

# Parent/Student Handbook 2019-2020



## **Cottonwood Canyon Elementary School**

32100 Lost Road  
Lake Elsinore, CA 92532  
(951) 244-2585  
(951) 244-2549 fax

### **Administration**

Elizabeth Atkinson, Principal  
Leanne Edwards, Assistant Principal



**Lake Elsinore Unified School District**

### **Board of Trustees**

Mr. Stan Crippen, Mrs. Heidi Dodd,  
Mr. Christopher McDonald, Mr. Juan Saucedo, Mrs. Susan Scott

### **District Administration**

Dr. Doug Kimberly, Superintendent  
Mrs. Arleen Sanchez, Chief Business Official, Fiscal Support Services  
Dr. Gregory J. Bowers, Assistant Superintendent, Facilities & Operations Support Services  
Dr. Alain Guevara, Assistant Superintendent, Administrative & Educational Support Services  
Dr. Kip Meyer, Assistant Superintendent, Instructional Support Services,  
Tracy Sepulveda, Assistant Superintendent, Personnel Support Services

### **Daily Schedule (Monday –Friday)**

Kindergarten A.M. 7:45 A.M. – 11:25 A.M.  
Kindergarten P.M. 10:20 A.M. – 2:00 P.M.  
1<sup>st</sup> -5<sup>th</sup> Grades 8:00 A.M. – 1:45 P.M.



## **PROCEDURES AND REGULATIONS**

**Admissions:** New kindergarten students must be five (5) years old before September 1<sup>st</sup> of the school year in which they are enrolling. Students who are born between September 1<sup>st</sup> and December 1<sup>st</sup> will be enrolled in our Transitional Kindergarten Program. A physical examination is required for transitional kindergarten/kindergarten enrollment. A physical examination is also required when a student enters first grade. The same exam used for kindergarten may be used for first grade if the exam is less than 18 months old. Ages must be verified by a birth certificate. Proof of current immunizations and proof of residence must also be provided.

### **Arrival and Departure:**

Arrival: School begins at 7:45 for AM Kindergarten, 10:20 For PM Kindergarten and 8:00 a.m. for 1<sup>st</sup> through 5<sup>th</sup> grade. Students may arrive on campus starting at 7:30 a.m. and report to the lunch tables if they are eating breakfast or to the playground. Students are to be in only those two supervised areas before school. **No exceptions.** Students are not to be in areas that are unsupervised by CCE staff (including hallways or waiting outside their classroom).

#### The pickup/drop off lane:

Is along the yellow curb along the front of the school. When you arrive 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 1:45 p.m. (AM Kindergarten – 11:25 AM) Plan with your child ahead of time the method s/he will get home (bus, pick up, walking). Students need to be picked up by 2:00 p.m. 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. Plus, 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 stolen from their owner.

**Attendance:** Please ensure your child arrives regularly on time for school each day. School begins at 7:45 for AM Kindergarten, 10:20 For PM Kindergarten and 8:00 a.m. for 1<sup>st</sup> through 5<sup>th</sup> grade. Absences result in a loss of education for the student and revenue to the school. Regular student attendance is of great importance to student success and achievement. Recent studies have verified that students with high achievement also have excellent 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.

It's important that you not take any vacations during the times we are in session. By law, students are to be in school unless they are truly ill. Prolonged and excessive absences are referred to the School Attendance Review Board (SARB). Incentives for students with perfect attendance will be given.

If it is absolutely necessary to keep your child out of school for 5 or more days, you must complete an Independent Study Contract. If this contract is not completed your child may lose his/her space 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 unexcused absence, but must be returned the day the student returns to school with the student work completed.

Students with several absences and/or many tardies may be referred to the School Attendance Review Board (SARB). On this panel are 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 give children the opportunity to improve their level of achievement.

Every absence from school requires an excuse. A note or a telephone call from a parent or guardian within 5 days is required or cannot be cleared is required when the child is absent from school (951) 244-2585.

School funding is now based strictly on "in seat time." We no longer receive funding for those students who are absent due to illness. It is still important, however, to send a note or call the office if your child is going to be out ill. If you foresee that your child is going to be out longer than two days, please call the school office at (951) 244-2585 so we can make arrangements to prevent your child from falling behind in his/her schoolwork. Thank you for your help!

**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:** Bicycles may be ridden to school by 4<sup>th</sup> and 5<sup>th</sup> 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 lost 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. The full cost of the average textbook could be as high as \$65.00 or higher. 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:** Students are expected to comply with bus rules and regulations distributed in the District informational packet. 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:** Cell phones/cellular watches are highly discouraged and if brought to school, must be off and put away during the school day. Students are not permitted to use their cell phones while on campus at any time. This includes before and after school, after drop-off or while waiting to be picked up. 1<sup>st</sup> 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. 2<sup>nd</sup> offense—the phone/watch will be confiscated and parent will be required to pick up the phone in the office. 3<sup>rd</sup> offense—student will not be permitted to bring phone/watch to school.

**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 the teacher's 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 may donate for occasional class parties and by limiting foods or beverages that do not meet nutritional standards. Snacks/foods/beverages, which are donated, shall be store-purchased with ingredient labels attached, not homemade. Class parties or celebrations shall be held after the lunch period in the lunch area. No food/drinks are to be consumed within the classroom. Arrangements must be made by the parents/guardians with the teacher 24 hours in advance.

**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.

**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 item. Every teacher at Cottonwood Canyon has an e-mail and messages can be left for them with the front office 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 the administration and set up an appointment. The [Cottonwood Canyon website](#) 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 through the school office or directly contacting the teacher.

**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.

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

**Discipline:** The Cottonwood Canyon Elementary staff believes that the school has the right and responsibility to establish a school climate and routine that provides an optimal learning environment and safety for everyone. It is our philosophy that teachers have the right to teach and that all students have the right to learn. 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 essential to the Cottonwood Canyon Staff that we provide a safe and effective learning and playing environment for our students. Therefore, all students are expected to follow Cottonwood Canyon School-Wide Positive Behavior Support Plan

**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 weekly drawing
4. Student of the Month Award

**\*Consequences for Inappropriate Behavior:**

- Warning
- Time-out
- Referral
- Loss of activities
- Removal to another classroom
- Loss of recess (Quiet Zone)
- 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.

**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.

**Dress Standards/Grooming:** Students are expected to dress in a manner consistent with good taste. It is also necessary that students dress in clothes and shoes that are safe for active play during recess and physical education activities. Shorts are acceptable in hot weather. Students wearing clothing that advertise drugs, alcohol, etc., will be asked to turn their shirts inside out for the remainder of the day.

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.

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 particular 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, 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.

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.

Hats: No hats in classrooms or indoors. Hats must be facing front at all times when being worn outside and must follow the guidelines for content as well.

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.

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

**Early Dismissal:** Occasionally, it is necessary to take a child from school before dismissal. In order to do this, the child must be checked out from the office. We will call the child from the classroom and will note the early check-out as an afternoon tardy--which does affect "perfect attendance" counts. We ask you try to make all appointments after school and limit these 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. every 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 Cards:** Each school year you are to update your 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 disasters 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 a disaster. Earthquake information will be sent to parents through their child's teacher and the PTA in the near future. 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.

**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 Contracts:** If it is absolutely necessary for parents to keep their children out of school for five or more days, an Independent Study Contract must be completed. See the Attendance Clerk to obtain the contract at least 48 hours prior to the absence so the teacher has ample time to prepare assignments for the student. The contract will provide lessons to complete while that student is away from school, so that he/she will not fall behind in class work. The contract will be given to the student and should be returned to the teacher upon return to school with completed work. Also, the use of this contract allows the school to collect funding for the student's attendance.

**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 is able to 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 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 course of the year. Our lost and found is located in the quad. Throughout the school year left over items are donated to a charitable organization.

**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.*

**Medication:** When it is necessary for your child to take prescription medications during the school day, it is required that you and your physician complete a district form in order for the nurse or health clerk to administer this prescribed medication. The medication must be brought to school by an adult in the original container and will be locked in the nurse's cabinet. 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!* What may have medicinal value to one student may be lethally poisonous to another. Since drug use and abuse are so pervasive in our society, it is absolutely necessary that we use the utmost caution with all medications.

**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. We promote six exceptional systems and our staff believes that our students are capable of meeting academic standards and it is that the school has the power to make that opportunity a reality.



**Nutrition Services:** A nutritional breakfast, which is served from 7:35 – 7:55 a.m., and lunch are offered in the CCE cafeteria each day. The cost, which is subject to change, is currently:

Breakfast...\$1.50 Lunch... \$2.50

Cottonwood Canyon students may choose to bring a lunch to school or purchase food on a daily, weekly or monthly schedule from our cafeteria. Monthly menus are available online to help with the lunch selection. Students will not be allowed to charge their lunch, but a debit account can be created at <https://www.schoolpay.com/>. Information on free lunches is available through the office or the [LEUSD website](#). Applications must be made each year and returned to the office.

**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. You can always contact your child's teacher in order to set up a private conference at another time.

**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, and open yourself to possible criminal charges or assault. Since parents have no authority over any other parents or students, you must address your concerns through school officials who do have the necessary authority and responsibility for seeing that issues concerning your child are properly addressed.

**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.
- Be a volunteer helper or member our PTA. (Volunteers must follow badge process annually.)
- Join WatchDOGS.
- 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 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:

1. 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.
2. Contact the teacher or office concerning the appropriate time for a visit.
3. 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.
4. 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.
5. 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.
6. Limit classroom visits to approximately 30 minutes, unless already prearranged with the teacher.
7. Please do not sign your child out early after your visit. It is important that students be in school all day.
8. 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.
9. 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.

The District's Volunteer Policy is located in the front office along with applications for the process.

**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. In order 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 Badges** 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. Wear your volunteer badge at all times.
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. Follow the rules and regulations of the school at all times.
6. Parent volunteers work in the classroom with the teacher. No parent volunteers on the playground or in the lunch area.

**Parking:** Parking is a challenge at almost every school, especially in the afternoon when 900+ students are released at the same time. Please be patient with the limited parking that is available. We are fortunate to be located 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 seriously 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.

**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.

**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 Wednesday 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 the academic program. It serves as the body that monitors the SPSA plan, 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.

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

**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 Character Trait Awards, AR Reading Awards, Perfect Attendance, Student of the Month, Caught Being Good, etc. Teachers also reinforce appropriate behavior through praise and other forms of positive recognition in the classroom. Recognition for good behavior and citizenship is given on a regular basis.

**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]

**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:

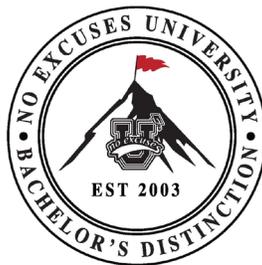
1. What is your student goal?
2. What did you do today to achieve your student goal?
3. How did you make character count today?
4. What can you do tomorrow to conduct yourself as a No Excuses University student?
5. Encourage your child in a very specific and genuine way.

**Telephone:** Children may use the school telephone only in an emergency. 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.

**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.

**WatchDOGS:** WATCH D.O.G.S. is one of the nation's largest and most respected school-based, family, and community engagement, organizations in the country. Since the program's creation in 1998, more than 6,450 schools across the country have launched a WATCH D.O.G.S. program of their own. Each school year hundreds of thousands of fathers and father-figures make a positive impact on millions of children by volunteering millions of hours in their local schools through this amazing one-of-a-kind program. For more information, see our school office or one of our Top DOGS!

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



[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.

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.

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.

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 and 626.7, if he/she reenters any district facility within 30 days after being directed to leave, or within seven days if the person is a parent/guardian of a student attending that school. If an individual refuses to leave upon request or returns before the applicable period of time, the Superintendent or designee may notify law enforcement officials. An Incident Report should be completed for the situation as set forth in paragraphs 1 and 2 of this section.

(cf. [5146](#) - Campus Disturbance)

(cf. [9323](#) - Meeting Conduct)

#### 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 Incident Report form.

Legal Reference:

EDUCATION CODE

[32210](#) Disturbing school

[44014](#) Assault on personnel

[44810](#) Person on school grounds

[44811](#) Insults and abuses

PENAL CODE

[243.5](#) Arrest on school grounds

[415.5](#) Fighting on school grounds

[626.8](#) Entry of school by person not on lawful business

[627.7](#) Refusal to leave school grounds

Policy LAKE ELSINORE UNIFIED SCHOOL DISTRICT

adopted: August 17, 2004 Lake Elsinore, California



**Annual Parent/Student Handbook  
Receipt of Annual Notification  
2019-2020**



With my signature, I acknowledge receipt of the Cottonwood Canyon  
Elementary School's 2019-2020 Parent/Student Handbook.

\_\_\_\_\_  
Student's Name

\_\_\_\_\_  
Teacher

\_\_\_\_\_  
Parent/Guardian Signature

\_\_\_\_\_  
Date

Please return this form to your school by August 23, 2019.

Thank you.