

## **SCHOOL DRESS CODE**

Students are to dress appropriately in durable, washable clothing to be able to participate in a variety of school activities.

### **Personal cleanliness and neatness are expected.**

- No jewelry, hats, or bandanas, or clothing allowed that display any drug, alcohol, sex, violence, gang message or gang logo.
- skirts, skorts, and shorts must be fingertip length.
- Undergarments are not to be seen.
- Pants, shorts, and skirts must fit the natural waistline. Clothes must be no more than one size larger than the student. No bagging. No sagging.
- No flip-flops. Shoes need to have backs or straps and must be closed-toe. Tennis or athletic shoes are always preferred and the safest for students. No roller shoes or high heels.
- Straps on sleeveless tops should be at least an inch and a half in width.

### **Cafeteria Meals**

Breakfast is available starting at 7:45am. Lunch will be provided daily according to the lunch schedule.

### **Attendance**

One of the most successful elements of learning is regular, on-time attendance at school. Teachers plan carefully each day for your child. **You must call the office to report the absence on the same day of the absence.** Truancy letters are sent out after 3 unexcused absences/tardies and starts the truancy process.

## **Emergency Cards**

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

### **Cell Phones**

Per board policy, students may not use cell phones, smartphones, smart watches, or other mobile communication devices while on campus. Devices must be turned off and placed out of sight during the school day. Students who need to call parents may use phones located in the office. Board policy 5131.8

### **Checking Students Out**

Parents/Guardians and those listed on the Emergency Card may pick up a child for early dismissal by **signing the child out** in the main office. They must present a valid identification card before we will release the child. Early dismissals are considered unexcused unless medical verification is provided.

### **Parents' Rights and Responsibilities Student Conduct Code**

The District's Parents' Rights and Responsibilities and Student Conduct Code is available in the office. The Student Conduct Code will be strictly enforced.

**Call if your student will be absent from school:  
916-294-9165, press 1**

# **Rancho Cordova Elementary School**



**Rams are Respectful,  
Responsible, Safe, & Kind**

### **Bell Schedule**

8:15 a.m. to 2:45 p.m.  
Thursdays  
8:15 a.m. to 1:15 p.m.

**Office Hours: 7:30 AM-4:00 PM**  
<https://www.fcusd.org/rce>

**Anna Koulis Chitwood, Principal**  
[akchitwood@fcusd.org](mailto:akchitwood@fcusd.org)

**Carmelita Goldsby, Assistant Principal**  
[cgoldsby@fcusd.org](mailto:cgoldsby@fcusd.org)

### **Morning Supervision**

Students may arrive **no earlier than 7:45 AM** when breakfast service begins. Any students on campus before 8:00 AM are required to stay seated in the Multipurpose room if they are not participating in a before school activity. At 8:00 AM yard supervisors will excuse students to line up for class in the designated location on the playground.

## **Classroom Interruptions**

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

## **Important Dates**

### **Pending CDE and CDC Guidelines**

August 6<sup>th</sup> -Meet & Greet  
August 8<sup>th</sup> -First Day of School  
August 15<sup>th</sup> - Back to School Night  
September 2<sup>th</sup> Labor Day (No School)  
March 13<sup>th</sup> - Open House  
May 2<sup>nd</sup> - Cinco de Mayo

### **Minimum Days** (1:21 PM Dismissal)

November 18<sup>th</sup> – 22<sup>nd</sup> (Parent Conference)  
December 20<sup>th</sup>  
February 26<sup>th</sup> and 28<sup>th</sup>  
April 11<sup>th</sup>  
May 27<sup>th</sup> and 28<sup>th</sup>

### **Super Mini. Days** (11:38 AM Dismissal)

November 1<sup>st</sup>  
February 14<sup>th</sup>  
May 23<sup>rd</sup>

## **Bell Schedule**

### **Recess:**

3rd/4th Grades	9:40-10:00
Kindergarten	
1st/5th Grade	10:00-10:20
K/1 Combo	
2nd Grade	10:20-10:40

### **Lunch:**

Kinder	12:30-1:10
1st and Room 19	11:25-12:05
2nd & K/1 Combo	11:50-12:30
3rd (play first)	11:50-12:30
4 <sup>th</sup> (play first)	12:30-1:10
5th and Rooms 20/22	12:30-1:10

## **Communicating with Your Teacher**

We encourage you to stay in communication with your child's teacher. If you would like to talk with your child's teacher to discuss progress, questions or concerns, you are encouraged to call, email, or send a note. If a meeting is needed, teachers will schedule one as soon as possible. **Teachers will not be interrupted during instructional time.** A message to return your call will be placed in the teacher's mailbox.

## **Parent-Teacher Association (PTA)**

The PTA is composed of parents, guardians, and teachers who dedicate their efforts to support the Rancho Cordova Elementary School community. The PTA actively does fundraisers to support classrooms and the school in general. It also holds several community activities each year. Get involved and support Rancho Cordova Elementary and the PTA!

## **Folsom Cordova Unified School District**

1965 Birkmont Drive  
916-294-9000 / [www.fcusd.org](http://www.fcusd.org)

**District Office: 294-9000**  
**Health: x102300**  
**Food Service: x102251**  
**Adult Ed.: 635-6810**

## **Rancho Cordova Elementary**

**SCHOOL OFFICE:**  
2562 Chassella Way  
Rancho Cordova, CA 95670  
Tel: 916-294-9165  
Fax: 916-294-2489

## **Homework**

Rancho Cordova Elementary has adopted a school-wide homework policy that makes reading a priority. All students are expected to read nightly for a minimum of 20 minutes and complete an entry on their reading log. Parents are encouraged to sit next to their child and listen to them read. Please support our effort to improve school-wide literacy and develop a community of readers.

## **Health and Medication**

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

## **Bicycle Safety**

Riding a bicycle to school is a privilege designed for students in grades 2-5. The school assumes **NO RESPONSIBILITY** if your bike is damaged or stolen. Bike riders are expected to wear a helmet and follow all traffic laws. If there are repeated violations of these safety rules, the rider will lose the privilege of riding to school. Students wishing to ride their bikes to school must complete a Bicycle Permission Form – available in the office.

## **Volunteers**

**All parents are encouraged to complete a Category 2 application.** Fingerprinting and proof of a recent negative tuberculosis test are required of Category 2 volunteers. Once you submit the volunteer application, we will provide you with a district Live Scan fingerprint form to complete the process.