

Parent & Student Handbook

2022 - 2023



Cordova Meadows Elementary School

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www.fcusd.org/cme

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Vision and Mission Statements

of the Folsom Cordova Unified School District

VISION STATEMENT

Empowering all students to thrive through educational excellence.

MISSION STATEMENT

FCUSD is committed to providing excellence in educational programs that carry high expectations for each student's success. In collaboration with our community, the mission of FCUSD is to ensure all students demonstrate high levels of learning through our commitment to continuous cycles of improvement, transformative social emotional learning, and engaging, culturally responsive instruction.

Superintendent:

Dr. Sarah Koligian

Board of Trustees:

Ed Short

David Reid

Joshua Hoover

Chris Clark

Tim Hooey

Cordova Meadows Mission and Vision

Vision:

At CME we will work together to build academic and social emotional skills by challenging, inspiring, and empowering individuals to positively impact our community and the world, while recognizing and honoring our ever changing multicultural society.

Mission:

Our mission at CME is to support this environment by building an inclusive academic program, addressing a range of learning styles, offering an array of diversity efforts and initiatives, and by participating in the wider community. We will provide academic and social emotional support to meet the needs of all students. As a newly formed Community School we will work with our community to bring supports on campus for families, students, and staff.

Dear Families,

Welcome to Cordova Meadows Elementary School. 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.

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. We strive to work together as a team to support your child's progress academically and socially. We are a Community School and look forward to supporting your family with outside support and services to meet your needs.

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, Andrea Rodriguez,
and the Cordova Meadows' School Staff

**CORDOVA MEADOWS ELEMENTARY SCHOOL
2022-2023 School Staff**

Office and Support Staff

Ms. Amber Fontaine	Principal
Ms. Andrea Rodriguez	Assistant Principal
Mrs. Kelley Wentworth	Administrative Assistant
Mrs. Katie Mandrigal	Attendance Clerk
Mr. Duane Andersen	Head Custodian
Mrs. Maria Rodriguez	Custodian
Mrs. Kourtney Muniz	Library Clerk
Ms. Kelley Gordon	Nurse
Ms. Maria De La Torre	ASES Lead and Parent Coordinator
Ms. Kayla Lunsford	Special Education Instructional Assistant
Mrs. Maria Munguia	Special Education Instructional Assistant
Mr. Jordan Hicks	Special Education Instructional Assistant
Ms. Taya Short	Special Education Instructional Assistant
Ms. Taylor Jacobs	Special Education Instructional Assistant
Ms. Erin Xiong	Special Education Instructional Assistant
Ms. Rebekkah Mott	Special Education Instructional Assistant
Mrs. Reina Davis	Bilingual Instructional Assistant
Ms. Mary Mohammadzadpakdel	Bilingual Instructional Assistant
Mrs. Tooba Mehraban	Bilingual Instructional Assistant
Ms. Emma Juarez	Bilingual Instructional Assistant
Mrs. Patty Ochoa	Cafeteria
Mrs. Charlie Troglin	Cafeteria

Teachers and Support Staff

Mrs. Jean Yim	Preschool
Mrs. Tracy Davis	Kindergarten
Ms. Havana Marecheau	Kindergarten
Ms. Danielle Butler	1 st Grade
Mrs. Aundria Perez	1 st Grade
Mr. Sean Gamer	1 st Grade
Ms. Natalie Cackler	2 nd Grade
Ms. Bet Kolstad	2 nd Grade
Mr. Jim Cagney	3 rd Grade
Mrs. Amber Kim	3 rd Grade
Ms. Tocher Kyunkendall	4 th Grade

Ms. Hayley Rovito	4 th Grade
Mr. Joey Lombardi	5 th Grade
Ms. Kayla Yates	5 th Grade
Ms. Sabrina Mansfield	Special Education
Mrs. Sarah Short	Special Education
Mr. Henry Shishido	Speical Education
Mrs. Laura Fisher	Special Education
Mrs. Karen Gilliland	Academic Support Coach
Mrs. Michelle Franklin	Intervention Teacher
Mrs. Courtney Diamond	Intervention Teacher
Mr. Mark Bemish	P.E. Teacher
Mrs. Amal Al-Yousef	Speech Therapist
Ms. Katayoun Keshtkaran	School Psychologist
Ms. Kiley Thompson	Mental Health Specialist
Mrs. Carla Gaymon-Davis	Community School Liason

CORDOVA MEADOWS DAILY SCHEDULE

Students are not to be on campus before 7:50 am. All students are to wait at their gate which will open at 8:00 am for breakfast.

Breakfast will be served from 7:50 am – 8:15 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: Kindergarten to fifth grade is 8:15 am-1:21 pm

Super Minimum Day: ALL Students 8:15 am - 11:38 am (students are able to grab a lunch if they wish after dismissal)

Monday, Tuesday, Wednesday, and Friday General Schedule

Kindergarten to 5th Grade 8:15 am - 2:45 pm

Thursday General Schedule

Kindergarten to 5th Grade 8:15 am - 1:15 pm

Morning Recess and Lunch Schedule

	Kinder	1st	2nd	3rd	4th	5th
Morning Recess	9:30 am	9:30 am	9:45 am	10:05 am	10:05 am	10:20 am
Lunch	10:45 am - 11:30	11:05 am - 11:50 am	11:25 am - 12:10 pm	11:55 am - 12:40 pm	12:15 pm - 1:00 pm	12:35 pm - 1:15 pm

	Mansfield K-5	Short K-1	Shishito 2-5
Morning Recess	10:20 am	9:30 am	9:45 am
Lunch	12:15 pm - 1:00 pm	10:45 am - 11:30 am	11:25 am - 12:10 pm

Preschool Schedule

	Morning Preschool	Afternoon Preschool
Start Time	8:00 am	11:45 am
End Time	11:00 am	2:45 pm

School Information

Parent Involvement Opportunities

We love and look forward to parent involvement and participation at our school! Visitors are always welcome on campus, but need to check in at the office first. We love parent volunteers at our school as well. You will need to follow our district policy on how to become a volunteer on our campus. Here are several opportunities on how to get involved at Cordova Meadows

Classroom Observations

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.

Volunteering

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. You will also need a cleared TB test from your doctor or a health clinic. Please contact the parent coordinator for further clarification.

Parent Teacher Association (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.

Black Student Union (BSU) Parent Advisory

Our BSU Parent Advisory team meets three times throughout the school year. It is a great opportunity for our African American families to have a space to have their voices heard and give feedback. We also work as a team on planning topics and events for our BSU Student meetings.

English Learner Advisory Committee (ELAC)

Our ELAC team is an opportunity for our English Learner parents to express their concerns and ideas, with the possibility of bringing about change at Cordova Meadows. We work as a team to hear feedback on programs and services for our English learners and school as a whole. We meet about six times throughout the year.

School Site Council (SSC)

Our School Site Council is a wonderful opportunity for our families to have their voices heard when determining the focus of the school's academic instructional program and all related categorical resources. We meet about six times throughout the year.

Community School Grant

Community Schools are public schools that provide services and support that fit each neighborhood's needs, created and run by the people who know our children best - all working together. This year, we are looking forward to transitioning into a community school and we will be supporting our families through this process.

Office Information

We have a very warm and friendly office staff who are always willing to help and support your needs. If you have any questions, always feel free to call or email staff to ask questions or verify information.

Attendance and Illness

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. Students who become ill, while on campus, will be sent to the office, their parents will be notified, and coordinate arrangements 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. Here is more information about how to verify when your child is absent and our tardy procedures.

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 or email the principal if your child will be absent. 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 before going into their classroom.
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.)

Birthday Treats

Birthdays are very special and exciting days for all of us. It is a time to celebrate “us” with friends and family. As a school, we want to continue recognizing our students’ special day while being sensitive to our District Wellness Policy, student allergies and financial hardships. With that said we will be moving away from edible treats for birthdays and replacing them with non-food celebrations. Students, teachers and parents will collaborate to choose an appropriate celebration option for each child.

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 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.

- ◆ 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 heellie’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.
- ◆ No excessive tattered or torn clothing.
- ◆ No make-up or fingernail polish is to be brought to school.
- ◆ Underwear cannot be visible.

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.

Telephone calls

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.

Lunches

You may bring your own lunch to school. If you bring a lunch for your child during the day, please bring it to the office and we will have the child come pick it up in the office. If you do not have a home lunch, Cordova Meadows feeds every child free for breakfast and lunch.

Health Office Information

We are lucky enough to have a school nurse on our campus once or twice a week and a health aide every day for a part of the day. Here is some information from our health office.

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. **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 information.

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

Academics and Curriculum

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. All work sent home should only 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. 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.

Textbooks and Chromebooks

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

Academic and Social Emotional Assessments

Throughout the year, our students are assessed in their academic and social emotional needs. These assessments help us plan out how to support the students in each of those areas. Teacher and the team will meet three times during the year to discuss the information and data we get from these assessments. Here are some assessments that your child will take

during the year.

Renaissance

Three times a year we take a diagnostic assessment to see how our students are doing on their standards. We use that information to support our students' academic success.

California Assessment of Student Performance and Progress (CAASPP)

All students at Cordova Meadows in grades 3 – 5 will take the Smarter Balanced Assessment Consortium (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. 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.

ELPAC

English Learners will take the English Learner Proficiency Assessment for California (ELPAC). There is no opt out for the ELPAC.

Panorama

Three times a year our students take a survey to check in with their social wellbeing. We use the data to inform us on how to support our students' behaviors and social needs. We use the data to plan lessons on how to support those social needs in the classroom and school wide.

California Healthy Kids Survey

Once a year our families, staff, and 5th graders take the California Healthy Kids Survey. This is data the state and district uses to inform us about how our school is doing overall. The 5th graders will need permission from their families to take this survey. The parent survey will be sent to families so they have input on our school as well.

School Safety

Safety Drills

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

BICYCLES and SCOOTERS: IT'S THE WHEEL THING

The school assumes **NO** responsibility if bikes are damaged or stolen. The 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:

- ◆ 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.

Award Celebrations

We love celebrating our students' successes. We invite you to attend and celebrate with us and your students 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.

Monthly Character Traits

Each month we work on character traits to help support our student social and emotional needs. At the end of the month, teachers nominate a student to receive an award for that character trait. We make a positive call home to families and pass out the award at our weekly assemblies at the end of the month!

Our Character Traits

August- Kindness

October - Responsibility

December - Safe & Trustworthy

February - Inclusivity

April- Equity

September- Grit & Self Discipline

November - Gratitude

January - Respectful

March - Perseverance

May - Courage

Enrichment and ExtraCurricular Activities

Library

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

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.

Black Student Union (BSU)

We have the only elementary Black Student Union in the district. The goal of this club is to provide our 3rd-5th grade students with an opportunity to engage in activities and discussions designed to help foster a better understanding of experiences and issues that impact African-American students. This club is open to all students regardless of racial and/or cultural differences.

Field Trips

Our field trip programs are enriched via the use of community resources. 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 Interventions

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

After-School Education and Safety Program (ASES)

ASES is funded by a grant from the State of California. It is offered to parents at no-cost and serves our 1st through 5th grade students every day after school until 6:00 p.m. The ASES program consists of three components: 1) academic, 2) academic enrichment, and 3) recreational. The education component consists of a curriculum that reinforces the school's academic program. The enrichment component will include STEM activities. The recreational component will consist of the SPARK curriculum.

District and School 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.

Suspension and 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 and listed in the "Parent's Rights and Responsibilities" document <https://www.fcusd.org/Page/6793>

Schoolwide Positive Behavior Expectations and Supports (PBIS)

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 and Schoolwide Discipline

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.

First Violation:	Reteach the appropriate behavior, counsel students, discussion about future consequences.
Second Violation:	Student will be given time that may include written or verbal reflection about the undesired behavior.
Third Violation:	Teachers and support staff will look at ways to positively reinforce the student to make the right choices at school. They will use sticker charts, Check In/Check Out, or reward systems to encourage the student to make the right choice.
Continued Violation:	A Student Study Team (SST) meeting will be held to discuss ways of supporting student and their behaviors.
Serious Violation (ie assault on staff or students):	Referral to Principal or Assistant Principal. Actions may include call to parent, conference, loss of recess, suspension. A Student Study Team meeting will be held to discuss ways of supporting the student and their behaviors.

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

School Wide Rules

Playground Rules

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
- 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 blue walking line to cool down. Equipment managers will gather playground equipment. Students are expected to use the bathroom and get drinks 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.

District Information

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.

Alternative 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.

Sexual Harrassment

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 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, sex, 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), Equity Compliance Officer(s) and Section 504 Coordinator(s)**:

Donald Ogden, Associate Superintendent – Human Resources

kmorales@fcusd.org

916-294-9000 ext. 104410

Jim Huber, ED. D., Assistant Superintendent – Educational Services

jhuber@fcusd.org

916-294-9000 ext. 104625

Shannon Diaz, Director of Compliance (Investigator)

sdiaz@fcusd.org

916-294-9000 ext. 104620

1965 Birkmont Drive,

Rancho Cordova, CA 96742

Tobacco Free School

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.

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

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 the school principal or the District SARC Coordinator.

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.

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.

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.

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.

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
CUB CHANT**

We are the Cubs! (clap, clap)
 We love our school! (clap, clap)
 We are Respectful (clap, clap) because it’s cool. (clap, clap)
 We are Responsible! (clap, clap)
 We’re always Safe! (clap, clap)
 All are welcome (clap, clap) in this place. (clap, clap)
 We’re always Kind! (clap, clap)
 We love to play! (clap, clap)
 Meadows Cubs (clap, clap) are here **STAY!** (shout!)



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. (EC 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

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>