

2024-2025

Student Handbook

CORDOVA HIGH SCHOOL

Home of the Lancers

2239 Chase Drive
Rancho Cordova, CA 95670
(916) 294-2450

FOLSOM CORDOVA UNIFIED SCHOOL DISTRICT

1965 Birkmont Drive
Rancho Cordova, CA 95742
(916) 294-9000

BOARD OF EDUCATION

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Jennifer Laret, Vice President
David Reid, Clerk
Chris Clark, Member
Kara Lofthouse, Member

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Erik Swanson, Superintendent
Don Ogden, Associate Superintendent, Human Resources
Jim Huber, Assistant Superintendent, K-12 Instruction
Sean Martin, Assistant Superintendent, Business Services
Betty Jo Wessinger, Assistant Superintendent, Special Education

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NONDISCRIMINATION & SEXUAL HARASSMENT COMPLAINT PROCESS

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

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

Donald Ogden, Associate Superintendent – Human Resources
dogden@fcusd.org
916-294-9000 ext. 104410

Jim Huber, ED. D., Assistant Superintendent of Instruction
jhuber@fcusd.org
916-294-9000 ext. 104625

Shannon Diaz, Director of Compliance
sdiaz@fcusd.org
916-294-9000 ext. 104620

**1965 Birkmont Drive,
Rancho Cordova, CA 96742**

CORDOVA HIGH SCHOOL ADMINISTRATION & COUNSELING

[Amy Strawn](#), Principal

[Michele Brown](#), Assistant Principal (Students Last Name A-D)

[Cody Owens](#), Assistant Principal (Students Last Name E-L)

[Freddy Castro](#), Assistant Principal (Students Last Name M-R)

[Carrie Jackson](#), Assistant Principal (Student Last Name S-Z)

[Hannah Robinson](#), Counselor (9th grade focus)

[Fernando Escandon](#), Counselor (Students Last Name A-C)

[Rebecca McGee](#), Counselor (Students Last Names D-I)

[Mary Stowes](#), Lead Counselor (Students Last Name J-M)

[Chelsey Bragg](#), Counselor (Students Last Name N-Sa)

[Samantha Santiesteban](#), Counselor (Students Last Name Sc-Z)

ADMINISTRATION / COUNSELING OFFICE HOURS

Cordova High School Office

8:00 a.m. to 4:00 p.m.

Monday through Friday (*during the school year, excluding holidays*)

ATTENDANCE OFFICE HOURS

The Attendance Office is open from 8:00 a.m. to 4:00 p.m.

Telephone, (voicemail-only line): (916) 294-2450 Ext: 810800

Report an Absence online at chs.fcusd.org

Attendance Questions Email: [Tricia Rodriguez](mailto:Tricia.Rodriguez), Attendance Clerk

MISSION STATEMENT

Cordova High School leads by example – we are citizens of the world and show respect for others through kind words and actions. We put forth our best effort and work hard to achieve academic excellence. We grow by taking risks and learning from our mistakes. We believe laughter is an important part of learning. With courage, this is who we are, especially when no one is looking.

VISION STATEMENT

Cordova High School is an extension of our community steeped in deep tradition and endeavors to develop intrinsically motivated, compassionate, and resilient learners who understand the importance of advancing their education while embracing diversity through active collaboration to become innovative global citizens of the world.

GOAL STATEMENT

Cordova High School is committed to College & Career Readiness for all learners.

ALMA MATER

May the valley be your castle
And the sky above your throne.
With the knowledge as your lance,
Let your truth be ever known.
May your word be ever spoken
And your guidance never fail.
We pledge our loyalty always
All hail Cordova – Hail.

IMPORTANT DATES

Semester Grading Periods

1st qtr: Aug. 8 - Oct. 11 (46 days)

2nd qtr: Oct. 15 - Dec. 20 (43 days)

3rd qtr: Jan. 6 - Mar. 14 (44 days)

4th qtr: Mar. 17 - May 29 (47 days)

Sept. 9, Oct. 11, Jan. 6, Mar. 17, 1:57pm Dismissal

Dec. 18, Dec. 19, Dec. 20, May 27, May 28, May 29 Finals, 12:55pm Dismissal

Aug. 8	First Day of School
Aug. 14-15	Picture Day Senior
Aug. 22	Senior Parent Night
Aug. 28	Back to School Night
Sept. 2	Labor Day, No School
Sept. 27	Make-up Picture Day
Sept. 28	Homecoming Dance
Oct. 3	Senior Meeting
Oct. 7-8	Senior Pictures
Oct. 14	PD Day, No School
Nov. 4	Make-up Senior Picture Day
Nov. 11	Veteran's Day, No School
Nov. 25-29	Thanksgiving Holiday, No School
Dec. 18-20	Finals, 12:55 dismissal
December 23 - January 3	Winter Break, No School
Jan. 20	Martin Luther King Jr., No School
Feb. 17-21	President's Day/Lincoln (observed) & February Break, No School
Mar. 29	Junior Prom
Apr. 14-21	Spring Break, No School
May 2	Spring Activities
May 10	Senior Ball
May 27-29	Finals, 12:55 dismissal
May 29	Last Day of School
May 30	Graduation

A Letter to Our Lancer Families from the Principal

Happy 2024-2025 school year!

The last few years have taught us a lot about ourselves and how to be successful in school. One thing we have learned is how important self-management is to student success. When we keep track of our tasks and assignments, we are more productive, more centered, and able to take on anything. We highly encourage you to use a planner and/or a planning application to keep track of assignments and deadlines.

This Student Handbook lays out the policies and procedures created by Folsom Cordova Unified School District, Cordova High administrators, faculty, staff, parents/guardians, and students. It is our collective goal for each student to reach their fullest potential socially and emotionally by creating a safe and welcoming learning environment.

Academics: Parents/guardians are encouraged to check-in regularly with their students to learn about assignments and deadlines. It is recommended to review PowerSchool and Google Classroom on a regular basis.

School Climate: This handbook serves as a document to explain in very clear language both positive and negative impacts related to expected student behavior while on campus or during any school event on or off campus. We work throughout the year, using a variety of programs, to promote a culture of diversity, tolerance, empathy, teamwork, and sportsmanship; and we celebrate positive behaviors, excellent examples of hard work, random acts of kindness, overcoming obstacles, academic risk taking, and many more.

While Cordova High School employs a variety of negative consequences, our focus is to create a positive climate that inspires a strong academic work ethic and overall positive campus culture and climate. Parent/guardian involvement is critical, and we invite parents/guardians to partner with us throughout their student's high school career toward achieving those goals. Be involved in the academic life and aware of the social life of your student. Also, it's helpful to monitor and set reasonable limits on the use of technology and social media. In doing so, we will all be creating an environment that promotes the positive academic and social/emotional growth of your student.

We thank you in advance for your support of your student and Cordova High School

In Partnership

Amy Strawn

Amy Strawn, Principal

TITLE I COMPACT

*Families, students, and schools who work together, help students to succeed in school. We know that success in school builds the foundation for success throughout life. This **Agreement** was developed with input from teachers, families, students, and community members. By signing below, we all pledge to accept responsibility for our role in supporting student success.*

Staff Pledge:

I agree to do the following to the best of my ability:

- Teach classes using interesting and challenging lessons that support student learning and success.
- Engage and motivate my students to learn.
- Have the expectation that every student will succeed academically.
- 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.
- Continue to be a learner myself, and take part in professional development activities that improve my knowledge and skills.
- Work to strengthen my partnerships with co-workers, families, students, and the community, making my classroom and campus a welcoming place for all.
- Respect the school, students, staff, families, and the community.

Student Pledge:

I agree to do the following to the best of my ability:

- Come to school ready to learn and work hard.
- Bring the materials I need every day, including completed assignments and homework.
- Know and follow school and class rules.
- Communicate regularly with my family and teachers about school experiences so that they can help me to be successful in school.
- Limit my TV watching and instead study or read every day after school.
- Respect the school, other students, school staff, my family, and the community.

Parent/Guardian Pledge:

I agree to do the following to the best of my ability:

- Provide a quiet time and place for homework and monitor my student's time in front of electronics.
- Encourage my student to read every day.
- See that my student attends school every day ready to learn, well-rested, well-nourished, and healthy.
- Check my student's progress in school by talking with my student and communicating with staff regularly.
- Be involved in school activities such as school decision making groups and as a volunteer.
- Attend parent-teacher conferences, Back-To-School Night and other school-sponsored events.
- Communicate the importance of education and learning to my student through my words and actions.
- Respect the school, staff, students, and the community.

CELEBRATING DIVERSITY

Recognizing and valuing diversity creates a school environment that is welcoming and productive. The California Education Code states: "All pupils have the right to participate fully in the educational process, free from discrimination and harassment. Harassment on school grounds directed at an individual on the basis of personal characteristics or status creates a hostile environment and jeopardizes equal educational opportunity as guaranteed by the California Constitution and the United States Constitution (Ed Code 201)." Harassment based on personal characteristics or status will be viewed as significant and will be addressed with significant disciplinary action.

At Cordova High, we appreciate diversity and make every effort to guarantee the rights, safety, and learning opportunities of all students. In working to accomplish our goal of establishing a bias-free environment, the CHS staff and administration will uphold the Education Code as it states: "There is an urgent need to prevent and respond to acts of hate violence and bias-related incidents that are occurring at an increasing rate in California's public schools. California's public schools have an affirmative obligation to combat racism, sexism, and other forms of bias, and a responsibility to provide equal educational opportunity (Ed Code 201)." Any act of racism, bias or discrimination will be viewed as significant and will be addressed with significant disciplinary action.

EQUAL OPPORTUNITY POLICY

The Folsom Cordova Unified School District does not discriminate on the basis of race, color, national origin, sex, handicap, or age in any district policies, procedures, or practices (in compliance of Title VII of the Civil Rights Act of 1964, Title IX of the Educational Amendments of 1972, Section 504 of the Rehabilitation Act of 1973, and the Discrimination Act of 1975). The nondiscrimination policy covers admissions, treatment, employment, and access to the district's programs and activities, including vocational education. The lack of English language skills will not be a barrier to admission to and participation in district programs.

ATTENDANCE INFORMATION

The Attendance Office is open from 8:30 a.m. to 4:00 p.m.

Telephone: (916) 294-2450

Attendance Message Line Ext: 810800

Report an Absence online at chs.fcusd.org

Attendance Questions, email [Tricia Rodriguez](mailto:Tricia.Rodriguez)

BENEFITS OF GOOD ATTENDANCE

Success in school is directly related to good attendance. Cooperation is needed between the school, the parents, and the student to make certain that each student is given the opportunity to be successful. We are all interested in encouraging students to maintain outstanding attendance.

Please let us know if there is any assistance we can provide.

Cordova High School & FCUSD are compliant with the district's Board Policies as well as California's state education codes:

- [Link to excusable absences per CA Ed. Code 48205](#)
- The following are common absences that are ***not*** excusable absences supported by the state: Family emergencies, personal/family matters, DMV appointments, transportation issues, & vacations/out of town trips.
- Exceeding FCUSD's allotted 10 IPVs for the school year without a medical/dental note will result in 'unexcused' (UNX) attendance.
- Reporting a student's early dismissal after-the-fact will result in 'unexcused' (UNX) attendance.
- Providing missed schoolwork for a marked 'unexcused' absence is at the discretion of the student's teacher(s).
- Death/funeral absences are coded as 'justified personal' (JPS) for no more than 5 days.

ABSENCES & ATTENDANCE CORRECTIONS - STUDENT RESPONSIBILITY

Students without an 18-year-old contract on file with the school may not report their own absences. Students are required to turn in their notes to the Attendance Office

BEFORE 8:30 a.m. on the day he/she returns to school. It is the responsibility of the parent to call or submit in writing to the attendance office to verify an absence. If students are late to class due to an excused absence, they must check in with their note to the Attendance Clerk prior to attending class. If the student was in class and marked absent by mistake, the student is responsible for contacting the teacher directly or obtaining an attendance correction form from the Attendance Clerk to correct the marked absence. **Attendance corrections can only be made within 10 school days, otherwise it is left as an unexcused or unverified absence which becomes a no contact.**

ABSENCES - PARENT RESPONSIBILITY

Whenever a student is absent from school, the parent must call the attendance voicemail on the day of the absence (916-294-2450 Ext: 810800), email the Attendance Clerk, or send a note with the student to the attendance office upon their return. **The following information must be clearly stated:**

Student's complete name and grade level

Specific reason for absence

Exact dates and times of absence

Signature of parent (with relationship listed) and a contact phone number

Remember Any absences that remain unreported by parents/guardians count towards truancy.

ABSENCES DUE TO ILLNESS, APPOINTMENTS &/OR MENTAL HEALTH DAYS

All absences should be reported to the Attendance Clerk as soon as possible. If a student is absent for 3+ consecutive days due to illness, please obtain a medical note to bring, fax or email to the Attendance Clerk. A dated medical note for the student will excuse the absence as 'medically verified' (IMV). FCUSD allows 10 parent-verified absences for the school year due to illness, medical appointments &/or mental health days. Any absences after the 10th will require a medical note or will be marked "unexcused" (UNX). FCUSD does not accept medical notes with open-ended/indefinite dates to excuse a student's absences. Medical notes dated on the day of the student's absence will grant them a medically verified excused absence.

EXCESSIVE ABSENCES

By California State law, students between the ages 6 and 18 are required to attend school. The student who misses school without valid reason will be assigned an Unexcused "UNX". Continued absences are referred to Cordova's Student Attendance Review Team (SART) or the District School Attendance Review Board (SARB).

DAILY ATTENDANCE NOTIFICATION

An automatic dialer will notify parents the afternoon or evening of a student's absence

for one or more period absences. The parent is asked to call the attendance office (294-2450 Ext: 810800) anytime the day of, or the following day to clear or the absence. Verification will be left on a voicemail system, which the attendance clerk checks regularly.

EARLY DISMISSAL

Students must have an early dismissal pass in order to leave the campus during regular school hours. A signed parent/guardian note, email, or voicemail must be submitted to the Attendance Office prior to leaving campus. This is to ensure the safety of the student. If a student leaves campus early without prior approval, the student will be marked with an unexcused absence, considered truant, and consequences will be assigned. Students without an 18-year-old contract on file with the school may not excuse themselves early. Early dismissals need to be requested at least 30 minutes in advance to allow for adequate time to process the request. If the student wishes to return to campus within the same day, they must check back in with the office when they return to school to have their attendance updated. If they went to a medical appointment, please have them bring a medical note upon returning.

LATE POLICY

Late is defined as arriving to class within the first 30 minutes of class after the final bell rang. All students who are late or tardy are required to obtain a late/tardy pass from the office prior to arriving to class, at which point their attendance will be automatically recorded and the teacher and parent/guardian will be notified via email. Students who obtain a late pass from the office are expected to attend their class immediately thereafter. Students who do not report to class may have their attendance changed to “tardy” or “cut”, both of which count toward truancy. When multiple lates or cuts add up for a student, consequences will be issued, beginning with a 15-minute restorative check-in. Consequences may then escalate to an admin-assigned detention, a SART meeting, a SARB hearing with the District and/or loss of school privileges (e.g. attendance to dances or athletic events, participation in sports &/or participation in Senior activities) throughout the school year.

STUDENT ATTENDANCE REVIEW TEAM (SART)- Site Level

SART is a school site-based intervention scheduled after a 2nd truancy letter is generated (at 6+ accrued truancy occurrences).

- SART meetings cover attendance policies and best practices with a goal of support for the student &/or their family.
- Members of the team make themselves available to conference with the student & parent/guardian in hopes of addressing barriers and a plan for improvement going forward.
- A contract between the school, student & parent/guardian may be offered at the meeting.

- Failure to appear at a SART meeting &/or abide by SART expectations may result in a referral to FCUSD's Attendance & Due Process Dept. for a SARB hearing.

STUDENT ATTENDANCE REVIEW BOARD (SARB)- District Level

SARB hearings are held after a referral is made to the FCUSD's Attendance & Due Process Dept. by the school site for students with notable attendance concerns.

- SARB is a panel comprised of district staff, as well as school site representatives &/or community agencies, and includes the student and their parent/guardian(s).
- SARB meetings are legal meetings recorded at the request of the District Attorney's Office.
- A contract is initiated and signed by the parties present with a set review date.
- Students may remain on a SARB contract until they are 18 years of age.
- Violation of a SARB contract may result in interventions that include but are not limited to: a referral to alternative educational placement &/or Sacramento County for Truancy Court.

SHORT TERM INDEPENDENT STUDY

If the parent/guardian has prior knowledge that their student will be absent from school for 3-14 consecutive days within the school year, a Short-Term Independent Study request may be made by submitting an agreement in the Admin Office.

- Requests & the accompanying agreement must be submitted at least 2 weeks prior to the student's first date of absence.
- If a student does not return on the agreed upon date &/or return their assigned work by then, the agreement will be void and their attendance will not be excused.
- Short Term Independent Study ***cannot*** be offered/approved for the first or last 2 weeks of school or during finals week.
- Short Term Independent Study cannot be offered after the allowed consecutive min./max. days have been used. An unexcused absence after the used 14 days will result in attendance being marked 'unexcused' (UNX), which contributes towards truancy.
- If a student will be gone beyond 14 consecutive days and the parent/guardian would like to request a longer independent study period, please email an appeal to [Shannon Buck](#).

ATTENDANCE & FINAL EXAMS

Final exams are mandatory at Cordova High School. All students are expected to be present during the scheduled final exams weeks. Please refer to the CHS bell schedule for the finals exam schedule.

- Students must attend during finals week. If a student does not come to school during finals week for this reason, their attendance will be marked 'unexcused' (UNX) which counts towards truancy.
- Due to the importance of final exams, as well as the early release schedule, parents/guardians are asked to schedule any appointments after school. Calls for early dismissals may not be made into classrooms, and passes may not be delivered to classrooms. This is to have as few disruptions to the classroom as possible.
- Students who miss their final exams with a prior arrangement made with their teacher will be issued a grade of "incomplete" for the semester. Students are then required to arrange a make-up of their missed final exams within the first two weeks of the following semester in order to replace the "incomplete" grade with a letter grade. Failure to do so may result in a semester grade of "F" (fail).
- Per FCUSD, Short Term Independent Study cannot be offered during the first or last 2 weeks of school. This includes Spring final exams.

MEDICAL NOTES & HOME HOSPITAL INSTRUCTION

Students who are absent for a medically related reason (doctor or dentist) should obtain and turn in a medical note to the Admin Office for the date of absence. Medical notes submitted for the student that include a specific date of absence may be considered medically verified absences and therefore excused. FCUSD and its schools do not accept indefinite or open-ended medical notes to excuse student absences.

Students who will be absent for more than 3 consecutive weeks of school due to a medical procedure or a temporary medical condition should have a parent/guardian contact the school Nurse about educational support services (i.e. home hospital instruction).

AWARDS AND SCHOLARSHIP CEREMONIES

Cordova High School offers various rewards and incentives to encourage excellent behavior and to promote a positive learning environment. Here is a partial list of some rewards and incentives offered to Cordova High students:

- **Lancer of the Month** - Students are recognized for demonstrating the Learner Profile for each designated month of the school year. Students are presented with a certificate and an invitation to attend a special activity during a lunch in the quad presented by Peer Leadership.
- **Department** - Each department gives numerous awards to recognize outstanding performance in their academic area. These awards are given out in May during class time and students are recognized by their peers at the Senior Send Off Rally.
- **Community Awards and Scholarships** - Many community organizations also provide awards and scholarships to give recognition to our students. These are presented at the Awards and Scholarship Night in May. To apply for

scholarships, please visit the college and career center.

- Minga - Students can earn points on Minga for following the school expectations via a Praise and also by participating in polls and attending events. Students can trade in their Minga points for prizes at the Student Store.
- **Teachers** may offer various rewards and incentives.
- **Various** other incentives to promote positive behavior and/or reward academic excellence/effort are offered as they become available.

GRADUATING WITH HONORS - Top 10%/ Honor Roll/ IB

- Grade Point Average (GPA) and class rank determine those graduating in the Top 10%. The GPA for the Top 10% will be computed by averaging all grades awarded (including physical education) from grades 9, 10, 11, and the first semester of the senior year (seven semesters). All classes designated as AP/ Honors will receive a weighted grade in the determination of the overall GPA, with the exception of Honors English 1 and 2, Honors Geometry and Honors Algebra II/Trigonometry. Top 10% seniors will receive a gold cord to be worn at graduation.
- Seniors with a 3.0 cumulative grade point average will receive a silver cord. IB Diploma Programme Seniors will receive an IB Stoll, and IB Certificate students will receive a blue cord.

CALIFORNIA SCHOLARSHIP FEDERATION (CSF)

Advisor: [Megan Hamm](#) - Science Teacher

CSF is an honorary service and scholarship organization. It is necessary to apply for membership each semester. Membership depends on the previous semester's grades. A student must earn at least 10 CSF points (A=3, B=1, C=0) in academic classes, not counting P.E. or T.A. a letter grade of "D" or "F" in any course immediately disqualifies a student from membership. Students must have satisfactory citizenship. If membership is earned four of the last six semesters of high school, including one semester of the senior year, a student receives life membership and eligibility for college scholarships. Each year some of the activities include field trips, a college visitation, and several community service projects.

ACADEMICS & SCHOOL CULTURE

FCUSD/HIGH SCHOOL GRADUATION REQUIREMENTS

***Students must complete the following high school courses and earn a minimum total of 220 credits**

- **ENGLISH (Grades 9-12) 40 credits** **HL Language and Literature (IB DP program) will meet the requirement for English 3 and English 4*

- **MATH**
 - **INTEGRATED MATH 1 (formerly “Algebra 1”)**
10 credits
 - **INTEGRATED MATH 2 (formerly “Geometry”)**
10 credits
 - **3rd YEAR OF MATH 10 credits**
- **SOCIAL SCIENCES**
 - **ECONOMICS* 5 credits**
 - **GOVERNMENT* 5 credits**
 - **U.S. HISTORY* 10 credits** **HL History of the Americas (IB DP program) will meet the requirement for Economics, Government and US History*
 - **WORLD CULTURES 10 credits**
- **SCIENCE**
 - **LIFE SCIENCE 10 credits**
 - **PHYSICAL SCIENCE 10 credits**
 - **3rd YEAR OF SCIENCE OR CTE COURSE 10 credits**
- **VISUAL/PERFORMING ART OR WORLD LANGUAGE OR CTE 10 credits**
- **HEALTH EDUCATION 5 credits**
- **PHYSICAL EDUCATION 20 credits**
- **ELECTIVES 55 credits**

TOTAL: MINIMUM CREDITS NEEDED TO GRADUATE 220 credits

ACADEMIES

Application based - if interested, please contact your Counselor

Engineering Academy – a pre-engineering and small manufacturing sequence of courses that are coordinated with American River Community College and California State University/Sacramento Engineering Department.

Business Academy – a sequence of courses that prepare students for careers in business and technology. Students take courses in computer skills, finance, accounting, taxes and marketing.

Culinary Academy – a sequence of courses that prepares students for careers in the culinary arts. Students take courses in food and nutrition; servsafe standards, food service management-café operations, and senior internships.

Agricultural Science – This academy will introduce students to the exciting world of agriculture and environmental science. Working closely with our neighbor, Soil Born Farms, students will engage in hands-on discovery that will immerse participants in one of the most relevant and compelling careers of the future.

DIPLOMA PROGRAMME/ADVANCED PLACEMENT

Please see the course description guide on our website for details regarding individual classes. All 9th and 10th grade students are a part of the International Baccalaureate Middle Years Programme. We offer the International Baccalaureate Diploma Programme and Career Programme for 11th-12th grade. Discuss these possibilities with your counselor or our Diploma Coordinator.

ADVISORY PERIOD

Two days a week, students will attend an advisory period. The advisory period is designed to help meet the individual needs of our students as well as promote an overall positive campus culture. During advisory students may receive (depending on individual needs) additional support in math or English. Through the Advisory period, students will also participate in character building experiences, visit teachers for extra support or enrichment (FLEX), attend school wide or grade level events & assemblies, and more.

COLLEGE AND CAREER PLANNING

Cordova High offers various resources like internships, field trips to colleges, resume and scholarship workshops, and much more. The center will be available while school is in session. The hours are from 9:30 a.m. until 4:00 p.m. except Thursdays, it is available from 9:00 a.m. until 3:30 p.m.

Some of the resources provided are:

FSA ID FAFSA

Financial Aid Scholarships

Internships Resume Writing and Evaluating

Cover Letter Writing NAVIANCE

Work Permits [Soledad Parada](#), College & Career Clerk

If you have any questions feel free to contact the Career Center: (916) 294-2450 Ext: 810405.

COLLEGE CLASSES

Cordova High School students may attend College classes under the concurrent enrollment guidelines. College credit is earned in these classes. See your assigned counselor for details.

COUNSELING STAFF

The counseling staff at Cordova High School provides a variety of services for students including: Scheduling of classes, college and career counseling, counseling

for personal, attendance, school concerns, and individual/group counseling. Please connect with your assigned counselor or visit the counseling office to request more information. You may sign up to see your counselor by completing a "meeting request card," and you will be called in as soon as possible.

COURSE CHALLENGES (Board Policy 6155)

The Folsom Cordova Unified School District encourages those students already proficient in a course of study to challenge such a course for credit and grade. This will enable a student to pursue a more advanced and/or related course in the same subject area. This applies to both semester and full year courses. A student cannot challenge remedial courses or PE. Course challenges must be initiated through the assigned counselor, or the academic coordinator of the course being challenged in the first two weeks of the semester only, no exceptions.

COURSE DROP BOARD POLICY

The course drop policy is stated in the [Course Description Guide](#) located in counseling. The policy states: Please choose courses carefully, paying close attention to prerequisites and course descriptions. Courses may be dropped without penalty through the 2nd week of each semester. Any course dropped after that time will only be dropped from a student's schedule with a failing grade ("withdrawal F") for the semester in which it was dropped unless otherwise decided by the principal or designee because of extenuating circumstances. It is important to note the semester grades are a part of a student's permanent record. Students must still maintain a 4-period day (consecutive periods) if granted a drop. Any student requesting a drop from a Diploma Programme (DP) course will require the completion of a DP Schedule Change Request Form and a parent/teacher conference may be required. Due to the nature of the DP application and placement process, drop requests may be denied. DP Courses may be dropped without penalty through the 2nd week of the 1st semester for a year-long course. Students who enter a course in the 2nd semester may drop a course through the 2nd week of the 2nd semester.

GUEST TEACHERS

Occasionally, a teacher will be absent from the classroom. A guest teacher will carry out the wishes of the primary instructor and will ensure the safety of our students. **All students are expected to treat our guest teachers with respect and will follow any instructions given to them.** Any student that chooses to behave inappropriately will be referred to the school administration.

A guest teacher may suspend a student from the class they are covering. Depending on the infraction, the classroom teacher may extend the classroom suspension for one additional classroom period.

GRADING POLICY

At the beginning of the school year, students will receive from each of their teachers a written grading policy explaining the class requirements and behavioral expectations. The grading policy will be communicated to parents and students.

GRADING SCHEDULE - SEMESTERS

1st Semester 08/08/2024 to 12/20/2024

2nd Semester 01/06/2025 to 05/29/2025

Assessment and Grading within the International Baccalaureate Middle Years Programme (IB MYP)

Assessment is integral to all teaching and learning. MYP assessment requires teachers to assess the prescribed subject-group objectives using the assessment criteria for each subject group. In order to provide students with opportunities to achieve at the highest level, MYP teachers develop rigorous tasks that embrace a variety of assessment strategies. As units of study unfold, teachers will conduct formative assessments in order to adjust instruction to best meet the needs of the students. Formative assessments are essentially the practice leading up to a final summative assessment.

What does assessment and grading look like in the Middle Years Program?

Teachers assess student knowledge using formative and summative assessments.

Formative assessment guides teacher instruction and gives students feedback on their progress. Formative assessments are not calculated into the final grade.

Examples of formative assessments can be:

Weekly fitness runs, Skills Practice, Class Work, Exit Tickets, Interviews, Homework, Debates, Graphic Organizers, KWL charts, Four Corner Activities, Chain Notes, Sticky Bars, Quick Writes, Quizzes, Socratic Seminars, and Warm-Ups.

Summative assessments are assigned as a way for students to demonstrate their knowledge and to “show what they have learned”. Each MYP subject area has four (4) specific grading criteria. Each grading criterion must be assessed at least twice per semester. A student’s final grade is determined based on their summative scores. Essentially, students will be graded on what they actually know rather than behavioral or compliance assignments.

Examples of summative assessments can be:

Chapter Exams, Embedded Assessments, Essays, Final Exams, Lab reports, Unit Exams, Presentations, and

Projects.

Assessment Criteria by Subject

MYP assigns four (4) criteria to each subject. Each teacher must assess each criterion two times per semester. Criteria-based assessments are assessed using an MYP 8-point rubric. When more than one criterion is assessed in a task, there will be multiple grades. For example, if an essay is assessed using Criteria A: Analyzing, B: Organizing C: Producing Text, and D: Using Language, then the teacher will input a separate score for each criterion, thus there will be four (4) grades for the essay.

The Assessment Criteria for all eight subject areas are listed below.

<p>Arts—</p> <ul style="list-style-type: none"> • A: Investigating • B: Developing • C: Creating/Performing • D: Evaluating 	<p>Language and Literature—</p> <ul style="list-style-type: none"> • A: Analyzing • B: Organizing • C: Producing Text • D: Using Language
<p>Design— (integrated into science)</p> <ul style="list-style-type: none"> • A: Inquiring and Analyzing • B: Developing Ideas • C: Creating the Solution • D: Evaluating 	<p>Mathematics—</p> <ul style="list-style-type: none"> • A: Knowing and Understanding • B: Investigating Patterns • C: Communicating • D: Applying Mathematics in Real-life Contexts
<p>Individuals and Societies—</p> <ul style="list-style-type: none"> • A: Knowing and Understanding • B: Investigating • C: Communicating • D: Thinking Critically 	<p>Physical and Health Education—</p> <ul style="list-style-type: none"> • A: Knowing and Understanding • B: Planning for Performance • C: Applying and Performing • D: Reflecting and Improving Performance
<p>Language Acquisition—</p> <ul style="list-style-type: none"> • A: Listening • B: Reading • C: Speaking • D: Writing 	<p>Sciences—</p> <ul style="list-style-type: none"> • A: Knowing and Understanding • B: Inquiring and Designing • C: Processing and Evaluating • D: Reflecting on the Impacts of Science

MYP CRITERIA RUBRICS

Your work will be assessed using MYP criterion-based rubrics. Each eight-point rubric clearly explains what a learner needs to accomplish on an assignment in order to achieve the highest quality and grade. Each teacher will discuss the rubrics used in his or her discipline before most assignments. Teachers may also add task-specific clarification to rubrics to clarify expectations.

RE-EVALUATING ASSESSMENTS

If you are unsatisfied with your score on an assessment, you may be given an opportunity to be reassessed. You must schedule a time with your teacher to be reassessed. It is YOUR responsibility to take the necessary steps to improve your grade; study for the exam, re-edit your essay, etc. Ideally, you should be reevaluated within two (2) weeks of receiving the original grade. Teachers will set final dates for reassessment at the end of each grading period.

FINAL GRADES

Your final grades will be determined using assessments on the four (4) MYP criteria specific to each subject. Your teachers will discuss the assessment criteria above and will help you to understand how you can demonstrate your learning.

HOMEWORK

Homework is designed to help students learn course objectives through independent and online practice. An athlete, a musician, and a budding thespian do not hone their skills by skipping practice; most students involved in extracurricular activities would not even entertain the idea of not attending practice every day. No one gets better at their subjects by skipping practice (HOMEWORK!) Each teacher distributes a course expectation sheet to all students that the parent and the student sign, describing the frequency of homework and its grade value. Conscientious completion of homework is a vital part of success in any class. As an International Baccalaureate school, the question is not so much “*did you do all of your work*”, but it’s more “*did you learn and now know the concept that was being taught, and can you use it in an application?*” Be it a project, a poster, or a paper; homework done with fidelity is of paramount importance to learning.

CITIZENSHIP

A student’s overall citizenship grade is based on two categories:

- 1. Completion of formative assessments in class and homework.**
- 2. Overall respectful behavior in the classroom.**

As parents/guardians know from their day-to-day work and public lives an aspect of citizenship is the way we behave towards others. Are we respectful of their property, their personal space and the way we are speaking and interacting with them? We also show respect and responsibility by being to our place of business on time. These same requirements are applied to CHS students, and all the elements listed below are the

“cultural points” evaluated by the teacher to determine the final mark a student will receive for citizenship

O = Outstanding

S = Satisfactory

N = Needs Improvement

U = Unsatisfactory

SCHEDULE CHANGES

Students may request schedule changes for **academic reasons only**. **Students must listen to the announcements the first week of school for more instructions regarding schedule changes.** A schedule change request **must be completed in writing, with parent signature of approval** and turned into your counselor. If there is room in the requested class and the counselor agrees with the change, it will be made. The majority of courses are two semesters and students are expected to remain enrolled for the duration of the school year. ***Students must continue to attend classes in their original schedule until notified by the counselor that a schedule change has been made.***

STUDENT GOVERNMENT

Student Government at Cordova High School seeks to involve all students and give them a voice in student affairs. Associated Student Body (ASB) and Class elections are held each spring (except freshman) for the following year. The Student Council consists of elected and appointed Associated Student Body (ASB) officers, Class Officers, including class representatives, Student Advisory Board chairperson and a representative of each major club. The head cheerleader, who is appointed, is also a member. The school administrators are ex-officio members. Any student desiring to run for class representative or student government office can obtain a petition for candidacy from the Main Office - see Student Body Calendar for deadline dates. Candidates for ASB office must have a 3.0 grade point average; class office candidates must have a 2.5 grade point average.

The student government leadership class consists of the elected and appointed student body officers. This group meets as a class with the Student Activities Advisor. The student government class serves as the executive and judicial branch of the Student Council. Members are responsible for approving the calendar, budget, running elections and directing the student activities promoted by the Student Council. The Student Council is the ultimate government authority and manages all affairs and finances of the Associated Student Body. The Student Council meets twice a month if possible. Meetings are held on Wednesdays, before school in the Media Arts Center, so that all students may attend.

NON-ACCREDITED SCHOOLS

Cordova High School is accredited by the Western Association of Schools and Colleges (WASC). In order to maintain academic standards, Cordova High School

does not accept credits earned at non-accredited institutions. Students who enter Cordova High School from non-accredited schools may be given the opportunity to earn credits by passing challenge exams. New students from non-accredited schools should discuss this with their CHS counselor.

ONLINE COURSES

During the regular school day, all students must be enrolled in 7 classes of district academic and elective courses (seniors can take 5 or 6 if they meet the credit requirements). In order to have fewer than 7 classes, students must have a 2.0 GPA, parent permission, and agree to free period expectations. FCUSD offers online courses at our neighboring school sites, see the course selection guide on our website or in the counseling office to see the list of available online courses. All online courses, approved by WASC institutions, may receive credit as long as they are above and beyond the school day and/or year. See your counselor for more information.

TESTING

California students take several mandated statewide tests. These tests provide parents/guardians, teachers, and educators with information about how well students are learning and becoming college and career ready. The test results may be used for local, state, and federal accountability purposes. The California Assessment of Student Performance and Progress (CAASPP) tests consist of the following:

Smarter Balanced Assessment Consortium Assessments

The Smarter Balanced computer adaptive assessments are aligned with the Common Core State Standards (CCSS). English language arts/literacy (ELA) and mathematics tests are administered in grades three through eight and grade eleven to measure whether students are on track to college and career readiness. In grade eleven, results from the ELA and mathematics assessments can be used as an indicator of college readiness.

California Science Tests (CAST)

The computer-based CAST measures students' achievement of the California Next Generation Science Standards (CA NGSS) through the application of their knowledge and skills of the Science and Engineering Practices, Disciplinary Core Ideas, and Crosscutting Concepts. The CAST is administered to all students in grades five and eight and once in high school (i.e., grade ten, eleven, or twelve).

California Alternate Assessments (CAAs)

Only eligible students—students whose individualized education program (IEP) identifies the use of alternate assessments—may participate in the Administration of the CAAs. Test examiners administer the computer based CAAs for ELA,

mathematics, and science one-on-one to students. Students in grades three through eight and grade eleven will take the CAA for ELA and mathematics. Test items developed for ELA and mathematics are aligned with the CCSS and are based on the Core Content Connectors. Students in grades five and eight and once in high school (i.e., grade ten, eleven, or twelve) will take the CAA for Science. The CAA for Science embedded performance tasks is based on alternate achievement standards derived from the CA NGSS.

California Spanish Assessment (CSA) for Reading/Language Arts

The optional CSA for Reading/Language Arts in Spanish is aligned with the California Common Core State Standards en Español. This computer-based test allows students to demonstrate their Spanish skills in listening, reading, and writing mechanics.

Pursuant to California Education Code Section 60615, parents/guardians may annually submit to the school a written request to excuse their child from any or all of the CAASPP assessments.

English Language Proficiency Assessments for California (ELPAC)

The ELPAC is aligned with the 2012 California English Language Development Standards. It consists of two separate English Language Proficiency (ELP) assessments: one for the initial identification of students as English learners and the other for the annual summative assessment to identify students' English language proficiency level and to measure their progress in learning English.

Physical Fitness Test

The physical fitness test for students in California schools is the FitnessGram®. The main goal of the test is to help students in starting lifelong habits of regular physical activity. Students in grades five, seven, and nine take the fitness test.

Diploma Programme (DP) Exams

The International Baccalaureate® (IB) assesses student work as direct evidence of achievement against the stated goals of the Diploma Programme (DP) courses. DP assessment procedures measure the extent to which students have mastered advanced academic skills in fulfilling these goals, for example: analyzing and presenting information, evaluating, and constructing arguments and solving problems creatively. DP Exams are held in May.

TUTORING

Tutoring opportunities are offered by subject matter departments and academies. Please see your teachers or counselors for more information or review the posted information on our CHS website. Additionally, please review the Late-Night Library hours during the week to support students academically.

VALEDICTORIANS AND SALUTATORIAN / SELECTION OF

For the purpose of selecting the Valedictorian(s) and Salutatorian(s), please see Board Policy 5127 for all pertinent information, grade and course requirements, timelines and other relevant information. Any questions about Valedictorian and Salutatorian honors should be directed to the Counseling Office.

CAMPUS EXPECTATIONS

EXPECTATIONS AT CORDOVA HIGH SCHOOL ARE DESIGNED TO CONTRIBUTE TO A SAFE AND POSITIVE LEARNING ENVIRONMENT

EXPECTATIONS OF A LANCER:

Be Respectful

Be Responsible

Be Safe

Be Prepared

ARRIVAL TO SCHOOL

The school day begins promptly at 8:30 each morning. Students are allowed to be on campus as early as 8:00am and must depart within 15 minutes of dismissal. Students may not leave campus (including lunchtime and hanging out in the campus parking lots) after their arrival and may be subject to search upon return.

CLOSED CAMPUS

Cordova High School is a closed campus. Closed campus violations may result in disciplinary action and/or a truancy citation. The parking lot is off limits during school hours. Students are not allowed to return to their cars or to go to the parking lot during the school day. Failure to abide by this regulation may result in disciplinary action. In addition, certain behavior is expected before, during, and after school hours. Good behavior will be expected at all times.

1. Students will not loiter on private property or disturb the peace.
2. Students are not allowed to sit in cars or be in the parking lot during lunch or school hours.
3. Students shall not litter on campus or private property.

Hagen Park is closed to students from 7:00 a.m. - 3:30 p.m. on school days.

LUNCH

*Cordova High School is a closed campus. Parents/guardians may make lunch for their child, and they may pick up lunch on a special day and deliver it to the office. However, **food delivery services are banned from doing business on campus. ALL food delivered by services like Uber Eats and DoorDash will be held in the office until the end of the school day.** Additionally, a student leaving campus at lunchtime without being signed out in the office by a parent or guardian will receive serious disciplinary action, may be subject to search upon return, and will be considered truant per California Education Code.*

Administrators, campus monitors, teachers and various staff members monitor the lunch area to ensure the safety and well-being of our students. Their instructions are to be followed immediately. Students who do not follow the lunch area rules, or the instructions of an adult responsible for campus safety and supervision, will receive appropriate consequences. Students will keep the lunch area clean and orderly for the sake of all students.

Lunchtime Guidelines

Cafeteria/Designated Eating Area

- Students will consume food and drinks only in the designated eating areas; **no food is permitted on the blacktop, classroom quads, or field areas.** No glass containers of any kind are permitted during lunch or any other time during school.
- **Students will clean up after themselves when they are finished eating.**
- Students will comply with all directions given by cafeteria/campus supervisors/teachers/administrators.
- Students will stay in the designated eating area to ensure a positive learning environment for all.

Lunchtime Activities

- Students participating in games or other lunchtime activities will show good sportsmanship and will work cooperatively with other students.
- Students will always exhibit respectful behaviors.
- Students who bring their own basketball, volleyballs, footballs, etc. can only use them on the blacktop before school, after school, and at lunchtime. Repeated misuse of your athletic equipment will result in confiscation.

PASSES

Students must remain in class until dismissed by a teacher. In the event a student must leave the class, they **MUST** have a pass. Students may not self-refer out of class. Leaving class without permission is considered truancy. Students must schedule appointments before visiting a counselor, teacher, or administrator except in the case of an emergency. ***Classroom breaks are not allowed during the first ten minutes and last ten minutes of class time.*** TAs and students in government must have a badge stating so along with their ID.

RESTROOM USAGE

Students are expected to use the restroom before and after school, during passing periods, and during lunch. Students frequently requesting to use the restroom during instructional time may be required to make up the time during lunch or after school with the instructor, unless a doctor's note is provided related to the need for frequent trips to the restroom. ***Bathroom breaks are not allowed during the first ten minutes and last ten minutes of class time. When using the restroom, only one person per stall, and no food is allowed inside the restrooms.***

BICYCLES, SKATEBOARDS, SCOOTERS

Riding bicycles, skateboards, scooters, and rollerblades on the school campus is prohibited at any time. Students must follow Cordova's "*Responsible Use*" policy explained in this handbook.

LITTER

Students are prohibited from leaving litter on our campus or on neighborhood property; students observed littering will be assigned campus cleanup by Administration. Gloves will be provided.

It is strongly recommended that you do not bring personal items to school as they are subject to being lost or stolen. **CHS is not responsible for the loss or damage of any personal items, nor will we stop instructional time to search for these items. This includes (but is not limited to) bicycles, skateboards, cell phones, laptops, etc.**

Unless you are here after school on official, adult supervised business (clubs, tutoring, sports, make-up work, detention, etc.) you must leave the campus promptly at 3:30 p.m. If you are waiting for a ride, please wait in front of the school, if you are meeting up with friends – meet in front of the school, and do not go onto other campuses after school. **Students who are scheduled off campus during normal school hours are not allowed to remain on campus during the unscheduled time.**

Students who leave campus because they have a free period, etc. may return to campus for a special event. (Rally, Spring Activities Day, etc.) But once the student returns to campus, he or she is not permitted to leave again until the end of the special event or the completion of the school day.

Loitering, gathering, meeting, etc. is NEVER permitted in Cordova High Parking lots (another reason why we do NOT allow food delivery apps to service our campus). Students in the parking lot must get into a vehicle and leave campus. Students not getting into a vehicle must use the sidewalks at all times.

DRESS STANDARDS - Dress for Success

The Folsom Cordova Unified School District has adopted Board policies 5132 which include the following: “The Governing Board believes that appropriate dress and grooming contribute to a productive learning environment. The Board expects students to give proper attention to personal cleanliness and to wear clothes that are suitable for the school activities in which they participate. Students’ clothing must not present a health or safety hazard or a distraction, which would interfere with the education process.”

Students Must Wear

- Clothing that protects and covers private body parts
- Top (shirt, blouse, sweater, sweatshirt, tank, etc.)
- Bottom (pants, shorts, skirt, dress, etc.) that completely covers the buttocks
- Footwear

This policy permits additional student attire requirements when necessary to ensure safety in certain academic settings (e.g. physical activity, science or other courses).

Students Cannot Wear

- Clothing that contains
- Violent language, images, or anything that might denote affiliation with gangs
- Images or language depicting illegal activity (such as use of drugs, alcohol, and tobacco)
- Hate speech, profanity, or pornography

DRESS CODE VIOLATION CONSEQUENCES

A style of dress or clothing that violates the Dress for Success policy will result in the following actions by the administration:

First Offense:

Warning, call home. Students **may be given a loaner shirt and/or sweatpants or shoes**, and the student picks up all inappropriate clothes at the end of the school day and returns loaner clothes.

Second Offense:

Call home. **Students are given a loaner shirt and/or sweatpants.** Students pick up all inappropriate clothes at the end of the school day and return loaner clothes. One lunchtime detention assigned.

Third (or more) Offense:

Call home. **Students are given a loaner tee-shirt and/or sweatpants.** Students pick up all inappropriate clothes at the end of the school day and return loaner clothes. Multiple lunchtime detentions assigned.

Continued dress code violations may result in consequences.

GENERAL INFORMATION

BIG RED MUSIC MACHINE

The Big Red Music Machine is a group of talented musicians and skilled performers in color guard. Together they form the award-winning band that travels all over Northern California competing at Parade Reviews on Saturdays during the fall. The Big Red Band also leads the way for the football team performing in the stands and on the field at halftime. Since there are a lot of performances, after school rehearsals are required and

are a part of the student’s grade. Marching season begins when school starts and ends around November. Concert season lasts until the end of the second semester. The Big Red Music Machine is a great opportunity to have fun and learn about music.

Advisor: [Kevin Sims](#)

BULLETIN & PA ANNOUNCEMENTS

The Student Bulletin is read each morning during 3rd period in all classrooms. Please see your club/activity sponsor regarding getting items in the morning announcements.

BUS TRANSPORTATION

There will be a fee charged for home/school bus transportation. District transportation telephone number is (916) 294-9100.

CAFETERIA

Following a nutrient-based approach, the cafeteria offers meals that meet the USDA

requirements and the Dietary Guidelines for Americans regarding fat and calories. This provides us the flexibility to offer foods that look good and taste great while maintaining nutritional integrity.

Students must have their ID cards to be served in the cafeteria.

Students may receive a free breakfast and lunch daily. Additional meals may be purchased.

Cafeteria Manager: [Cynthia McCrea](#)

FINES

A fine will occur for non-return of classroom or library books, athletic uniforms, fundraising money, or any damage to school property, i.e. books or classroom equipment. Students and parents must accept the responsibility for returning loaned school materials provided by public funds. **Once a fine has been issued, it must be cleared at the Student Store.**

FUNDRAISING

All CHS fundraising must be approved by the Student Council and signed by the Activities Director. Applications for any fundraising activity may be obtained from the Student Store, ASB Fundraising Commissioner, or the Director of Student Activities. Paperwork MUST be submitted at least one (1) month in advance.

INTERNET USE REGULATIONS

School Administration is responsible for ensuring that all FCUSD users under their supervision (employees and students) are knowledgeable about Policy 6118.01 and *have signed the Student/Employee Authorized Use Agreement form* (forms are available in the Library). Parents/guardians are responsible for discussing the Student Authorized Use form with their child. By signing the use agreement form, parents/guardians give their permission to the District to issue an internet account to their child.

LANCER LEGENDS YEARBOOK

Lancer Legends' staff strives to make the CHS Yearbook a memory book for all students, faculty, staff and community. The pictures, captions and copy are intended to reflect the events of the year in all areas of student life - academics, activities, and athletics. Yearbooks are on sale throughout the year. Listen and watch for sales information.

Advisor: [Olivia Zamorano](#)

EDUCATIONAL SUPPORT FOR HOMELESS YOUTH

We understand that life can present challenges, and our dedicated Families in Transition (FIT) Services team is here to provide unwavering support for students and families navigating through difficult times. FIT Services is committed to fostering a caring and compassionate community that extends a helping hand to those facing economic hardships that have resulted in homelessness, food insecurity, health concerns, and a lack of resources.

Cordova Lane Center: (916) 294-9090 Ext: 610341

LIBRARY

Time: 8:00 a.m. - 4:00 p.m.

Library Clerk: [Laura Sims](#)

Students should check with their teachers and the main office for library availability. When open, chrome books are available for homework, accessing the library catalog, and the Internet. The library also has an LCD projector with Smart Panel for viewing PowerPoint presentations. There is a student copy machine available; copies are 10 cents each. Reference materials are checked out overnight only and other books for two weeks. Electronic devices such as, but not limited to, cell phones and iPods are not to be used in the library at any time. Students must have a pass written when coming to the library during class time. Students must show their student I.D. card when checking out books, using the computer, having their work permit signed, or to get/change their username/password.

LIBRARY, TEXTBOOK & CHROMEBOOK CARE

Textbooks and Chromebooks are furnished by the school at no cost to the student. All materials must be covered and treated with care. These materials must be returned promptly. Students will be charged for any lost or damaged books.

LOST AND FOUND

All personal items found on campus will be kept in the main office in the lost and found area. *Unclaimed items are periodically donated to a local charity, most commonly at the end of the grading period.*

PE UNIFORMS / PE LOCKS

Physical Education students are required to dress in a gym uniform every day. All 9th graders will be provided with a uniform (shirt and shorts). Additional uniforms can be purchased at the Student Store. When inclement weather arrives, students may wear sweats under their uniform. **Students must wear tennis shoes daily.** In an effort to increase protection of student property, students are now required to bring their own combination locks for Physical Education. Locks are due in class the first week of

school. Students will be assigned a locker on the second Monday of the school year. At this time, students must provide their instructor the combination to their lock. **PLEASE BE ADVISED THAT CHS IS NOT RESPONSIBLE FOR THE LOSS/THEFT OF ANY ITEMS NOR FOR THE RECOVERY OF THESE ITEMS. DO NOT LEAVE VALUABLE ITEMS IN PE LOCKERS AS THESE ARE DESIGNED FOR PE CLOTHES ONLY. PLEASE REPORT ALL CONCERNS DIRECTLY TO YOUR PE TEACHER IMMEDIATELY.**

PHONE MESSAGES FOR STUDENTS

In an effort to avoid classroom interruptions, messages to the classrooms will be on an **emergency basis only**.

SCHOOL NURSE

Office hours will be posted on the nurse's office door in the Administration Building. If you desire to see the nurse for health concerns, ask for a pass from your teacher. If the nurse is not available, report to the Attendance Office. Requests for home teaching due to illness and modified PE are screened by the nurse, as well as requests for administering medication while on campus. ***All requests for administering medication on campus must be made on the Continuous Medication Form that is available in the school office or from the nurse.*** Hearing tests are done for all 10th grade students. Vision and hearing tests are done by request.

CONFIDENTIALITY/ MANDATED REPORTING

Students have rights to privacy with regards to the confidential nature of a student's health condition (after age 12), sexual reproduction (any age), and sexual health care appointments (any age). Parents may request a student's school health record under FERPA law; however, if a student wishes to keep information confidential, information can remain private unless the following situations occur:

- There is disclosure or evidence of physical, sexual, or serious emotional abuse or neglect.
- Suicide is threatened or attempted.
- There is disclosure or evidence of serious self-harm (including drug or alcohol misuse that may be life-threatening).
- A threat or action of harming another person, and if the student gives permission to share information with a trusted adult.

REGISTRAR EMERGENCY CARD

In the case of an emergency, it is imperative that a student's emergency card remain current at all times. Please help us maintain current information and report all changes of address, phone number, email or emergency contacts to the registration office as soon as they occur. The school MAY NOT give out student information, or release the student, to anyone NOT listed on the student's emergency card.

CHANGE OF ADDRESS, PHONE NUMBER & EMAIL

In order to promote good communication between CHS and families at home, it is important to maintain accurate contact information for students. Please help us maintain current information and report all changes of address, phone number, and email address to the registration office as soon as they occur.

TRANSCRIPTS

Cordova High School students may need to obtain a transcript that contains a record of their grades while they attended school. If you need a transcript, see the College and Career Center Technician. To receive a transcript, all fines must be paid, and you must show an ID Card. Graduated Students order transcripts through the **Registrar**: [Jerry Dunlap](#), in the Counseling Office.

SCHOOL PSYCHOLOGIST / MHS (Mental Health Specialist)

Our school psychologists and MHS are located in the Student Union. Primarily they work with students who are in the special education program on campus or have been referred by their counselor or assistant principal. They are available on a limited basis to help students with personal issues or in times of crisis. Staff members usually refer students to the school psychologist, but self-referral is also appropriate. The nurse, your counselor, or an administrator can help you get a referral.

Psychologists: [Alexsia Coey](#), [Ivonne Guevara](#)

Mental Health Specialist: [Joanna Knight](#), [Jadria Newby](#)

SENIOR PORTRAITS FOR THE YEARBOOK

A senior has the right to choose his/her own photographer for his/her senior portraits. However, the contract photographer for the school, Lifetouch (Prestige), will take your yearbook picture. If students do not have their picture taken by the deadline, they will not appear in the yearbook. All seniors will receive a letter describing in detail the

requirements and deadlines set forth for their yearbook picture.

STUDENT BODY STICKER (ASB)

A Student Body Sticker saves you money. The sticker sells for \$30.00 during the special pricing window - rate will increase after. ASB cards will no longer be available after September 27. Benefits of having a Student Body Sticker include admission **savings to all regular season home athletic events**, price reductions on special tournaments, big discounts for dance tickets and prom bids. You must possess a Student Body Sticker to receive an athletic or student body award such as a trophy, an athletic or activity letter, plaque or medal. A Student Body Sticker is also a requirement for anyone wishing to get a date bid for any dance held by Cordova High School. All proceeds from Student Body stickers are used to support Student Body activities.

STUDENT STORE HOURS

Before School 8:00 a.m. - 8:29 a.m.

At Both Lunches A and B Lunch

After School 3:30 p.m. - 4:00 p.m.

The Student Store is closed from 1:45 p.m. - 2:15 p.m. every day for lunch.

ID CARDS ARE REQUIRED FOR ALL TRANSACTIONS AT THE STUDENT STORE.

The Student Store Clerk reserves the right to refuse service to students during instructional time.

Student Store - Cordova Website:

www.cordovalancershop.com

Class shirts, school sweatshirts, school dance tickets, P.E. uniforms, and yearbooks are just a few items available for sale. School and dance pictures are picked up at the Student Store, as well as graduation items, including announcements, and cap and gown.

Student Accounts Clerk: [Jennifer Lawrence](#)

WORK PERMITS (BP 5113.2)

To request a work permit, please see Ms. Parada in the College Career Center. The application must be filled out and signed by your employer and signed by your parent or guardian before the work permit will be issued. You must have a new work permit for each job. Work permits are issued and maintained only if a student demonstrates regular attendance and acceptable citizenship and grades (2.0).

Work Permit Coordinator: [Soledad Parada](#)

FLAG SALUTE

Flag Salute opens each day at Cordova High School. You are not required to take part in the Flag Salute or Pledge of Allegiance if doing so violates your beliefs or values.

STUDENT IDENTIFICATION CARDS

For your safety and others, your picture will be taken, and a free identification card issued. Cards must be always carried on campus and at school activities and **must be** shown upon request of a school official. ID cards are required to receive all school services on campus. Replacement cost is \$5.00.

PARKING

Parking Sales will begin on Premier Day on a first-come, first-served basis. A parking permit does not guarantee a parking space; it only grants a right to park on campus. Please remember that DMV 45 requires teen drivers to have their license for one year before being allowed to transport young passengers without an adult in the car. See the DMV website for exceptions to this law based on transportation issues. Parking violations may be issued to any vehicle parked in a non-student permitted area on campus. Fines for violations range from \$10 to \$30 and may include a loss of parking privileges for the remainder of the school year. Unpaid parking fines are treated the same as all other student debts. All vehicles on campus are subject to search without cause; students are responsible for any items found in their vehicle—drugs, alcohol, tobacco, and weapons on campus will result in suspension and/or expulsion. The school district is not responsible for any damage to or theft of a vehicle or its contents while parked on campus. Students should not leave any books or items that will be needed during the school day as students are not permitted to be in the student parking area during school hours without administrator permission.

Parking on campus is a privilege, not a right. Your Parking Permit may be revoked at any time for, but not limited to, the following reasons:

- Leaving school grounds without permission.
- Any behavior or action that results in an off-campus suspension.

Disciplinary Actions:

- 1st Parking Violation: Warning
- 2nd Parking Violation: \$10 Fine.
- 3rd Parking Violation: \$30 Fine.
- 4th Parking Violation: \$30 Fine & Revoked Permit Vehicle may be towed at owner's expense if parking lot violation occurs.

PERSONAL PROPERTY

Cordova High School is NOT responsible for damaged, lost, or stolen items. Students are solely responsible for personal items brought to school (including all electronics such as iPods, cell phones, water bottles, video games, bicycles/skateboards etc.) We will not stop instruction to search a classroom for a lost or stolen item. Parents/guardians are encouraged to have their students keep personal items of any value at home.

- Students should leave items of great value at home.
- Any item causing a disruption can result in a referral to the office.
- Students should NEVER bring large sums of money to school.
- Students should not leave backpacks, purses, or wallets out of sight or unattended.

The school is not responsible for lost/stolen items.

ATHLETICS

AN ATHLETE IS ANY CORDOVA HIGH STUDENT WHO HAS BEEN CLEARED FOR ANY SPORT, BY THE ATHLETIC DEPARTMENT

Please refer to the Folsom Cordova Unified School District [Athletic Handbook](#) for comprehensive Athletic information.

The interscholastic athletic program provides an opportunity for students to develop skills, and test their skills in suitable competition.

ATHLETIC EVENT POLICY

Cordova High School, in association with the California Interscholastic Federation (CIF), promotes interscholastic events and sportsmanship. Sportsmanship is an essential part of any athletic competition and is expected from athletes, coaches, officials, and fans. As a fan/spectator (student or adult) of Cordova High School we want you to be an example of positive encouragement while supporting our athletes and events.

Cordova Encourages:

- Enthusiastic support of our teams.
- Good sportsmanship.
- Family friendly atmosphere.
- Commitment to safety.
- Welcoming attitude to all fans and visitors.

In order to ensure the best possible experience for all players and fans, we ask these guidelines to be followed before, during, and after the game. The following behaviors

will lead to ejection from the game, and possible exclusion from all future athletic events:

Unacceptable Behaviors:

- Disruptive, unruly, or intoxicated behavior.
- Use of alcohol, drugs, or tobacco at Cordova High School athletic events is strictly prohibited.
- No berating your opponent's school or mascot.
- No berating/singling out opposing players.
- No foul language, obscene cheers, or gestures.
- No negative or derogatory signs.
- Use of artificial noise makers.
- No negative remarks or gestures towards the officials.
- No negative remarks, gestures, or rudeness to opposing players or fans, fellow fans, or FCUSD personnel.

CIF Spectator Bylaw 503 - If a spectator is ejected from a contest, they cannot attend that team's next contest. If the same spectator is ejected a second time, they cannot attend any of the remaining contests for that season.

In order to create and maintain a positive, safe game environment, the following expectations and policies will be in effect:

- No coolers or large bags of any kind will be allowed at games. This policy is for everyone, including students, fans, and parents.
- No outside food or drinks allowed. Water bottles are allowed but must be sealed.
- All middle and elementary school students must be accompanied by an adult for the duration of the game. Middle school students will be admitted with their current school ID and their parent escorting them. They cannot be dropped off. Students that are disruptive will be asked to leave by administration.
- All students must have a current 24-25 school ID card. IDs will be checked at entry and required for all students.
- Students/fans attending the game are expected to sit in the stands during the game. Standing/gathering will not be permitted. To keep our snack bar and restroom area accessible to fans and guests, we ask all minors to remain in the stands unless they are using the restroom or purchasing items from the snack bar. Unsupervised children in this area will be asked to return to the stands or leave the game.
- All Cordova High School/ Folsom Cordova USD behavioral expectations are in effect during school events. Students, parents, or fans not complying will not be permitted to stay at the game. Additional school consequences for student behavior, including suspension, may also occur.
- No skateboards, roller blades, scooters, bicycles, etc. allowed at sporting events
- No Re-Entry allowed at sporting events

Cordova High has a cashless gate for sporting events.

Tickets for all athletic events must be purchased online [Go Fan Tickets](#). Tickets may be purchased for single games OR an All-Sports Pass can be purchased (excludes playoffs) during the 2024-25 school year. We strongly encourage students and families to purchase tickets ahead of time.

ATHLETIC ELIGIBILITY

Please refer to the Folsom Cordova Unified School District [Athletic Handbook](#) for athletic information.

Athletes are representatives of the school and community, and as such, they are expected to act in accordance with all laws, school regulations, athletic department policies and team rules.

ACADEMIC ELIGIBILITY REQUIREMENTS

The purpose of establishing this policy is to encourage and promote academic excellence. Folsom Cordova Unified School District has established clear student achievement expectations across the curriculum. To enhance student success, the teaching of effective study habits, counseling, and eliciting cooperative home/school effort supports these expectancies. **Please refer to the Folsom Cordova Unified School District [Athletic Handbook](#) for comprehensive athletic information.**

Athletic Director: [JP Dolliver](#)

ATTENDANCE REQUIREMENTS

Students who are absent for any part of a school day **may not** participate that day in after school activities unless they have cleared the absence with the attendance office. Clearing an absence is as follows:

- (a) bringing a note from your parent/guardian to the attendance office or
- (b) having your parent/guardian call the attendance office.

BEHAVIOR AND CONSEQUENCES

All consequences outlined in the CHS Discipline Plan and the FCUSD Student Code of Conduct will be enforced for any athlete who chooses to violate any Education Codes related to behavior. In addition, a conviction of illegal activities outside the school, as well as a violation of school rules and failure to follow written team rules of a given sport, is grounds for suspension and/or removal from the team.

A student may be suspended from the team for up to five days by the coach/athletic director/principal for breach of any of the district rules. Suspension longer than five days may be imposed by the school principal after consulting the coach, athletic director, athlete, parent, and if necessary, assistant principals.

GRADE POINT STANDARD

Students are eligible to participate based upon a 2.0 composite grade point average in the courses enrolled in and must receive a passing grade in four courses (20 credits) at the previous grading period. A student may elect to take summer school to raise his/her grade point average. If the student takes the same course, the higher grade will be used to average the grades. If a student takes courses that differ from the preceding grading period, the total units (summer school plus previous grading period) will be averaged to determine eligibility.

PHYSICALS

It is the responsibility of every athlete to get the required physical to participate in team sports. Parents and/or guardians will need to work through their own health insurance provider or community clinic to get their athlete(s) the required physical in order to participate in any of the team sports offered by CHS.

PROGRESS TOWARD GRADUATION

Minimum progress toward meeting graduation requirements is required: Students must be on target in the current grading period in the number of units to graduate with his/her class (down no more than 30 units), and in the remaining time be able to take all remaining required courses within the regular school day.

SOCIAL & EXTRACURRICULAR EVENT STANDARDS

All school rules apply at social events. Failure to comply with school rules, or failure to obey those in authority, shall be grounds for removal from the social event or activity and possible suspension from school.

Refer to the Cordova High Dance Contract for the latest policies.

Attendance Requirements

Students suspended off campus are not allowed to attend dances if their “return to school” date falls on the Monday - Friday prior to the dance and no refunds will be given. Class suspensions will be handled on a case-by-case basis. If a student cuts a class on the day before a dance, they will not be allowed to attend the dance.

Dress Code:

The Dress Code for dances will follow the same Dress Code rules as outlined in your handbook for school.

Refunds

No refunds will be given if any part of the contract is violated. Refunds will not be given within two weeks of the dance.

At the Door

- Students must have their CHS ID Card/Live Minga to enter.

- Students must arrive within one hour of the dance. Those arriving after will not be allowed in and no refund will be given.
- All students will be given a bracelet upon entering. The bracelet must be worn at all times. Bracelets will be removed if a student is asked to leave the dance.
- No outside food or drinks allowed.
- No in and out privileges.

Important Notes for Parents/Guardians

At the end of a dance, or if your student is ejected from a dance, or is given a conduct code violation he or she is no longer the responsibility of Cordova High School and must leave the premises immediately. For their own safety please make arrangements to pick your student(s) up in a timely manner or have some other pre-arranged means of getting them home.

Students must be picked up within 30 minutes of the dance. Failure to pick up within 30 minutes may result in not being able to attend future dances.

SAFETY - SECURITY - DISCIPLINE

SCHOOL SAFETY AND EMERGENCY CODES

Cordova High takes the safety and welfare of our students seriously. Periodically, we will conduct drills to practice procedures that will help to keep our students safe.

- Evacuate/fire —The fire alarm is a loud horn and may be accompanied by flashing strobe lights in each room. Students will follow their teachers out of their rooms and will follow the escape routes posted by each door. If a student is out of doors during a fire drill, then he or she should immediately and safely head for the track at the back of the campus. Students should then seek out and remain with their advisory teacher.
- Shelter in Place – When teachers hear the word “Shelter In Place” over the public address system, they will lock their doors and instruct students to stay away from any windows. Students will remain calm, and the teacher will continue teaching. Students will not be permitted out of the room.
- Lockdown —When teachers hear the word “Lockdown” over the public address system, they will lock their doors and instruct students to stay away from any windows. Students will remain calm and will wait for further instructions. Any students outside during the Lockdown should immediately go to the nearest room and get inside.

SAFETY & SECURITY

Student safety and security are priorities at Cordova High School. Administrators, Campus Security, teachers, and staff provide interventions to ensure a minor problem does not escalate. (It is the student’s responsibility to bring a potential problem or concern to the attention of a school official.) However, when a student chooses to

disregard the attempts made by the school personnel or peers to resolve the issue, the FCUSD Board of Trustees has adopted procedures that will govern student discipline. ***The Board policies for disciplinary consequences include, but are not limited to detention, campus beautification, parent conference, classroom teacher suspension, on-campus suspension, off-campus suspension, administrative placement in another educational program or expulsion. Discipline policies are carried out and signed by the site principal and/or the site assistant-principals.***

Disciplinary consequences may be administered for any infraction of the CHS Discipline Code. These infractions must be related to school activity or school attendance; however, the infraction could occur at any time. This includes: 1) while on school grounds, or 2) while going to or from school, or 3) during the lunch period or 4) during or while going to or coming from a school sponsored activity. It can also include an event that happened “out of the school” or during the weekend, if determined to have begun at school or during a school event or creates a substantial disruption to the learning environment.

STUDENT RESPONSIBILITY ACCORDING TO EDUCATION CODE 48908

- Every pupil shall comply with all school regulations.
- Every pupil shall pursue the required course of study.
- Every pupil shall obey promptly the authority of the teachers, administrators, and campus security. Every pupil shall behave appropriately at school and all school related activities.
- Every pupil shall be respectful to the teachers and others in authority.
- Every pupil shall be kind and courteous to school classmates.
- Every pupil shall refrain from the use of profane and vulgar language.
- Every pupil shall seek peaceful solutions to their problems.
- Every pupil shall refrain from making excuses and will take full responsibility for their own actions. Every pupil shall be diligent in study.

ACADEMIC HONESTY

The Governing Board believes that academic honesty and personal integrity are fundamental components of a student’s education and character development. The Board expects that students will not cheat, lie, plagiarize or commit other acts of academic dishonesty. CHS has a formal Academic Honesty Policy that is posted on our website. Due to the ease of plagiarizing with electronic devices, cell phones, tablets, and digital cameras, etc. cannot be used as calculator substitutes unless directed by the teacher. All infractions will be subject to disciplinary actions, including loss of credit for the assignment(s).

Artificial Intelligence (AI)

Throughout the academic year, teachers and students will continually address the role and implications of Artificial Intelligence in learning. It's imperative to understand that *AI should be viewed as a tool to assist learning*, not a substitute for your intellectual and creative endeavors.

Academic Honesty and Integrity:

- *Learning Aid, not a Replacement:* AI tools are designed to assist and enhance the learning process, not to complete assignments on behalf of the student. They should be used as a supplementary resource to aid understanding and improve skills.
- *Original Work:* Students must ensure that all work submitted is their original creation. While AI can assist in the brainstorming or editing process, the foundational ideas, arguments, and writing style should be the student's own.
- *Collaboration and Guidance:* When uncertain about the appropriate use of AI for an assignment, students should seek guidance from their teacher. *Open dialogue about how AI tools are being used for learning ensures that they are utilized ethically and effectively.*
- *Misuse Consequences:* Using AI to complete assignments or to produce work that is not genuinely the student's own will be considered academic dishonesty. Consequences will align with the school's academic integrity policy, which may include a failing grade for the assignment or course, or further disciplinary action.

CAMPUS SECURITY OFFICERS (CSO)

Campus Security Officers or Campus Monitors assist in the supervision of the campus to keep the campus clean and safe. CSOs act under the direction of the Administration. They assist in maintaining school policies, rules and safety. They also provide interventions and conflict mediation strategies.

Lead Campus Security: [Roger Parker](#).

CAMPUS VISITORS

NO STUDENT VISITORS ARE ALLOWED ON CAMPUS. Unauthorized individuals found on school property are subject to trespassing charges. This includes visiting out-of-state relatives or friends, students on suspension or enrolled in alternative programs that have no prearranged authorization to be on campus. All adult visitors (parents, community members, and visiting educators) are welcome to visit the classrooms and campus for educational reasons with prior approval. All visitors must first obtain a visitor's pass from the Administration Office.

CELL PHONES, OTHER ELECTRONIC DEVICES

All FCUSD students must follow the Student Technology Use Agreement. Cordova High School has also instituted a “Responsible Use” policy for all electronic devices. (cell phones, tablets, etc.)

BP 5131.8 states all mobile communication devices may be used in grades 9-12 during non-instructional time.

This means that students may not use cell phones during any class period. Students may use the office phone with permission. For safety reasons, never have both earphones/earbuds in or covering both ears while on campus. (One ear must always be free)

Cell phone violations are as follows:

1st violation, student will be given a warning.

2nd violation, student will be assigned a lunch detention and be required to meet with administration, with a parent contact.

3rd violation, student will be assigned two days lunch detention, with parent contact.

4th violation, student will be assigned a Thursday after school detention with parent contact.

5th violation, student will attend a parent meeting with a school official and may be required to check-in their phone to the front office daily.

Teachers may ask students to store phones in a designated area during class

** The school is not responsible for lost/broken/stolen items. **

It is important for parents and students to understand that Cordova High School takes no responsibility for the loss, damage or theft of such devices. We will not stop instruction to search classrooms, locker rooms, etc. for lost or stolen items. Students are responsible for their electronic and personal belongings.

CONCERNS AND COMPLAINTS

We encourage the resolution of concerns and complaints early and informally whenever possible. If students and/or parents/guardians have concerns or complaints about a particular classroom, parents/guardians MUST address those concerns and complaints directly with the teacher before involving an administrator.

If AFTER speaking to the teacher(s) a problem remains unresolved, then concerns should be directed to the administration office and/or an administrator. If the problem continues to be unresolved, then the parent or guardian should submit a formal, written complaint as early as possible in accordance with the appropriate district procedures. District procedures are readily accessible by contacting the school office or the district office.

CONFLICT MEDIATION

A positive climate and personal safety are prerequisites to learning. Therefore, Cordova High School's highest priority will be the positive resolution of conflicts. If you are having a problem with another student, see your Counselor or Assistant Principal. Cordova High School is actively pursuing alternatives to suspension with Positive Behavior Intervention and Supports and Restorative Justice, but we need students to alert the office when there are "signs" of an impending disruption to the normal learning environment. If you see or hear something, say something to a counselor or administrator as soon as possible to mediate a problem.

ROLLER BLADES, SKATEBOARDS, BICYCLES, SCOOTERS

Scooters, bicycles, skateboards, and rollerblades may not be ridden on campus at any time. Once reaching campus bicycles and skateboards are to be walked to, parked, and locked in the gated area near D-wing. Skateboards and scooters may not be stored in a teacher's classroom. Cordova High School Campus Security has access to locks for students who forgot their lock for their skateboards and scooters.

Hoverboards are not allowed on campus.

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 (AB816). Therefore, the use of tobacco products is prohibited at all times on district property and in district vehicles. The prohibition applies to all students, employees, visitors, and other persons at school and all school sponsored activities.

CORDOVA HIGH SCHOOL DISCIPLINE

ERRANT BEHAVIOR & CONSEQUENCES

While the focus of CHS administrators, faculty and staff is to promote positive academic and social growth through affirmative programs and accolades, there are also consequences (per Ed. Code) for any errant behaviors committed by students while on campus or during any school related event. It is also important for parents/guardians and students to understand that negative behaviors that even take place off campus, during the weekend for instance, can result in a school consequence if that negative behavior impacts the school environment in any way. CHS administration will follow the FCUSD Behavior Matrix when issuing interventions and consequences.

Because adolescent students are in their developmental years and behavior is part of the educational process, discipline is “progressive” at Cordova High School. When a student **first** commits an infraction, the consequence usually begins as an intervention – restorative practice (unless the infraction or event is of such a serious nature that stronger consequences automatically apply). This will always include a discussion with an administrator and/or counselor to address the situation and what the student could/should have done differently. After such a conversation a consequence is assigned depending on the severity of the infraction.

It is critical that students and parents/guardians understand that consequences grow, and can become more serious, if student behavior does not improve. As an example, a student brought to the office for the first time for bullying will have a discussion with an administrator and/or counselor. They MAY have a conflict mediation with the other student, and then be assigned a consequence such as lunch time detention, campus clean up, etc. for the actual incident. CHS works very hard to provide students “learning opportunities” to correct errant behavior. However, to protect the well-being, safety and positive atmosphere of the entire campus, these approaches can be exhausted and serious consequences applied more quickly depending on the situation and the student’s past discipline record.

The vast majority of students at CHS never receive a referral to the office for a serious infraction. With your involvement, you can help us ensure your student’s experience at CHS is a positive one.

STUDENT SEARCHES

School officials may conduct searches of pupils and their personal belongings while on school property or at school-sponsored events. Searches of pupils and personal belongings will be conducted when there are reasonable grounds to suspect that the search will provide evidence that the pupil is violating the law and/or school regulations. The scope of the search will be related to the objectives of the search,

the age and sex of the pupil, and the nature of the violation. By way of example, and not limitation, "personal belongings" includes backpacks, briefcases, bags, etc. Searches are also conducted of school property under joint control. "School property" under joint control includes lockers and desks. Lockers are school property under the joint control of the school and the pupil. There is no expectation of privacy. The District may search lockers, or any other school property under joint control, at any time. Automobiles parked on the school premises or in the school parking lot are subject to search when officials have reason to believe weapons, drugs, or objects prohibited by school policy or state law are contained therein. Canines may be used to search a pupil's personal belongings and vehicles and school property under joint control. Canine searches will be used to search a pupil's person when either (1) there are reasonable grounds to suspect a particular pupil of wrongdoing; or (2) the district determines that the school has a drug crisis or problem.

STUDENT RESPONSIBILITY ACCORDING TO Ed Code 48908

- *Every pupil shall comply with all school regulations.*
- *Every pupil shall pursue the required course of study.*
- *Every pupil shall obey promptly the authority of the teachers, administrators, and campus supervisors.*
- *Every pupil shall behave appropriately at school and all school related activities.*
- *Every pupil shall be respectful to the teachers and others in authority.*
- *Every pupil shall be kind and courteous to school classmates.*
- *Every pupil shall refrain from the use of profane and vulgar language.*
- *Every pupil shall seek peaceful solutions to their problems.*
- *Every pupil shall refrain from making excuses and will take full responsibility for their own actions.*
- *Every pupil shall be diligent in study.*

BULLYING AND HARASSMENT

As a District, we have a specific definition of bullying based on the California Education Code. Our Board Policy and Administrative Regulation (5131.2) define bullying as:

- Bullying is an unwanted, aggressive behavior that involves a real or perceived imbalance of power between individuals with the intent to cause emotional or physical harm. Bullying can be physical, verbal, or social/relational and involves repetition or potential repetition of a deliberate act.
- Cyberbullying includes the electronic creation or transmission of

harassing communications, direct threats, or other harmful texts, sounds, or images. Cyberbullying also includes breaking into another person's electronic account or assuming that person's online identity in order to damage that person's reputation.

The staff at Cordova High School is committed to do everything in our power to prevent bullying and harassment and to intercede when it comes to our attention. Since children usually engage in bullying behavior when adults are not present, it is important for students to inform their teachers or school personnel when this happens. The administration will handle bullying and harassment complaints very quickly, sternly and with the utmost confidentiality in order to protect students.

Harassment in any form is a violation of numerous laws and will not be tolerated by any person (student or employee). Students and/or parents/guardians are encouraged to contact administration if you experience an incident of this nature. (Title VII of the Civil Rights Act of 1964, the Civil Rights Act of 1991, or Title IX of the Educational Amendments of 1972 as well as California law.)

Sexual harassment, in any form, may result in suspension or expulsion (removal from the district). All students should understand that sexual harassment takes many forms and can consist of anything from teasing and name calling to gender-related comments. It is especially important for students to help us stop this and other types of misbehavior. Students are asked to practice caring for others by helping to make this a safe, orderly, and friendly school for all students. If a student witnesses any type of harassment, they should let teachers, or the administration know about it immediately.

Sexually harassing behaviors will not be tolerated and include, but are not limited to:

- *Unwelcome sexual flirtations (Verbal and/or physical in nature).*
- *Spreading sexual rumors.*
- *Sexual jokes, stories, drawings, pictures, or gestures.*
- *Sexual threats, verbal abuse, comments, or sexually degrading descriptions.*
- *Students may not bring to school or have in their possession any material depicting or describing indecency, obscenity, or sexual behavior.*
- *Sexual harassment may take place between students of opposite or same gender.*
- *Physical horseplay such as "de-pantsing," "bra-snap," "cup checks," etc. are a form of physical sexual harassment (or may elevate to sexual assault). Any students engaging in these types of behaviors can face off-site suspensions as a **minimum** consequence.*

CLASS SUSPENSION

Positive and productive behavior is expected from students. If a student's choices in the classroom detract from their ability to learn or interfere with the learning of others, teachers will take measures to help students alter their behavior. These measures include (but are not limited to) verbal warnings, communication with parents/guardians, behavior reflection in another classroom, etc.

As a last resort, a student may be suspended from the class and sent to administration with a referral. Some behaviors may result in an immediate suspension if they are particularly dangerous or unacceptable. **A teacher may suspend a student from class for any of the acts enumerated in the discipline guidelines (Ed Codes 48900 and 48900.2). The teacher will inform the parent or guardian of the class suspension. Multiple classroom suspensions, from the same or different teachers, may result in additional consequences.**

SUSPENSION OR EXPULSION

If a student is suspended from school, they will lose the right to attend school and all school activities for the entire time of the suspension. During a suspension a student may not be on any FCUSD campus at any time, or attend any activity sponsored by a FCUSD school or organization. (This includes before or after school hours, weekends, and holidays). A student may be suspended or expelled for any of the acts listed below if the infraction occurred:

1. While on school grounds.
2. While going to or coming from school.
3. During, going to, or coming from a school-sponsored activity.
4. Falls within one or more of the district's definitions of bullying or harassing behaviors, even if the bullying or harassment took place outside the times listed between numbers 1 – 3 above.

GROUND FOR SUSPENSION OR EXPULSION Ed Code Sec. 48900

- a. Caused, attempted to cause, or threatened to cause physical injury to another person.*
- b. Possessed, sold, or otherwise furnished any firearm, knife, explosive or other dangerous object. (includes lighters, matches, BB guns, firecrackers, poppers.)*
- c. Unlawfully possessed, used, sold or otherwise furnished, or been under the influence of any controlled substance, alcoholic beverage, or intoxicant of any kind.*
- d. Unlawfully offered or arranged or negotiated to sell any controlled substance, and alcoholic beverage, or an intoxicant of any kind, and then sold, delivered, or*

- furnished to any person another liquid, substance, or materials as a controlled substance, alcoholic beverage, or intoxicant, or "look alike" drug substances.*
- e. Committed robbery or extortion.*
 - f. Caused or attempted to cause damage to school property or private property.*
 - g. Stole or attempted to steal school property or private property.*
 - h. Possessed or used tobacco.*
 - i. Committed an obscene or vulgar act or engaged in habitual profanity or vulgarity. This includes "pantsing" self or others, "cup check," "bra-strap snap," etc.*
 - j. Possessed, used, unlawfully offered, arranged or negotiated to sell any drug paraphernalia.*
 - l. Knowingly received stolen school property or private property.*
 - m. Possession of an imitation firearm.*
 - n. Committed or attempted to commit a sexual assault as defined in Penal Code 261, 266c, 286, 287, 288, or 289, or former Section 288a of the Penal Code, or committed a sexual battery as defined in Penal Code 243.4.*
 - o. Harassed, threatened, or intimidated a student who is a complaining witness or witness in a school disciplinary proceeding for the purpose of either preventing that student from being a witness or retaliating against that student for being a witness, or both.*
 - p. Unlawfully offered, arranged to sell, negotiated to sell, or sold the prescription drug SOMA.*
 - q. Engaged in, attempted to engaged in, hazing as defined in EC 32050*
 - r. Aids or abets the infliction or attempted infliction of physical injury to another person.*

Ed Code Sec. 48900.2: *Committed sexual harassment as defined in Education Code 212.5, provided that the conduct is considered by a reasonable person of the same gender as the victim to be sufficiently severe or pervasive to have a negative impact upon the victim's academic performance or to create an intimidating, hostile or offensive educational environment in grades 4-12.*

Ed Code Sec. 48900.3: *Committed hate violence in grades 4-12.*

Ed Code Sec. 48900.4: *Committed harassment, threats, or intimidation in grades 4-12.*

Ed Code Sec. 48900.7: *Made terrorist threats against a school official or school property, or both.*

During the suspension period the student may not be on any school campus before, during or after school or at any school related activity in the district for any reason.

EXPULSION

A. Mandatory Suspension, Recommendation for Expulsion and Expulsions

Education Code Section 48915 requires a principal or superintendent to immediately suspend and recommend expulsion of a pupil that he or she determines has committed any of the five following acts at school or at a school activity off school grounds:

- a. Possessing, selling, or otherwise furnishing a firearm.*
- b. Brandishing a knife at another person.*
- c. Unlawfully selling a controlled substance listed in Health and Safety Code Section 11053.*
- d. Committing or attempting to commit a sexual assault or committing a sexual battery, as defined in Education Code Section 48900(n).*
- e. Possession of an explosive as defined in 18USC921.*

Under Section 48915(d), if the governing board or hearing panel finds that the student did in fact commit one of the five acts listed above, the governing board shall order a pupil expelled. No exceptions.

B. Mandatory Recommendation for Expulsion; Permissive Expulsions.

Education Code Section 48915(a) identifies grounds on which a recommendation for expulsion must be made unless the expulsion is not appropriate because of particular described circumstances. These grounds are:

- a. Causing serious physical injury to another person.*
- b. Possessing any knife, explosive, or other dangerous object of no reasonable use to the pupil.*
- c. Unlawful possession of any controlled substance listed in Chapter 2 (commencing with Section 11053) of...the Health and Safety Code, except for a first offense for the possession of not more than one ounce of marijuana, other than concentrated cannabis.*
- d. Robbery or extortion. e. Assault or battery upon a school employee, as defined in Penal Code Sections 240 and 242*

C. Permissive Recommendation for Expulsion and Permissive Expulsions.

A principal or superintendent may recommend expulsion and a governing board may order a pupil expelled upon a finding that the pupil violated Sections 48900(a) through (o), 48900.2, 48900.3, or 48900.4. However, there may be some overlap with 48915(a) and, which require mandatory recommendations or mandatory expulsions.

FIGHTING

Fighting will not be permitted on the CHS campus or during any school event.

- Fighting will result in off-campus suspension.
- At ten (10) days of suspension a discipline hearing will be held and a student may be administratively transferred to an alternative setting.
- If there is a serious injury during a fight, even if it is the first time the student has been in a fight, then a student may receive a five day off-campus suspension, pending a disciplinary meeting and the possibility of being expelled or administratively transferred to another school site.
- Students involved in a fight may also be cited by Rancho Cordova PD.

DO NOT MAKE THREATS!

- Students threatening to fight or encouraging others to fight.
- Students threatening to have a friend or family member fight someone.
- Students threatening/ bullying through phone, text, Facebook, Snapchat, TikTok, or other social media.

Minimum consequence for threats of any kind is one day of in-school suspension, but consequences can quickly escalate all the way to multiple days of off-site suspension and recommendation for expulsion depending on the seriousness of the situation or the student's previous disciplinary history.

Spectators BEWARE...Spectators add to the problem and may also get hurt.

Students attending, watching, recording, posting, or encouraging a fight will be subject to administrative services.

Cordova High School takes a very strict stance against fighting! Any students concerned that they may become involved in a fight should immediately contact an adult (teacher, counselor, administrator, etc.) Let us help you sort the situation out BEFORE it becomes a fight!

CHS Discipline and Due Process Administrators

Principal Amy Strawn
Assistant Principal Michele Brown
Assistant Principal Dr. Carrie Jackson
Assistant Principal Cody Owens
Assistant Principal Dr. Freddy Castro

For continually updated, relevant and engaging information please bookmark:

www.chs.fcusd.org

The online version of the Student Handbook will be updated as needed throughout the year and is considered the “ruling document.”