When bullying is also harassment.** Bullying is part of a continuum of aggression and may, at times, amount to harassment. Harassment occurs when a student is the recipient of threatening, disturbing or unwelcome behaviors because of a particular characteristic.
- **Sexual Harassment** includes, but is not limited to, unwelcome sexual advances, requests for sexual favors, and other verbal or physical conduct of a sexual nature. Sexual harassment can be directed toward a student under conditions such as the following: verbal, written, physical, and visual. Sexual harassment is dealt with under the sexual harassment policy. Whether or not bullying amounts to harassment, our school will not tolerate student bullying on our campus, at school district/school sponsored events, or directed towards students traveling to and from school.

Teachers and Staff

All teachers, administrators and staff are role models for living by the school's values of respect and caring for others. They remain mindful at all times of their role in establishing a classroom and school climate based upon these values.

- Teachers raise awareness of harassment and bullying regularly throughout the year by teaching modules from the school's designated anti-bullying curriculum.
- Teachers and staff intervene swiftly to stop verbal aggression and bullying and will give consequences if a school rule has been broken.
- Teachers and staff shall communicate with the appropriate classroom teacher whenever they become aware of incidents of harassment or bullying.
- The classroom teacher will use his or her discretion to resolve the situation and shall refer incidents that have not been resolved to the Principal/Counselor.
- The classroom teacher shall inform the principal in writing using a citation form whenever bullying occurs.
- The YMCA/extracurricular staff members have the same responsibility as teachers to intervene to stop put downs and bullying, both during practice and games, and to give consequences where appropriate. They shall refer incidents that have not been resolved to the principal.
- All adults in the Carter Learning Community will encourage and support every student to do their best.

Students

Our school is a community of respectful and caring learners. All students need to get along and be friendly, whether or not they are actually friends. We all show respect for the feelings and needs of others. Here are things that students can do to keep our school bully-free.

- Respect all students. Never harass or bully anyone or be a bully-follower.

- Use classroom lessons to learn what bullying is, be able to name it when you see it, and have good ideas for what to do when it happens.
- Think how other students might perceive your actions or words. It is not okay to say “Only kidding” or “It was a prank” after you have bullied another student.
- Communicate as respectfully by cell phone or online to others as you would face to face. If you wouldn’t say it face-to-face, don’t say it online or post behind their back.
- If you see harassment or bullying, be an ally to the student that is being bullied. Ask the bullies to stop or immediately find an adult if you cannot stop the bullying yourself.
- If you are harassed or bullied by other students, speak out! Do not give your power away and become a target. Remember that you have the right to respect and ask these students to stop.
- If the harassment or bullying continues, seek help.
- School encourages you to tell an adult on campus that you trust.
- Our school takes a problem-solving approach to bullying. Sometimes we pull together a group of students in your grade and ask them to solve the bullying. Many groups have successfully stopped the bullying after one or two meetings without punishing anybody.
- Never take revenge or ask someone to retaliate against a student that has reported bullying.

How parents can help us support our culture of care and respect

In this section, references to parents include guardians and volunteers.

We ask that parents support our school’s values of respect and caring in all their interactions with other parents, faculty, staff, and students.

- Always be professional in all of your interactions with staff and any students.
- Familiarize yourself with the school protocol for dealing with student interactions.
- Trust that teachers have the best interests of the children at heart; try not to make assumptions—check things out with the teacher directly.
- Encourage your child to show respect and caring for the dignity and worth of every student, parent and adult that works at the school.
- Establish a peaceful, respectful environment at home. Parents who use physical power and inconsistent consequences create children that rely on power to get their own way.
- Do not allow your children to intimidate or bully each other.
- Have conversations with your children about diversity. Reinforce the message that everyone is different and that diversity brings our school many gifts.
- Be a role model. Monitor how you talk about others in front of your child. “Jokes” that demean any person or group should not be modeled or tolerated. If you exclude or put down others, you are teaching your children to do the same.
- Teach your children what happens when friendships go wrong. Tell them that feelings of anger, sadness, jealousy and confusion are normal. Explain that—whatever they might be feeling—bullying, retaliation and revenge are never acceptable responses.
- Have a conversation with your child about the use of technology in your house. Limit your child’s Internet access to computers in the shared areas. Discuss the responsibility to show respect when online and the effect of texting or posting threatening words, rumors and hurtful images. If your child wants to join a social networking site, ask that you have the password, and encourage them to restrict access only to friends.

What a parent can do if their child engages in bullying

Do not close yourself to the possibility that your child is using bullying behavior.

Empathy, kindness and respect are learned behaviors and it is up to parents to teach these.

- Explore what happened without shaming your child.

- Help your child understand their underlying motivation and what they might be gaining from the bully role (e.g. power, popularity, attention, revenge).
- Empathize with your child's *feelings*, while helping them find alternative ways to *act*.
- Partner with the school in establishing consequences that will promote positive behavior and are appropriate to what your child has done.

What a parent can do if their child is harassed or bullied

Raise the subject of bullying indirectly and give your child space to answer, do **NOT** label the behavior. Thank them for trusting you, empathize with their experience and reassure them of their value.

- Do not intervene behind your child's back or you risk losing your child's trust.
- Frame the problem to show your child can take their power back. Role-play what your child might do or say in the future. Find activities outside school where they are valued and can succeed.
- Do not confront the parents of the bullies or the bullies themselves. Generally such confrontations are high-conflict and can make your child's situation worse.
- If you know or suspect that your child is being bullied, please contact your child's teacher immediately. If our intervention does not resolve the bullying, please let us know. The school can only help you if you entrust us with the problem and tell us what is happening.

PSST WORLD - ANONOMYOUS INCIDENT REPORTING – WWW.PSSTWorld.com

Desert Sands Unified School District in its continued commitment to combat bullying has instituted a anonymous incident reporting system. **PSST World** (*Promoting Safe Schools Together*) PSSTWorld also popularizes a proven safety-tip line (*Report It!*) that is activated within each PSSTWorld partner school district. Students, staff & parents are encouraged to report dangerous school incidents (witnessed, experienced or heard) directly & anonymously to school district safety professionals using the '**Report It!**' button. Report It! tips may be related to bullying, cyber-bullying, abuse, drug/sex/weapons crimes, suicide, vandalism, threat of school attack and other dangerous incidents. Report It! tips are collected by designated district officials creating of an organized best model approach to conflict prevention and/or resolution. Safety tips are collected by one central source. Corrective action is delegated by one central source. No more confusion. No more delays.

ANTI-BULLYING/SEXUAL HARASSMENT POLICY

Desert Sands Unified School District

Every student is entitled to a safe school environment free from discrimination, harassment, intimidation, and bullying.

The Desert Sands Unified School District's Policy on Bullying can be accessed on the DSUSD website. Copies are available at each school site.

1. Desert Sands Unified School District prohibits bullying. This includes, but is not limited to, unlawful discrimination, including discriminatory harassment, intimidation, and bullying, targeted at 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, marital status, pregnancy, parental status, physical or mental disability, sex, 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.
2. School personnel must immediately intervene if they witness an act of discrimination, harassment, intimidation or bullying, provided it is safe to do so.
3. Acts of discrimination or bullying should be brought to the attention of the principal or designee.
4. You may make an anonymous complaint online by going to www.PSSTWorld.com. You may make a non-anonymous report by clicking on the link to the form [Non Anonymous Parent/Guardian/Concerned Person Reporting Form for Bullying and/or Sexual Harassment](#). Students and parents may also report bullying to any Desert Sands Unified School District employee. If there is sufficient corroborating information, the school/district will commence an investigation.
5. Complaints of bullying or discrimination will be considered confidential. However, it may be necessary to disclose certain information in order to effectively investigate.
6. Students who violate Desert Sands Unified School District's policies on bullying or discrimination may be subject to discipline, including suspension and expulsion.
7. Desert Sands Unified School District prohibits retaliation against individuals who make complaints of bullying or provide information related to such complaints.
8. Students and Parents may also contact the Nondiscrimination/Anti-Bullying Coordinator – the Director of Child Welfare and Attendance at 760-771-8612.

ATTENDANCE

Regular school attendance is critical for mastery of the instructional content being presented sequentially to your child at Carter Elementary. Children learn hundreds of new skills/concepts during the school year and their understanding of these skills and concepts is dependent upon their daily attendance and participation. Additionally, regular school attendance is important to a student so that he/she may develop secure relationships with peers, the classroom teacher, and other support staff.

As parents, you control your child's attendance. Every attempt needs to be made to guarantee good school attendance; however, circumstances do arise which necessitate a student occasionally missing school. California State has a compulsory school attendance law (Education Code 48200). There is NO replacement for that student's interaction with teacher and peers during the day. Furthermore, if your child is absent, our school and district loses money.

If your child is absent from school for any reason, the parent/guardian needs to do the following:

- Call the school between 8:00 – 10:00 a.m. to notify office personnel or leave a voicemail regarding the absence or email our attendance technician Liliana Hernandez directly at liliana.hernandez@desertsands.us.
- Send a note with your child when he/she returns to school, explaining the reason for the absence, the date(s) of the absence, the current date, and your signature.
- Contact the classroom teacher to request assignments that need to be made up (e-mail works best for most).

Absences

Attendance at school is **very** important and your child should be here unless he/she is sick (fever, vomiting, uncontrolled diarrhea, communicable illness) or there is an unseen emergency. Every effort should be made to schedule doctor and dentist appointments either before or after school and special family outings/vacations when school is not in session.

As defined by California State law, an **excused absence** is an absence from school caused by:

1. illness
2. quarantine directed by the county health officer
3. an appointment to obtain medical, dental, chiropractic, or optometric services
4. attendance at funeral services of a member of the student's immediate family (Ed. Code 45194) one day maximum, or three days maximum if services are held outside the State of California
5. appearance in court as plaintiff, defendant, or witness
6. participation in a holiday or ceremony of the pupil's religion

An **unexcused absence** is any absence not included in the previous list even though the parent or guardian is aware of the absence or has given consent (This also includes suspensions for disciplinary reasons). Additionally, all absences (except for disciplinary suspensions) require parents to send in a written note to school.

Short Term Independent Study

There is NO substitute for having students present in school during a school day. We do understand however that circumstances may arise in which a student may need to miss 5 or more consecutive school days. If you know your child will be out of school from 5-15 school

days, please notify the school AT LEAST 5-school days in advance; so that your child's teacher has adequate time to prepare replacement assignments. Those assignments MUST be completed and turned in within a week of returning to school.

If the absence will be due to protracted medical reasons, please let us know that as well, as we may be able to provide additional support.

Tardiness

Students not in line prepared to begin their day when the 8:45 a.m. bell rings are considered tardy. Students who arrive at 8:45 or later **MUST** report to the office to check in, and get a tardy slip to present to the classroom teacher. Please set your clocks to coincide with "school time."

Reverse Tardies

All students are expected to be in school for the entire day.*

Students who are checked out early from school without a valid excuse will be classified as tardy. Doctor's notes will be required to clear up any missing class time.

Notification to Parents

According to Education Code 48200 et seq. and School Board Policy 5110, school personnel have been assigned specific duties to ensure regular school attendance. Please refer to the *Desert Sands Parent and Student Rights and Responsibilities Handbook* for detailed information regarding attendance and excessive absences/tardiness.

EXCESSIVE EXCUSED AND UNEXCUSED ABSENCES AND TARDIES

Students are considered truant if they have 3 unexcused absences and or 3 tardies. Parents will receive a notification. If the absences and tardies continue, parents will receive a 2nd notice and are scheduled to meet with the school counselor and principal.

If the attendance problem persists, parents receive a notice to meet with the Student Review Attendance Board (SARB). Attendance problems are forwarded to the Riverside County District Attorney's Office for appropriate consequences.

CHECKING STUDENTS OUT OF SCHOOL

If you need to remove your child from school any time during the school day, please be sure to check in at the office first. You will be asked to sign your child out and note the reason for taking him/her out of school. The office personnel will call your child from class. **To ensure safety, no student will be able to leave the classroom with anyone, under any circumstances, without permission from the office.** Students will be released to the parent or guardian indicated on the student "C" card (card information MUST be updated in ParentVUE, and are maintained in the office). If you wish to have someone else pick up your child from school for any reason, please call the school beforehand and/or send a note with your child to alert the teacher/office.

CHILD CARE

The Family YMCA of the Desert is offering childcare at our school. For more information, please contact the Carter YMCA at (760) 346-7171 or their main office at 760-341-9622.

STUDENT PERFORMANCE/EVALUATION

Report Cards will be available via ParentVUE following the end of each trimester: November 10, 2022, March 3, 2023, and June 2, 2023. This is a means of informing parents/guardians of the student's academic progress in each subject. **Parent/Teacher Conferences** for all students in grades K-5 are scheduled around each trimester. Your child's teacher will notify you of your scheduled, individual conference time. Carter School will maintain minimum **days** during conference weeks. All students will dismiss at **1:59 p.m.**

PARENT-TEACHER CONFERENCES

We welcome your requests for conferences anytime during the academic year. It is very important that you know what is going on with your child at school. Please schedule all conferences by emailing your child's teacher. To assist you in conducting a productive conference, the following guide is available for your use:

Before the conference

Decide what you want to ask the teacher. Discuss the forthcoming conference with your child to see if there is anything he/she would like you to talk about with the teacher. Discuss concerns with your child's other parent/guardian. Ideally, both parents/guardians should attend the conference. To make certain concerns are addressed, parents/guardians are encouraged to bring personal notes relating to the conference. Determine what you can tell the teacher about your child. The teacher sees only one side of your child and there may be things you know that could help the teacher better understand certain behaviors or problems. The teacher may have other appointments after yours so it is important that you arrive on time.

After the Conference

Discuss the conference with your child and follow-up with the teacher as necessary.

HOMEWORK

Homework will be assigned to all students as determined by individual classroom teachers and in accordance with state and district guidelines for minutes per day. Students in grades 2 - 5 should record his/her daily, weekly, or long term assignments in their Student Planner. This book will help the student manage his/her time and homework assignments.

HOMEWORK WHEN ABSENT

When your child is absent from school and needs his/her homework assignment, please email your child's teacher in the morning. **Homework will only be provided for students who will be out for more than 1 day.** The homeroom teacher will be notified and will arrange to have all homework put in a folder. Appropriate books will be sent home when necessary. Homework assignments can be picked up at the end of the school day in the office or sent home with another child, if requested. Please allow **adequate time** for the homeroom teacher to prepare a homework packet.

TEXTBOOKS

Textbooks are furnished to your child by the school system on a loan basis and should be treated as

borrowed property. Students must pay for the loss or abuse of textbooks.

PHYSICAL EDUCATION

Physical Education is an integral part of the instructional program. All children are required to participate unless a doctor's certificate is presented. If on a particular day your child cannot participate, please send a signed note to your child's teacher. A daily note will be satisfactory for up to three (3) consecutive days. After that time, a doctor's statement is required.

WHAT YOU CAN DO TO HELP YOUR CHILD LEARN

- A. Start each day right: a calm beginning at home makes the school day much better.
- B. Encourage your child to have a good breakfast and lunch. Make certain that your child sleeps at least eight hours each night.
- C. Praise your child each day for something he/she has done. Have a special place to put school work or whatever is brought home.
- D. Laugh and talk with your child about school experiences and listen attentively to what is said about your child's school day experiences.
- E. Daily attendance is vital to your child's academic success. If the child is ill, home is the best place; otherwise, your child needs **to take advantage of every school day.**
- F. Keep the lines of communication open between yourself and your child's teacher. Inform the teacher of any family situation which could influence your child's behavior. Also, if he/she is reluctant to go to school, let the teacher know so that together you can find the reason.
- G. Take your child to the library and encourage reading for pleasure.
- H. Stress organization of school notebooks, materials, etc.
- I. Provide pencils, glue, scissors, paper, etc. for your child to use.
- J. Work at home with skills taught at school.

DAMAGED/LOST MATERIALS

Students will be assessed the cost of replacing any material or property which is lost, stolen, or damaged through his/her negligence. Students owing fines may not participate in extracurricular activities that have a fee until those fines are disposed.

LOST AND FOUND

Many lunch pails, coats, jackets, sweatshirts, and sweaters are identical. As you know from your own experience at home, children frequently misplace or lose things. **Your child's clothing and other belongings can be easily recovered if his/her name is written on it with a permanent marker.** Our Lost & Found rack and tub is located in the covered lunch area. Items that are labeled will be returned to the classroom. Three times yearly (during the Winter Break, Spring Break, and at the end of the school year), items left in the Lost & Found tub are donated to a local agency to assist families in our community. Please be sure to check our Lost & Found area whenever you visit our school, as children tend to forget what they lost. If you are getting ready to move to another school or out of the area, please stop by to check the rack before you leave!

PARTIES/CELEBRATIONS: DISTRICT FOOD POLICY

In accordance with the Healthy Hunger-Free Kids Act of 2010, the district has adopted a Compliant Snack policy. Under the district's Compliant Snack policy, homemade goods may not be brought to school and shared in celebrations because they are not prepared in certified kitchens. Only healthy store-bought snacks may be provided.

The following website provides detailed products that meet the guidelines of our district's Compliant Snack rules: <https://www.healthiergeneration.org/campaigns/kohls-healthy-at-home/eating-healthy>

PETS

Per District Board Policy, no pets are allowed to be brought to school, even for a short visit.

Please do not bring your family dog with you onto school grounds when bringing your child to school or when picking your child up from school. *Service animals are exempt.*

TELEPHONES

Student use of the school phones is limited to emergencies and matters the classroom teacher, specialist, counselor, or administration consider important. Students are not allowed to call home to make social arrangements (i.e. getting parent permission to visit a friend after school). **Students with cell phones should keep them turned off and away during school hours. Students using cell phones for ANY reason on campus during the school day may have their phone confiscated until a parent can pick it up. *The school is not responsible for lost, stolen, confiscated, or broken cell phones.***

FIRE DRILLS/EARTHQUAKE DRILLS/SAFETY DRILLS

Every precaution is taken to ensure the safety of your child during normal school hours. Periodic fire, earthquake and disaster preparedness drills are executed to make certain students learn proper safety procedures and adhere to all safety guidelines.

ILLNESS AND INJURY AT SCHOOL

The principal and the school district nurse are responsible for planning a program of first aid care for your children at school. Minor cuts and abrasions will be treated at school by our office personnel. Please check with your child when he/she returns home sporting a new Band-aid or excitedly tells you of his/her incident on the playground. In the event of an illness, head injury, or a serious injury, every effort will be made to notify you that your child received care in the health room.

In the event a student is injured or too ill to remain at school, a parent/guardian will be contacted to pick him/her up. ***The importance of our emergency information on your child's Health Record and Emergency Card ("C" Card) cannot be overly emphasized.*** It is important that we have an accurate home phone number and reliable alternate phone numbers. Please be sure to notify the **Desert Sands Unified School District – Child Welfare and Attendance Office at 760-771-8612** of any changes of address and/or telephone numbers so that we may have the most current information available.

Sick Children at School – also please see DSUSD COVID-19 Safety policy

We have a number of requests from parents wanting their children to stay inside during recess once they return to school from being ill. We do not have the facilities or the personnel to supervise these

youngsters. Our suggestion is that if your child is too ill to go outside during recess that you keep him/her at home an additional day. We assume that if children come to school, they are healthy and need to go outside during recess.

Control of Diseases/Infections/Head Lice

<u>Disease</u>	<u>Exclusion Period</u>
Chicken Pox	7 days or until all vesicles are crusted
Conjunctivitis (Pink Eye)	Until eyes are clear and no pus remains
Mumps	Until fever is gone and there is no visible swelling.
Impetigo & Ringworm	May attend school with written notice from doctor.
Strep Throat	Until fever is gone for 24 hours without medications.
Head Lice	Until all signs of live specimens have disappeared & egg cases (nits) removed.

TESTING

Students in grades K-5 participate in several district and state assessments throughout their elementary career. The information derived from these assessments:

- assists teachers in designing lessons/activities to meet individual student needs
- provides feedback to students and parents; highlights areas of strength and areas needing improvement
- provides a snapshot of how Carter students are progressing
- provides a snapshot of how Desert Sands students are progressing compared to other students in California and/or across the nation

They are an extremely important part of your child's grade each term. Usually $\frac{1}{4}$ to $\frac{1}{2}$ of a student's grade is from these benchmarking exams.

VOLUNTEERS

Parents and guardians are encouraged to volunteer in their child's classroom and get acquainted with the teachers and the many changes taking place within our schools today. School District policy requires that **all school visitors/volunteers report to the office to sign in. All visitors must be volunteer approved (see section below) and obtain a volunteer identification badge which must be visible at all times.**

All volunteers are **required** to complete a **Volunteer Application** form prior to volunteering in the school or chaperoning on study trips. Volunteer Applications are available on the Carter website as well as the District's website. The Volunteer Application form must be filled out on an **annual basis**. If you plan on attending a field trip you must have **fingerprint clearance (AB 346 volunteer)**! Fingerprint request forms are available at the Carter front office. Upon completion of the volunteer application you will receive an email inviting you to complete a Mandated Reporter video and quiz. The completion certificate must be submitted to the Carter office or the DSUSD office.

Volunteers are a vital part of the educational program at Carter Elementary! Parents, grandparents, guardians, community members, and teachers working together provide the best educational program for our children. Volunteering is both stimulating and rewarding for all those involved. Volunteers work under the supervision of the classroom teacher. Common activities handled by classroom volunteers include:

- Instructional support for individual students or small groups of students

- Preparation of learning materials
- Assistance with classroom clerical tasks
- Sharing information/hobbies/crafts (guest speaker)

P.T.O

The Parent Teachers Organization is a vital part of our school program. We encourage parents to support P.T.O. by becoming ACTIVE members. A successful school needs the services of the **P.T.O.** and our students directly benefit from the activities and programs that are already part of our Carter Tradition. The **P.T.O.** maintains a bulletin board in our school lobby with meeting schedules, activities, programs and other information. **P.T.O** meetings are scheduled monthly. Their email address is: carterpto@desertsands.us

TRAFFIC SAFETY

Please help us to prevent the risk of serious injury by carefully adhering to all the rules of traffic safety:

1. **All** students should be dropped off and picked up in the school parking lot only. Please do not put your child into a hazardous situation by dropping him/her off in an unauthorized or unsupervised area. This rule is only intended to prevent serious injury and to ensure the **safety of all students.**
2. When picking up a child, always pull **to the curb.** Do not stop in the middle of the driveway or street to pick up or drop off a child. He/she may be injured by walking into the path of another vehicle.
3. Do not stop to pick up a child until you have driven to the far end of the pick up area [indicated by crosswalk sign] directly behind the car ahead of you. Please maintain **one lane traffic** in the school driveway. This allows others to access to the pick-up area, otherwise traffic will back up into the street.
4. A second **RIGHT TURN ONLY** lane has been installed to facilitate traffic flow during peak hours. **RIGHT TURNS ONLY** during peak times: 8:15 a.m. - 9:00 a.m. and 2:45 p.m.-3:45 p.m.
5. **Do not park** in the fire lane/bus loading zone, located on the north side of the campus bordering Hovley Lane; the city personnel **will issue** parking violations. These lanes need to be vehicle free in the event of an emergency.
6. Children are not permitted to use the crosswalk unless accompanied by an adult. Acknowledge and obey the school safety patrols. Walking students have the right of way.
7. Bicycles may be ridden to school by students and parked in the proper place. Upon entering the school zone, a student must get off his/her bicycle and walk it inside the school area. When leaving school, bicycles must be walked out of the school zone.
8. **Parking is limited at Carter.** Back To School Nights are scheduled by grade level and on separate nights to accommodate parent parking. We recommend car pooling for special events.
9. **No vehicle is to be left unattended unless parked in a designated parking spot.**

PLEASE READ, SIGN AND RETURN TO SCHOOL

My name _____ **Room #** _____

I have received a copy of the Carter Elementary School Handbook. I have read the list of rules and consequences for Student Behavior. I understand the school rules I am expected to follow. I need to obey these rules in order to make Carter School a safe place for everyone.

Student Signature _____ **Date** _____

I have read the Carter Elementary School Handbook. I have read the list of rules and consequences for Student Behavior. I understand and will support the policies and rules my child is expected to follow.

Parent Signature _____ **Date** _____

Parent Signature _____ **Date** _____