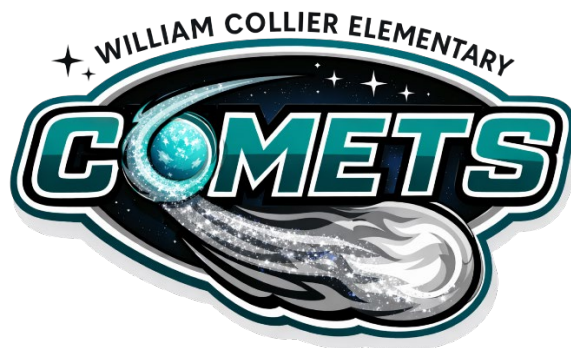




William Collier Elementary Parent & Student Handbook 2026-2027

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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.

ALL PARKING LOTS AND BUS LANES ARE CLOSED DURING ARRIVAL AND DISMISSAL

- For the safety of our students and staff, all parking lots and bus lanes are **closed to parent vehicles during morning arrival and afternoon dismissal.**
- Parents/guardians should not enter, park, or wait in these areas at these times.
- If you want to walk your child to or from campus, please park on a nearby public street and use designated walk-up areas.

Thank you for helping us maintain a safe and efficient arrival and dismissal process for all students.

BELL SCHEDULE

Grade	School Hours	AM Recess	PM Recess	Lunch
TK	7:50am-1:04pm	8:30-8:45	11:35-11:50	11:15-11:35
Kinder	7:50am-1:04pm	9:45-10:00	10:50-11:05	11:05-11:25
1st grade	7:50am-1:55pm	10:05-10:28	11:25-11:50	11:50-12:10
2nd grade	7:50am-1:55pm	10:05-10:28	11:40-12:05	12:05-12:25
3rd grade	7:50am-1:55pm	10:22-10:45	11:50-12:15	12:15-12:35
4th grade	7:50am-1:55pm	10:30-10:45	12:10-12:25	12:25-12:45
5th grade	7:50am-1:55pm	10:45-11:00	12:20-12:35	12:35-12:55

Morning Arrival	Opens	Closes
Breakfast Gate	7:20am	7:45am
Union Street Gate	7:35am	7:50am
TK/Kinder gate	7:35am	7:50am

Afternoon Dismissal	Opens	Closes
Mayhall <u>Walk Up</u> Gate {TK&K(in gap care)-5 th }	1:55pm	2:10pm
Mayhall <u>Drive-up</u> Gate (3 rd – 5 th)	1:55pm	2:10pm
Union St. <u>Drive-up</u> Gate (1 st – 2 nd & older siblings)	1:55pm	2:10pm
Students not picked up by 2:10pm will be taken to the front office.		

ARRIVAL AT SCHOOL- Parents/Guardians should have ample time to get to school but not extra time to loiter.

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

ARRIVAL and DISMISSAL PROCEDURES

<u>UNION & MAYHALL GATE ARRIVALS</u>	
Walk-Up	If you would like to walk your child to the gate, please park on the street (not in the school parking lot) and walk them all the way to the gate. For everyone's safety, do not drop your child off at the curb, in the middle of the street, or in the parking lot.
Drive-Up	If you are using the drive-up loop, students should exit the vehicle as soon as traffic stops, anywhere along the yellow curb—not just in front of the gate. This helps keep traffic moving smoothly. Important: Adults must stay in the vehicle while in the drop-off loop. 🚗 The Union Gate lot closes promptly at 7:50 AM. Any cars arriving after that time will be redirected to the front office for drop-off. *Do not let students out at the curb to run up to the gate after 7:50.
Late Arrivals	Student(s) that arrive after 7:50 AM must be escorted by an adult into the front office to be signed in. This helps us keep all students safe and ensures accurate attendance.

<u>DISMISSALS</u>	
Mayhall Walk-Up Gate	Park on Mayhall Street (*not in the staff parking lot*) and walk up to the Mayhall gate to pick up your student.
Mayhall/Union Drive-Up	Be sure to have your student(s) name sign (written large and clearly) displayed through your front windshield before you enter the loop. Pull up and look for your student. Encourage your student to promptly enter your vehicle. Important: Adults must stay in the vehicle while in the drive-up loop. 🚗 *Do not walk up and ask for students at the drive-up gates* Drive-Up lots close promptly at 2:10 PM. Any cars arriving after that time will be redirected to the front office to pick up students.
Late Pick-ups	Students not picked up by 2:10 pm will be taken to the office.

Thank you for helping us keep arrivals and dismissals safe and running smoothly!

SKATEBOARDS/SCOOTERS/BICYCLES(including electric conveyances)

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 who do bring them will be asked to place them in an administrator's office, where they will stay until a parent/guardian is able to pick them up. 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.
- Students will be required to complete a safety course prior to riding electric conveyances to and from campus.

Before riding bikes to school, parents/guardians are asked to review bike safety and help the student find a safe route to and from school.

The following rules must be obeyed:

1. Bike riders must wear helmets.
2. Each bike must be individually locked to the bike rack.
3. Bikes must be walked on the sidewalk.
4. Students must observe pedestrian rules.
5. Bikes may not be ridden on campus before or after school.
6. Students who ride unsafely will have their bicycle riding privileges revoked.

RELEASE OF STUDENTS

During school hours, parents/guardians must come to the school office if they need to pick up their child before dismissal. Students will only be released to adults listed in Infinite Campus after proper identification has been produced.

Requests for children to leave during the school day must be made in person. Student(s) will be released from class once an authorized adult arrives in the office at school to minimize missed class time. Plan ahead. The office cannot call students out of class after 1:30.

Any special custody information should be brought to the attention of the principal and copies of the court certified documents should be provided to the school as soon as possible.

EMERGENCY INFORMATION/CONTACTS

To keep your child safe, the office can only release students to adults who are **listed in Infinite Campus**. Anyone picking up your child must have a **valid photo ID**. If you need someone **not listed** in Infinite Campus to pick up your child, you must **notify the office ahead of time**.

Please remember: the information in Infinite Campus is the school's only way to contact you during the day. It's very important to keep it up to date.

✓ **Update your information each year** during Online Registration

📞 **Come into the office** any time your contact info changes

COMMUNICATION

Good communication between home and school is essential!

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 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. We use the **ParentSquare app** more than anything to share important updates and for parents to connect directly with teachers. Please make sure you have the ParentSquare app installed on your phone.

If you have any questions or need clarification about your child's academic progress or social interactions, please reach out to your **child's teacher first**. Teachers are your best first point of contact when it comes to anything happening in the classroom. We value open communication and are here to support your child's success!

PARENT/TEACHER CONFERENCES

All teachers will be scheduling an **initial conference in October or November** to discuss your child's academic and social progress.

Parent-teacher conferences may also be scheduled **anytime throughout the school year**. If you ever have questions or concerns about your child's progress, please feel free to contact your student's teacher through ParentSquare to arrange a meeting.

Your participation in conferences is very important. It helps build strong communication between home and school. When we work together, students benefit the most!

HOMework

Homework is an important part of your child's education. It helps review and reinforce what is taught in class. Teachers assign homework that supports the skills students are learning at school, and student success is strongest when **parents, teachers, and students work together**.

Parents play a key role in helping their child build good homework habits. Here are some helpful tips:

1. **Check in daily** to see if your child has homework. Assignments are typically assigned Monday through Thursday.
2. **Create a quiet, distraction-free space** for your child to study.
3. **Have school supplies ready**—pencils, crayons, scissors, paper, etc.
4. **Set a regular homework time** each day to build routine.
5. **Offer support when needed**—don't complete the work, but help by clarifying instructions or answering questions.
6. **Take interest in your child's work**—look over assignments and encourage improvements.
7. **Praise effort and finished work** to help build confidence and motivation.
8. **Balance schoolwork with other activities** to support your child's overall well-being.
9. **Limit screen time on school nights** to ensure time for homework and rest.

If problems develop with homework, please contact your child's teacher. It is important that teachers and parents work **together** to meet the needs of every child.

STUDENT CONDUCT

School Rules

- Be Respectful
- Be Responsible
- Be Safe

Outdoor Rules

- **WALK** on the blacktop and walkways
- **FREEZE** when bell rings or whistle/bull horn siren is blown
- **LISTEN** for adult instructions
- **WALK** directly to your line after the signal is given and stand quietly
- Eat in designated areas (lunch tables or snack tables only)
- **CLEAN UP** after yourselves and maintain a litter-free campus

Indoor Rules

- Enter indoor areas quietly and follow teacher/supervisor instructions.
- Wait for directions from the adult before leaving a room or area.

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.

THE FOLLOWING IS A LIST OF ALLOWABLE CLOTHING ITEMS:

Shirts/Tops/Dresses

- All shirts, tops or dresses must have two straps at least 1" in width and must be long enough to reach the top of the student's waistband.

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. No crocs, flip flops, slides, or open-toed sandals.

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.

Shoes

- No crocs, flip flops, slides, or open-toed sandals.

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.

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.

NO ANIMALS ON SCHOOL GROUNDS

For the safety of students, family pets are **not allowed** on school grounds or in the school office for any reason. Don't walk or bring dogs/pets to the school when dropping off or picking up children.

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.

TOYS and PERSONAL ITEMS

For safety reasons and to eliminate damage and/or theft, **all** games, sports equipment, toys and items that might harm others, etc. are to remain at home. 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. **Students who do not follow this policy will have their items held in an administrator's office. Items will remain there until a parent or guardian is able to pick them up.**

DANGEROUS OBJECTS/WEAPONS

California law strictly prohibits bringing **any type of weapon or imitation weapon** onto school campuses. Possession of such items can lead to **suspension** and may result in **mandatory expulsion**.

Please help keep our school safe by making sure your child does **not bring items** that could be seen as weapons, including pen knives, multi-purpose tools with blades, screwdrivers, fireworks or similar items

If you're unsure whether something is appropriate for school, it's best to **leave it at home**. Thank you for helping us maintain a safe learning environment for all students.

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.

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.

FOOD POLICIES

The health and safety of our students is our top priority. To protect students with food allergies and other health concerns, **no food items are allowed to be brought into classrooms** for sharing with others. This includes snacks, treats, and homemade or store-bought food products for celebrations, rewards, or any other occasion.

Snacks

Students are allowed to enjoy a snack during **morning recess**. To keep things safe and organized, please follow these guidelines:

- Snacks must be eaten **at the outdoor picnic tables** in the shaded area.
- **All food must stay at the tables**—no walking around with food.
- Nutritious snacks help students stay focused and energized.

Great options include fresh fruit, crunchy vegetables, a half sandwich

- Please **avoid sugary drinks**, candy, chips, and other junk food.

*(Soft drinks and energy drinks are **not allowed**.)*

⚠ Important: Due to health concerns and food allergies, **students may not share food**. Please send **snack-sized portions** for your child only.

Birthday Celebrations

We value every student and understand that birthdays are special milestones. However, to ensure a consistent learning environment and prioritize the health and safety of all students, **we do not allow birthday parties or edible treats in classrooms**. If you would like to recognize your child's birthday at school, you are welcome to send in **non-edible items** such as pencils, stickers, erasers, or other small favors to be shared with classmates.

LOST AND FOUND

The lost and found is located on the walls near the lunch tables. Parents/Guardians are encouraged to look for items by checking in at the school office (bring I.D.) and obtaining permission.

Be sure to write your child's **first and last name** on all sweaters, jackets, backpacks, lunch boxes, hats, water bottles, etc., to allow for easy identification.

The school is not responsible for toys/games brought from home or other personal items which should not be brought to school. Unclaimed items will be donated to charity throughout the school year.

MESSAGES TO STUDENTS

It is very important that all after-school arrangements be made **before** students come to school. We understand that emergency situations occasionally arise that require the office staff to relay a message to students. This is very difficult during the last hour of the school day. To ensure students receive important messages, please notify the office by 12:00 noon. **Please do not call your children on their cell phone. Students are not allowed to have their phones out/on at school under any circumstances and phones will be confiscated if they're seen.**

PARENT VOLUNTEERS/FIELD TRIP CHAPERONES

Parent volunteers are a valuable part of our school community and play an important role in supporting student learning.

We **welcome and encourage** parents to volunteer in classrooms and at school events. To keep our classrooms focused and productive, we kindly ask that volunteers **not bring younger children** while on campus, as they can cause distractions.

Volunteer Badge Requirement

All volunteers are expected to have a volunteer badge. There are two types of badges, depending on the level of volunteering you're interested in.

Volunteer A (Red Badge): Able to help in the classroom under direct supervision of District employee/Teacher only.

Volunteer B (Purple Badge): Able to volunteer in the classroom and attend scheduled fieldtrips/overnight functions.
(Must complete A badge process first)

- **New Volunteers** must complete the "**A Badge Process**" before working on any campus.
- **Returning Volunteers** must submit an Intent to Renew Volunteer Process form each school year.

*All volunteers must provide proof of a negative TB test

To find out more about the Badge processes, use this **Call (951) 253-7181** and **they'll guide you through each step.**

Initial packets and Renewal forms can also be picked up in the front office at school or printed from the LEUSD volunteer page.

If you have questions about volunteering, please reach out to your child's teacher or contact the front office.

CLOSED CAMPUS and VISITORS ON 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.

LEUSD utilizes a digital visitor management system (VERKADA) 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.

ELECTRONICS POLICIES

MOBILE COMMUNICATION DEVICES (CELL PHONES & ALL ELECTRONIC DEVICES)

- Students shall not use smartphones or other mobile communication devices while at a school site unless under the supervision and control of a district employee.
- The district will not be responsible or liable for a student's mobile communication device which is brought on campus or to a school activity and is lost, stolen, or damaged.

WEARABLE AND RECORDING-CAPABLE DEVICES

- Students shall not wear any personal electronic device capable of audio recording, video recording, photography, monitoring, or transmission while present in any instructional setting or privacy-sensitive area, unless expressly authorized by a school employee for a legitimate school purpose or otherwise permitted by law.
- For purposes of this policy, *instructional settings* include any classroom, library instructional area, testing environment, assembly for instruction, or other location where students are engaged in teacher-directed learning or academic assessment. *Privacy-sensitive areas* include restrooms, locker rooms, dressing areas, health offices, counseling offices when confidential communications are occurring, and any other location in which a person reasonably expects privacy.
- Students also shall not activate, use, or access the audio, video, photographic, monitoring, or transmission functions of any such device at any time on campus or at a school-sponsored activity in a manner that infringes on the privacy rights of any other person, disrupts instruction, compromises test security, or interferes with school operations.
- The district will not be responsible or liable for a student's mobile communication device which is brought on campus or to a school activity and is lost, stolen, or damaged.

BUS TRANSPORTATION

The LAKE ELSINORE UNIFIED SCHOOL DISTRICT has bus transportation available for certain students on IEPs as well as general education students residing within the transportation zones. If you have any questions regarding cost, routes, or anything else you may contact our transportation department at (951) 253-7830 or visit the LEUSD website, and navigate to the Transportation Department page.

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.

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

PARENT/TEACHER ASSOCIATION (PTA)

The **PTA** is a team of parents and teachers working together to support our students and school community.

We encourage all parents to **join the PTA and get involved** in making decisions that benefit our school. Throughout the year, the PTA sponsors fun events and activities for students and families—made possible by dedicated parent and teacher volunteers.

By joining the PTA, you'll:

- Help make a positive difference at school
- Meet other families and connect with teachers
- Be part of creating memorable experiences for students

Your support matters! Whether you can give time, ideas, or resources, every contribution helps make the school year a success. We'd love to have you!

SCHOOL SITE COUNCIL

The **School Site Council** is a committee made up of parents, teachers, and staff who work together to help plan and review school programs that support student success. Members are **elected** and serve a **two-year term**, attending **monthly meetings**. If you're interested in learning more or would like to get involved, please contact the **school's front office** for more information.

We value your voice and encourage you to take part in shaping our school's future!

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.

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.

DISASTER/EMERGENCY PROTOCOL

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.**

EXCEL

EXCEL (Excelling our Community through Expanded Learning) programs are available at ALL Elementary, TK-8 and Middle Schools in LEUSD. This program provides enrichment opportunities at no-cost in STEAM, Academic Support in ELA and Math, Visual and Performing Arts, and Physical Fitness/Sports. The EXCEL program is available from 6:30AM - 6:00 PM. For more information, please call (951)253-7000 ext. 105243

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.

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.

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.

DISCIPLINE

Students who display inappropriate behavior may be subject to suspension as outlined in the California State Education Code 48900 and 48915. A student may be suspended or expelled for acts which are related to school activity or attendance while on the school grounds, while going to or coming from school, during the lunch period whether on or off campus, and during or while going to or coming from a school sponsored activity.

GROUND 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 preinitiation 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."

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.

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.

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.

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.

PROPERTY DAMAGE

Parents are held financially liable if their child deliberately destroys, defaces or in any way vandalizes any school property. Report cards will be withheld if fees and/or fines are not paid.

SEXUAL HARASSMENT

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

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.
- Always take PRIDE in being an LEUSD student.

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.

SCHOOL ACCOUNTABILITY REPORT CARD (SARC)

The William Collier SARC is available in hard copy upon request from the front office. To see the most up to date SARC for LEUSD schools, please check our website.

UNIFORM COMPLAINT PROCEDURE

The Lake Elsinore Unified School District has the primary responsibility for compliance with federal and state laws and regulations. We have established

Uniform Complaint Procedures (UCP) to address allegations of unlawful discrimination, harassment, intimidation, and bullying, and complaints alleging violation of state or federal laws governing educational programs, the charging of unlawful pupil fees and the non-compliance of our Local Control and Accountability Plan (LCAP). *The 2022 -23 Uniform Complaint Notice and UCP forms in English and Spanish are available in print-friendly PDF format at right.*

We will investigate all allegations of unlawful discrimination, harassment, intimidation or bullying against any protected group as identified in Education Code section 200 and 220 and Government Code section 11135, including any actual or perceived characteristics as set forth in Penal Code section 422.55 or on the basis of a person's association with a person or group with one or more of these actual or perceived characteristics in any program or activity conducted by the agency, which is funded directly by, or that receives or benefits from any state financial assistance.

Complaints other than issues relating to pupil fees must be filed in writing with the following designated to receive complaints:

Name or title: **Gilbert Rodriguez, Director II**

Unit or office: **Student Support Services**

Address: **545 Chaney Street Lake Elsinore, CA 92530**

Phone: **(951) 253-7000 Ext. 7119**

E-mail address: **gilbert.rodriguez@leusd.k12.ca.us**

TITLE IX STUDENT/PARENT COMPLAINTS & INQUIRIES CONTACT

A student and/or parent who has a complaint of discrimination and/or sexual harassment should first contact the principal for resolution at the school site. If the complaint cannot be resolved, the designated individual at the Lake Elsinore Unified School District for student/parent complaints and inquiries regarding Title IX is:

Grievance Procedures- The Board hereby designates the following positions as Coordinator(s) for Nondiscrimination to ensure compliance with nondiscrimination in educational equity, to handle complaints regarding discrimination, harassment, intimidation, or bullying, and to answer inquiries regarding the district's nondiscrimination policies:

Equity Compliance Officer, Title IX Coordinator (Students), 504 Coordinator:

Mr. Gilbert Rodriguez, Director II

Title IX Coordinator

Lake Elsinore Unified School District

545 Chaney Street

Lake Elsinore, CA 92530

(951) 253-7119
gilbert.rodriguez@leusd.k12.ca.us

Title IX Coordinator (Staff)

Mr. Nick Powers, Director III
545 Chaney Street, Lake Elsinore, CA 92530
951-253-7000
nick.powers@leusd.k12.ca.us

**PARENTS' RIGHT TO REQUEST TEACHER QUALIFICATIONS
(TITLE I SCHOOLS)**

At the beginning of each school year, local education agencies receiving Title I funds through the Elementary and Secondary Education Act (ESEA) are required to notify parents whose student(s) attend a Title I school that they may request, and the agency will provide the parents on request (and in a timely manner), information regarding the professional qualifications of the student's classroom teachers, including at a minimum:

1. Whether the student's teacher: Has met State qualification and licensing criteria for the grade levels and subject areas in which the teacher provides instruction; Is teaching under emergency or other provisional status through which State qualification or licensing criteria have been waived; and is teaching in the field of discipline of the certification of the teacher.
2. Whether the child is provided services by paraprofessionals and, if so, their qualifications.

EDUCATION of FOSTER/HOMELESS CHILDREN

ED 42-US 11432, ECS49069, 48204, 48853, 48853.5, 51215.1, 51225.2.

Students who are homeless, including unaccompanied youth and students in foster care, are entitled to a free, appropriate public education. Schools are required to remove barriers to their enrollment, attendance and success in school, including priority access for homeless and foster children to enroll in before and after school programs, waiver of family enrollment fees for such programs; also, fees for snacks or meals. The district liaison is the Director of Child Welfare and Attendance.

MCKINNEY-VENTO HOMELESS ASSISTANCE ACT

(42 United States Code § 11431-11435) is federal legislation that ensures the educational rights and protections of children and youth experiencing homelessness. It requires all local educational agencies (LEAs) to ensure that homeless students have access to the same free, appropriate public education,

including public preschools, as provided to other children and youth. The McKinney-Vento Act defines LEAs as public-school districts, direct-funded and locally funded charter schools, and county offices of education. The McKinney-Vento Act also authorizes the funding for the federal Education for Homeless Children and Youth Program.

LEUSD CIVILITY POLICY

Policy 1313: Civility Policy Original Adopted Date: 05/30/2024 | Last Reviewed Date: 05/30/2024 Status: ADOPTED

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.

This Policy promotes mutual respect, civility and orderly conduct among district employees, parents and the public. This Policy is not intended to deprive any person of his/her right to freedom of expression, but only to maintain, to the extent possible and reasonable, a safe, harassment-free workplace for our students and staff. In the interest of presenting district employees as positive role models to the children of this district, as well as the community, the Lake Elsinore Unified School District encourages positive communication, and discourages volatile, hostile or aggressive actions. The district seeks public cooperation with this endeavor.

In order to keep schools and administrative offices free from disruptions and to prevent unauthorized individuals from entering school or district grounds, procedures will be established to support a safe work place for students and staff. The intent of these procedures will be to promote mutual respect, civility, and orderly conduct among district employees, parents, and the public.

Disruptions

Any individual who disrupts or threatens to disrupt school office operations; threatens the health and safety of students or staff; willfully causes property damage; uses loud and/or offensive language which could provoke a violent reaction; or who has otherwise established a continued pattern of unauthorized entry on district property, will be directed to leave school or school district property promptly by the Superintendent or designee.

If any member of the public uses obscenities or speaks in a demanding, loud, insulting and/or demeaning manner, the administrator or employee to whom the remarks are directed will calmly and politely admonish the speaker to communicate civilly. If corrective action is not taken by the abusing party, the district will verbally notify the individual(s) that the meeting, conference or telephone conversation is terminated and, if the meeting or conference is on district premises, the offending person will be directed to leave promptly. Individuals who fail or refuse to leave school or District property after being directed to do so shall be reported to local law enforcement.

In any situation in which an employee is involved with a parent or other individual who becomes verbally or physically abusive, the employee shall do the following:

Inform the offending party that the Board has a Civility Board Policy (BP 1313) and that the behavior is not acceptable.

Ask politely for the offending party to stop the abusive or threatening behavior. If the individual does not stop the offending behavior, inform the individual that the meeting, conference, conversation, or phone call will conclude.

If the meeting, conference, or conversation is on District property, the offending party may be asked to leave the area promptly and may later be sent a letter prohibiting access to any District property for a specified period of time, depending upon the severity of the offense.

If the offending party refuses to leave as requested or returns before the allowed time, the District may notify law enforcement officials.

In the case of an imminent physical threat, staff will proceed directly to this step and law enforcement will be called immediately. Employees and supervisors should report to law enforcement any attack, assault, or threat made against them on school/district premises or at school/district-sponsored activities. Staff shall also report this information to the Director II of Security & School Safety.

When an individual is directed to leave under such circumstances as stated above, the Superintendent or designee shall inform the person that he/she will be guilty of a misdemeanor in accordance with California Education Code 44811 and Penal Codes 415.5, 626.4, 626.7, and/or 626.8. If an individual refuses to leave upon request or returns before the applicable period of time, the Superintendent or designee shall notify law enforcement officials. An Incident Report should be completed for the situation as set forth in paragraphs 1 and 2 of this section.

This policy shall normally follow this process:

1st Violation- Warning to said individual – provide a copy of BP/AR 1313: Civility

While progressive discipline is desired, if the behavior is egregious, staff may skip to a 14-day prohibition pursuant to PC 626.4.

2nd Violation- Implementation of the Civility Policy (7-day prohibition pursuant to PC 626.4)

While progressive discipline is desired, if the behavior is egregious, staff may skip to a 14-day prohibition pursuant to PC 626.4.

Meeting with Director II: Security & School Safety & Principal/Department Head

3rd Violation- Implementation of the Civility Policy (14-day prohibition pursuant to PC 626.4)

Meeting with Assistant Superintendent: Student Support Services & Director II: Security & School Safety

Subsequent Violations

Process repeats (see #3)

Assault and/or Battery Violation

Immediate referral to law enforcement

Referral to legal counsel for possible implementation of Workplace Violation Restraining Order

Implementation of the Civility Policy (14-day prohibition pursuant to PC 626.4)

Meeting with Assistant Superintendent: Student Support Services & Director II: Security & School Safety

[Safety and Security](#)

The Superintendent or designee will ensure that a safety and/or crisis intervention techniques program is provided in order to raise awareness on how to deal with these situations if and when they occur.

When violence is directed against an employee, or theft against property, employees shall promptly report the occurrence to their principal or supervisor and complete an Incident Report. Employees and supervisors should complete an Incident Report and report to law enforcement, any attack, assault or threat made against them on school/district premises or at school/district-sponsored activities.

An employee whose person or property is injured or damaged by willful misconduct of a student, may ask the district to pursue legal action against the student or the student's parent/guardian.

[Documentation](#)

When it is determined by staff that a member of the public is in the process of violating the provision of this Policy, an effort should be made by staff to provide a written copy of this Policy, including applicable code provisions, at the time of occurrence. The employee will immediately notify his/her supervisor and provide a written report of the incident on the Civility Policy Incident Report form.

Parent & Student Handbook Acknowledgement Form

By signing below, we acknowledge that we have received, read, and understand the policies, procedures, and expectations outlined in the **2026-2027 William Collier Elementary Parent & Student Handbook**.

We agree to support and follow the school's rules and guidelines to ensure a safe, respectful, and successful learning environment for all students.

Please complete and return this form to your child's teacher.

Student's Full Name

(Print): _____

Parent's/Guardian's Full Name(s) (Print):

Student's Signature (1st-5th grade):

Date:

Parent/Guardian's Signature:

Date:

Parent/Guardian's Signature:

Date:

Teacher's Name: _____