

Parent & Student Handbook

2021 - 2022



Cordova Meadows Elementary School

**2550 La Loma Drive
Rancho Cordova, CA 95670
916-294-9120
fax: 916-294-2482**

www.fcusd.org/cme

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Mission Statement

of the Folsom Cordova Unified School District

Folsom Cordova Unified School District is committed to providing excellence in educational programs that carry high expectations for each student's achievement and success.

Superintendent:

Dr. Sarah Koligian

Board of Trustees:

Ed Short

David Reid

Joshua Hoover

Chris Clark

Tim Hooley

Cordova Meadows Mission and Vision

Mission and Vision Statement:

The mission of Cordova Meadows Elementary School is to ensure that all students learn at grade level or higher. Cordova Meadows Elementary School is a community of students, parents, volunteers and staff committed to providing excellence in educational programs by providing a safe, caring, and diverse learning environment where students grow academically and socially. Cordova Meadows Elementary School will accomplish this by working as a collaborative team to provide an instructional program focused on standards-aligned instruction. Our team will use data to close learning gaps and to ensure the success of all students.

Dear Families,

Welcome to Cordova Meadows Elementary School. We want to reassure you that even though we are starting school in a distance learning environment, we are eager to welcome students to our school, both online and on campus. We are pleased that you are a part of our community of learners. We are mindful of how important your children are to you and take our responsibility for their success seriously. We have high standards for adult and student behavior, and we celebrate achievement for individuals and our successes as a learning community.

We know this is an unprecedented year after a year of distance learning, and we look forward to supporting all of our students, families, and staff transition through this time. If you ever have any questions or need additional support please feel free to contact us at the office or through email.

Our school staff teaches and models the behavior we expect from our students, and we believe that all students can learn at high levels -- all our staff is committed to this mission. Expect to meet with us to discuss your student's progress and how we will all work together to make sure your student achieves success at Cordova Meadows and beyond.

Making sure that your child attends school every day is one of the most important things you can do for your child. When your student misses class, he or she misses the lessons and socialization that day. Those learning opportunities can rarely be replicated or completely replaced. Please strive to get your student to school daily and on time.

We will always make time to communicate with you and your student. If you have any questions, concerns, or suggestions, please don't hesitate to share them with us. If we are not immediately available to talk with you, we will set up an appointment to meet with you at the earliest possible time. We value all our students and their families and want to work with you in any way we can.

Sincerely,

Amber Fontaine, Principal,
and the Cordova Meadows' School Staff

CORDOVA MEADOWS ELEMENTARY SCHOOL

2550 La Loma Drive
Rancho Cordova, CA 95670
916-294-9120
fax: 916-294-2482

2021-2022 School Staff

Ms. Amber Fontaine	Principal
	Assistant Principal
Mrs. Kelley Wentworth	Administrative Assistant
Mrs. Silila Blount	Attendance Clerk
Mr. Duane Andersen	Head Custodian
Mrs. Maria Rodriguez	Custodian
Mrs. Kourtney Muniz	Library Clerk
Ms. Kelley Gordon	Nurse
	Special Education Instructional Assistant
Mrs. Maria Munguia	Special Education Instructional Assistant
Ms. Maria Hermosillo	Special Education Instructional Assistant
Ms. Sandra Herrera	Bilingual Instructional Assistant
Mrs. Reina Davis	Bilingual Instructional Assistant
Mr. Javeed Ahmad	Bilingual Instructional Assistant
Mrs. Tooba Mehraban	Bilingual Instructional Assistant
Mrs. Patty Ochoa	Cafeteria
Mrs. Becky Thill	Cafeteria

Teachers and Support Staff

Mrs. Jean Yim	Preschool
Ms. Barbara Bradshaw	Kindergarten
Mrs. Tracy Davis	Kindergarten
Ms. Havana Marecheau	K/1 Combination
Ms. Danielle Butler	1 st Grade
Ms. Carly Holton/Mrs. Rebecca Racaj	1 st Grade
Mrs. Michelle Franklin	2 nd Grade
Ms. Bet Kolstad	2 nd Grade
Mr. Jim Cagney	3 rd Grade
Mrs. Stephanie Johnson	3 rd Grade
Ms. Amber Kim	3 rd Grade
Mrs. Hilary Montgomery	4 th Grade
Ms. Molly Nickelson	4 th Grade
Ms. Karen Gilliand	5 th Grade
Ms. Kayla Yates	5 th Grade
Ms. Mandy Hopper	Special Education
Mrs. Melissa Allen	Special Education
Mrs. Rachel Roeschen	Academic Support Coach
Ms. La'Shay Woods	Intervention Teacher
Mrs. Shelly Motoyoshi	Intervention Teacher
Mrs. Alyssa Ortiz-Kahn	Intervention Teacher
Mrs. Courtney Diamond	Intervention Teacher
Mr. Jimenez and Mr. Beltran	P.E. Teachers
Mrs. Amal Al-Yousef	Speech Therapist
Ms. Ivonne Guevara	School Psychologist
Mrs. Morgan Smith	Mental Health Specialist

CORDOVA MEADOWS DAILY SCHEDULE

2021-2022

EARLY/LATE SESSION

This year we are supporting having our students on campus full days. Our 2nd grade students will have a full day with their teachers. Our first grade students will receive most of their instructional time from their teacher and then an additional 45 minutes of intervention with one of our intervention teachers.

Students are not to be on campus before 8:00am. All students are to wait at their gate which will open at 8:00 am for breakfast. The 1st/2nd grade gate is at the back of the school, the kindergarten gate is near the kindergarten building at the front of the school, and the 3rd-5th grade gate is near the flagpole.

Breakfast will be served from 8:00 am – 8:25 am. Late students will get breakfast and eat in their classroom after coming to the office for a Late Slip.

DISMISSAL: Students will go directly home immediately after dismissal from class or after school activity. Students are not to return to campus until after 4:00pm.

Minimum Day Schedule: Combo Kindergarten to fifth grade is 8:25 am-1:51 pm, AM & PM Kindergarten are on normal schedule.

Super Minimum Day: ALL Students 8:25 am - 11:48 am (students are able to grab a lunch if they wish after dismissal)

AM Kindergarten

7:30-7:50 am Breakfast
7:52-11:13 am Instruction
**9:40-10:00 am Recess
11:15-11:35 am optional lunch

PM Kindergarten

10:55-11:15 am optional lunch
11:17 am - 2:38 pm Instruction
**12:50-1:10 pm Recess

Kindergarten/1st Combination

8:00-8:25 am Breakfast
8:25 - 9:10 am Kindergarten Instruction only, 1st in Intervention
9:10-11:46 Instruction with Kindergarten & 1st
**9:40-10:00 am Recess
11:46-12:06 pm optional kindergarten Lunch
11:55 am-12:35 pm 1st Lunch
12:35-2:37 pm 1st Instruction

1st Grade

8:00-8:25 am Breakfast
8:25 am- 2:37 pm Instruction
9:40-10:00 am Recess
11:55 am - 12:35 pm Lunch

2nd Grade

8:00-8:25 am Breakfast
8:25 am- 2:37 pm Instruction
9:40-10:00 am Recess
11:15 am - 11:55 am Lunch

3rd Grade

8:00-8:25 am Breakfast
8:25 am- 2:37 pm Instruction
10:20 - 10:40 am Recess
11:35 am - 12:15 pm Lunch

4th Grade

8:00-8:25 am Breakfast
8:25 am- 2:37 pm Instruction
10:00-10:20 am Recess
12:15 pm - 12:55 pm Lunch

5th Grade

8:00-8:25 am Breakfast
8:25 am- 2:37 pm Instruction
10:00-10:20 am Recess
12:35 pm - 1:15 pm Lunch

SCHOOL INFORMATION

School Accountability Report Cards (SARC)

California public schools annually provide information about themselves to the community allowing the public to evaluate and compare schools for student achievement, environment, resources and demographics. The SARC represent extensive profiles of every school with information on per pupil and staffing expenditures, textbooks and instructional materials, special programs, support personnel, teacher credentialing, demographics, standardized test scores, intermediate and high school dropout rates, curriculum, staff development, facility conditions, instructional time, school discipline, and high school SAT scores. **School Accountability Report Card (SARC) Hard Copy Availability Notification** - The School Accountability Report Card (SARC) is intended to provide parents and community members with a quick snapshot of information related to individual public schools. On this site you will find the reports for each of our schools in English and Spanish. As required by law, most data presented in this report are reported for the 2018-2019 school year. School finances and school completion data are reported for the 2017-2018 school year. If you would like a hard copy of this report, please contact Marie Pawlek or the District SARC Coordinator by emailing your request to Taleen Gurs.

EMERGENCY CARD

Parents or guardians are required by law to complete the emergency card information at the time of registration. Parents or guardians are also required to keep current information as changes occur, i.e., name of babysitter, employment location, and phone number, etc.

ILLNESS

Please notify the office if a student is ill by calling 916-294-9120. Students who become ill while on campus will be sent to the office, their parents will be notified, and arrangements made for their child to go home. All students will have emergency information listing the name of the preferred physician, location and telephone number of parents/guardians and a friend or relative to be reached in case of an emergency. Notify the school immediately if any information changes. If a parent or guardian is not available to pick up their child, they may send anyone listed as an emergency contact and they must bring identification.

ACCIDENTS AND INJURIES

It is required that all accidents and injuries that occur at or on the way to school or during distance learning are reported to the teacher and/or school office. If an injury requires immediate medical attention, the parent will be notified immediately. If the parent/guardian is not available, the school is authorized to obtain medical care for the pupil in accordance with the best judgment of those in charge.

MEDICATION

Any pupil who is required to take, during the regular school day, medication prescribed for him by a physician, may be assisted by the school nurse or other designated school personnel if the school district receives (1) a written statement from the physician detailing the method, amount, and time schedule by which such medication is to be taken, and (2) a written statement from the parent or guardian of the pupil indicating the desire that the school district assist the pupil in the matters set forth in the physician's statement. California Education Code, Section 49423

The school does not supply medication of any type. The student's parent or guardian must provide all medication needing to be taken at school. This includes all prescription and over-the-counter medication, including, but not limited to, non-aspirin type pain relievers, cough drops, antacids, creams,

and ointments. **Students are not allowed to have medication in their possession at any time.** (Students with asthma are allowed to carry an inhaler only if there is a written statement from the child's physician indicating that it is necessary for the student to carry an inhaler on his/her person.) Medication can be given to a student during the school day only if it is absolutely necessary to maintain that student in school. The school nurse or other designated school personnel will administer the medication to a student provided that the school office has received the following:

NO MEDICATION CAN BE GIVEN WITHOUT ADHERENCE TO THE FOLLOWING PROCEDURES California Education Code, Section 11753.1

1. A district medication consent form signed by the doctor (physician).
2. A district medication consent form signed by the parent/guardian.
3. The medication is sent to school in the original "over the counter" or pharmacy prescription container.
4. Medications shall be brought to the school office by a parent, guardian, or designated adult.
5. Refills of medication are the responsibility of the parent/guardian.
6. All medications shall be held in the school office, in a secure location, in the original container labeled with the student's name.
7. Parents need to be in constant communication with the office when their children are on daily medication, or at any time they are concerned, even if the medication is not given during the school hours. Please inform the school if your child is taking a medication that may affect his/her behavior.
8. Parents are responsible to pick up any remaining medications at the end of the school year, or the leftover medications will be discarded.

A district medication consent form may be picked up at the school office.

ATTENDANCE

A significant part of the student's experience and education is derived from classroom relationships, activities, discussions, and participation, even in a distance learning environment. We urge parents to consider this when scheduling dental and doctor appointments, as well as vacation plans. The State of California uses a positive attendance accounting system. This means that schools will only receive their daily funding for students who are physically present at school. We will be marking students in four categories, present, absent, tardy, or truant when on campus. During distance learning, we will be using the codes of Distance Learning Present (DLP) or Distance Learning Absent (DLA).

ABSENCE VERIFICATION

A parental phone call to 916-294-9120 or written excuse is required which includes the specific reason, the date(s), and the signature of parent(s) or guardian when absent for any reason. Please call the office before 9:00 am if your child will be absent. During distance learning, please email the note to the teacher, bring it to the office, or put it in the drop box outside the office. When students are on campus again, they should bring your note directly to their teacher.

TARDY PROCEDURES

1. All tardy students are to report to the office.
2. The office will determine if a tardy is excused, keep records, and follow up on excessive tardiness.

CONDITIONS FOR EXCUSED TARDY

1. The tardy is pre-arranged with the teacher or the principal's office.
2. Medical or dental appointments that cannot be scheduled before or after school.

UNEXCUSED TARDY

A student who is late three times (30 minutes or more on each occasion) will be reported as a truant to

the Attendance and Due Process Officer. (See FCUSD Truancy Policy.)

INSURANCE

At the beginning of the year, each student is offered a student insurance form through Infosnap. This insurance, available at very reasonable rates, is a transaction strictly between the parent and the insurance company.

ALTERNATE INCOME VERIFICATION FORM

The school district requires the Alternate Income Verification Form to be filled out regardless of income eligibility for lunch. If you have not received one of the applications, please stop by the office.

TEXTBOOKS and CHROMEBOOKS: These are issued to students as applicable. The students are responsible for the replacement of lost or damaged textbooks and chromebooks.

DRESS CODE

Students are to dress appropriately in durable, washable clothing to be able to participate in a variety of school activities. Students should not wear anything that distracts from learning. Please make sure that shirts with “sayings” on them are in good taste.

- ◆ Students should wear shoes suited for physical education and recess play. Shoes must be securely attached to the feet with back straps suitable for running. No sports cleats, no flip flops, no heeie’s, and no high heels
- ◆ Shirts must be worn with no midriff exposure.
- ◆ Bathing suits must not be worn as school attire.
- ◆ No drug, alcohol, sex or violence related clothing.
- ◆ No see-through material, strapless, spaghetti straps, racer back shirts, or half t-shirts.
- ◆ All shorts must have at least a 3 inch inseam.
- ◆ Pants, shorts, skirts must fit the natural waistline (maximum of one size larger).
- ◆ Walking shorts may be worn. Please no short-shorts. Shorts and skirts should reach mid-thigh. All pants should be worn at the waist.
- ◆ Hats may be worn on the playground, but need to be removed before entering any building.
- ◆ No excessive tattered or torn clothing.
- ◆ No make-up or fingernail polish is to be brought to school.
- ◆ Underwear cannot be visible.

Students who come to school with unacceptable clothing will be asked to contact a parent to bring a change of clothing to school. The principal and or teacher will determine appropriate dress using the above as the standard.

PERSONAL PROPERTY

Please do not bring personal property to school. The school is not responsible for students’ damaged or lost personal property. Please mark your children’s outerwear; unmarked items often sit in lost and found for excessive amounts of time. Toys, radios, phones, electronic devices, or personal property other than clothing are not to be brought to school unless requested by the student’s teacher. Please do not bring these items online during distance learning.

VISITORS

Visitors are usually welcome at Cordova Meadows School. However, current guidance does not allow visitors on campus.

BIRTHDAY TREATS

If you would like to bring birthday treats for your child, you must contact the classroom teacher to make arrangements. Treats can be homemade or store bought and will only be given to the students at dismissal. Treats may not be eaten in the classroom.

Typically, there are times, however, when visiting a classroom is not appropriate. All visitors **must** check in at the school office and will be issued a visitors pass. (Penal Code 627-627.11) If you would like a conference with a teacher, please call and schedule a time that is convenient for both you and the teacher.

CLASSROOM OBSERVATIONS

Current guidance does not allow classroom visitation.

Typically, classroom visitation/observations need to be scheduled with the classroom teacher prior to the date of arrival. These occurrences need to be discussed with the teacher and/or principal based on educational needs or clarification. Please note that visits/observations are limited to only 15 minutes. Beyond that time limit requires appropriate volunteer paperwork, TB, and fingerprinting clearance.

TELEPHONES

Please make all necessary arrangements before sending your child to school in regards to where your child is to go after school, who will pick him/her up, if he/she is to ride the school bus, etc. In an emergency, we will do our best to get a message to an individual student. We have an obligation to provide quality-learning time. Interruptions for routine messages disrupt the educational program.

BICYCLES and SCOOTERS: IT'S THE WHEEL THING

The school assumes **NO** responsibility if bikes are damaged or stolen. This privilege of bike riding is permitted as long as the rider exercises reasonable safety. Repeated violations will mean your student cannot ride his or her bicycle to school. The following rules are designed with your student's safety in mind:

- ◆ Only 3rd - 5th graders may ride to school. We do not feel it is safe for younger students to ride unsupervised.
- ◆ Students are required to obey all traffic laws. STATE LAW: 1. Prohibits a person under 18 years of age from operating, or riding upon a bicycle as a passenger, upon a street, bikeway or other public bicycle path or trail unless the person is wearing a bicycle helmet. 2. Prohibits a passenger on a bike unless there is a seat for that person. Ride defensively. Watch out for all traffic.
- ◆ Upon arrival at school, students must dismount and walk his or her bike directly to the bike racks. Never ride your bike on any sidewalk.
- ◆ Each bike must have its own lock and chain; all bikes are to be locked to the bike rack.
- ◆ Bicycles are not allowed in the classroom.
- ◆ Students may not loiter in the bike area. Students may only touch his or her own bike.
- ◆ Scooters that can be locked are allowed.
- ◆ Students may not house bikes or scooters in the school office or classroom.

TRANSPORTATION

Students requiring bus transportation because they are an overflow student or according to their IEP can contact the Transportation office at: 916-294-9100 extension 160110. A bus pass can be arranged from the Cordova Meadows School office.

CAFETERIA

Cold lunch: You may bring your lunch to school.

Hot lunch: Cordova Meadows feeds every child free for breakfast and lunch. At the beginning of every school year, you will be asked to complete an Alternative Income Verification Form.

PTA

Cordova Meadows Elementary School Parent Teacher Association (PTA) encourages your participation. Typical activities include assisting with classroom parties, raising funds through special projects, purchasing supplementary equipment, hosting family nights, and providing parent input. We invite you to help make our school the best possible by joining the PTA.

STATE TESTING (CAASPP)

All students at Cordova Meadows in grades 3 – 5 will take the SBAC Test in English Language Arts and Mathematics. In addition, 5th grade takes the California Science Test. A report of your child's test results will be sent to your home. Students with written parent requests can be exempt from the test. Please see the principal for more information. In addition, English learners will take the English Learner Proficiency Assessment for California (ELPAC). There is no opt out for the ELPAC.

We use the state test results to monitor each student's educational progress and Cordova Meadows' academic curriculum. Grades, teacher input, and state test results may be used to determine placement.

Parents play an important role in the education of their child. There are many things you can do to help your child achieve:

- Talk with your child about their schoolwork, homework, and what they did at school.
- Listen to your child read and read to your child often. Ask questions about the characters and the story.
- Encourage your child to write stories and illustrate them.
- Take your child to the county library. They have many fun and educational programs to offer.
- Use mathematics in the real world, such as cooking or making craft projects.
- Be on time and attend school every day.
- Get plenty of rest before the test and eat a good breakfast.
- Speak with your child's teacher about other things you may do.

HOMEWORK POLICY

Purpose: The purpose of assigning homework at Cordova Meadows is to strengthen academic skills, reinforce concepts taught by teachers, develop student responsibility and accountability, and promote parent awareness. According to the research, in order to "get it right" homework should:

- Be brief.
- Make sure to only include research-aligned and standards-based tasks.
- Not be a project.
- Reinforce skills already taught in the classroom. Nothing should be sent home that is at the student's instructional level. All work sent home should be at each student's **independent** level.

Unfinished classroom work or work missed due to absence, although accomplished outside of the school day, is not included in the school's definition of homework.

PARENT RESPONSIBILITY-HOMEWORK

It is the responsibility of the parent to set a specific time and place for doing homework, to monitor the

student, to assist when appropriate, and to check completeness and accuracy.

AWARD CELEBRATIONS

We love celebrating our students' successes. We invite you to attend and celebrate with us and your child when we are on campus. For Kindergarten-Third Grade, we celebrate the 4B's. For Fourth and Fifth Grade, we celebrate the 4B's and Honor Roll.

4 B's

Students are selected by their teacher for recognition based on our 4 B themes - Be Safe, Be Kind, Be Respectful, and Be Responsible. Students are selected on the basis of emulating the 4B's. When on campus, parents will be notified by a letter when their student is selected and will be invited to attend the assembly.

Principal's Honor Roll

The Principal's Honor Roll for 4th and 5th grade is published at the end of each trimester. Eligible students are those who have a grade average of 3.5 or better. Subjects to be graded are: Reading, Writing, Speaking & Listening, Mathematics, Social Studies, and Science. Those subjects will be averaged on a point basis: A=4, B=3, C=2. A student may not have a grade below a C to qualify.

EXTRA CURRICULAR AND ENRICHMENT ACTIVITIES

Music Program

Grades 4 and 5 will receive general music instruction. Cordova Meadows provides string instrument, band, and general music instruction for grades 4 & 5. The school district has a limited amount of instruments for free use. Students can provide their own instruments.

Student Leadership

Cordova Meadows Student Leadership meets regularly. Classrooms will elect their representatives for the student government.

Field Trips

Current guidelines do not allow field trips. However, when available, on campus, our programs are enriched via the use of community resources and by participating in field trips. Students going on field trips need parent permission. Permission slips will be brought home several days prior to the scheduled trip. Signed permission slips must be returned to school before the student goes on the field trip. Please sign the top and bottom sections of the form. Verbal permission will not be accepted.

Extended Day Intervention Program

Students may be given opportunities to attend interventions before or after school. Your child's teacher has information about this program.

VOLUNTEERS

Because of current guidelines, our volunteer program is closed. When on campus, interested adults must have cleared fingerprints in order to volunteer. To start this process, adults must stop by the school office and pick up a CAT II Volunteer Application. Once the form is completed, it must be returned to the school office for approval by the Principal. Once the application has been approved, the future volunteer must get a LiveScan form and get fingerprinted. Please contact the parent coordinator for further clarification.

SAFETY DRILLS

Safety drills are held monthly. The school has a Disaster Plan in the event of a natural or civil

emergency.

LIBRARY

Cordova Meadows maintains a fine library. Classes are scheduled weekly to visit our library. Students may check out books for recreational reading or research. Lost or damaged books are to be paid for by the student.

DISCIPLINE POLICY

The Governing Board believes that all students have the right to be educated in a positive learning environment free from disruptions. Students shall be expected to exhibit appropriate conduct that does not infringe upon the rights of others or interfere with the school program while on school grounds, while going to or coming from school, while at school activities, and while on district transportation. School-wide expectations are created with a major goal in mind-- to educate responsible citizens in a safe, nurturing environment. To learn requires being able to listen, recite, share, concentrate, and play without interference. Each classroom teacher will prepare specific class rules. These expectations will be discussed at Back to School Night, and the presentation is uploaded on our teacher websites.

BEHAVIOR EXPECTATIONS – SCHOOLWIDE

Positive Behavior Interventions and Supports (PBIS) is a multi-tiered approach to establishing supports and school culture focusing on systems of support. At Cordova Meadows Elementary School, we have four basic expectations called the 4 Bs for behavior. Here are specific guidelines under these four expectations. Each student will be responsible for the following:

- 1. **BE RESPECTFUL**
- 2. **BE RESPONSIBLE**
- 3. **BE SAFE**
- 4. **BE KIND**

CLASSROOM DISCIPLINE POLICY

Students should not interfere with anyone's learning, including their own. Students are expected to be respectful, courteous, and cooperative. Disruptive behavior in the classroom will be initially handled by the teacher and may include an Office Discipline Referral (ODR) to the Principal or Assistant Principal. Copies of all ODRs will be mailed home.

1. Class Violations	Teacher determines. Students and parents will be informed of the classroom discipline policy and the consequences.
2. Serious or Continuous Violations	Referral to Principal or Assistant Principal for appropriate action. Actions may include call to parent, conference, redirection of recess, suspension.

***PLEASE NOTE:** Serious violations of district of school rules will result in immediate action from the principal or assistant principal, which may include suspension or expulsion. See “Suspension/Expulsion”

SCHOOLWIDE DISCIPLINE POLICY

Follow School wide behavior guidelines: **Be Respectful, Be Responsible, Be Safe and Be Kind.** We follow a progressive discipline policy.

1. First Violation:	Reteach the appropriate behavior, counsel students, discussion about future
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	consequences.
2. Second Violation:	Student will be given time that may include written or verbal reflection about the undesired behavior.
3. Serious Violation:	Referral to Principal or Assistant Principal. Actions may include call to parent, conference, loss of recess, suspension.

*Fighting is a suspendable offense. Students involved in hitting may be suspended for 1 to 5 days.

PLAYGROUND GUIDELINES when on campus

A. Be safe

- no pulling, pushing, tackling, wrestling, kicking, or hitting
- no running on walkways or blacktop
- no climbing on buildings, fences, backstop or volleyball poles, climb only on play equipment

B. Use equipment appropriately

- hands on bars and go in one direction, only three people on the bars
- softball at P.E. only. No hard balls permitted.
- bring personal items only with teacher permission
- use your jump rope for jumping only
- do not hang or sit on tetherballs

C. Play games in appropriate place

- get permission before leaving yard

When the warning bell rings, use of playground equipment stops immediately, students will move to the yellow walking line to cool down. Equipment managers will gather playground equipment. Students are expected to use the bathroom during recess.

CAFETERIA RULES

- ❖ Walk in the cafeteria.
- ❖ Cuts, giving cuts, or play is not permitted while in the cafeteria line.
- ❖ Talk in a conversational tone in the cafeteria. Do not talk in a loud voice, shout, or tease others.
- ❖ Raise your hand if you need help from an adult.
- ❖ Leave the table only when you are properly dismissed.
- ❖ Eat your own lunch. Do not share your lunch with others.
- ❖ Do not pop bags, throw food or any other items.
- ❖ Pick up litter on the floor and on the tabletop before being dismissed from your place.

SUSPENSION/EXPULSION POLICY

The Folsom Cordova Unified School District has an adopted Suspension/Expulsion policy which can be viewed at the school office, on the district website at: <http://www.fcusd.org/Page/2378> and listed in the “Parent’s Rights and Responsibilities” document <https://www.fcusd.org/Page/6793>

TRANSPORTATION

FCUSD provides bussing for Special Education students and students are overflowed to another school. Riding the school bus is a privilege, not a right.

1. Students should arrive at the bus stop no earlier than 10 minutes before they are to catch the bus. Students are to remain on the sidewalks or at the side of the street. Stay off private property at all times. Stand quietly in line (Books do not save a place in line.)

2. Students will be seated as directed by the driver and must remain seated while the bus is in motion.
3. No part of the body may be out of the window.
4. No glass containers are permitted on the bus.
5. No animals are permitted on the bus, with the exception of service animals.
6. Students must get on and off the bus at the bus stop nearest their place of residence except upon written consent of a parent and with school approval.
7. Eating, drinking, and chewing gum are prohibited on the bus.
8. **BE RESPECTFUL:** Treat all people with courtesy and consideration.
9. **BE RESPONSIBLE:** Follow directions the first time.
10. **BE SAFE:** Keep hands, feet, and objects to self.
11. **BE KIND:** Treat all people with kindness

Students who are unable to stand in bus line calmly or to ride in a safe manner will be given a citation by a bus driver with the following penalties:

1 st Violation:	Warning Notice.
2 nd Violation	Three days off all district buses (morning and afternoon).
3 rd Violation:	Five days off all district buses.
4 th Violation:	Termination of riding privileges.

CORDOVA MEADOWS PARENT INVOLVEMENT POLICY

Cordova Meadows Vision/ Mission Statement: The mission of Cordova Meadows Elementary School is to ensure that all students learn at grade level or higher. Cordova Meadows Elementary School is a community of stakeholders including students, parents, volunteers, and staff committed to providing excellence in educational programs by providing a safe, caring, and diverse learning environment where students grow academically and socially. Cordova Meadows Elementary School will accomplish this by working as a collaborative team to provide an instructional program focused on standards-aligned instruction. Our team will use data to close learning gaps and to ensure the success of all students.

Parents will be invited to give input into the Parent Involvement Policy through the following:

- Title I annual parent meeting
- Information about their child’s participation in school-wide Title I programs
- Information about their child’s participation in intervention services
- Back to School Night
- Parent/Teacher Conference
- School newsletters/bulletins

Parent input received through the following:

- Parent Surveys
- School Site Council
- Parent meetings
- English Language Advisory Council

Policy will be monitored and reviewed by staff and parents each year:

- Leadership Team
- School Site Council
- English Language Advisory Council

School Parental Involvement Agreement (Policy) Cordova Meadows Elementary School will:

- Involve parents in the planning, review, and implementation of the school's parental involvement policy, in an organized, ongoing, and timely way.
- Involve parents in the joint development of any school-wide plan, in an organized, going, and timely manner.
- Notify parents that, if any part of the school-wide plan is not satisfactory, parent comments on the plan will be submitted when the school makes the plan available to the LEA.
- Hold an annual meeting to inform parents of the school's participation in Title I programs and to explain the Title I requirements, and the rights of parents to be involved. The school will convene the meetings at convenient times to parents, and will offer a flexible number of additional parental involvement meetings, such as morning or evening, so that as many parents as possible are able to attend. The school will invite to this meeting all parents of children participating in Title I programs and will encourage them to attend.
- Provide information to parents of participating students in an understandable and uniform format, including alternative formats upon the request of parents with disabilities, and, to the extent practicable, in a language that parents understand.
- Provide parents of participating students information in a timely manner about Title I programs that includes a description and explanation of the school's curriculum, the forms of academic assessment used to measure student's progress, the proficiency levels students are expected to meet.
- On the request of parents, provide opportunities for regular meetings for parents to formulate suggestions, and to participate, as appropriate, in decisions about the education of their student. The school will respond to any such suggestions as soon as practicably possible.
- Provide to each parent an individual report about the performance of their students on the State assessment in at least math, language arts and reading.
- Provide each parent timely notice when their student has been assigned or has been taught for four (4) consecutive weeks by a teacher who is not highly qualified with the meaning of the term.
- Provide materials and training to help parents work with their children to improve their children's achievement.
- Provide professional development, based on stakeholder input, to build ties between parents and the school.
- Coordinate and integrate parent involvement programs and activities.
- Provide reasonable support for parental involvement activities. M

Cordova Meadows Elementary School makes every effort to provide opportunities for the informed participation of parents (ex. parent summits, flyers, parent orientations, parent information nights, etc). These events are delivered in multimedia platforms and in languages parents understand via translators. Information on these events is also reviewed by the School Site Council and English Learner Advisory Committee.

Adoption Each School Parental Involvement Policy has been developed jointly with, and agreed on with, parents of children participating in Title I, Part A programs, as evidenced by School Site Council. This policy was adopted by FCUSD board and will be in effect for the period of September 2020 through June 2021. Each school will distribute this policy to all parents of participating Title I, Part A children.

SEXUAL HARASSMENT

Sexual harassment in the learning or working environment of district employees or students by any person in any form is prohibited. Sexual harassment may, in certain circumstances, be a violation of

Title VII of the Civil Rights Act of 1964, the Civil rights Act of 1991, and/or Title IX of the Education Amendments of 1972, as well as California law.

NON-DISCRIMINATION (Title IX)

The Governing Board is committed to maintaining a safe school environment that is free from harassment and discrimination. The Board prohibits sexual harassment of students at school-sponsored or school-related activities. The Board also prohibits retaliatory behavior or action against any person who reports, files a complaint or testifies about, or otherwise supports a complainant in alleging sexual harassment.

(BP 5145.7)

A complaint concerning unlawful discrimination, harassment, intimidation, or bullying may be filed only by a person who alleges that he/she personally suffered unlawful discrimination, harassment, intimidation, or bullying or by a person who believes that an individual or any specific class of individuals has been subjected to it. The complaint shall be initiated no later than six months from the date when the alleged discrimination, harassment, intimidation, or bullying occurred, or six months from the date when the complainant first obtained knowledge of the facts of the alleged discrimination, harassment, intimidation, or bullying. However, upon written request by the complainant, the Superintendent or designee may extend the filing period for up to 90 days. (5 CCR 4630)

The Folsom Cordova Unified School District prohibits discrimination, intimidation, harassment (including sexual harassment) or bullying based on a person's actual or perceived ancestry, color, disability, race or ethnicity, religion, gender, gender identity or gender expression, immigration status, national origin, sexual orientation, or association with a person or group with one or more of these actual or perceived characteristics. For concerns, questions or complaints, contact the Title IX Coordinator(s) and Equity Compliance Officer(s): Curtis Wilson, cnwilson@fcusd.org, (grades K-5) and Jim Huber, ED.D., jhuber@fcusd.org (grades 6-12), 1965 Birkmont Drive, Rancho Cordova, CA 95742, 916-294-9000, ext. 104625

TOBACCO FREE SCHOOL POLICY

Effective July 1, 1995 - It is the intent of the Folsom Cordova Unified School District Board of Education to comply with State Law (AB 816). Therefore, the use of tobacco products is prohibited at all times on district property and in district vehicles. This prohibition applies to all students, employees, visitors and other persons. (District policy 1115) California Smokers Helpline 1-800-NO BUTTS

Title I Parent Compact Cordova Meadows Elementary School
Community Compact 2021/22

This agreement was developed with input from all the members of our school community including school staff, students and their families. When attending Cordova Meadows you are acknowledging the school staff, students, and families promise to accept responsibility for their individual roles in supporting Cordova Meadows students and promoting their success.

Staff Pledge _____ I pledge to do the following to the best of my ability:

- Teach my class using interesting and challenging lessons to promote student learning and success.
- Engage and motivate my students to learn.
- Have the expectation that every student will make at least 1 year of academic growth.
- Communicate regularly with families about student progress.
- Provide a warm, safe, and caring learning environment.
- Provide meaningful daily homework assignments to reinforce lessons that I have taught and students have mastered.
- Continue to be a learner myself and take part in professional development activities.
- Work to strengthen my partnerships with co-workers, students, families and community members.
- Respect all members of the school community.

Student Pledge _____ I pledge to do the following to the best of my ability:

- Come to school on time, in my uniform, ready to learn, and work hard every day.
- Bring the materials I need everyday including completed assignments and homework.
- Know and follow school and class rules.
- Limit my T.V. watching and time on video games and the computer.
- Spend more time reading and getting exercise.
- Talk to my teacher and my family and let them know if there is something I need to be more successful.
- Be in bed by 9:00pm every night.
- Respect all members of the school community.

Family/ Parent Pledge _____ I pledge to do the following to the best of my ability:

- Provide a quiet time and space for homework and limit my child's time watching T.V. and playing video games and computer games.
- Read to my child or encourage my child to read every day.
- Make sure my child is in bed by 9:00pm on school nights.
- See that my child attends school in uniform and is on time every day and ready to learn. My child will be well rested and well nourished.
- Communicate with my child's teacher regularly to check my child's progress
- Attend parent-teacher conferences, Back-to- School Night, and Open House.
- Participate in at least one extra activity this year.
- Communicate the importance of education and learning to my child through my actions and my words.

CORDOVA MEADOWS CUBS' SCHOOL SONG

(Music to the Yellow Rose of Texas)

CORDOVA MEADOWS IN RANCHO
IS THE GREATEST SCHOOL
WE ARE THE CUBS AND ALWAYS GO
BY THE GOLDEN RULE.

TO TRY OUR BEST AND BE PROUD OF
ALL THE THINGS WE DO
HARD WORKING AND SUCCESSFUL,
OUR COLORS GOLD AND BLUE.

SO HERE IN CONCLUSION,
IS WHAT WE WANT TO SAY
WE ARE THE BEST KIDS.
IN THE U.S.A.

CORDOVA CUBS, CORDOVA CUBS,
THAT'S OUR MOTTO TOO...
CORDOVA MEADOWS,
THAT'S OUR SCHOOL
WE REALLY DO LOVE YOU.



UNIFORM COMPLAINT PROCEDURE

The board of Education recognizes that parents, guardians, students, employees, advisory committee members, or other members of the community may have questions, seek information, desire to make requests, and express complaints regarding district policies and procedures of state and federal programs. A complaint in this sense is a request for action to resolve conflict. The complainant is the person affected or represents the person affected. A parent complaint about a student should first be discussed with the teacher and then with the principal. If the complaint is not satisfactorily resolved, the next step is to file an official complaint with the district Compliance Officer, through the Uniform Complaint Procedure.

Direct the complaint to 1965 Birkmont Drive, Rancho Cordova, CA 95742. Phone 916-294-9000 A discrimination complaint must be written and filed within six months of the occurrence or when first acknowledged distinct staff will resolve the complaint through mediation or will investigate and provide a written report to the complainant. If resolution is not reached at the staff level, the matter may be taken to the distinct Board of Education. The time period for the district staff and /or Board response may not exceed 60 days. If the written report still does not resolve the complaint, the complainant may appeal to the California Department of Education within 15 days of the district reports issuance. If the Department of Education is unable to resolve the complaint, complainants may seek local civil law remedies. Uniform complaint Procedures have been established (Board Policy 1312.3) and may be obtained from the Personnel Office. Programs and services covered by the Uniform Complaint Procedures include, adult education, general and basic education, preschool, state and federal programs, special education, ROP, non discrimination, gender equity requirements, and civil rights guarantees. This notice is provided annually to parents and student, school and district advisory committee members, all distinct employees and to other interested parties. This notice is provided in English and is also available Spanish, Russian and Armenian on our district website. www.fcusd.org

Declaración de no discriminación/no Acoso Sexual / proceso de quejas

La Junta de Educación que gobierna actualmente está comprometida a proporcionar igualdad de oportunidades en educación para todas las personas. Las prácticas, actividades y programas del distrito estarán libres de discriminación basada en raza, color, ascendencia, origen nacional, identificación de grupo étnico, edad, religión, estado civil de los padres, discapacidad física o mental, sexo, orientación sexual, género, identidad de género o expresión o información genética; la percepción de una o más de estas características; o asociación con una persona o un grupo con una o más de estas características reales o percibidas. (CE 200, 220)

La Junta de Educación se compromete a mantener un ambiente escolar seguro que esté libre de acoso y discriminación. La Junta prohíbe el acoso sexual de estudiantes en actividades patrocinadas por la escuela o relacionadas con la escuela. El Consejo también prohíbe conductas de represalia o acción contra cualquier persona que informa, presenta una queja o da testimonio de o si no apoya a una queja alegando acoso sexual. (BP 5145.7)

Una queja sobre discriminación, acoso, intimidación o acoso escolar puede ser presentada solamente por una persona que alega que él o ella sufrió personalmente discriminación, acoso, intimidación o por una persona que cree que un individuo o alguna clase específica de individuos ha sido sometido a él. La queja deberá iniciarse no más de seis meses a partir de la fecha cuando la supuesta discriminación, hostigamiento, intimidación o acoso se produjo, o seis meses desde la fecha cuando el demandante obtuvo primero conocimiento de los hechos de la presunta discriminación, hostigamiento, intimidación o acoso escolar. Sin embargo, con una solicitud previa por escrito del querellante (quejoso), el Superintendente o su designado podría extender el plazo hasta por 90 días. (5 CCR 4630)

El siguiente funcionario deberá recibir e investigar quejas así como garantizar el cumplimiento de la ley por parte del distrito:

Asistente Superintendente, Recursos Humanos
1965 Birkmont Drive
Rancho Cordova, CA 95742
(916) 294-9025

Недискриминация /Сексуальные домогательства/Процесс обжалования

Совет Управляющих привержен обеспечению равных возможностей для всех людей в области образования. Программы дистрикта, деятельность и практика должны быть свободными от дискриминации на основе расы, цвета кожи, родословной, национального происхождения, этнической группы идентификации, возраста, религии, семейного или родительского статуса, физической или психической инвалидности, пола, сексуальной ориентации, пола, гендерной идентичности/выражения, или генетической информации; восприятие одного или более таких характеристик; или ассоциации с лицом или группой с одним или несколькими из этих фактических или предполагаемых характеристик. (ЕС 200, 220)

Совет Управляющих привержен сохранению безопасных условий в школах, свободных от преследований и дискриминации. Совет запрещает сексуальные домогательства учащихся в деятельности под эгидой школы или в школе. Совет также запрещает ответное поведение или действие против любого лица, которое сообщает о случившемся, подаёт жалобу или свидетельствует о, или иным образом поддерживает заявителя, утверждая случай сексуального домогательства. (BP 5145.7)

Жалобы относительно незаконной дискриминации, преследований, запугивания, или издевательства могут подаваться только лицом, которое утверждает, что он/она лично пострадал/а от незаконной дискриминации, притеснений, запугивания или издевательства, или лицом, которое считает, что лицо или какая-либо конкретная группа лиц были подвергнуты этому. Жалоба должна быть начата не позднее чем через шесть месяцев с даты, когда предполагаемая дискриминация, преследование, запугивание или издевательство произошло, или шесть месяцев с даты, когда заявитель впервые узнал о фактах предполагаемой дискриминации, притеснения, запугивания или издевательства. Однако, по письменному запросу заявителя, суперинтендант или назначенное лицо может продлить срок подачи до 90 дней. (5 CCR 4630)

Следующий ответственный сотрудник должен получить и расследовать жалобу и обеспечить соблюдение дистриктом закона:

Assistant Superintendent, Human Resources (Ассистент Суперинтенданта, Отдел Кадров)
1965 Birkmont Drive
Rancho Cordova, CA 95742
(916) 294-9025

District Cell Phone Policy

The Governing Board recognizes that the use of cell phones, smartphones, smart watches, and other mobile communication devices on campus may be beneficial to student learning and well-being, but could also be disruptive of the instructional program. The Board permits limited use of mobile communication devices on campus in accordance with law and the following policy.

Students in **grades TK-5** may **not** use cell phones, smartphones, smart watches or other mobile communication devices while on campus. Devices must be turned off and placed out of sight during the school day. Students who need to call parents may use phones located in the administrative office.

Students in **grades 6-8** may use cell phones, smartphones, smart watches, or other mobile communication devices on campus during lunch, before first bell, and after last bell as long as the device is utilized in accordance with law and in accordance with BP/E 6163.4 Students Use of Technology.

Students in **grades 9-12** may use cell phones, smartphones, smart watches or other mobile communication devices on campus during non-instructional time as long as the device is utilized in accordance with law and in accordance with BP/E 6163.4 Student Use of Technology.

Mobile communication devices shall be turned off during instructional time. However, a student shall not be prohibited from possessing or using a mobile communication device under any of the following circumstances: (Education Code 48901.5, 48901.7)

1. In the case of an emergency, or in response to a perceived threat of danger.
2. When a teacher, administrator, or other district employee grants permission to the student to possess or use a mobile communication device, subject to any reasonable limitation imposed by that teacher, administrator or other district employee.
3. When a licensed physician or surgeon determines that the possession or use is necessary for the student's health and well-being.
4. When the possession or use is required by the student's individualized education program.

Smartphones and other mobile communication devices shall not be used in any manner that infringes on the privacy rights of any other person. The use of any electronic device, to include cell phones, may NOT be used at any time in the gym locker rooms. Due to the unique nature of Prospect Community Day School, students enrolled in this program will continue to be prohibited from possessing or using an electronic signaling device except with prior consent for health reasons. When a school official reasonably suspects that a search of a student's mobile communication device will turn up evidence of the student's violation of the law or school rules, such a search shall be conducted in accordance with BP/AR 5145.12 - Search and Seizure. When a student uses a mobile communication device in an unauthorized manner, the student may be disciplined and a district employee may confiscate the device. The employee shall store the device securely until it is returned to the student or turned over to the principal or designee, as appropriate. If turned over to the principal, a parent/guardian may be notified

and may be required to pick up the device from school. A student who violates this policy may be restricted from possessing a personal electronic signaling device at school or school-related events. A student may also be subject to discipline, in accordance with law, Board policy, or administrative regulation, for off campus use of a mobile communication device that poses a threat or danger to the safety of students, staff, or district property or substantially disrupts school activities. The Superintendent or designee shall inform students that the district will not be responsible for a student's mobile communication device that is brought on campus or to a school activity and is lost, stolen, or damaged.

After School Education & Safety (ASES)

Our school offers an innovative, educational and fun after school program. This program is free to all students First thru Fifth grade.

For more information on this after school program or to apply, please click on the link below or call 916-294-9090, x610115:

<https://www.fcusd.org/page/21195>