

**COMMUNICATING WITH YOUR TEACHER** We encourage you to stay in communication with your child's teacher, however **teachers cannot be interrupted during instructional time.** If you would like to discuss progress, have questions or concerns please call, email, or send a note to your child's teacher. If a meeting is needed, teachers will schedule one as soon as possible. A message to return your call will be placed in the teacher's voice mailbox.

### **CLASSROOM INTERRUPTIONS**

Please make sure that you make after-school arrangements with your child before school. We understand that from time to time there are emergency situations, but we need to limit the number of classroom interruptions. We cannot interrupt classroom instruction for forgotten lunches, musical instruments, or homework. Forgotten items will be placed on the counter in the office or in the teacher's mailbox. Students should check the office for items that have been dropped off. Notes to students cannot be guaranteed to reach them less than 30 minutes prior to their dismissal.

### **HOMEWORK**

The purpose of homework is to strengthen skills, extend and apply content, explore related ideas, develop student responsibility and accountability, and to promote parent awareness and involvement with their student's learning. The amount of homework relates to the maturity and ability level of the students in the class. It is expected that the amount of time to complete homework will not exceed 5 hours per week by 5th grade. Teachers will communicate to both student and parents the amount of homework to be completed weekly.

**Nondiscrimination – Title IX information** 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) and Equity Compliance Officer(s) and Section 504 Coordinator(s):** Donald Ogden, Associate Superintendent – Human Resources  
[kmorales@fcusd.org](mailto:kmorales@fcusd.org)  
916-294-9000 ext. 104410  
Jim Huber, ED. D., Assistant Superintendent – Educational Services  
[jhuber@fcusd.org](mailto:jhuber@fcusd.org)  
916-294-9000 ext. 104625  
Shannon Diaz, Director of Compliance (Investigator)  
[sdiaz@fcusd.org](mailto:sdiaz@fcusd.org)  
916-294-9000 ext. 104620  
1965 Birkmont Drive,  
Rancho Cordova, CA 96742  
<http://www.fcusd.org>

### **Cordova Villa Elementary School**

10133 S. White Rock Rd.  
Rancho Cordova, CA 95670  
Tel: 916-294-9125  
Fax: 916-294-2483  
Office Hours: 8:00 AM- 4:00 PM  
<http://www.fcusd.org/cve>  
**Christy Wilkerson, Principal**  
[cwilkers@fcusd.org](mailto:cwilkers@fcusd.org)  
**Leonardo Zamudio, Asst Principal**  
[lzamudio@fcusd.org](mailto:lzamudio@fcusd.org)

# Soar Like A Hawk!

**Cordova Villa Elementary School  
2022-2023**



**Welcome to Cordova Villa,  
Home of the Hawks, a PBIS School.**

### **SCHEDULE**

TK: 8:15 – 11:36am

Grades K-5: 8:15 – 2:45pm

### **BREAKFAST/LUNCH**

Breakfast and Lunch are available to all students at no cost. Breakfast is available before school at the following times:

7:50 – 8:10 for TK/Kinder

7:55 -8:10 for grades 1-5

### **ATTENDANCE**

A significant part of the student's experience and education is derived from classroom relationships, activities, discussions, and participation. 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. Excused absences include the following: ill, quarantine, medical appt, religious holiday, court, death in the family. **Please call the office to report an absence on the same day the absence occurs.**

### CHECKING STUDENTS OUT OF SCHOOL

Parents/Guardians and those listed on the Emergency Card may pick up a child for early dismissal by signing the child out in the main office. They must present a valid identification card before we will release the child.

### EMERGENCY CARDS

In accordance with California Education Code, we ask that you update and maintain current names, addresses, and telephone numbers. It is critical that we have accurate information to contact you in case of an emergency, student illness, injury, or other necessity.

### 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.

### **AT CORDOVA VILLA WE:**

- Have Respect
- Are Responsible
- Work Hard
- Keep it Safe

### SAFETY DRILLS

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

### SCHOOL DRESS CODE

Students are to dress appropriately in clothing that supports participation in a variety of school activities including Physical Education class and recess. Students who come to school wearing unacceptable clothing will be asked to contact a parent to bring a change of clothing to school or will be provided with suitable clothing. The school Principal or designee will determine appropriate school dress.

- Jewelry, hats, bandanas, or clothing depicting any drug, alcohol, sex, violence, gang message or gang logo is not allowed.
- Underwear is not to be visible.
- Skirts, skorts, and shorts must be fingertip length.
- Straps on sleeveless tops should be at least an inch and a half in width.
- Pants, shorts, and skirts must fit the natural waistline. Clothes must be no more than one size larger than the student. Bagging or sagging is not allowed.
- Belt buckles will be plain with no initials or logos.
- Shoes must be closed-toe and have backs or straps. Tennis or athletic shoes are always preferred and the safest for students. No flip-flops, high heels, or roller shoes.

### 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>

### CELL PHONES

Students are permitted to carry cell phones to school, however, student use of cell phones during school hours is prohibited. Phones must be turned off, stored in the student's backpack, and not seen, heard, or used during the school day. If used improperly, cell phones may be confiscated by school personnel. Repeated misuse may result in the student losing his/her right to carry a cell phone on campus. Cordova Villa Elementary School will not be held responsible for lost or stolen cell phones

### HEALTH AND MEDICATION

All medications, including aspirin, cough drops, and other non-prescription over the counter drugs will be given **only when the District Medical Form is completed and signed by the parent and physician.** Children should not attend school with a fever or rash. If your child cannot participate in PE, please send a note from your doctor.

### BICYCLE SAFETY

Riding a bicycle to school is a privilege designed for students in grades 2-5. The school assumes **NO RESPONSIBILITY** if your bike is damaged or stolen. The following rules are for the bike rider's safety:

- Walk your bike on/off campus
- Follow all traffic laws
- Students must wear a helmet

The rider will lose the privilege of riding to school for repeated violations of these safety rules.

### VOLUNTEERS

**All parents are required to complete a Category 2 application**, complete finger printing and provide proof of a recent TB test. Fingerprinting costs are \$25, plus an additional \$17 if you have lived outside CA in the last 5 years. To schedule a fingerprint appointment, contact the FCUSD Office at 916-294-9000 x104409. Bring your CA Driver's License, signed application, fingerprint fees (cash or credit card), current TB clearance and vaccination card. The school will notify you of a start date once we receive your clearance and volunteer badge.