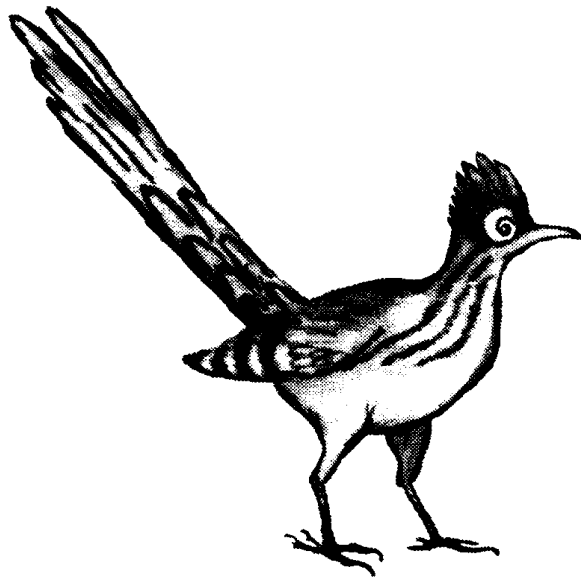


**EDWARD L. WENZLAFF
ELEMENTARY SCHOOL**

**11-625 WEST DRIVE
DESERT HOT SPRINGS, CA. 92240
(760) 251-7244**

**Mr. Mike Long
Principal**



**PARENT- STUDENT HANDBOOK
2007-2008
LIBRETA PARA LOS PADRES**

TABLE OF CONTENTS

GENERAL INFORMATION		PAGE
1.	Welcome	1
2.	Wenzlaff Philosophy/Mission	1
3.	Staff Roster	2
4.	School Hours	3
5.	Contacting Your Child's Teacher	3
6.	Progress Reports	3
7.	Arrival at School	3
8.	School Attendance	4
9.	Independent Study	4
10.	Notification of Absence	4
11.	Leaving School During School Hours	5
12.	Uninterrupted Instruction	5
13.	Visitors at School	5
14.	Telephone Calls to School	6
15.	Student Use of Telephone	6
16.	Cafeteria	6
17.	Lost and Found	6
18.	Toys, Games, iPods, Radios, Etc.	7
19.	Loss of/or Damage to School Property	7
20.	Homework	7
21.	Report Cards	7
22.	Standardized Testing	8
23.	Field Trips	8
24.	Back to School Night	8
25.	Uniform Policy	9
26.	Calendar of Events	10
27.	Intervention Classes	12
28.	Tools for Tomorrow	12
29.	Extracurricular Activities	12
30.	Awards Assemblies	12
31.	Math Club	13
32.	Complaint Procedures	14
33.	Nondiscrimination Statement	16
34.	Boys and Girls Club	16

WENZLAFF DISCIPLINE PROGRAM **PAGE**

1.	Character Counts	17
2.	Playground Rules	17
3.	Cafeteria Rules	18
4.	Consequences for Cafeteria/Yard Problems	18
5.	Grounds for Suspension and/or Expulsion	19
6.	Recognition of Good Behavior and Academic Achievement	19
7.	Wenzlaff Home- School Compact	20

HEALTH **PAGE**

1.	Emergency Cards	21
2.	Emergency Calls	21
3.	Drugs and Medication	21
4.	Illness and Contagious Diseases	22
5.	Physical Examinations and School Admission	22
6.	Immunizations	23
7.	Vision and Hearing Screening- Dental Screening	23

SAFETY AND TRANSPORTATION **PAGE**

1.	Safety Rules	24
2.	Travel to/from School	24
3.	Picking Up Children After School	24
4.	Bicycles/Skateboards/In-Line Skates/Scooters	25
5.	Bus Transportation	25
6.	School Bus Rules	25
7.	Consequences for Bus Tickets	26
8.	Emergency Procedures	26

WENZLAFF SPECIAL SERVICES **PAGE**

1.	Psychologist	27
2.	Resource Specialist Program (RSP)	27
3.	Special Day Classes (SDC)	27
4.	Speech Therapy	27
5.	Student Success Team (SST)	28
6.	Library	28
7.	Physical Education Program	28
8.	Music Program	28
9.	Child Care	28

PARENT INVOLVEMENT		PAGE
1.	Classroom volunteers	29
2.	Guest speakers	29
3.	Parent Teacher Group (PTG)	29
4.	School Site Council (SSC)	29
5.	English Language Advisory Council (ELAC)	29
6.	Family Nights	30
ACKNOWLEDGEMENT SLIP		31

GENERAL INFORMATION

1. WELCOME

Dear Parents and Guardians,

Welcome back to another exciting school year! The summer has gone by quickly, and the staff and I are looking forward to a successful year.

The focus of our school this year continues to be on increased student learning. Over the summer, our teachers have received extensive training in strategies for academic growth. We have many of these strategies in place to ensure success for each child. Interventions will be provided again for students during and after school. We will also continue to have additional aides in the classrooms to work with students. We have a new online program called Achieve 3000. This is for our third, fourth, and fifth grade students. This program focuses on comprehension, writing, and vocabulary skills.

This year, we will also continue to focus on attendance. We have had an increase in student attendance for two consecutive years. Last year, we had 94% of our students here on a daily basis. Our goal for this year will be 95%. There will be incentives for students to be here every day.

Our school will put a strong emphasis on our uniform policy this year. Please remember to purchase white or blue shirts along with navy blue or khaki pants, shorts, or skirts for your child. We are also selling new school shirts for only \$7.00 each. All of these items will be part of our uniform policy for the 2007-2008 school year.

There will be many opportunities this year to become involved in your child's education. Family Nights will continue to be held. The English Language Advisory Committee will be meeting every month. Also, the Wenzlaff Parent-Teacher Group (PTG) is another great way to become involved at school. I encourage all parents to play an active role in your child's education.

This year, we will have two Back to School nights. Back to School Night for our Kindergarten students will be on Wednesday, September 5. All other grades will have their Back to School Night on Wednesday, September 26. Both events will be held from 6:30-8:00.

There is so much to look forward to this year. Please continue working with our school in order to ensure successful results for your child. Please take the time to read the enclosed handbook and sign and return the pledge located in the back of the book. My door is always open for comments or questions. You may contact me at any time at 251-7244.

Sincerely,

Mike Long, Principal

2. WENZLAFF PHILOSOPHY/MISSION

The faculty, staff, students, and community of Edward L. Wenzlaff Elementary School are devoted to academic excellence and the cultivation of individual strengths and talents in a supportive environment where individual differences and respect for the rights of others guide school and community behavior.

3. STAFF

Kindergarten	Kathy Holloway	Red PM
	Leticia Pena	Blue AM
	Jasmine Conover	Blue PM
	Carol Riggs	Red AM
1st Grade	Elizabeth Chikafsky	8
	Nancy Edwards	4
	Susan Palmquist	10
	Michelle Deblois	34
	Scott Powell	5
	Jenny Shopshear	11
	Jan Reid	13
	Sharla Gray	2
2nd Grade	Janelle Crebo	6
	Linda Crowson	9
	Marylee Ilminen	3
	Michael Patrick	7
	Sarah Norton	24
	Joey McClain	35
	Griselda Rueda	12
3rd Grade	Candace Harvey	22
	Laura Otteson	26
	Yvonne Moorman	20
	Rachel Bodine	40
	Barbara Cruz	17
	Araceli Wagner	23
	Marcella Walsh	38
4th Grade	Sue Lee	37
	Angela Vandegriend	19
	Tom Barta	18
	Anne Benesch	39
	Tara Baldwin	33
5th Grade	Sarah Haugen	21
	Rachael Sereday	36
	Heather Spanbauer	42
	Chris Shackle	30
	Samantha Swalberg	41
K-2 SDC	Mae Woodling	31
3-5 SDC	Mark Frazier	32
RSP	Angela Zimmerman	25
Reading First Coach	Pat Wiland	
Physical Education	LD Matthews	
Custodians	Ed Adams/Manuel Gonzalez-Deanda	
Kitchen Manager	Bonnie Michael	
Community Aide	Marcene Hills	
Intermediate Clerk	Orquidia Flores	

4. SCHOOL HOURS

Grades 1-5	8:57-3:15
AM Kindergarten	8:30-11:50
PM Kindergarten	11:50-3:15

Lunch Period

11:15-12:00	5 th Grade
11:45-12:30	4 th Grade
12:30-1:15	3 rd Grade
11:30-12:15	2 nd Grade
12:00-12:45	1 st Grade

5. CONTACTING YOUR CHILD'S TEACHER

At Wenzlaff Elementary our teachers will maintain regular communication with parents through notes, weekly 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. Please call when the class is not in session. Teachers are available before and after school, or
- b. Leave your number so the teacher can return your call, or
- c. Send a note with your child to the teacher.

6. PROGRESS REPORTS

Each teacher will be sending home weekly progress reports throughout the school year. If your child is not bringing the reports home, please contact the teacher right away. These reports keep you informed about your child's academic progress and school behavior.

7. ARRIVAL AT SCHOOL

School begins at 8:57. We do not have supervision for the students until 8:15. The gates to the school do not open until 8:15. Please make sure your child is not arriving to school before 8:15. Parents are responsible for getting children to school on time. Whenever a student is tardy, he/she disturbs the rest of the class and misses part of the instructional program.

8. SCHOOL ATTENDANCE

School attendance is compulsory in California. In order for your child to get the greatest benefit from school, please make sure that they attend regularly. Illness, a medical or dental appointment, a court appearance or a death in the family, are the only absences that qualify as “excused” in the State of California. All other absences are recorded as “unexcused.” If your child does miss school, please call the office or send a note to school upon his/her return so that the absence can be cleared from his/her permanent record.

9. INDEPENDENT STUDY

If your family must take their vacation during regular instructional time you may have your child placed on an Independent Study contract to avoid the absence being classified as unexcused. Independent Study can be used when your child accompanies you on a trip during regular school days. At least one week before you leave on a trip come to the office and request information about this Palm Springs School District Program. This will give your child’s teacher time to prepare assignments to be completed while out of school. Your child will be able to keep up with classmates and be given credit as if he/she were in school. Successfully completed Independent Study contracts allow us to earn the funding for the days your child was on a trip as if he/she was attending school.

10. NOTIFICATION OF ABSENCE

All absences are to be reported to the school the same day of absence. If the absence has not been verified by telephone, a written excuse is required upon the student’s return to school. The excuse should give the date of the absence, reason for the absence, and parent signature. The school office is open from 7:30 A.M. to 4:00 P.M. to receive your calls. The school telephone number is 251-7244.

11. LEAVING SCHOOL DURING SCHOOL HOURS

Wenzlaff Elementary is a closed campus. All gates and doors are locked right after school begins. Parents planning to take children out of school during the day must come to the office and sign their child out of school. Otherwise, students are not free to leave campus without written parental permission. It is important to remember that the office can only release a child in an emergency to those people you have listed on your child's emergency card. Please be sure you have at least two names (besides yourself) and telephone numbers of local relatives, neighbor, or friends. Children cannot be released to anyone who is not listed on their emergency card. No person, other than a faculty member, is allowed to remove a student from a teacher's supervision unless he/she has acquired permission from the office.

12. UNINTERRUPTED INSTRUCTION

In order to protect our instructional time, it is our practice not to interrupt classrooms during instruction time. This enables teachers and students to focus on their lessons during the day. If at all possible, give students messages and lunches before they come to school. We also discourage parents from trying to "catch" teachers in the morning after the bell rings. This delays the start of the day, as the teachers will all be going directly to their classroom to teach. Of course, in the event of an emergency, we will do everything possible to accommodate the situation.

13. VISITORS AT SCHOOL

We welcome visits of parents to our school. Students benefit in many ways if parents keep in close contact with the school. The following is a guide to ensure successful visitation for parents, teachers, and students.

- a. Please call the teacher to make arrangements for the time and date of your visit. No drop in visits, please.
- b. For conferences or discussion of your child, please arrange for a conference period that will not interfere with classroom instruction.
- c. All visitors must sign in at the school office before going to the classroom, even if you are a regular classroom volunteer. A badge will be given to allow you access to the campus.
- d. Visitors may not bring children with them while visiting a class during instructional time. Children who are not registered as students at our school are not permitted to visit anywhere on campus during the school day, unless they are working in a pre-approved tutoring or teacher's assistance program.

14. TELEPHONE CALLS TO SCHOOL

The Wenzlaff Elementary phone number is 251-7244. Calls to the office will be answered from 7:30 a.m. until 4:00 p.m. Students will not be called out of class unless it is an emergency.

15. STUDENT USE OF TELEPHONE

The school phone is for business purposes. Students may not use the phone except in an emergency or with a note from their teacher. Please speak to your child about making arrangements with you before school about staying after school, visits to friends, etc.

16. CAFETERIA

First through fifth grade students may bring a sack lunch or purchase a cafeteria lunch for \$1.75 (which includes milk) daily. (Kindergarten students have their own “snack” program in the kindergarten classroom.) To make things easy for the children who frequently buy lunch, parents can apply money towards their student’s lunch number. Checks should be made payable to Palm Springs Unified School District for the amount of lunches desired. To give money towards your student’s lunch number see the cafeteria manager in the cafeteria before or after school. The school does not loan money to students who lose or forget their money. If in an emergency situation your child does not have a lunch or money, the cafeteria will provide him/her with a sack lunch.

A reduced or free lunch program is available through the State of California. To qualify for this program, an application form can be obtained in the school office.

All food must be eaten in the cafeteria or in the shaded quad area when we eat outside. No food of any kind is allowed on the playground or in the hallways.

17. LOST AND FOUND

Each year a large amount of clothing and miscellaneous articles accumulate at school. At the end of the year the unclaimed items are given to a charitable organization. The lost and found is located in the multipurpose room. Please check from time to time if your child is missing something. It also helps if you label with your child’s name all outer clothing and lunch boxes.

18. TOYS, GAMES, IPODS, RADIOS, ETC.

Toys and games from home are not allowed at school. Skateboards, baseball bats, tape recorders, radios, electronic games, iPods, Gameboys, etc. are not allowed and will be kept by the teacher until the parent picks them up. Students also may not bring playground balls such as soccer balls and basketballs to school. Equipment for use during recess is provided by the school.

19. LOSS OF/OR DAMAGE TO SCHOOL PROPERTY

Students are responsible for all textbooks checked out to them. They are expected to take care of them and return them at the end of the school year or when they move. If a textbook or other school property is lost, stolen, or destroyed, it must be paid for. The librarian will send the parents bills for items lost or destroyed.

20. HOMEWORK

It is a student's responsibility to complete and turn in all required homework assignments. Teachers consider homework effort and accuracy when they assign grades at the end of the term. All students have homework each Monday, Tuesday, Wednesday, and Thursday nights. Students in grades Kindergarten through third grade will be assigned a minimum of one hour of homework each week. Fourth and fifth grade students will be assigned a minimum of two hours of homework each week. If your child says he/she "has no homework" or "has done it at school," please contact the teacher immediately.

21. REPORT CARDS

Report cards are given at the end of each trimester. At the end of the first two trimesters you will be scheduled to meet with your child's teacher. At this time the teacher will go over the report card thoroughly. Each week during the school year you will also be given progress reports regarding your child's achievement level. Please contact your child's teacher if you are not being informed of your child's progress or would like more frequent notices.

22. STANDARDIZED TESTING

The Palm Springs Unified School District uses a national assessment instrument to help determine students' progress through school. The California Standards Test is given each year in all schools. This test is a standardized achievement test, which gives performance scores in reading, language arts, science, and math. It is administered in the Spring in grades 2 through 5, and tells how your child is doing compared to other students in the state of California. The testing period this year is April 23 – May 21, 2008.

23. FIELD TRIPS

Field trips will be coordinated with academic learning. You will be asked to sign a permission slip and perhaps volunteer to chaperone. Students may not go on a field trip without a permission slip signed by a parent. Students must demonstrate appropriate school behavior and completion of school assignments to participate in these trips.

24. BACK TO SCHOOL NIGHT

Back to School Night is a family evening program held during the first month of school. This year we will have a separate Back to School Night for kindergarten students on Wednesday, September 5th. Our Back to School Night for first through fifth grades will be Wednesday, September 26th. It is a time set aside for parents to familiarize themselves with their child's classroom, teacher, and school. The teacher will explain his/her program, rules, and policies. Each teacher will give two presentations in their classroom, at 6:35 and 7:15 P.M.

25. UNIFORM POLICY

Wenzlaff Elementary will be adhering to a uniform policy for the 2007/2008 school year. The required uniform policy is in effect every day unless otherwise notified.

Boys

Any Wenzlaff T-shirt
Navy or Khaki Pants
Navy or Khaki Shorts
Navy or White Sweater
Navy or White Sweatshirt
Navy or White Polo Shirt
Navy or White Oxford Shirt
Navy or White Turtleneck

Girls

Any Wenzlaff T-shirt
Navy or Khaki Pants
Navy or Khaki Shorts
Navy or White Sweater
Navy or White Sweatshirt
Navy or White Polo Shirt
Navy or White Oxford Shirt
Navy or White Turtleneck
Navy or Khaki Pleated Skirt
Navy or Khaki Skirt
Navy or Khaki Jumper

The only t-shirts that are part of the school uniform are Wenzlaff t-shirts. We are recommending these shirts as they also promote school spirit and pride. We have a new roadrunner design on our shirts that was created by three of our students. All t-shirts are \$7.00.

Pants and shirts are to be the student's appropriate size. All shirts, except for Wenzlaff t-shirts, must have collars.

Parents choosing not to comply with the mandatory uniform policy will follow these procedures:

- Request and complete an application for exemption.
- Meet with Mr. Long for clarification of the policy.
- If the Uniform Policy is still unacceptable the student will be required to conform with the Palm Springs Unified School District Dress Code.

26. CALENDAR OF EVENTS

September

3 rd	Labor Day (No School)
4 th	First Day of School
5 th	Kindergarten Back to School Night (6:30-8:00)
12 th	Minimum Day (1:00 Dismissal)
18 th	SSC Meeting (4:30-5:30)
19 th	ELAC Meeting (6:15)
26 th	1 st , 2 nd , 3 rd , 4 th , 5 th Grades Back to School Night (6:30-8:00)

October

8 th	Awards Assembly
10 th	PTA Meeting
10 th	Family Reading Night (6:15)
17 th	Minimum Day (1:00 Dismissal)
24 th	ELAC Meeting (6:15)

November

5 th -9 th	Student Led Conferences (Minimum Days)
7 th	Student Led Evening
12 th	Veteran's Day (No School)
13 th	Awards Assembly
14 th	SSC Meeting
14 th	PTA Meeting
21 st	Non Student Day
22 nd , 23 rd	Thanksgiving Recess (No School)
28 th	ELAC Meeting (6:15)

December

5 th	Science Fair Night
10 th	Awards Assembly
12 th	PTA Meeting
19 th	ELAC Meeting (6:15)
20 th	Wenzlaff Spelling Bee (9:30; Multipurpose Room)
24 th	Winter Recess Begins

January

7 th	Return from Winter Recess
14 th	Awards Assembly
16 th	PTA Meeting
16 th	Family Reading Night (6:15)
21 st	Martin Luther King Jr. Day (No School)
23 rd	ELAC Meeting (6:15)
24 th -25 th	Wenzlaff Science Fair (9:30; Multipurpose Room)

February

6 th	Minimum Day (1:00 Dismissal)
9 th	Wenzlaff Track Meet (8:00; DHSHS Track)
11 th	Lincoln's Day (No School)
12 th	Awards Assembly
18 th	Presidents' Day (No School)
20 th	SSC Meeting
20 th	PTA Meeting
22 nd	District Science Fair
27 th	ELAC Meeting (6:15)

March

3 rd	Awards Assembly
6 th	Minimum Day (1:00 Dismissal)
7 th	Inservice Day (No School)
10 th -14 th	Student Led Conferences (Minimum Days)
15 th	District Track Meet
18 th	ELAC Meeting (6:15)
19 th	PTA Meeting
19 th	Family Math Night (6:15)
21 st	Non Student Day
24 th	Spring Recess Begins
31 st	Return from Spring Recess

April

7 th	Awards Assembly
9 th	PTA Meeting
16 th	ELAC Meeting (6:15)
23 rd	STAR Testing Begins

May

12 th -16 th	Fifth Grade Science Camp
14 th	SSC Meeting
14 th	PTA Meeting
14 th	Family Reading Night (6:15)
21 st	Last Day of STAR Testing
21 st	ELAC Meeting (6:15)
26 th	Memorial Day (No School)
28 th	Vertical Team Meetings

June

9 th	Awards Assembly
16 th	5 th Grade Promotion (9:15 in the Quad)
16 th	Last Day of Instruction-Dismissal at 1:00

27. INTERVENTION CLASSES

Intervention classes are offered throughout the year to students that are not at grade level in a specific area. Students receive intervention in language arts for two hours and 30 minutes each day if they are two or more years below grade level. They receive language arts intervention for 30 minutes each day if they are less than two years below grade level.

28. TOOLS FOR TOMORROW

We offer an enrichment program after school called Tools for Tomorrow. Students will be nominated for each section by their classroom teacher, and permission slips will be sent home. The classes are limited to 25 students per class. If the classes are full, we will keep a waiting list in the office. There will also be a daily session for students enrolled in an after school intervention class. Tools for Tomorrow is affiliated with the Boys and Girls Club. This is an incredible opportunity for our students to excel in a special area of interest. Students in this program must be picked up promptly each day, as busing is not available.

29. EXTRACURRICULAR ACTIVITIES

The following extracurricular activities are available to Wenzlaff students during the school year:

- Track
- Student Council
- Intramural Leagues
- Tools for Tomorrow
- Hall Monitors

30. AWARDS ASSEMBLIES

Honoring the achievement of excellent students is a priority at Wenzlaff Elementary. Assemblies are held each month to honor our students that have worked extremely hard in some area. Individual awards that are given include: Student of the Month, Most Improved, and Citizen of the Month. Class awards are also given to classes that receive zero or one Discipline Referral, PE Class of the Month, Music Class of the Month, and Library Class of the Month. Students receive various certificates and incentives for their efforts.

31. MATH CLUB

The Wenzlaff Math Club is a school-wide mathematics computation program. Teachers in grades two through five give their students the three-minute math timings Monday through Thursday. If a student gets a 100% on their test in class, they earn the right to take the final test Friday morning with Mr. Barta. There are ten tests in all, starting with addition, and building up to Big 5-#5. Any student passing all ten tests will be taken out to a special lunch. Students are given certificates for each final test passed. Results from each classroom are posted in the cafeteria.

32. COMPLAINT PROCEDURES

Palm Springs Unified School District is primarily responsible for compliance with federal and state laws and regulations. Any person or organization wishing to file a complaint alleging unlawful discrimination, including racial harassment or sexual harassment, or failure to comply with state or federal law in adult basic education, consolidated categorical aid programs, migrant education, vocational education, child care and development programs, child nutrition programs, special education programs, or any District administered educational program should contact:

Brian J. Murray, Ed.D, Director
State and Federal Programs
Palm Springs Unified School District
980 Tahquitz Canyon Way, Suite 103
Palm Springs, CA 92262
(760) 416-6073

Craig Borba, Ed.D. Assistant Superintendent
Pupil Personnel Services
Palm Springs Unified School District
980 Tahquitz Canyon Way, Suite 101
Palm Springs, CA 92262
(760) 416-6026

A copy of the district's complaint procedures (Board Policy 1312.3 and Administrative Regulations 1312.3 [a-b]) will be made available upon request. Under some circumstances, specified under sections 4650-4651 of Title V (District Exhibit 1312.3), complainants may ask for direct intervention by the California Department of Education. Furthermore, complainants have the right to appeal any decision made by the district concerning a complaint to the California Department of Education. Information on procedures and time lines for appeals are included in the above-listed district documents. Civil law remedies may also be available under state or federal discrimination laws.

Complaint Procedures:

1. Filing a Complaint

Any individual, public agency or organization may file a written complaint of alleged noncompliance. The complaint shall be presented to the Director of State and Federal Programs, who will then give it to the appropriate compliance officer. If a complainant is unable to put a complaint in writing due to conditions such as illiteracy or other disabilities, district staff shall help him/her file the complaint (Title 5, Section 4600) Unlawful discrimination complaints must be initiated no later than six (6) months from the date when the alleged discrimination occurred or when the complainant first obtained knowledge of the facts of the alleged discrimination. (Title 5, Section 4630)

2. Mediation

Within three (3) days of receiving the complaint, the compliance officer may informally discuss with the complainant the possibility of using mediation. If all parties agree to mediation, the compliance officer shall make all arrangements for this process. If the mediation process does not resolve the problem within the parameters of law, the compliance officer shall proceed with his/her investigation of the complaint.

3. Investigation of Complaint

The compliance officer shall hold an investigative meeting within ten (10) days of receiving the complaint or an unsuccessful attempt to mediate the complaint. This meeting shall provide an opportunity for the complainant and/or his/her representative to repeat the complaint orally. The complainant and/or his/her representative and the district's representatives shall also have an opportunity to present information relevant to the complaint. (Title 5, Section 4631)

4. Response

Within sixty (60) days of receiving the complaint, unless the complainant agrees in writing to extend the timeline, the compliance officer shall prepare and send to the complainant a written report of the district's investigation and decision, as described in Step 5.

5. Final Written Decision

The report of the district's decision shall be written in English and in the language of the complainant whenever feasible or required by law. If it is not feasible to write this report in the complainant's primary language, the district will arrange a meeting at which a community member will interpret for the complainant.

Appeals to the California Department of Education

If dissatisfied with the district's decision, the complainant may appeal in writing to the California Department of Education within fifteen (15) days of receiving the district's decision. The appeal must include a copy of the locally filed complaint and a copy of the district's decision.

33. **NONDISCRIMINATION STATEMENT**

No person shall on the basis of sex, race, national origin, or non-limiting handicapped conditions be excluded from participation in or be denied the benefits of or be subjected to discrimination under any educational program offered by Palm Springs Unified School District. Programs offered by the District include a variety of vocational education programs, including those in the areas of Business, Consumer Home Economics, and Technical/Industrial. There are no special admission requirements for these programs except to progress sequentially from level to level. Lack of English language skills will not be a barrier to admission and participation in vocational education programs. Listed below are the District's Compliance Officers:

TITLE IX (Nondiscrimination on the Basis of Sex)

Brian Murray

State and Federal Programs
980 E. Tahquitz Way
Palm Springs, California 92262
Phone: (760) 416-6066

SECTION 504 (Nondiscrimination on the Basis of Handicapped)

Jane Brewer
Director
980 E. Tahquitz Way
Palm Springs, California 92262
Phone: (760) 416-6032

34. **BOYS AND GIRLS CLUB**

Students in kindergarten through fifth grade have the option of participating in an after school program provided by the Boys and Girls Club of Desert Hot Springs. The program occurs each day from 3:15 until 6:15 in our multipurpose room. Students receive academic instruction, participate in physical fitness activities, complete art projects, etc. There are 80-100 students in the program. Once it becomes full, a waiting list is established. If you are interested in having your child enrolled please contact our office.

WENZLAFF DISCIPLINE PROGRAM

1. CHARACTER COUNTS

We are in the business of building good children.

What is Character Counts? It began with a diverse group of human service and educational organizations working together to strengthen the character of young people today. With hundreds of members around the U.S., the Coalition has the potential of reaching millions of young people and their families, advocating consensus ethical values that transcend political, religious, class and ethnic divisions. These values, called the Six Pillars of Character, are trustworthiness, respect, responsibility, fairness, caring, and citizenship.

2. PLAYGROUND RULES

The playground is always under the supervision of several teachers or other employees at each recess and lunch. Students are told there is always someone they can go to if they have a problem. Peace Patrol members will also be on the playground at all times.

Children are taught to take pride in their surroundings and they are expected to help keep the school grounds clean and pick up after themselves.

1. Obey all teachers and yard supervisors.
2. No bad language.
3. No riding of bicycles, skateboards, or scooters on school grounds.
4. Play in assigned areas only.
5. No playing in the bathrooms.
6. No pushing while waiting for a drink at the fountain.
7. Use the restroom and the drinking fountain BEFORE the bell rings.
8. No climbing on basketball standards, softball backstops, buildings, or trees.
9. No climbing of fences or leaving the playground to retrieve any playground equipment.
10. No bouncing of balls on building walls.
11. No contact sports allowed.
12. No twirling, standing up, or jumping off the swings.
13. No chewing gum allowed at school.
14. Students must wear clothing and shoes that do not endanger their safety or interfere with the educational program.
15. When school is dismissed for the day, students cannot remain on campus to play. They must go home or to their assigned after school program.
16. NO FIGHTING AT ANY TIME!

3. CAFETERIA RULES

1. Lunch supervisors are in charge. Follow their directions the first time.
2. Enter the lunchroom quietly. Students with lunches go to assigned tables. Students buying lunches wait quietly in line. No touching or playing in line.
3. While eating lunch students will:
 - Stay seated.
 - Speak in quiet voices.
 - Stay seated on benches at assigned tables.
 - Raise hands to ask for help or to leave their seat.
 - Eat only from their own tray or their own lunch box.
 - Talk quietly only to students at their own table.
4. When finished eating:
 - Gather their trash from the table and floor.
 - Wait quietly until dismissal.
 - Throw away their trash only after their table is dismissed.
 - No food can be taken to the playground.
 - Walk to the playground.

4. CONSEQUENCES FOR CAFETERIA/YARD PROBLEMS

Students who misbehave are subject to discipline. Within the classroom each teacher has rules, consequences, and rewards posted. The teachers and supervision aides on duty discipline students who misbehave in the cafeteria or on the playground. Students who break rules are generally given a short time-out. Students who repeatedly break rules may be given a longer time-out and a citation discipline ticket. A citation is a written record of the misbehavior that is given to the student's classroom teacher. The classroom teacher then follows through with further discipline if necessary and communicates with parents. A teacher, upon receiving a citation, will initiate a class meeting. During the meeting the class will discuss in a constructive way, things that can be done differently by the individual student and what the class can do to help their classmate. Students who get three citations will receive a referral. A referral results in after school detention. Students who continue to get citations and referrals may be sent to the principal for further discipline and parent communication.

Students who fight, engage in dangerous behavior, or are willfully defiant will be sent immediately to the principal for appropriate discipline.

5. GROUNDS FOR SUSPENSION AND/OR EXPULSION

1. Caused, attempted to cause, or threatened to cause physical injury to another person.
2. Possessed, sold, or otherwise furnished any firearm, knife, laser pointer, explosive, or other dangerous object.
3. Possessed, used, sold or otherwise furnished, or been under the influence of any controlled substance, alcoholic beverage, or intoxicant of any kind.
4. Offered, arranged, or negotiated to sell any controlled substance, alcoholic beverage, or intoxicant of any kind, and then sold, delivered, or otherwise furnished to any person another liquid, substance, or material and represented the liquid, substance, or material as a controlled substance, alcoholic beverage or intoxicant.
5. Committed or attempted to commit robbery or extortion.
6. Caused or attempted to cause damage to school or private property.
7. Stole or attempted to steal school property or private property.
8. Possessed or used tobacco or any product containing tobacco or nicotine products.
9. Committed an obscene act or engaged in habitual profanity or vulgarity.
10. Had unlawful possession of, offered, arranged, or negotiated to sell any drug paraphernalia.
11. Disrupted school activities or willfully defied the authority of school personnel.
12. Knowingly received stolen property or private property.
(Ed. Code 48900.2) Sexual harassment
(Ed. Code 48900.3) Hate violence
(Ed. Code 48900.4) Intentional harassment
13. Possessed an imitation firearm.

6. RECOGNITION OF GOOD BEHAVIOR AND ACADEMIC ACHIEVEMENT

Awards assemblies will be planned for all students each month. Each month one student per class will be honored as Student of the Month. In addition individual awards are given to the Outstanding Effort and Citizenship students of the month. Parents of these students will be called in advance and invited to the ceremony. Parents are encouraged to attend, bring other family members, and bring cameras. At the end of each assembly, we take pictures of each "Student of the Month" and post it proudly for a month in the office. Classes are also recognized at assemblies for their efforts in Music, Physical Education, and Library.

7. WENZLAFF HOME – SCHOOL COMPACT

THIS WILL BE DISTRIBUTED TO STUDENTS BY CLASSROOM TEACHERS

WENZLAFF ELEMENTARY SCHOOL
HOME – SCHOOL COMPACT

As a Parent I will:

- See that our child is rested, well fed, appropriately clothed, and attends school regularly and on time.
- Provide a regular time and place for studying, and see that our child completes assignments when due.
- Attend all parent/teacher conferences and at least one other school function per year.
- Follow through with home discipline if my child’s conduct at school requires it.
- Will help reinforce the Wenzlaff Code of Respect, Responsibility and Self-Control.

Parent’s Signature _____ Date _____

As a Teacher I will:

- Work to help each child grow and learn at his/her academic level.
- Respect each child as an individual.
- Expect that all children treat others in the school fairly and with respect.
- Keep families informed of their child’s progress.
- Follow the learning standards and the Wenzlaff Code of Respect, Responsibility and Self-Control.

Teacher’s Signature _____ Date _____

As a Student I will:

- Do my best school work each day.
- Complete all assigned homework on time.
- Treat others in the school fairly and with respect.
- Follow the Wenzlaff Code of Respect, Responsibility, and Self-Control

Student’s Signature _____ Date _____

HEALTH

1. EMERGENCY CARDS

Each year, you are asked to fill out a new emergency card, which is filed in the school office. It is essential that the information on the card is kept current. This information includes:

1. A home and/or business number (if there is no phone, please use a neighbor as a message phone). If you use a cell phone, this number would also be beneficial.
2. Emergency contact phone numbers (these should be the number of people you authorize to pick up your child in a reasonable amount of time – 30 to 45 minutes). An additional sheet may be attached for more emergency names and numbers. We will only release your child to persons listed on the emergency card. No exceptions will be made.
3. The name, address, and phone number of your child's doctor and dentist.
4. Your signature giving or refusing permission for the school to seek emergency medical attention for your child. A signature is needed in either case.

2. EMERGENCY CALLS

The school nurse is here one day each week. In case of an emergency we will always try calling parents first. Sometimes parents cannot be reached. Therefore, it is important that you keep all phone numbers and emergency information up-to-date. We would then call the emergency numbers listed on the emergency card. If you, or the emergency contacts cannot be reached, our only recourse is to use our judgment in obtaining medical attention for a seriously ill or injured child.

3. DRUGS AND MEDICATION

If it is necessary to send prescription medication/drugs of any kind to school, please follow these steps:

1. Complete a medication release form, which is available in the office and must be signed by a physician.
2. Medication brought to school must be in a labeled pharmacy container with the child's name and instructions for use clearly printed.

Office staff will dispense medications only. Over-the-counter medication (aspirin, Tylenol, cough drops, Dimetapp, antihistamines, etc.) will only be administered if prescribed by a doctor in writing. Please do not send medication to school in a child's backpack, lunch box, or pocket. Another child may take that medication and cause himself/herself serious harm. If you have any questions regarding the medication procedure, please feel free to contact the school secretary.

4. ILLNESS AND CONTAGIOUS DISEASES

Sick children should not be sent to school. For the protection of the children, classmates, and their teacher, they should not be in school, but should be kept at home until they have recovered. If a child has a contagious disease, please notify the school immediately. The child may be readmitted to school only if the contagious period of the disease is past. Students with pediculosis (head lice) will not be admitted to school until the head is free of all nits and eggs and has been treated with the recommended medicated shampoo. You must comb out all dead nits and eggs.

5. PHYSICAL EXAMINATIONS AND SCHOOL ADMISSION

The State of California requires that all students entering kindergarten or first grade obtain a health examination as a condition of enrollment. The health assessment must fulfill the legal standards of the Child Health and Disability Prevention (CHDP) Program, as listed in the California Health and Safety Code. The assessment must include:

1. A health and development history;
2. A complete physical examination, including examination of teeth and gums, and a nutritional assessment;
3. A visual acuity test;
4. Audio metric screening;
5. Urine screening;
6. A hematocrit or hemoglobin test for anemia.

6. IMMUNIZATIONS

Before your child enters school, the state requires the following immunizations:

1. DPT – a complete series including boosters
2. Polio – a complete series including boosters
3. MMR – a complete series including boosters
4. Hepatitis – a complete series of three
5. TB Test

Required schedules:

DPT – given before age six – four injections, 1-2 months apart, boosters one and three years later, last dose must be given after age 2.

Polio – (trivalent oral sabin) three doses at two-month intervals, booster one year later, last dose must be given after age 2.

Measles, Rubella, Mumps – given on or after first birthday, two injections, no boosters required.

Parents are urged to keep accurate health records from birth. It is frequently necessary to research a child's health history.

7. VISION AND HEARING SCREENING – DENTAL SCREENING

Our school district sponsors two clinics each fall, which seeks to identify those students who may have either vision or hearing disorders. All students in grades kindergarten, first, second, and fifth are screened, and if any problems are uncovered, the parents are notified. If you wish your 3rd or 4th grade child screened, please notify your child's teacher.

A free dental screening for all students is a service provided by the Smile Factory. This mobile dental facility travels to each elementary school during the school year. You will be advised if further follow-up is recommended.

SAFETY AND TRANSPORTATION

1. SAFETY RULES

You are responsible for your child's safety. Teach your child to:

1. Always cross the street at the corner or in a crosswalk. If students are crossing on West Drive they should cross with the crossing guard.
2. Watch for cars before crossing a street and cross only when it is safe.
3. Always stay alert while crossing a street. Drivers can make mistakes.
4. Follow the safest route to and from school. Go with your child the first few days and point out the hazards.
5. Respect the property of the people in the houses near school when he/she passes on his/her way to and from school.
6. Avoid strangers. Never get into a car with someone that he/she doesn't know. Don't accept money, candy, or presents from strangers.

2. TRAVEL TO AND FROM SCHOOL

Both school and parents share the responsibility of training children to go directly to and from school. It is important to know the time your child is due home. If your child is irregular in arriving home, please contact the school and an attempt will be made to find the reason for the irregularity.

It is extremely important that children stay off private property and travel the routes you have recommended to and from school.

You must send a note if your child is to change his/her regular routine (bus, walk, or being called for). For instance, if your child is not supposed to ride the bus home as he 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 have difficulty remembering what a parent told them to do when it is time to go home.

3. PICKING UP CHILDREN AFTER SCHOOL

If you pick up your children on West Drive, please do not park in the red zone. This area should always be clear of motor vehicles. Another problem we have occasionally is parents stopping in the middle of the street, and waving their child to run across the road to get in the car. This is extremely dangerous and should be avoided at all times. Students should only use the crosswalk when crossing West Drive or Pierson.

4. BICYCLES/SKATEBOARDS/IN-LINE SKATES/SCOOTERS

Students in first through fifth grades may ride their bicycles to school. They may not ride on the school grounds at any time. They must also wear a protective helmet. They must park and lock their bicycles in the bicycle area in a bike rack. Skateboards, scooters, and In-Line skates are not allowed at school at any time. If a child rides one of these items to school or rides their bicycle on campus, parents will be called to pick it up. We only have secure storage for bicycles, thus other forms of transportation are a security problem and not allowed at school. Parents should check carefully to make sure that bicycles are in good condition, that children know the traffic laws and that they are capable riders. Children must be reminded that it is illegal to ride double. All bikes must have locks.

5. BUS TRANSPORTATION

Bus drivers follow a tight schedule; therefore, all children must be at the designated bus stops, ready to board, when the bus arrives. Bus times may vary for the first few days of school as the driver and the children adjust to the route. After that initial period, the bus will arrive close to its scheduled time.

Occasionally, a bus will break down. When that occurs, please be patient. The bus drivers will attempt to keep to the schedule as nearly as possible.

6. SCHOOL BUS RULES

The school bus must be operated so as to provide safe transportation for all passengers. Therefore, we ask that your children observe the following bus rules:

1. While waiting for the bus, remain at the bus stop, do not throw rocks, run in the street, or damage other people's property.
2. Obey the bus driver and do not argue with him/her.
3. If you have an assigned seat, do not sit in any other seat until told to do so by the bus driver.
4. Remain seated, facing the front of the bus at all times.
5. Refrain from any loud talking or other noises.
6. Keep all parts of the body inside the bus at all times.
7. Do not throw things in or out of the windows.
8. Keep the center aisle clear at all times.
9. Do not eat food of any kind inside the bus.
10. No animals shall be taken on the bus.
11. No fighting or pushing.
12. Courtesy to others is the main rule on the bus.

7. CONSEQUENCES FOR BUS TICKETS

If a bus rule is broken, the student will receive a bus ticket.

- First ticket – student called to office, warning letter sent home with student for parent to sign
- Second ticket – two-day suspension from riding the bus.
- Third ticket – five-day suspension from riding the bus.
- Fourth ticket – ten-day suspension from riding the bus.
- Fifth ticket – twenty-day suspension from riding the bus.
- Sixth ticket – loss of bus privileges for the remainder of the year.

8. EMERGENCY PROCEDURES

Our school has developed plans and preparations for major emergency situations. In the event of an emergency, your child should be instructed to obey directions of school personnel and follow the directions of the bus driver on the way to or from school if they ride the bus. If walking or riding bicycles, students should be told to continue towards their destination (to or from school) when an emergency situation develops.

Your cooperation is asked in any emergency:

- Please do not telephone the school. Telephone lines will be needed for emergency communications.
- Please do not drive to school immediately, so that roads are clear for emergency vehicles. Roads may be littered with debris.
- Turn on your radio to a station that is part of the emergency broadcast system for official information and instructions.
- The school will retain your child until you, or an adult listed on the emergency card can be reached.
- All parents must report to the information area, which will be designated by signs in order to sign out and pick up children.
- If you are unable to reach school, we are prepared to care for your child in a critical situation. We will remain at school until all students are picked up.

WENZLAFF SPECIAL SERVICES

1. PSYCHOLOGIST

We have the services of a psychologist one day a week. The psychologist's primary function is to complete evaluations for special education. A child can be evaluated to determine possible learning disabilities or problems only after his/her teacher and/or parents have referred him. (See Student Success Team #5)

2. RESOURCE SPECIALIST PROGRAM (RSP)

The resource specialist program is provided to assist special education students. This program provides small group instruction for part of the day in the area(s) in which the child requires extra assistance. These children are transferred back to the regular program as soon as possible. The program is financed by state funds. The Student Success Team (SST) recommends testing for this program after all other instructional strategies have been tried. The psychologist and the resource teacher do the testing. An Individual Education Plan meeting is held at the completion of testing to determine the best placement for the student.

3. SPECIAL DAY CLASSES (SDC)

Wenzlaff Elementary has two Special Day Classes for special education students at all grade levels. The classes are small and an adult aide is provided in order to lower the pupil-teacher ratio. These students are transferred back to the regular education program as soon as possible. The program is financed by state funds.

4. SPEECH THERAPY

When our speech therapist is on campus, she works with students who are having difficulty with their speech. The classroom teacher or parents may have students screened for this program.

5. STUDENT SUCCESS TEAM (SST)

The “Student Success Team” is made up of our psychologist, resource specialist, an administrator, and several teachers. When your child is having difficulty progressing in school his/her teacher may make a referral to the team. A meeting is scheduled for you and the team to discuss what can be done for your child to be more successful at school. Suggestions are made on the kinds of teaching strategies and/or program modification that might improve his/her progress. The team may also decide that testing for possible placement in a special education program is needed.

6. LIBRARY

Students in grades one through five visit the library for 40 minutes each week. Individual students may use the library for doing projects, papers, and research. Students may check out two books each week. Parents may also check out books to read to their children or to help students with special projects. The library is open 30 minutes before school starts for students who want to read, do reports, or work on schoolwork.

7. PHYSICAL EDUCATION

Students in grades one through five have PE for one 40-minute period per week. They participate in an exercise program, learn games, and participate in fun and challenging activities. Students also learn about nutrition, fitness, and other health related subjects. Good sportsmanship is stressed at all times.

8. MUSIC PROGRAM

A music specialist teaches students in grades one through five music for one 40-minute period per week.

9. CHILD CARE

Many students go to the Desert Hot Springs Boys and Girls Club after school. They provide homework assistance and offer many fun activities to children.

PARENT INVOLVEMENT

1. CLASSROOM VOLUNTEERS

We encourage you to be an active participant in your child's education, as your work schedule will allow. If you are interested in volunteering in a classroom, please meet with the teacher to schedule a time that works for both of you. We value your time, energy, and commitment.

2. GUEST SPEAKERS

If you would like to share your profession, hobby, or other special interest with a class, please schedule a time with the classroom teacher. In addition, if your child's class is studying a specific unit that would benefit from a guest speaker that you know of, please contact the teacher. The use of guest speakers in a classroom can be a very powerful learning experience.

3. PARENT TEACHER GROUP (PTG)

We encourage all parents to join our Wenzlaff PTG. Your participation in this organization shows your support of the philosophy of parents and teachers working together to provide the best education possible for each child. PTG members help in classes, serve on committees, and help with many exciting activities.

4. SCHOOL SITE COUNCIL (SSC)

The Wenzlaff School Site Council is an elected group of school staff members, parents, and community members. This advisory group looks at school needs and funding availability. The ten-member committee works with a current budget, and looks forward to future necessary purchases.

5. ENGLISH LANGUAGE ADVISORY COUNCIL (ELAC)

The Wenzlaff English Language Advisory Council is an elected group that works toward helping English Language Learners progress to Fluent English Proficiency. Intervention programs are discussed and planned. This group communicates with Spanish speaking parents, with the goal of increased parent involvement. Some classes have bilingual paraprofessionals to help students with their studies, but we are always searching for additional help. If this interests you, please plan on becoming involved with ELAC.

6. FAMILY NIGHTS

During the year, several evening programs are being scheduled for parents and children. We are planning on having a Family Math Night, Family Reading Night, Science Fair Night, and a 5th Grade Camp Orientation Night for Parents.

ACKNOWLEDGMENT

(Please sign and return to the teacher)

I have read and understand the contents of the Wenzlaff Elementary School 2007-2008 Parent Handbook.

Student Name _____ Teacher _____

Parent/Guardian Signature _____