



Parent/Student Handbook **2025-2026**

Cottonwood Canyon Elementary School

*32100 Lost Road
Lake Elsinore, CA 92532
(951) 253-7600 - Main Office
(951) 253-7604 - Fax
(951) 253-7608 - Attendance Line*

Administration

Dr. Fernando Betanzos, Principal
Dr. Kursten Carlson, Assistant Principal



Lake Elsinore Unified School District

Board of Trustees

Mrs. Jill Leonard, Mrs. Heidi Matthies Dodd, Mr. Mike Pacheco,
Mrs. April Purkiss, Mr. Juan Saucedo

District Administration

Dr. Ryan Lewis, Superintendent
Mrs. Julie Edmunds, Chief Business Official, Fiscal Support Services
Mr. James Judziewicz, Assistant Superintendent, Facilities & Operations Support Services
Dr. Tricia Thompson, Assistant Superintendent, Student Support Services
Dr. Sarah Ragusa, Assistant Superintendent, Instructional Support Services

Mrs. Tracy Sepulveda, Assistant Superintendent, Personnel Support Services

Daily Instructional Schedule (Monday –Friday)

TK/Kindergarten A.M. 7:50 A.M. – 11:49 A.M.

TK/Kindergarten P.M. 9:56 A.M. – 1:55 P.M.

1st - 5th Grade 7:50 A.M. – 1:55 P.M.

Monday – Friday

(There are no minimum day currently at CCE)

PROCEDURES AND REGULATIONS

ACADEMIC GRADING POLICY

The following grading system and accompanying guidelines, rules, and regulations have been developed to meet the needs of grading consistency throughout the school district and individual instructor freedom in assigning marks.

Meaning of marks 4-1

- 4 Deep Understanding
- 3 Standard Met
- 2 Partial Understanding
- 1 Limited Understanding

Citizenship Mark

The citizenship mark is determined by a student's citizenship, study skills, and effort. Factors considered include behavior towards staff and students, promptness to classes, and class participation. Marks for citizenship, study skills, and effort shall be reported as follows:

- O Outstanding
- S Satisfactory
- N Needs Improvement
- U Unsatisfactory

ACTIVITIES AND ELIGIBILITY

Student participation in events beyond the normal school day is considered a privilege. Not all students will be allowed to participate, and those students disregarding the appropriate behavior policies will be excluded.

Students may be excluded from activities for any of the following reasons:

- Poor citizenship marks
- Failing grades on last grade report
- Excessive discipline

- Poor attendance

ADMISSIONS

New kindergarten students must be five (5) years old before September 1st of the school year in which they are enrolling. Students who are born between September 2nd and June 2nd will be enrolled in our Transitional Kindergarten Program. Ages must be verified by a birth certificate. Proof of current immunizations and proof of residence must also be provided.

AFTER SCHOOL

Only students enrolled in an after-school program or attending a school-sponsored event are allowed on campus after regular school hours. No other students should remain on campus.

ARRIVAL AT SCHOOL

Parents/Guardians should have ample time to get to school but not extra time to loiter. Please ensure that your child arrives early to be prepared for school each day. School begins at 7:50 A.M. for AM Kindergarten, 9:56 A.M. for PM Kindergarten, and 7:50 A.M. for 1st through 5th grade. Regular student attendance is of great importance to a student's success and achievement. There is a strong correlation between student achievement and student attendance. Children should, however, not be sent to school if they are sick. Children must be cleared of a fever for 24 hours before returning to school.

ARRIVAL

School begins at

- 7:50 a.m. for AM Kindergarten,
- 9:56 a.m. for PM Kindergarten
- 7:50 a.m. for 1st through 5th grade.

Students in AM Kindergarten and 1st through 5th grade, may arrive on campus starting at 7:20 a.m. and report to the lunch tables if they are eating breakfast. Gates will open for Tk & Kindergarten at 7:35 a.m. and all students 1st- 5th Grade, at 7:35 a.m. Students are to be in only those two supervised areas before school. No exceptions. Students are not to be in areas unsupervised by CCE staff (including hallways or waiting outside their classroom).

PICKUP/DROP OFF LANE:

Pickup/drop off lane is along the yellow curb at the front of the school. When arriving at the curb, be prepared to have your child exit. Pull forward as far as you can before dropping your child off. Cars in this lane cannot be left unattended, as it causes a disruption to the flow of traffic. **Students MAY NOT be dropped off or picked up in the parking lot itself.** Additionally, parents/guardians are not to remove or move cones in the parking lot. Handicapped spots are for vehicles with handicapped placards or plates only. We appreciate parents' patience and consideration. Your child's safety is our highest priority.

DEPARTURE

School ends at 1:55 PM (AM Kindergarten – 11:49 AM. / PM Kindergarten – 1:55 PM). Plan with your child ahead of time the method he/she will get home (bus, pick up, walking). Students need to be picked up by 2:10 PM when supervision ends. Students who walk home or walk off-campus to meet their parents/guardians at a designated spot, need to use the crosswalks and sidewalks to safely exit the campus.

* Please avoid calling the office for staff to tell your child how you want him/her to get home. We cannot guarantee that messages will reach children in the classroom. Moreover, messages going to children disrupt the classroom. This should be reserved for emergencies only.

ARTICLES FROM HOME

Toys and personal items MAY NOT be brought from home. This will help prevent loss or damage of something that may be of great value. The school is not responsible for loss of personal property. It is especially important to not bring expensive electronics such as cameras, video games, iPods, and cell phones to school, as they can be lost or stolen.

ATTENDANCE

Every absence from school must be cleared, whether it is excused or not excused. Absences must be cleared within 5 days. (AR 5113) The law defines an excused absence as illness, quarantine by health officials, medical appointment, dental appointment, optometry appointment, chiropractic appointment, mental health, court appearance for the child, or attendance at a funeral for an immediate family member. Absences must be cleared in one of the following three ways: a) Provide a written note signed by a parent/guardian explaining absence, b) Parent/guardian may call or email the attendance clerk, or c) respond via ParentSquare to the absence notification.

CHRONIC ABSENCE and TRUANCY

- Chronic absentee means a student who is absent for any reason 10 percent or more of the school days in the school year, when the total number of days the student is absent is divided by the total number of days the student is enrolled.
- Truant means a student who is absent from school without a valid excuse three full days in one school year, or tardy or absent for more than any 30-minute period during the school day without a valid excuse on three occasions in one school year, or any combination thereof.

California Education Code allows that an attendance supervisor, a peace officer, a school administrator, or any probation officer may arrest or assume temporary custody of a minor if found away from home and absent from school without a valid excuse. At the third truancy in the same school year, the pupil will be classified as a **habitual truant** and the pupil is referred to and required to attend a SARB meeting. Upon the fourth truancy, the student may be referred to the jurisdiction of the juvenile court.

Prolonged and excessive absences are referred to the School Attendance Review Board (SARB). Incentives for students with perfect attendance will be given. Additionally, students will be recognized for their attendance success monthly, by semester, and yearly.

If it is necessary to keep your child out of school for any length of time, you must complete an Independent Study Contract. If this contract is not completed, your child may lose his/her seat due to increasing enrollment in our area. Independent Study Contracts may be obtained from the attendance office. Please give the teachers/staff at least 48 hours to prepare the contract. A completed contract excuses an absence but must be returned the day the student returns to school with the student's work completed.

Students with excessive absences and/or excessive tardies may be referred to the School Attendance

Review Board (SARB). This panel is made up of District officials, law enforcement officers and Department of Social Services administrators who meet with parents regarding their responsibility for their children and the importance of regular school attendance. In California, schooling is mandatory. Regular attendance will provide students with a greater opportunity for academic success.

Every absence from school requires a note or a telephone call from a parent or guardian within 5 days to clear the absence. **Attendance line: (951) 253-7608.**

BACK-TO-SCHOOL NIGHT

This is a special night at the beginning of the year when parents are invited to school so teachers may share their programs. It is a time when teachers explain their goals and objectives for the year, share curriculum, grade level standards, discipline policy, and report cards. Back-To-School Night is not the time to discuss student needs. Please make an appointment with the teacher to discuss specific concerns. Back-To-School Night will be held during the week immediately before or after school starts.

BICYCLES/SKATEBOARDS/SCOOTERS (electric & non-electric)

Bicycle racks are provided on the school grounds, but students must provide their own locks. The bicycle rack area is OUT OF BOUNDS during school hours. Students must not loiter in the rack area before or after school. Bicycles, skateboards, scooters, etc., are not to be ridden on campus. Students must wear helmets, as required by law.

Electric Bikes and Electric Scooters.

If a student is not legally permitted to use an electric bike or electric scooter, they may not use it for transportation to/from school. It is a parent/guardian's responsibility to know and understand local ordinances and laws.

Bicycles may be ridden to school by 4th and 5th grade students if they follow safety rules and receive a signed permission slip by the parent and the principal. Locks and helmets are required. Bicycles must be walked on and off the school grounds. Although the bike racks will be locked during the school day, the school is not responsible for damaged or stolen bikes.

BOOKS

Books for all classes are provided by the Lake Elsinore Unified School District and are checked out to individual students who are responsible for them. Although some workbooks are provided for students use each year, most hardcover books must last for 5 to 7 years. Therefore, it is important that students take responsibility for keeping their books in good condition, free from water damage and pencil or ink marks. A big concern is water damage, often caused by student water bottles leaking in the desk, backpack, or on the desk. Students are expected to protect their textbooks from water damage because it can result in mold growth, which will require the textbook be replaced. Students will be charged for all damaged or lost books including library books and classroom textbooks.

BULLYING

Bullying is not tolerated in school. Students who are victims of bullying or witness bullying need to report the incident to an adult right away. Students who bully others will be subject to the progressive discipline policy outlined below.

Bullying is defined as: A repeated harmful behavior where a child of greater dominance repeatedly hurts, threatens, or torments a more vulnerable child. Bullying is not a one-time name-calling or mean

act, nor is it two children of equal power having an argument.

We have a school culture where bullying is not tolerated, is consistently reported and dealt with, and is prevented through student proactivity and connectedness to school and peers.

Our Reporting and Investigation Procedure is as follows:

- Receive complaint
- Identify alleged bully and witnesses
- Complete a written statement of the incident
- Start the investigation/interview process
- Make a decision
- Notify involved parties
- Start the Sequence of Interventions
- Interventions and disciplinary actions are decided on a case-by-case basis

BUS REGULATIONS

Bus transportation is considered a privilege. Students riding school buses are expected to arrive at their stops ready for boarding 5 minutes prior to scheduled pick up and will observe all school, district and safety rules on the bus and at the bus stop. Failure to comply with the rules and regulations for bus riders in the district shall be sufficient reason for a student to be denied transportation and subject to school discipline. A copy of the bus safety rules will be available for all riders. District buses may be fitted with cameras and, if so, are recording on a continuous basis while the buses are in operation. This is to ensure student and driver safety.

Students who do not follow the rules will be issued referrals, and their bus riding privileges may be revoked. If a student receives a referral from the bus, there will be follow up disciplinary action at school. Questions regarding transportation can be answered by the [Transportation Department](#) at 951-253-7830.

BUS RULES

These can be found listed in the District's [Parent's Rights Handbook](#) which is located on the LEUSD Website.

CELL PHONES & ALL ELECTRONIC DEVICES

- Use of a cellular telephone or other mobile communications device during school hours. Such devices shall be turned off during school hours, except when being used for a valid instructional or other school-related purpose as determined by the teacher or other district employee, and at any other time directed by a district employee. Any device with a camera, video, or voice recording function shall not be used in any manner which infringes on the privacy rights of any other person.
- No student shall be prohibited from possessing or using an electronic signaling device that is determined by a licensed physician or surgeon to be essential for the student's health and the use of which is limited to purposes related to the student's health. (Education Code 48901.5)
- When a student uses any prohibited device or uses a permitted device in any unethical or illegal activity, a district employee may confiscate the device. The employee shall store the item in a secure manner until an appropriate time.
- Students also may be subject to discipline, in accordance with law, Board Policy, or administrative regulation, for any off campus conduct during non-school hours which poses a threat or danger to the safety of students, staff, or district property, or substantially disrupts school activities.

- First offense: If a student is using their cell phone/cellular watch at school it will be confiscated and will be given back to the student at the end of the school day.
- Second offense: The phone/watch will be confiscated, and parent will be required to pick up the phone in the office.
- Third offense: The student will not be permitted to bring phone/watch to school, until a meeting is held with administration and the parent, to determine next steps.

CHILD ABUSE

Child abuse is a problem that is pervasive in our society. All school personnel are “mandated reporters” meaning they must report suspected instances of child abuse or lose their authorization to work with children. It is our duty to report, but it is the Child Protective Service’s job to investigate.

Parents or guardians have the right to file a complaint against a school district employee or other persons that they suspect has engaged in abuse of a child at school. To ensure that proper investigation takes place, a verbal or written complaint must be filed with the local child protective agency, school district, or county office of education.

CIVILITY POLICY

[LEUSD BP 1313](#) (user: lakeelsinore pw: public) “Members of the Lake Elsinore Unified School District Staff will treat parents and other members of the public with respect and expect the same in return. The district is committed to maintaining orderly educational and administrative processes by keeping schools and administrative offices free from disruptions and preventing unauthorized persons from entering school/district grounds.” [See board policy at the end of this document for additional information.](#)

CLASSROOM CELEBRATIONS

School staff shall encourage parents/guardians or other volunteers to support the District’s nutrition education program by considering nutritional quality when selecting any snacks which they donate for occasional class celebrations, and by limiting foods or beverages that do not meet nutritional standards.

Snacks/foods/beverages, which are donated, shall be store-purchased, individually wrapped, with ingredient labels attached, not homemade. Class parties or celebrations shall be held after the lunch period. Arrangements must be made by the parents/guardians with the teacher 24 hours in advance. *ALL FOOD MUST BE BROUGHT THROUGH THE OFFICE PRIOR TO GOING TO ANY CLASSROOM.

CLOSED CAMPUS

All Lake Elsinore Unified School District schools have a CLOSED CAMPUS policy. Students must remain at school once they arrive on campus in the morning until they are dismissed at the end of the school day. Students who leave campus without permission shall be classified as truant and will be subject to appropriate discipline.

COMMUNICABLE DISEASES

The school should be notified if your child contracts a communicable disease. Public Health Laws of California are adhered to uniformly. Students will be readmitted to school after the appropriate time interval with a doctor’s release. The child must report to the office before returning to the classroom. It is advisable to keep your child home 24 hours after their temperature has returned to normal regardless of the illness. Up to date COVID-19 protocols will be communicated to parents via ParentSquare.

COMMUNICATION

Two-way communication between home and school is a must! Please feel free to write a note or leave a phone

message whenever you need clarification on any school-related item. All teachers at Cottonwood Canyon have an e-mail and messages can be left for them with the front office staff for this purpose. Parents are asked to contact the teacher first when there is a classroom or school problem. If the problem is not resolved at that level, parents may call school administration. **ParentSquare** is also a very useful form of communication.

COMPLAINTS

The district prohibits retaliatory behavior against any complainant or any participant in the complaint process. All complaints are kept confidential.

Uniform Complaint Procedure:

The Governing Board designates the following compliance officers to receive and investigate complaints and ensure District compliance with law for special education, adult education, child development and child nutrition:

Assistant Superintendent, Student Services
545 Chaney Street
Lake Elsinore, CA 92530
(951) 253-7000

The Governing Board designates the following compliance officer to receive and investigate complaints and ensure District compliance with law for SIP, EIA/LEP, Title I, Title II, and vocational education:

Assistant Superintendent, Administrative & Educational
Support Services
545 Chaney Street
Lake Elsinore, CA 92530
(951) 253-7000

*Complainant will be notified within 60 days of resolution.

Non-discrimination: The District has a policy of non-discrimination on the basis of sex, sexual orientation, race, color, religion, national origin, ethnic group, age or handicap, and promotes programs that ensure that discriminatory practices are eliminated in all District activities. Any complaints or questions may be referred to the Principal or Superintendent. Complaints may be made through the complaint procedure contained in Administrative Regulations 1312.3 - Uniform Complaint Procedures that is available at each school site.

Sexual Harassment: The Governing Board prohibits the unlawful sexual harassment of any student by any employee, student, or other person in or from the District. Any student who engages in the sexual harassment of anyone in or from the District may be subject to disciplinary action up to and including expulsion. Any employee who permits or engages in sexual harassment will be subject to disciplinary action.

Any student who feels that he/she is being harassed should immediately contact the principal or designee at his/her school or another district administrator. A complaint of harassment can also be filed in accordance with AR 1312.1 – Complaints Concerning School Personnel AR 1312.3 – Uniform Complaint Procedures. The District prohibits retaliatory behavior against any complainant or any participant in the complaint process. Each complaint of sexual harassment shall be promptly handled by school administration.

CONFERENCES WITH TEACHERS

You may schedule a conference with a teacher at any time by making an appointment with the teacher directly. Conferences will not be held during school instructional time, without the Teacher's prior approval.

CROSSING GUARD

A crossing guard is provided before and after school so students can cross safely. It is imperative that all students, parents and guardians utilize that crosswalk to help ensure their safety. We ask that parents help enforce this precaution by not taking short cuts across the street or through the parking lot. Crosswalk school personnel will be on duty in the following areas and times: School parking lot 7:00-7:50 AM and 1:55-2:10 PM, Lost Road 7:20 - 7:50 AM and 1:55-2:10 PM.

DAYCARE (EXCEL PROGRAM)

Parents with children needing care before or after school may sign up for the [LEUSD Childcare Program](#), located on the CCE campus in room 30.

DETENTION OF STUDENTS

With parental notification, 24-hours beforehand, educators or administrators may require students to stay in their classrooms or the administrative office during a before or after school session. These detentions serve various purposes such as completing assignments, catching up on missed work, addressing habitual tardiness, and managing disciplinary issues.

DOGS/PETS ON SCHOOL GROUNDS

Due to the Riverside County Health Regulations and the safety of our students, dogs and other pets are prohibited on school grounds at any time unless they are a service animal and are providing a direct service to an enrolled student.

DISASTER/EMERGENCY

Following a natural disaster/emergency, all students will remain at school until they are checked out by the parent, guardian, or someone on their emergency card. Students are to follow the instructions of the adults on campus. An emergency check-out process will be followed, requiring all adults checking-out a student to have an ID and said adult must be listed on the student's emergency list. LOOK TO PARENT SQUARE FOR DIRECTIONS.

DISCIPLINE

The Cottonwood Canyon Elementary staff believes the school is responsible for establishing a positive school climate that provides an optimal learning environment and safety for everyone. Therefore, we have established a discipline plan that will enable students to make appropriate choices, encourage positive behavior and enhance the educational and social development of each student. Discipline is a shared responsibility between students, parents, and school staff. We will request parental help and support throughout the year in reinforcing our school effort.

It is important to the Cottonwood Canyon staff that we provide a safe and effective school environment for our students. Therefore, all students are expected to follow Cottonwood Canyon's School-Wide Positive Behavior Support Plan

***Consequences for Inappropriate Behavior:**

- Warning
- Time-out
- Referral
- Loss of activities
- Removal to another classroom
- Loss of recess
- Parent notification
- After-school detention
- Off-campus suspension
- Expulsion

*This list is not exhaustive and includes examples of what teachers and administration *may* choose in terms of discipline. This list is just a guide, not a list of actions to be followed.

School-Wide Expectations:

BE SAFE
BE RESPONSIBLE
BE RESPECTFUL

Positive Consequences for Appropriate Behavior:

1. Compliments given to students
2. Character Trait Awards
3. Caught Being Good Raffle Tickets
4. Student of the Month Award

DRESS STANDARDS/GROOMING

Students are expected to dress in a manner consistent with CCE's dress code. It is also necessary that students dress in clothes and shoes that are safe for active play during recess and physical education activities. Students

wearing clothing that advertise drugs, alcohol, negative context, etc., will be asked to turn their shirts inside out for the remainder of the day, or we may contact parents to bring a change of clothes.

All students are expected to maintain appropriate standards of hygiene and cleanliness while attending school. In addition, State law requires that all children wear shoes at school. Sandals may be worn only if they have a front and back strap, according to the California Safety Code. However, tennis shoes are far safer and enable greater participation in physical education.

DRESS CODE

The Board of Trustees believes that every student has the right to attend a school that is orderly and free from influences that detract from a wholesome educational environment. The primary responsibility for a satisfactory standard of dress and/or appearance rests with students and their parents. The clothing worn at school or school-related activities should reflect the positive attitude of our school community. All students are to dress and groom themselves in a school-appropriate and respectful manner. CCE does not permit the wearing of additional costume items or accessories at school, including but not limited to cat ears, fur tails, or paw gloves.

THE FOLLOWING IS A LIST OF ALLOWABLE CLOTHING ITEMS:

Shirts/Tops/Dresses

- All shirts, tops or dresses must secure over the shoulders or neck.

Pants/Sweatpants/Shorts/Skirts/Dresses

- All pants, shorts, skirts, and/or dresses must cover undergarments and private areas.

Shoes

- Activity-specific shoes are required for physical education (PE) and co-curricular activities.

Sun protective clothing

- Sunglasses are permitted outdoors.
- Hats are acceptable outdoors and must not have inappropriate images, words, or content.

THE FOLLOWING IS A LIST OF CLOTHING ITEMS THAT ARE NOT ALLOWED:

Inappropriate Clothing

- Clothing or accessories with images or language that depicts:
 - Violence
 - Drugs or alcohol (or any illegal item or activity; for example, Cookies)
 - Hate speech, profanity, or pornography (including symbols)
 - Anything that could create a hostile or intimidating environment based on any protected class
- Undergarments (including bralettes), sheer materials, and swimwear of a similar design, worn as outerwear.

Headwear

- Headwear or clothing that obscures the face (except as a religious observance or health/safety-related facial coverings).

Gang Affiliated Apparel

- In consultation with law enforcement or other gang experts, the school administration may limit clothing or apparel where there is a reasonable basis for identifying clothing as gang affiliated.

All dress code violations will be enforced by site administration.

Student dress or appearance shall not be unsafe, indecent, vulgar, obscene, distract or violent and it shall not substantively disrupt the educational process and the orderly processes of the school. Violation of this policy shall be cause for disciplinary action deemed necessary by the staff. Consequences may include warning,

parent notification and request to bring a change of clothing to possible suspension for willful defiance of authority.

While it is impossible to give a definitive list of what is and is not acceptable (a lot of times specific cases are decided based on the impact that item has on the learning environment), we can give parents advanced warning about some of the most common dress and grooming problems.

Unsafe: Shoelessness, flip-flops or Heelies are instances of inappropriate footwear. (All shoes must fit securely and not be capable of coming off the foot during activities.) Spiked projections from rings, belts, belt buckles, hats, or from anything worn by a student are not allowed.

- Indecent: Off the shoulder, cutoff shirts, tops with midriff exposure, perforated undershirts, tops and ripped trousers where indecent exposure exists, trousers that sag below hip level or show undergarments, and revealing swimsuits or parts of same will not be allowed. No tank tops with undergarments and/or excessive body being exposed should be worn.) No tube tops, halter tops, backless tops or spaghetti straps. Tank tops or dresses must have a 2” strap. Skirts worn shorter than fingertip length must be worn with shorts. Shorts worn shorter than fingertip length are not allowed. Accessories such as animal furs, tails, or paws, are not allowed.
- Vulgar: Traditionally offensive words, sayings, and put-downs.
- Obscene: Traditionally offensive or degrading pictures and sayings.
- Violent: Traditionally associated with gang activity, harmful, hateful or weapons.
- Illegal: Tobacco, alcohol, or illegal substances.
- Jewelry: All items worn should not disrupt the educational process (i.e., noisy bracelets, buzzer or game watches.) No dangle earrings or hoops.
- Make-up: Elementary students should limit the use of make-up. Any make-up, hair spray/gel, perfume/cologne, nail polish or other such items should not be brought to school.
- Pajamas: Any clothes items considered as Pajamas or sleepwear by administration, are not allowed for student wear at school, unless clearly communicated from the school/classroom, as a school/classroom spirit day.

* Visitors to our campus are expected to follow the same standards. Thank you. *

DRUGS AND ALCOHOL

Students using, being in possession of, or under the influence of alcohol, drugs, or controlled substances (including over the counter medications) will be subject to suspension, and law enforcement will be notified. Students who furnish alcohol, drugs, or controlled substances will be subject to immediate suspension, contact with law enforcement, and may be recommended for expulsion. Students who sell a controlled substance will be immediately suspended from school, have contact with law enforcement, and will be recommended for expulsion. (EC 48915) In addition, such students may be referred to a counseling program, transferred to an alternative placement, and/or be restricted from extracurricular activities, including athletics.

EARLY DISMISSAL

Occasionally it is necessary to take a child from school before dismissal. To do this, the child must be checked-out from the office. Front office staff will call the child from the classroom and will note the early check-out as an afternoon tardy, which does affect “perfect attendance” and “attendance incentive” counts. We ask that you try to make all appointments after school and limit early dismissals to emergency situations only. Students will not be released after 1:15 p.m. unless it is an emergency. The person picking-up the child will need to show I.D. and must be listed on the Emergency Card. We check I.D. each time a child is picked up early from school.

ELAC

Each school with 21 or more English learners (also known as LEP students), regardless of language, must form a functioning English Learner Advisory Committee (ELAC) or subcommittee of an existing advisory committee. Our committee meets regularly throughout the year and is open to all parents and staff. Please see the school calendar or school website for specific dates.

EMERGENCY CARD

Each school year parents/guardians must update their child's emergency information online. If your child becomes sick or is injured in school, this is our only source of contact with you. Please fill it out completely. It is essential that this information is updated annually. It is also important that you update the information on this card should there be any changes during the year. If you need assistance with online access, please come to the front office. Please keep current court documents on file in the main office.

For your child's protection, the office does not release students to adults who are not listed on the emergency contacts. Therefore, if you plan to have your neighbor pick up your child, you must notify the office in advance. Picture identification will be requested by the office staff. Please remember that the emergency contact information is the school's only link to you during the school day.

EMERGENCY DRILLS

Practice drills for fire and other possible emergencies are held monthly. These may be called at any time by the principal or Fire Marshal. Special provisions have been made for your child during an emergency situation. Earthquake information will be sent to parents through their child's teacher. A District wide disaster drill will be held in October in association with the State of California.

FIELD TRIPS

Field trips are a supplement or a follow-up to class instructional work. All children are required to have a signed parent permission slip before being allowed to go on a field trip. Parents who have completed the District Volunteer Process and who have received a purple badge may go on field trips only as assigned supervisors with staff approval. Children that are not enrolled at Cottonwood Canyon Elementary School are not allowed to go on field trips because of insurance requirements. All students on the field trip must ride the bus to and from the destination, due to liability issues. Siblings are not permitted on field trips.

FRAGRANCE FREE ENVIRONMENT

Board Policy 3514 states that staff and students shall be asked to refrain from bringing common irritants or other personal care products that are not fragrance-free in classrooms or other enclosed areas or buildings.

GROUNDS FOR SUSPENSION AND EXPULSION

(EDUCATION CODE 48900) A pupil shall not be suspended from school or recommended for expulsion, unless the superintendent of the school district or the principal of the school in which the pupil is enrolled determines that the pupil has committed an act as defined pursuant to any of subdivisions (a) to (r), inclusive:

(a)(1) Caused, attempted to cause, or threatened to cause physical injury to another person.

(2) Willfully used force or violence upon the person of another, except in self-defense.

(b) Possessed, sold, or otherwise furnished a firearm, knife, explosive, or other dangerous object, unless, in the case of possession of an object of this type, the pupil had obtained written permission to possess the item from a certificated school employee, which is concurred in by the principal or the designee of the principal.

(c) Unlawfully possessed, used, sold, or otherwise furnished, or been under the influence of a controlled substance listed in Chapter 2 (commencing with Section 11053) of Division 10 of the Health and Safety Code,

an alcoholic beverage, or an intoxicant of any kind.

(d) Unlawfully offered, arranged, or negotiated to sell a controlled substance listed in Chapter 2 (commencing with Section 11053) of Division 10 of the Health and Safety Code, an alcoholic beverage, or an intoxicant of any kind, and either sold, delivered, or otherwise furnished to a person another liquid, substance, or material and represented the liquid, substance, or material as a controlled substance, alcoholic beverage, or intoxicant.

(e) Committed or attempted to commit robbery or extortion.

(f) Caused or attempted to cause damage to school property or private property.

(g) Stole or attempted to steal school property or private property.

(h) Possessed or used tobacco, or products containing tobacco or nicotine products, including, but not limited to, cigarettes, cigars, miniature cigars, clove cigarettes, smokeless tobacco, snuff, chew packets, and betel. However, this section does not prohibit the use or possession by a pupil of the pupil's own prescription products.

(i) Committed an obscene act or engaged in habitual profanity or vulgarity.

(j) Unlawfully possessed or unlawfully offered, arranged, or negotiated to sell drug paraphernalia, as defined in Section 11014.5 of the Health and Safety Code.

(k) (1) Disrupted school activities or otherwise willfully defied the valid authority of supervisors, teachers, administrators, school officials, or other school personnel engaged in the performance of their duties.

(2) Except as provided in Section 48910, a pupil enrolled in kindergarten or any of grades 1 to 5, inclusive, shall not be suspended for any of the acts specified in paragraph (1), and those acts shall not constitute grounds for a pupil enrolled in kindergarten or any of grades 1 to 12, inclusive, to be recommended for expulsion.

(3) Except as provided in Section 48910, a pupil enrolled in any of grades 6 to 8, inclusive, shall not be suspended for any of the acts specified in paragraph (1). This paragraph is inoperative on July 1, 2029.

(4) Except as provided in Section 48910, commencing July 1, 2024, a pupil enrolled in any of grades 9 to 12, inclusive, shall not be suspended for any of the acts specified in paragraph (1). This paragraph is inoperative on July 1, 2029.

(5)(A) A certificated or classified employee may refer a pupil to school administrators for appropriate and timely in-school interventions or supports from the list of other means of correction specified in subdivision (b) of Section 48900.5 for any of the acts enumerated in paragraph (1).

(B) A school administrator shall, within five business days, document the actions taken pursuant to subparagraph (A) and place that documentation in the pupil's record to be available for access, to the extent permissible under state and federal law, pursuant to Section 49069.7. The school administrator shall, by the end of the fifth business day, also inform the referring certificated or classified employee, verbally or in writing, what actions were taken and, if none, the rationale used for not providing any appropriate or timely in-school interventions or supports.

(l) Knowingly received stolen school property or private property.

(m) Possessed an imitation firearm. As used in this section, "imitation firearm" means a replica of a firearm that is so substantially similar in physical properties to an existing firearm as to lead a reasonable person to conclude that the replica is a firearm.

(n) Committed or attempted to commit a sexual assault as defined in Section 261, 266c, 286, 287, 288, or 289 of, or former Section 288a of, the Penal Code or committed a sexual battery as defined in Section 243.4 of the Penal Code.

(o) Harassed, threatened, or intimidated a pupil who is a complaining witness or a witness in a school disciplinary proceeding for purposes of either preventing that pupil from being a witness or retaliating against that pupil for being a witness, or both.

(p) Unlawfully offered, arranged to sell, negotiated to sell, or sold the prescription drug Soma.

(q) Engaged in, or attempted to engage in, hazing. For purposes of this subdivision, "hazing" means a method of initiation or pre initiation into a pupil organization or body, whether or not the organization or body is officially recognized by an educational institution, that is likely to cause serious bodily injury or personal degradation or

disgrace resulting in physical or mental harm to a former, current, or prospective pupil. For purposes of this subdivision, “hazing” does not include athletic events or school-sanctioned events.

(r) Engaged in an act of bullying. For purposes of this subdivision, the following terms have the following meanings:

(1) “Bullying” means any severe or pervasive physical or verbal act or conduct, including communications made in writing or by means of an electronic act, and including one or more acts committed by a pupil or group of pupils as defined in Section 48900.2, 48900.3, or 48900.4, directed toward one or more pupils that has or can be reasonably predicted to have the effect of one or more of the following:

(A) Placing a reasonable pupil or pupils in fear of harm to that pupil’s or those pupils’ person or property.

(B) Causing a reasonable pupil to experience a substantially detrimental effect on the pupil’s physical or mental health.

(C) Causing a reasonable pupil to experience substantial interference with the pupil’s academic performance.

(D) Causing a reasonable pupil to experience substantial interference with the pupil’s ability to participate in or benefit from the services, activities, or privileges provided by a school.

EDUC CODE 48900.2 A pupil may be suspended from school or recommended for expulsion if the superintendent or the principal of the school in which the pupil is enrolled determines that the pupil has committed sexual harassment as defined in Section 212.5 of the Education Code.

EDUC CODE 48900.3 Pupils in grades 4 to 12, inclusive may be suspended or recommended for expulsion if it is determined the pupil has caused, attempted to cause, threatened to cause, or participated in an act of hate violence as defined in subdivision (e) of Section 233.

EDUC CODE 48900.4 A pupil in grades 4 to 12 inclusive may be suspended or recommended for expulsion if it is determined the pupil has intentionally engaged in harassment, threats, or intimidation against another. The act must be sufficiently severe or pervasive "to have the actual and reasonably expected effect of materially disrupting class work, creating substantial disorder, and invading the rights of that pupil or group of pupils by creating an intimidating or hostile educational environment."

GUM

All LEUSD schools have a "No Gum" policy. Students who choose to bring and/or chew gum at school will be assigned a consequence and/or discipline.

HEALTH SERVICES

Students must have a pass from their teacher or campus supervisor before going to the Health Office unless an emergency occurs at which time the Health Office needs to be notified by phone or radio. Students are welcome to discuss health problems with the nurse or health clerk. The nurse or health clerk will administer first aid; if a student needs further treatment or care, and the student requires transportation home or to a doctor, an identified emergency contact person will be notified by, or under the supervision of, school personnel. Parents are required to provide the school with emergency information and to notify the school should name, address, and telephone number change.

HOMEWORK

The following chart is a list of suggested homework time amounts only. Please note that each teacher reserves the right to adjust as needed. Please contact your student’s teacher for detailed information regarding their homework policy, schedule, and expectations.

Kindergarten	Teacher’s discretion
Grade 1	45-60 minutes per week

Grade 2	1-1 1/2 hours per week
Grade 3	1 1/2 – 2 hours per week
Grade 4	2-4 hours per week
Grade 5	4-6 hours per week

INDEPENDENT STUDY

If it is necessary for parents to school for any length of time,

Contract must be completed. See the Attendance Clerk to obtain the contract at least 48 hours prior to the absence to allow the teacher time to prepare assignments for the student. The contract will provide lessons to complete while that student is away from school. Upon return to school, the student will turn in the completed schoolwork. If the student completes the work per the independent contract, he/she will receive credit for it, and the absences will be cleared.

CONTRACTS

keep their children out of an Independent Study

INSURANCE

The District does not provide medical insurance for students. However, information regarding voluntary school accident insurance is sent home at the beginning of every school year. You may purchase this insurance if you wish. The District Business Office can answer questions you may have regarding voluntary school insurance.

INSTRUCTIONAL MATERIALS AND SUPPLIES

Instructional materials and supplies such as paper, pencils, crayons, etc., are provided by the school. When teachers request additional or supplemental items, they may ask parents to help by donating those items. Students may also bring their own materials if they prefer.

LIBRARY

Students are encouraged to use the school library. The library is available for study, research, and checking out books. Charges will be made for books that are damaged or lost.

LOST AND FOUND

Every year, students leave valuable articles of clothing, lunch boxes, and backpacks at school. Please put your child's first and last name on all personal articles with indelible ink markers. This will enable the staff to return the articles to the owner. Parents, as well as students, are encouraged to check the lost and found area several times during the year. Our lost and found is in the quad. Throughout the school year left over items are donated to a charitable organization.

MEDICATION

Students are not to have any medication in their possession, including both prescription and over-the-counter (OTC) medication. If it is necessary for a student to take medication during school hours, obtain the proper forms in the Health Office and have them completed by parents/guardians and physician. The forms are to be returned to the nurse or health clerk with the medicine in the prescription bottle. Medicine will be administered according to the physician's directions in the Health Office.

Medication will be returned to an adult or destroyed at the end of the school year.

Without exception, students may not bring any medication to school!

MISSION & VISION STATEMENTS

Through hard work, dedication and strength of character, all students will achieve proficiency in all academic areas.

&

All students will be prepared for college should they choose to attend.

NO EXCUSES UNIVERSITY

Cottonwood Canyon Elementary is a No Excuses University school, which is a network of over 200+ schools in the US promoting college readiness for all students. We believe in a culture of universal achievement for our students and our staff believes that our students are capable of meeting academic standards.

NON-DISCRIMINATION

Lake Elsinore Unified is committed to making schools free from unlawful discrimination and providing equal opportunities for all individuals in education. The district prohibits discriminatory practices whose purpose or effect has a negative impact on the student's academic performance, or of creating an intimidating, hostile or offensive educational environment. The district promotes programs that ensure that discriminatory practices are eliminated in all district activities. Any student who engages in discrimination of another student or anyone from the district may be subject to disciplinary action up to and including expulsion. Any employee who permits or engages in discrimination may be subject to disciplinary action up to and including dismissal. Any student or parent/guardian who believes that discrimination has occurred should immediately contact the principal for resolution at the site.

NUTRITION SERVICES

A nutritional breakfast, served from 7:25 – 7:55 a.m., and lunch are offered in the CCE cafeteria each day. There is no cost for breakfast or lunch for the 2022-2023 school year. Cottonwood Canyon students will be provided with breakfast and lunch daily from our cafeteria. Monthly menus are available online to help with the lunch selection. Information on free lunches is available through the office or the [LEUSD website](#).

NUTRITIONAL SNACKS

Students are encouraged to bring a snack that will help sustain them between breakfast and lunch. We ask that these snacks be nutritional in nature, like fruits, vegetables, or cheese (no nuts please). No sodas, energy drinks or large/family sized bags of chips are allowed.

OPEN HOUSE

This exciting event is scheduled in the spring. Open House is a time when students can share their work and what they have learned with their parents. Parents are encouraged to attend with their children. However, please remember that this is not the appropriate time to discuss your child's grades or behavior.

Parent Concerns Regarding Another Child

Any concerns that parents may have regarding a student, other than their own child, must be brought to the attention of administration. Parents may not speak to another child regarding a discipline concern or an incident between their own child and another student. By approaching a student on campus, you violate his/her rights to be safe and secure. Since parents have no authority over other parents or students, please communicate your concerns to school officials who have the authority and responsibility for addressing such issues.

PARENT TEACHERS ASSOCIATION (PTA)

The Parent Teacher Association (PTA) at Cottonwood Canyon is busy preparing for an eventful year. It is an organization of families who work to improve our school by providing special programs for students and

implementing exciting activities and events. Events are successful because parents volunteer their time to make school activities fun for students and their families.

The PTA Board is actively involved in bringing families together. They are currently planning a multitude of fun activities. Join the PTA! Your help is needed to make this year successful. Don't have time to volunteer? We understand. Your membership and support are all we ask.

PARENT/TEACHER CONFERENCES

Parent/Teacher conferences are held for students who are at risk. All parents are welcome to request conferences any time during the school year. We encourage good communication between the home and school.

PARENT INVOLVEMENT POLICY

Parents are teachers too! Students do best when parents and the teacher at school are working together. Here are some things you can do to help your child have a successful education:

- Use Parent Square so you are aware of happenings!
- Log on to IC (Infante Campus).
- Be a volunteer helper or member our PTA. (Volunteers must follow badge process annually.)
- Attend as many school functions as possible.
- Take an interest in papers that your child brings home from school.
- Display papers at home.
- Monitor your child's homework and assist when appropriate.
- Extend your child's learning at home.
- Avoid comparing your child with another child.
- Get acquainted with the teachers.
- Praise your child for schoolwork that is well done.
- Learn what is expected of your child in school.
- Attend special activities in which your child is participating.
- Attend all parent/teacher conferences.

PARENT NOTIFICATION

It is important that parents receive information regarding school activities; therefore, it is the students' responsibility to take all bulletins and notices home to parents. The school web page, school newsletter, and Parent Square (a school communication system) all communicate pertinent information regarding school functions. Parents need to notify the school immediately of any change in address and/or phone number.

PARENT SQUARE

Parent Square is the name of our school-to-parent communication system that allows the principal or other school personnel to send periodic and personalized messages via the telephone. With Parent Square, we will be able to deliver important school information in a timely manner. Parent Square also supports the ability to reach you immediately in the event of an emergency. Periodically, you will be receiving messages through your telephone to notify you about important events such as: Parent teacher conferences, PTA meetings, Back to School Night, fundraisers, and attendance. Numbers provided on your registration will be used to contact you.

PARENT VISITATIONS

Parents are always welcome at Cottonwood Canyon during appropriate times and circumstances. (If you plan on visiting/volunteering at Cottonwood Canyon on a regular basis, please refer to the Parent Volunteer Section below.)

Below are some suggestions to insure a successful visit:

- Under Education Code 32211 and Penal Code 626.8, all visitors are required to register in the school office. Always stop in the office to sign in and receive a "Visitor Pass" before going to your child's room. Adults without passes will be asked to return to the office. Please remember to sign out and return your "Visitor Pass" as well. This helps us to keep track of who is on campus at all times and is especially useful during emergencies.
- Contact the teacher or office concerning the appropriate time for a visit.
- Since the teacher's work constantly demands his/her attention, do not try to hold a conference with the teacher while the class is in session or while they are preparing for their day.
- Please plan to leave preschool children, infants, and other children at home. They can be quite disruptive to a classroom and are not allowed on campus.
- You are always welcome to schedule a meeting with your teacher or administrator to discuss your child's progress or any other matter concerning the school program.
- Limit classroom visits to approximately 30 minutes, unless already prearranged with the teacher.
- Please do not sign your child out early after your visit. It is important that students be in school all day.
- Students should be dropped off for school at the side, back or front gates. Please note that we have a closed campus, and no unauthorized persons are to be on campus. Do not walk your child to class or out to the playground. This makes for an easier transition from recess to classroom time.
- When picking up your child from school, please be respectful of the last few minutes of classroom time. This time is just as valuable as the rest of the day. Please wait for your child outside of the gate. The gate will be opened by a school employee when the bell rings. Once the gate is opened, children will be dismissed from school.

PARENT VOLUNTEERS

Volunteers in the classrooms are appreciated. Volunteers must also sign in at the school office pursuant to Education Code 32211 and Penal Code 626.8. To protect our students, all volunteers must follow district policies to obtain a volunteer badge.

1. Volunteer packets may be picked up in the school office.
2. The packet is to be completed by the volunteer and signed for approval by the classroom teacher(s) and the school principal.
3. The packet is then to be taken to the district office where a Megan's Law check is run.

Red Badge do not require fingerprinting. Red Badge volunteers work under the direct supervision of a school employee.

Purple Badge volunteers require fingerprinting. Purple Badge volunteers work under the supervision of a school employee and may also serve as a chaperone on field trips.

Once approved, volunteers will receive a photo volunteer badge that must be worn at all times while volunteering. Parents that regularly come onto campus in the morning to drop off their student(s) are

required to have a volunteer badge. Otherwise, parents may drop off their child at the side, back or front gates.

*** Volunteer badges must be renewed on an annual basis. ***

Misuse of the volunteer badge, such violating student privacy (FERPA), using the badge to gain access to the campus for something other than volunteering, or refusing to sign in the office, will result in the volunteer badge being revoked.

VOLUNTEERING POLICY

If you are volunteering in the classroom, you must:

1. Be cleared through the district office and receive a volunteer badge.
2. Always wear your volunteer badge.
3. Sign in and out in the office every time you arrive and leave.
4. Not bring older or pre-school children with you to the classroom.
5. Always follow the rules and regulations of the school.
6. Parent volunteers work in the classroom with the teacher.
7. Not be in the classroom with students without a teacher present.
8. No parent volunteers are allowed on the playground or in the lunch area.

PARKING

Parking is a challenge at almost every school, especially in the afternoon when 800+ students are released at the same time. Please be patient with the limited parking that is available. We are fortunate to be in a community that has sidewalks and streets wide enough for parking in designated areas. During peak periods allow time to park on the street and walk to campus. Please do not park in the student drop off/pick up lane in front of the school. It stops the flow of traffic and can result in a parking ticket. Handicapped spots are for vehicles with handicapped placards or plates only. PLEASE NEVER leave your car unattended or a child in a vehicle. Law enforcement visits CCE on a regular basis. Vehicle Code applies to the school parking lot.

PERSONAL PROPERTY

Personal property is brought at your own risk. The school and school district are not responsible in the event of loss, theft, or damage of any personal property. Students are encouraged to report any loss, theft, or damage of personal property to the administration office. School administration may investigate the theft, loss, or damage of personal property if reasonably able to do so.

REPORT CARDS AND UNSATISFACTORY PROGRESS REPORTS

Report cards are issued two times per year, at the end of the semester or after twelve weeks of instruction. Unsatisfactory Progress Reports will be sent after the 6th week of instruction to parents whose students at risk of not meeting grade level standards. Should your child receive an unsatisfactory progress report, it is strongly recommended that you contact the teacher to establish specific objectives to improve his/her academic achievement in the classroom.

RESTROOMS

It is encouraged that restrooms be used during lunch and recess, or before and after school. Restrooms are not to be used for changing clothes or visiting with friends. Food and/or drink are not permitted in the restrooms.

SAFE ROUTE TO SCHOOL

Parents of children who walk or ride their bikes to school are asked to go over a safe route to school with their children. Walkers may not take shortcuts through our parking lot, Canyon Lake Middle School, or private property. All students and parents are expected to follow good citizenship standards to and from school and obey street laws, use the sidewalks and crosswalks.



SCHOOL COLORS AND SCHOOL MASCOT

The Cottonwood Canyon school mascot is the bear cub, and the school colors are blue and yellow. We encourage our students and teachers to identify with these symbols as a representation of our school pride and spirit! School color and Spirit Day will be held each Friday and all students and staff are encouraged to participate. Please visit the front office if you are interested in purchasing CCE clothing.

SCHOOL SITE COUNCIL (SSC)

Cottonwood Canyon's School Site Council (SSC) is a representative body of staff members and parents working together as a council to plan objectives that support our academic program. It serves as the body that monitors the school's Single Plan for Student Achievement (SPSA), reviews and approves the budget, and evaluates the programs. The SSC representation changes annually, and new parent members are actively recruited. Interested parents may contact the school or may attend any SSC meeting noted on your yearly calendar.

SCHOOL RESOURCE OFFICER

Deputies from the Riverside Sheriff's Office are assigned to assist all schools. Deputies may assist in a wide variety of functions including, but not limited to, classroom presentations, traffic control, training/prevention, discipline, supervision, and the investigation of any criminal activity on campus.

SEARCH AND SEIZURE

School officials may search individual students, their property, backpacks, and lockers when there is a reasonable suspicion that the search will uncover evidence that the student is violating the law or the rules of the district/school. Any items contained in a backpack, or on their person, shall be considered the property of the student. The Parent/Guardian will be notified of all searches. The school district does contract with canine detection services to help keep our campuses safe.

SELLING FOOD/MERCHANDISE

The only individuals who will be allowed to sell anything on campus will be Food Services and School organizations that follow the process as outlined by the school ASB. There should be no selling of any items during regular school hours without prior approval. These items will be confiscated and may not be returned. In addition, the student may also face disciplinary consequences.

STUDENT SEXUAL HARASSMENT POLICY

Lake Elsinore Unified is committed to making the schools free from sexual harassment. This means that the district prohibits harassment made by someone from or in the educational setting. Sexual harassment can be such actions as unwelcome sexual advances; requests for sexual favors; or verbal, visual, or physical conduct of

a sexual nature made by someone from or in the educational setting. The district prohibits conduct that has the purpose or effect of having a negative impact on the student's academic performance, or of creating an intimidating, hostile, or offensive educational environment. The district further prohibits sexual harassment in which a student's grades, benefits, services, honors, program or activities are dependent on submission to such conduct. Board Policy 5145.7

Solicitation: Students and parents are not permitted to sell items at school.

SMOKING/TOBACCO/VAPES/LIGHTERS/MATCHES

No form of tobacco is allowed anywhere at school. Any student in possession of, or using, any form of tobacco and/or lighters or matches is subject to consequences, up to and including home suspension.

VAPING DEVICES AND ELECTRONIC NICOTINE DELIVERY SYSTEM (ENDS)

The possession or use of any Vaping device or Electronic Nicotine Delivery System (ENDS) or any other device intended to promote use of a vaporized smokeless behavior is prohibited just the same as any tobacco item or device. LEUSD does not in any way promote smoking. Students who violate this rule may be subject to consequences up to and including home suspension and expulsion.

SOCIAL MEDIA

LEUSD schools maintain social media platforms to support student learning and to enhance communication between parents/guardians, staff, students and other community members. While we encourage comments and input on district social media platforms, comments that use offensive or vulgar language, share private information, advocate illegal acts, or violate Board policy will be removed. Responsible use of social media by students is expected.

Here are some important guidelines and information regarding use of social media for students:

- **Making Threats:** Threatening a person or group of people in any situation is serious. Posting or forwarding an anonymous, empty threat will raise red flags that both school officials and law enforcement will investigate. Cyber threats can result in serious student discipline as well as action by law enforcement. If you see a threatening post, take a screenshot and report it to school administration or a law enforcement official immediately.
- **Cyberbullying:** Cyberbullying takes many forms and can harm others. This includes offensive text messages, emails, posting rumors or slurs, and circulating embarrassing photos of a classmate online. Cyberbullying can result in serious disciplinary consequences. If you or someone you know is a victim of cyber bullying, please report it to school officials immediately.

Things to Remember:

- There is no such thing as true anonymity. Assume that everything you post is permanent. Even if you delete your account, others can easily print photos or text messages, images, etc.
- Be respectful of others. Don't spread rumors or publish confidential information.
- Think before you post. Offensive, racial or defamatory comments and personal insults may hurt others and disrupt the school learning environment.
- Know who is on your social media network. Be careful about accepting "random" friends.

STUDENT RECOGNITION

The school offers a variety of meaningful motivating reward and recognition programs. Student accomplishment in the areas of academic achievement, effort, citizenship, leadership, and attendance are

recognized through our monthly student award ceremonies. Teachers also reinforce appropriate behavior through praise and other forms of positive recognition in the classroom.

STUDENT RESPONSIBILITY

“It is the duty of pupils to comply with school regulations, pursue the required course of study, and submit to adult authority. Along with this go the duties of punctual and regular attendance, obeying directions of school officials, observing good and proper behavior, diligence in study, respect for adults, kindness and courtesy to schoolmates, and refraining from profanity and vulgarity.” [California Ed. Code, Section 48921 and C.A.C., Title V., Section 300]

SURVEILLANCE CAMERAS

In an on-going effort to improve the supervision of students on our campus and to provide a safe and secure campus, the school may use video cameras to monitor and supervise open/public areas of the campus. Signs posted on campus serve as a reminder that cameras may be used to supplement campus supervision.

TAKE FIVE:

As a No Excuses University School, we ask that you “Take Five” with your child each day by spending five minutes in discussion:

- What is your student goal?
- What did you do today to achieve your student goal?
- How did you make character count today?
- What can you do tomorrow to conduct yourself as a No Excuses University student?
- Encourage your child in a very specific and genuine way.

TELEPHONES

School phones are used by teachers and staff members for school business. Students may use school phones only when provided with prior staff permission and when they are supervised by a teacher or other adult employee. Please plan ahead with your child if he/she is to follow procedures different than usual after school. Any changes, such as not walking home or being picked up by another person, should be conveyed to the student prior to school starting that day or through the front office.

TEXTBOOKS AND EQUIPMENT

The school furnishes books and equipment for students. Loss of or damage to textbooks, library books, classroom books, school devices, or equipment will result in fines.

TRANSFERS

When a child is moving from the school, please let us know a few days ahead and specify the last day of attendance. If your child has materials at home that belong to the school, please return them to the teacher.

VISITORS & VISITOR MANAGEMENT SYSTEM

LEUSD utilizes a digital visitor management system which requires visitors entering any campus to scan their ID before entering. During regular school hours, visitors will be requested to present a form of identification (Drivers License, Military ID, State ID, or district-issued badge). The digital visitor management system will issue a temporary visitor badge for those without a volunteer A or B badge or employee badge. This badge is to be worn in a visible location at all times.

Students should be friendly and courteous to all adults, including visitors who may be touring the school. Students are not allowed to bring relatives or friends, other than guardians, on campus for visitations during the school day. Any parent/adult visitor to our campus must report first to the front office to receive a visitor badge. Parents are encouraged to visit the campus. A 24-hour notice is required if a parent wishes to sit in on classroom instruction.

Please contact the front office if you have any questions regarding any of the items in this handbook.