

Cordova Gardens Student / Parent Handbook 2024-2025



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MISSION STATEMENT

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

FOLSOM CORDOVA UNIFIED SCHOOL DISTRICT 2024-2025 Nondiscrimination Statement

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, gender, gender identity, gender expression, immigration status, nationality, race or ethnicity, religion, sex, sexual orientation, or association with a person or a group with one or more of these actual or perceived characteristics. For questions or complaints, contact:

**Jim Huber, Ed.D., Assistant Superintendent, Educational Services
Compliance Officer, Section 504 Coordinator, ADA Coordinator (students)**
jhuber@fcusd.org
916-294-9000 x 104580

**Shannon Diaz, Director of Compliance
Compliance Officer and Title IX Coordinator**
sdiaz@fcusd.org
916-294-9000 x 104415

**1965 Birkmont Drive
Rancho Cordova, CA 95742**

The Folsom Cordova Unified School District does not discriminate on the basis of sex and prohibits sex discrimination in any education program or activity that it operates, as required by Title IX and its regulations, including in admission and employment.

Inquiries about Title IX may be referred to the Folsom Cordova Unified School District's Title IX Coordinator, the U.S. Department of Education's Office for Civil Rights, or both. The District Title IX Coordinator is:

**Shannon Diaz, Director of Compliance
Compliance Officer and Title IX Coordinator
sdiaz@fcusd.org
916-294-9000 x 104415
1965 Birkmont Drive
Rancho Cordova, CA 95742**

The District nondiscrimination policy can be located at:

<https://www.fcusd.org/district/about-us/nondiscrimination-statementpolicy>

The District's nondiscrimination complaint procedures can be located at:

Students: <https://www.fcusd.org/departments/compliance/complaints/uniform-complaints>

Staff:

<https://www.fcusd.org/departments/compliance/complaints/nondiscrimination-in-employment>

To report information about conduct that may constitute sex discrimination or sex-based harassment, or make a complaint of sex discrimination or sex-based harassment under Title IX, please refer to:

Students: <https://www.fcusd.org/district/about-us/title-ix-notificationsexual-harassment>

Staff:

<https://www.fcusd.org/departments/compliance/complaints/sexual-harrassment-title-ix>

OUR STUDENT RIGHTS

I have the right to be happy and to be treated with compassion in this school:

This means that no one will laugh at me or hurt my feelings.

I have the right to be myself in this school:

This means that no one will treat me unfairly because of the color of my skin or because I am:

fat or thin,
short or tall,
boy or girl
or by the way I look.

I have the right to be safe in this school:

This means that no one will:
yell, scream, shout, or make loud noises.

I have the right to learn about myself in this school:

This means that I will be free to express my feelings and opinions without being interrupted or punished.

I have the right to learn according to my own ability:

This means no one will call me names because of the way I learn.

These rights are also your rights:

This means that in this school you and I will:
share together, learn together, work together, play together, and respect each other.

2024/2025 Regular Bell Schedule

(Mon-Wed, Fri 8:15-2:45)

(Thurs 8:15-1:15)

TK	8:15	School Begins
	9:15-9:35	Recess
	11:36	Dismissal
	11:36	Lunch

Kindergarten & K2	8:15	School Begins
	9:15-9:35	Recess
	11:10-11:50	Lunch
	2:45	Dismissal

1st Grade K/1 Combo	8:15	School Begins
	9:15-9:35	Recess
	11:30-12:10	Lunch
	2:45	Dismissal

2nd Grade	8:15	School Begins
	9:35-9:55	Recess
	11:50-12:30	Lunch
	2:45	Dismissal

Rm 14	8:15	School Begins
	10:00-10:20	Recess
	11:50-12:30	Lunch
	2:45	Dismissal

3rd	8:15	School Begins
	10:00-10:20	Recess
	12:10-12:50	Lunch
	2:45	Dismissal

4th, 5th & Rm 15	8:15	School Begins
	10:25-10:45	Recess
	12:25-1:05	Lunch
	2:45	Dismissal

Opportunity

ARRIVAL TIME OF STUDENTS-BE SURE YOUR CHILD ARRIVES AT SCHOOL ON TIME AND IS NOT TARDY.

Breakfast will be available to students beginning at 7:45 am. Gates will be opened for students at 8:05 am. There will not be supervision prior to 8:05.

When delivering a student by car, please remind them to use the crosswalks at all times. Observe the bus loading zone and the red colored curb zone. Do not park in the bus zone or in the red zone. For the safety of your child, please ensure your child does not run between cars, through the parking area, or across the street.

DISMISSAL OF STUDENTS

Students will be dismissed at their arrival gate. Students are to go directly home or to their daycare providers when class is dismissed. Students walking home from school, and who are off school grounds are still under the jurisdiction of the school and district's discipline and behavior policies until the students reach their home. During school hours students will only be released to individuals who are listed on the emergency card. All students leaving early must be signed out in the office.

ATTENDANCE

When a student is absent from school, the automated caller will call to notify parents of their absence. A parent/guardian must verify the reason for absence. A parent/guardian may send a written note, call the office or visit the office to verify the absence.

When a student has had 10 absences in the school year for illness verified by a parent/guardian, any further absences for illness must be verified by a physician. (BP 5113, AR 5113). Any further absences that are not verified by a physician will be considered unexcused.

Students arriving at school after their starting time must check in at the office to receive a pass to be admitted to their class and have their name removed from the absence list.

Homework may be requested when students are ill for 2 days or more. Requests should be made in the morning through the school office and may be picked up there or in the classroom after 2:37PM.

For non-medical absences greater than 5 days, an Independent Study Contract can be established. Parents must give the teacher and office at least a 1 week notice.

TARDY/LATE POLICY

It is the responsibility of parents and students to develop a plan to ensure that students arrive at the proper time. Late arrival of students affects classrooms in the following ways: disruption of the class, decreased learning time for all students, taking additional teacher time to help the student catch up with the rest of the class.

Students who are late less than 30 minutes are considered late. A student who is more than 30 minutes late is considered tardy.

Procedures: All tardy/late students report to the office. The office will record tardies and lates. When a student has a third recorded tardy/late, a letter will be sent home informing the parent. Six recorded tardy/late, a second letter will be sent home. Nine recorded tardy/late, a meeting will be set up with the principal and the parents to address the tardy/late problem.

Excused tardies may include, but are not limited to, a medical appointment, a late bus, illness, an event prearranged with the teacher/office, or an unusual circumstance. A written statement is requested for an excused tardy.

TRUANCY

State law requires that any child who has been absent without valid excuse more than three days and/or tardy in excess of 30 minutes three or more days in one school year shall be considered truant.

Any pupil reported as a truant three or more times within the school year is considered a habitual truant and a school official shall hold at least one conference with the pupil's parent or guardian. Any pupil considered a habitual truant or is irregular in school attendance, or is habitually insubordinate or disorderly during school attendance may be referred to a School Attendance review Board (SARB).

SCHOOL BREAKFAST AND LUNCH PROGRAM

The school breakfast and lunch program is available to students in grades TK-5. All students will receive free breakfast and lunch.

Students leaving the school campus for lunch are required to have their parent sign them out in the office and sign them back in upon return.

Parents delivering lunches to school must leave them in the office. Please have the lunch marked with the student's name and teacher name. It is the responsibility of the student to check in the office for their lunch.

ADMINISTRATION OF ALL MEDICATION AT SCHOOL

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

Students are not allowed to have any type of medication in their possession at any time*

Medication can be given to a student during the school day only if it is absolutely necessary to maintain that student in school. The school nurse or other designated school personnel will administer the medication to a student provided that the school office has received the following:

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

NO MEDICATION CAN BE GIVEN WITHOUT ADHERENCE TO THE ABOVE PROCEDURES!

* Students with asthma are allowed to carry an inhaler *only if there is a written statement from the child's physician indicating that it is necessary for the student to carry an inhaler on his/her person.*

SCHOOL EXPECTATIONS FOR STUDENTS

Student Expectations

1. All students will attend school daily, arrive on time, and be prepared for the school day.
2. All students will show respect for themselves and others.

STUDENTS WILL:

- a. Respect the authority of teachers, the principal, and other staff members.
 - b. Respect the difference of others.
 - c. Attempt to solve their own social problems in an acceptable manner.
 - d. Notify parents of changes in schedules.
 - e. Inform parents of any disciplinary action in which their student has been involved.
 - f. Inform parents of school related activities.
 - g. Inform parents of homework assignments.
3. All students will show respect for the school campus, equipment and supplies.
 4. Students will show respect for public and private property.
 5. All students will show respect for, and follow the school and district rules.
 6. All students will demonstrate pride in self, home, school, and country.

STUDENTS WILL:

- a. Be responsible for all personal items brought to school.
- b. Communicate their needs in a mature manner.
- c. Arrive at school nourished and well groomed.
- d. Establish good study habits.
- e. Accept responsibility for themselves.
- f. Participate actively in educational programs.

STUDENTS WILL:

- a. Show a willingness to learn, relative to their own ability.
 - b. Listen attentively and follow instructions.
 - c. Use time wisely and stay on task.
 - d. Seek assistance when lessons are not understood.
 - e. Contribute to the school spirit.
7. All students are to exhibit behavior which permits students and staff to perform effectively in the school environment.

STUDENTS WILL:

- a. Behave in classrooms, cafeteria, on playgrounds, and on school buses in a manner that does not disrupt or interfere with the rights of other students and staff.
8. Students will adhere to district health guidelines.

GENERAL INFORMATION

INDEPENDENT STUDY

If your child is going to be absent for 5 or more days, please contact your child's teacher for an Independent Study contract. Your child will be provided with a contract to complete homework while out of school and the absence will be excused. Teachers must have at least one week advance notice for Independent Study requests.

CHANGE OF PERSONAL INFORMATION

Please contact the school immediately if you have any change of address, babysitter, work or home telephone number, or emergency number. For the sake and safety of your student we must have current data. We release students only to the persons authorized on the emergency card.

VISITORS ON CAMPUS

Visitors are allowed on campus, all visitors to the school must sign in at the office where they will be issued a pass to other areas of the campus. Penal Code 627-627.11.

Only certified service dogs are allowed on campus with their handlers. Dogs and owners must sign in at the office where they will be issued a pass to other areas of the campus.

LOST AND FOUND

Lost articles which have been found will be taken to the multi where they will be kept in the lost and found area. They will remain there for a period of time, then they will be given to an agency. Please mark coats, jackets, sweaters, lunch boxes, etc., with the student's name.

INSURANCE

At the beginning of the year each student will receive a student insurance application. This insurance is a transaction strictly between the parent and the insurance company.

PARENT VOLUNTEERS

Volunteers are currently allowed on campus and greatly appreciated. Volunteers must fill out a volunteer form; please contact the school office for one. Volunteers may work in the classrooms with small group activities, do clerical tasks, or do at home projects. We ask our volunteers to sign in at the office each visit. All prospective volunteers are required to be fingerprinted through the district office and by State Law to submit a record of a current tuberculosis test. This process can take 6-8 weeks.

TEXTBOOKS

Student textbooks are provided by the school district. It is the responsibility of the student to take care of these texts. Fines will be assessed as necessary for damaged or lost books.

STUDENT PICTURES

Individual student pictures will be taken in the Fall. We use a pre-pay plan with the option to receive a re-take. Notices will be sent home prior to picture day explaining the price, contents of the packet and date that pictures will be taken.

DRESS CODE

Students are to dress appropriately in durable, washable clothing to be able to participate in a variety of school activities. Personal apparel must be safe and may not be a distraction to the instructional process. Personal cleanliness and neatness are expected. Students are asked to use scent-free personal care products as much as possible as others may have allergic reactions to scents. See through materials, half shirts, short shorts (shorts must be longer than fingertips with arms down at one's sides), spaghetti straps or tops with low-cut necks or arm openings, excessively saggy clothing, and swimsuits should not be worn to school. Under garments should not be visible. Shoes must be close-toed and securely attached to the feet with back straps. Elevated heels and flip flops may not be worn, as they are not suitable for safe running and playing. Make-up should not be worn or brought to school. Students who come to school wearing unacceptable clothing will be asked to contact a parent to bring a change of clothing to school. Students may be provided with a change of clothes. The principal and/or teacher will determine appropriate dress.

FIELD TRIPS

Field trips are planned to enrich the instructional program. If you would like your child to go on a bus or walking field trip, parents must make sure a student activity permission slip has been given to the teacher. If your child does not have a permission slip, they will not be able to participate in the field trip.

It is important that the permission slip be returned immediately to your child's teacher. We cannot accept permission by telephone. Hand written notes will not be accepted. Siblings are not allowed on field trips.

Parents planning to volunteer for field trips must be fingerprinted and cleared through the district office. This process can take 6-8 weeks.

SLY PARK

The Sacramento County Offices maintains the Sly Park Camping Program at Jenkinson Lake, approximately thirty miles up Hwy. 50. This program is voluntary and is a project based portion of the curriculum for fifth grade students who participate. The trip lasts for multiple days. The cost of the trip is the parent's responsibility. More information will be given by your teacher at *Back to School Night*.

STUDENT SNACKS

Students are encouraged to bring healthy snacks. Snacks may only be eaten at designated times and locations. Snacks may not be shared with others, due to possible allergic reactions. Cheetos, Doritos, etc. are not permitted due to possible colored coating damage to school materials.

SCHOOL CLUBS

The following is a variety of some of the clubs students may be able to participate in: Track Club, Art Club, Chorus

Other clubs could be offered if funding is available.

CELL PHONES

All cell phones must remain turned off and in backpacks during school hours. Any cell phones seen or causing a disruption during school hours or on campus before school will be confiscated and turned in to the school office. Phones will not be returned to students, parents will have to pick them up from the school office. Students may use cell phones in the quad after school.

NON-DISCRIMINATION

It is the policy of the Folsom-Cordova Unified School District not to discriminate on the basis of sex in its educational programs, activities, or employment policies as required by Title IX of the 1972 Education Amendments. Inquiries regarding compliance with Title IX may be directed to the Deputy Superintendent, Folsom Cordova Unified School District (Title IX Compliance Officer, 1965 Birkmont Drive, Rancho Cordova, CA 95742-6407 Phone: (916) 294-9000
or to the Director of the Office for Civil Rights, Department of Health, Education and Welfare, Washington, D.C.

TOBACCO FREE SCHOOL

Effective July 1,1995, it is the intent of the Folsom Cordova Unified School District Board of Education to comply with State Law (AB 816). Therefore, the use of tobacco products is prohibited at all times on district property and in district vehicles. This prohibition applies to all students, employees, visitors and other persons. (District Policy 1115)

SCHOOL COLORS Our school colors are blue and white. Every Friday is designated “SOAR Like An Eagle Day”. Students and staff are encouraged to wear a Cordova Gardens shirt or school colors on Fridays.

BICYCLES

Provisions are made to safeguard bikes, but the school assumes NO responsibility if a bike is damaged or stolen. This privilege of bike riding is permitted as long as reasonable safety is exercised by the rider. The school shall request that bicycles be left at home if children endanger others, or themselves, by disregarding safety rules. Helmets are to be worn as required by law.

The following rules are designed with your safety in mind:

1. Walk your bike when coming onto or leaving school grounds. Never ride your bike on any sidewalk.
2. Park the front wheel into the rack.
3. Lock your bike. Each bike must have its own lock and chain. Do not lock bikes together. All bikes are locked to the bike racks.
4. For safety reasons, kindergarten, first, and second graders are requested NOT to ride bikes to school alone.
5. Do not loiter in the bike area. The only bike you are to touch is your own.
6. Scooters, skateboards, skates or skate shoes are not allowed at school.

TELEPHONE CALLS

If you need to talk to a teacher, they have voicemail which they check everyday. Call the office and ask for that teacher's voice mail.

In an effort to cut down on classroom interruptions, please make all necessary arrangements before sending your child to school. **If you need to get a message relayed to a student the office will put you through to the teacher's voicemail. No calls will be put through to the classroom.** There is no way to determine if it is a time that would not disrupt learning, important lessons, or tests. Please keep in mind that there is no way to guarantee a student will receive the message if it is left after their lunch period.

Therefore, you can help us by:

1. Not calling the office to relay messages to your child unless it is an emergency.
2. Inform your child of any after school plans that they may need to know, such as:
 - * Who is picking them up after school?
 - * Do they need to ride the bus or walk?
 - * Do they need to go to daycare?
3. Making sure lunch is taken care of by:
 - * Seeing that they have their lunch with them

HOMEWORK POLICY

Definition

Homework is defined as assignments that are an extension of subject matter that has been carefully explained prior to being sent home with the student. Unfinished classroom work or work due as a result of absence, although done outside of the school day, is not considered part of the definition.

Homework should:

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

Purpose

Homework is assigned to strengthen academic skills, reinforce concepts taught by the teacher, develop student responsibility, and promote parent awareness.

Amount of Homework

The amount of homework shall be in direct relationship to the maturity and achievement levels of students in each class. Homework will be assigned at the teacher's discretion.

Teacher Responsibility

Teachers will be responsible for assigning homework to students and providing the necessary explanation and direction required assuring that the students can accomplish the work with reasonable success. Teachers at all grade levels will stress quality, not quantity of homework, and will expect it to be turned in regularly and on time. Homework assignments will be monitored and assessed. Teachers will convey results to students and parents.

Student Responsibility

It is the responsibility of each student to get the assignment, to understand the directions, to complete and return it on the assigned day. Teachers may use homework assignments to help determine a student's grade.

Parental Responsibility

Parents should provide a specific time and a study space for the student. It is the parents' responsibility to monitor the students' homework, assisting as appropriate. If a parent has a concern about the school's homework policy, the parent should contact the teacher.

GENERAL SCHOOL RULES

The overall school wide rules are:

1. *Students will assist teachers in promoting a teaching environment so that all students can learn.* (No child will keep others from learning or keep the teacher from teaching).
2. *All children will be considerate to themselves, to others, and to property.* (No child will psychologically harm himself or others).
3. Students will remove hats and hoods indoors and under the covered areas of campus.

PLAYGROUND RULES

1. Playing and running in the hallways, bathrooms, breezeways and grass areas between wings are not allowed.
2. Students may not play tag, as it can lead to unsafe encounters.
3. Interfering with any game is prohibited.
4. Use all equipment properly. Only soccer balls may kicked and only in designated areas. If a ball lands on the roof, a custodian will retrieve it. At no time will a student get up on a roof.
5. Tackling, tackle football and wrestling are not allowed; flag football is permitted.
6. Kickball, softball, football and soccer must be played on the grass.
7. Jump ropes are for jumping only.
8. Digging, climbing fences, backstops or trees, throwing bark or anything improper, and playing around plants are all prohibited.
9. Balls will be used away from classroom buildings.
10. Do not sit or swing on the tetherballs.
11. Do not kick or throw any items over the fence, onto the roof, or against the buildings.
12. Games are to be played according to the rules. No game lock outs.
13. Always get permission from the yard duty to leave the playground. The yard duty must be obeyed at all times.

DETOUR PROCEDURES

1. Teachers and yard duty supervisors may require students to sit out at recess times.
2. The principal may have students sit out at recess time.
3. When teachers wish to have a student sit out:
 - a. Teachers will complete a detour ticket which the student must present to the yard supervisor, who will assign the student a location to sit out in.
 - b. Students will have the detour initialed by the yard supervisor and returns it to the teacher.
 - c. Students will take the detour ticket home for a parent signature and returns it the next day.

DISTRICT TRANSPORTATION RULES OF CONDUCT

- * **Students should arrive at the bus stop no earlier than 10 minutes before** they are to catch the bus. Students are to remain on the sidewalks or at the side of the street. Stay off private property at all times. Stand quietly in line. (Books do not save place in line.)
- * Students will be seated as directed by the driver and must remain seated and facing forward while the bus is in motion.
- * No part of the body may be out of the window.
- * No animals are permitted on the bus.
- * Student must get on and off the bus at the bus stop nearest their place of residence except upon written consent of parent.
- * Eating, drinking, and chewing gum is prohibited on the bus.
- * Playing musical instruments, whistling, yelling, loud talking, profane language, throwing articles, shooting rubber bands, scuffling, or other unnecessary commotion is prohibited.
- * No item of personal property which blocks or partially blocks the center aisle shall be transported.
- * Damaging or defacing of public or private property is prohibited.

BUS REFERRAL CONSEQUENCES

Riding the bus is a privilege, not a right. Students who are not able to stand in the bus line calmly or to ride in a safe manner will be given a bus referral by a teacher or bus driver with the following penalties:

First Violation: Warning notice

Second Violation: One day off all district buses (morning and afternoon).

Third Violation: Five days off all district buses.

Fourth Violation: Two weeks off all district buses.

Fifth Violation: Termination of bus riding privileges.

If a student is not permitted to ride a school bus due to behavioral problems, it is the responsibility of the parent to provide transportation for that student to and from school.

**** BUS APPLICATIONS ARE AVAILABLE IN THE SCHOOL OFFICE****

DISCIPLINE POLICY RULES

The discipline plan at Cordova Gardens has two goals. The first is to provide a safe, respectful environment where students can learn and teachers can teach. The second goal is to teach students to assume responsibility for making productive choices and behaving responsibly.

Our discipline plan is built on the following philosophical premises:

Discipline is everyone's responsibility. Achieving our discipline goals requires the cooperation of students, all school personnel, and parents. This is our school and it does take all of us working together to make it as good as we want it to be.

Discipline is part of the instructional program. Students will be taught school rules, and they will be held accountable for knowing them. Everyone at the school must follow these rules. When the rules are broken, there is a consequence. Operating within this framework are four general school wide rules which cover many specific behaviors:

RULE 1 - Do nothing that could be dangerous or harmful to yourself or others. Examples of specific prohibited behaviors covered by this rule include: rough play, fighting, playing with matches, running in the classroom, bathrooms, or hallways and riding bicycles or skateboards on school grounds.

RULE 2 – Be respectful to yourself, others and property that does not belong to you. Examples of specific prohibitive behavior covered by this rule: using foul language, making obscene gestures, threatening, harassing, name calling, disrupting class, disobeying school personnel, stealing and damaging property.

RULE 3 – Attend school regularly. Be prepared for class, and be responsible for completing work. Students will assist teachers in promoting a teaching environment so that all students can learn. Examples of specific prohibited behaviors covered by this rule: chronic absences or tardies, habitually forgetting pencils, papers, assignments, not completing school or homework.

RULE 4 – Be supervised at all times. Examples of specific prohibited behaviors covered by this rule: leaving school without permission, playing in unauthorized areas during recess or before school, being in classrooms when there is no adult supervision.

The specific consequence that occurs when rules are broken ranges from a minimum of a warning to the maximum of expulsion. Factors that determine which of the range of possible consequence is most appropriate include severity of the offense, whether this particular thing has happened before and the number of previous rule infractions.

The specific discipline steps taken by Cordova Gardens teachers and yard duty supervisors may include the following: warning, loss of play time, community service, long term time out, discipline referral, and/or suspension.

TEACHER SUSPENSION

District policy 5132.2 states: A teacher may suspend any pupil from the teacher's class for any acts stated in Section D, Causes of Suspension, for the day of the suspension and the day following. Generally teachers suspend students only after numerous interventions fail to correct the undesirable behavior.

PRINCIPAL'S ROLE

The Principal's role in discipline is to serve as a "Back-up". The Principal will be responsible to deal with:

- A. Continued/continual classroom disruptions.
- B. Behaviors that may require suspensions.
- C. Students that have received five or more referrals. Suspension is applied based upon district policy. Corporal punishment is not within our discipline procedures. It is important to realize that before a student is referred to the Principal's office unless it is a severe problem, special counseling or a referral has been completed on a student.

OTHER FACTORS RELATED TO DISCIPLINE

Students on inter-district agreements, may have their status affected by disciplinary problems. Student's citizenship grade is affected by discipline referrals.

POSITIVE SCHOOL CLIMATE

The school community including parents, students and staff shall not tolerate any comments or gestures which are vulgar or obscene or which denigrate others on account of gender, race, religion, ancestry, national origin, handicap, or disadvantage. Students shall be subject to disciplinary procedures for harassing other students or for using insults, slurs, or fighting words which may disrupt school activities. (District Policy 5130). Repeated offenses will be cause for suspension.

AWARDS AND RECOGNITION PROGRAMS

Cordova Gardens students are recognized in a number of different ways throughout the school year. Students can earn Regal Eagle tickets from any adult employed on our campus for displaying behaviors that coincide with our school's four behavior expectations. (SOAR – Safe, On Task, Always Respectful, Responsible) Students are able to turn in their Regal Eagles once a month and go to the Eagle Station for a reward at recess. Eagle Tickets earned for behaviors that coincide with our monthly character trait are entered into a monthly drawing. Students can also be sent to the office to write their name on a chart in the office for exceptional behaviors.

Trimester SOAR Awards are given to students who consistently exhibit SOARing behavior throughout the trimester. Students are recognized for good attendance and perfect attendance once per trimester.

REASONS FOR SUSPENSION

- 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.
- C. Unlawfully possessed, used, sold, or otherwise furnished or been under the influence of any controlled substance listed in Chapter 2, commencing with Section 11053 of Division 10 of the Health and Safety Code an alcoholic beverage, or an intoxicant of any kind.
- D. Unlawfully offered, arranged, or negotiated to sell any controlled substance listed in Chapter 2 (commencing with Section 11053) of Division 10 of the Health and Safety Code, an alcoholic beverage, or an intoxicant of any kind, and then either material and represented the liquid, substance, or material as a controlled substance, alcoholic beverage, or intoxicant.
- E. Committed or attempted to commit 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 or any products containing tobacco or nicotine products including, but not limited to, cigarettes, cigars, miniature cigars, clove cigarettes, smokeless tobacco, snuff, chew packets, and betel.
- I. Committed an obscene act or engaged in habitual profanity or vulgarity.
- J. Had unlawful possession of, or unlawfully offered, arranged or negotiated to sell any drug paraphernalia, as defined in Section 11014.5 of the Health and Safety Code.
- K. Disrupted school activities or otherwise willfully defied the valid authority of supervisors, teachers, administrators, school officials, or other school personnel engaged in the performance of their duty.
- L. Knowingly received stolen school property or private property.
- M. Possessed an imitation firearm. "Imitation firearm" means a replica of a firearm that is so substantially similar in physical properties to an existing firearm as to lead a reasonable person to conclude that the replica is a firearm.
- N. Committed or attempted to commit a sexual assault, as defined in Section 261, 266c, 286, 288a or 289 of the Penal Code or committed sexual battery, as defined in Section 243.4 of the Penal Code.

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. Committed sexual harassment, as defined in California Education Code, Section 212.5. (Does not apply to grades K-3 inclusive).

Q. Caused, attempted to cause, threatened to cause, or participated in an act of hate violence, as defined in subdivision {e} of California Education code, Section 33032.5. (Does not apply to grades K-3 inclusive).

R. While enrolled in grades 4-12, engaged in sexual harassment, as defined in Education Code section 212.5, against school personnel or other pupils. The conduct must be considered by a reasonable person of the same gender as the victim to be sufficiently severe or pervasive (1) to have a negative impact on the victim's academic performance, or (2) to create an intimidating, hostile, or offensive educational environment.

S. Possessed or used any electronic signaling device that operates through the transmission or receipt of radio waves, including, but not limited to, paging and signaling equipment, without the prior consent of the principal/designee. No pupil shall be prohibited from possessing or using an electronic signaling device that is determined by a licensed physician to be essential for the health of a pupil and use of which is limited for purposes related to the health of the pupil (Education Code 48901.5). A document signed by the physician is required for the principal to provide prior consent.

T. Engaged in any activity, behavior, or display which when evaluated individually and/or cumulatively and collectively denote group affiliation that threatens as a safe and orderly environment or which is likely to cause disruptive school activities.

AUTOMATIC SUSPENSION

Please note that, in accordance with California Ed. Code and district policy, some actions are considered so serious that a suspension will automatically result even if it is the first time that the violation has occurred. A student could be expelled for the acts enumerated on the following page. A student in the Folsom Cordova School District who does any of the following **WILL BE SUSPENDED**.

- Causes serious physical injury to another person.
- Brings a knife or other dangerous object to school.
- Possesses any drug or alcoholic beverage.
- Offers any person any substance pretending that it's a drug.
- Smokes or chews tobacco.
- Students may be suspended for other reasons as well.

Based on guidelines from S.B. 292, effective January 1, 1994, and in conjunction with CA. ed. Code, sections 48900 (a) the following information is important:

1. Any students found to have been in possession of an imitation or replica firearm, on the campus of any school, on any district properties, while going to or from school, or any school-sponsored activity, shall be immediately suspended and may be subject to expulsion from the district.
2. An imitation firearm shall be defined as a firearm that is so substantially similar in physical properties to an existing firearm as to lead a reasonable person to conclude that the replica is a firearm. (This includes, but is not limited to, metal, plastic, or rubber "toy" guns).
3. A replica firearm is defined as a "device with the apparent capability of expelling a projectile by the force of air or an explosive and which is reasonably perceived by a person upon whom the device is drawn, or exhibited to, to be an actual firearm". (This includes, but is not limited to, starter pistols, air guns, spring action guns, paint guns, or spot marker guns).

Please be aware that a student who is on suspension from school is not permitted to be on or in the vicinity of the school grounds. They may not hang around the school or disturb other students on their way to or from school.

SCHOOL CONTINGENCY PLAN FOR EMERGENCIES

1. Declaration of Emergency

The following individuals may declare a school emergency:

John Bliss, Principal

Denise Lopez, School Administrative Assistant

Alba Araiza, Head Custodian

2. Signal and Response for an Emergency

The signal for all emergencies other than fire and civil defense will be an electronic signal over the system. Upon receiving this bell signal, unless additional information is provided, the following steps should be taken:

- a. Teacher locks door
- b. Close and lock windows
- c. Close the blinds
- d. Teachers and students follow directions of announcement and continue business as normal as possible.

Be prepared for further instructions.

3. Response by Students on Playground

Signal and Procedures:

Signal: Three Short Whistle Blasts from adult supervisors

Procedures:

- a. Students will look to closest adult supervisor for directions.
- b. Students will follow staff member's directions.
- c. In absence of observing an adult supervisor, student will drop flat on the ground and await further directions.

CIVIL DEFENSE AND DISASTER ALERT PLAN

1. In most instances, students will remain in their classrooms under teacher supervision. Example: chemical accident, explosion, earthquake, bomb threat fallen aircraft, etc...
2. Time permitting, or if forewarned, students will be sent directly home. Example: flood, severe windstorm.
3. In all cases, the decision to remain in the classroom, or to evacuate the school and send students home, rests with the school administrator.
4. Parents should not telephone the school in the event of a disaster. The telephone would be a vital communication outlet for the school to use.
5. Parents should not come to school in cars to pick up students. It would create a traffic jam and therefore hinder our evacuation plan.
6. The school has a plan to follow. It includes teams of personnel to take care of emergencies such as:
 - a. Maintenance
 - b. Medical, health and first aid
 - c. Security
7. Monthly fire drills and periodic Civil Defense drills are held at school.
8. Students will be instructed by their teachers about procedures that they are to follow.
9. A complete Civil Defense and Disaster Plan is available upon request through the school Principal.

CLOSED CAMPUS/GATE PROTOCOLS

We have a closed campus. This means students may not leave the campus at any time without permission. Our campus is fully enclosed with fences and gates for added security. Protocols for entering campus are as follows:

- All gates open at 8:05 am. There is no supervision prior to 8:05 am.
- Students will enter campus through assigned gates.
- Once the school day begins, gates will be closed and tardy/late students must enter campus through the office and obtain a late slip before going to class.
- At dismissal, students will be escorted to the gates and dismissed to families.

SCHOOL SONG

Cordova Gardens' school song (to the tune of "You're a Grand Old Flag") is "You're a Grand Old School" – music in key F.

YOU'RE A GRAND OLD SCHOOL

You're a grand old school

You're a high-ranking school

You're the best in the west we all say.

Here the kids are smart

And do their part

We're loyal to you every day.

Every heart beats true

For our own white and blue

You're a great school in every way.

But should old acquaintance be forgot

Gardens' Eagles are here to stay.

Lesley Yates

