RANCHO CORDOVA ELEMENTARY

Student/Parent Handbook
2026-2027

Folsom Cordova Unified School District
Rancho Cordova Elementary
2562 Chassella Way
Rancho Cordova, CA 95670

PHONE: (916) 294-9165
FAX: (916) 294.2489

Visit us at:
https://www.fcusd.org/rce
For updated information.
Updated on 11/05/2026

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Vision and Mission Statements of the FCUSD

VISION STATEMENT

Empowering all students to thrive through educational excellence.

MISSION STATEMENT

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

Superintendent:
Erik Swanson
Board of Trustees:
Jennifer Laret, President
YK Chalancheria- Vice President
David Reid, Clerk
Chris Clark, Board Member
Kara Lofthouse, Board Member

Rancho Cordova Elementary's Mission and Vision

VISION STATEMENT

Rancho Cordova Elementary's vision is to empower lifelong learners with skills essential to navigating a complex world.

MISSION STATEMENT

Rancho Cordova Elementary staff, students, family, and community members collaborate to provide a safe and healthy learning environment with high expectations. Students engage in daily social emotional learning to develop positive character traits and solve real world problems. With fostered confidence, students rise above academic and social challenges as inspired, compassionate, and creative individuals.

Rancho Cordova Elementary School

"HOME OF THE RAMS"
2562 Chassella Way Rancho Cordova, CA 95670
PHONE: (916) 294.9165 FAX: (916) 294.2489 www.fcusd.org/rce
Anna Koulis Chitwood, Principal

Dear Families,

Welcome to Rancho Cordova Elementary School! We are thrilled to welcome you to our vibrant community of learners. We know how deeply important your children are to you, and we take our responsibility for their growth and success very seriously. At Rancho Cordova, we hold both our students and staff to high standards of behavior, and we love nothing more than celebrating individual achievements and our collective success as a learning community.

Our dedicated teachers and staff model the very behavior we expect from our students. We operate on a foundational belief that every student can achieve at high levels, and our entire team is deeply committed to this mission. Throughout the year, you can expect to partner with us to discuss your child's progress and collaborate on strategies to ensure their success—both here and in the future. We are dedicated to working as a team to support your child's academic, social, and emotional growth. Furthermore, as a dedicated Community School, we are proud to connect your family with external resources and services to support your needs beyond the classroom.

A Note on Attendance: Ensuring your child attends school every day is one of the most powerful ways you can support their education. When a student misses class, they miss critical lessons and peer interactions that simply cannot be replicated or replaced. Please make every effort to ensure your student is at school, on time, every single day.

We are always here for you and your students. If you have any questions, concerns, or suggestions, please never hesitate to reach out. If we aren't immediately available when you call or visit, we will prioritize setting up a time to connect with you as soon as possible.

We truly value our families and look forward to an incredible, collaborative school year ahead!

Sincerely,

Anna Koulis Chitwood, Principal
and the Rancho Cordova School Staff

RANCHO CORDOVA OFFICE STAFF/TEACHERS

Rancho Cordova Elementary Staff List
2026-2027

Office Staff

Name	EXT.	Email	Title
Anna Chitwood	640150	akchitwood@fcusd.org	Principal
Cristin Lobeck	640223	clobeck@fcusd.org	Assistant Principal
Ibeth Ponce	640110	hponce@fcusd.org	Admin Assistant
Veronica Moser	640115	vmoser@fcusd.org	School Clerk/Parent Coordinator
Yulia Desyatkova	640121	ydesyatkova@fcusd.org	Nurse (Tu,Th,F)
Esmeralda Jauregui	640120	ejauregui@fcusd.org	Health Assistant
Bianca Moreno	640143	bmoreno@fcusd.org	Community School Facilitator
Teresa Olvera	640140	tolvera@fcusd.org	Head Custodian
Open	640145		Open Desk
Conference Room	640405		

Teachers

Name	EXT.	Email	Grade	Room
Sheri Jinkerson	640503	sJinkers@fcusd.org	Preschool	PreK
Christine Rovenstine	640221	crovenstine@fcusd.org	TK	21
Nicki Freitas	640201	nfreitas@fcusd.org	K	1
Joanna Slaughter	640202	JSlaught@fcusd.org	K	2
Erica Fritz	640214	efritz@fcusd.org	1	14
Vicki Hashimoto	640213	vhashimo@fcusd.org	1	13
Scott Burkhardt	640204	sburkhar@fcusd.org	2	4

Chris Abrahamson	640203	cabraham@fcusd.org	2	3
Mary Millsaps	640208	mmillsap@fcusd.org	2/3	8
Varduhi Tonikian	640209	vtonikian@fcusd.org	3	9
Christina Walker	640207	cwalker@fcusd.org	3	7
Chelsea Bogan	640217	cbogan@fcusd.org	4	17
Sierra Wineland	640218	swineland@fcusd.org	4	18
Frances Myatt	640215	fmyatt@fcusd.org	5	15
Jennifer Neuenfeld	640216	jneuenfeld@fcusd.org	5	16
Caitlin Cerra	640222	ccerra@fcusd.org	1-3	22
ZsaNean Younger	640220	zyounger@fcusd.org	1-3	20
Renee Wirth	640219	rwirth@fcusd.org	4-5	19
Mandy Porter	640229	mporter@fcusd.org	RSP	29A
James Ciardella	640301	jciardel@fcusd.org	PE	31
Tierra Hopkins	640205	thopkins@fcusd.org	Instructional Coach	5
Lorena Segura	640212	lsegura@fcusd.org	ELD Intervention	12
Laura Walter	640206	lporter@fcusd.org	Intervention	6
Janell Marton	640211	jmarton@fcusd.org	Intervention	11
Updated on 8/10/2026				

RANCHO CORDOVA SUPPORTING STAFF

Rancho Cordova Elementary Staff List
2026-2027

Supporting Staff

Name	Title	EXT.
Kevin Wheeler	Psychologist (Tuesday-Friday)	640224
Tanya Maystryuk (M-Th) Emma Fox (T, F every other Th)	Speech	640225

Instructional Assistant - SpEd

Name	Teacher	Ext..
Cathy Gonzalez	RSP	640228

Expanded Learning

	Team Assoc	
Robin Ross	Lead Learning Assistant	Ext. # 640501
Mariana Cardona Maria Martinez Grace Dent Eva Sepulveda Elodia Camacho Claudia Grenke Narcisa Fox Francisco Cardona	Expanded Learning Assistants	

Yard Duty

Gracie Bolster Nayely Gilbert Andrea Dominguez Arielle Hodgkin Maribel Munoz Rodriguez Maria (Lupe) Ramirez Jeff Rodacker Alberto Valle	Walkie

Food Service

Maryan Manaseek Saroj Kumari Veronica Mejia	640101

Preschool

Roberta Nelson	Assoc. Teacher	640503
Meckee Saeteurn	Assoc. Teacher	640503

Updated: September 25, 2026

Name	Title	Ext
Mary Schaefer (M&W)	OT	640226
Scarlett Stoppa	MHS	640329
Megan Ordonez	Behavior Specialist	640125

Paraeducators- General Ed

Esra Tuzcu	Polly Kennedy (TK)	Neha Gaikwad
Laurie Barnum		

Paraeducators- SDC Classes

Michelle Morales Dahlia Cueva Libby Plumb	ZsaNean Younger (Lang)	640220
Mercedes Coleman Cara Depierraz Katie Gibson	Renee Wirth	640219
Brenda Bessel Erica Gordon Leyna Martinez Mayra Korotchenko	Caitlin Cerra	640222

Custodians

Teresa Olvera	Head Custodian	Walkie
Lamont Smith	Night	Walkie
Joanna Yin	Night	Walkie

Librarian

Grace Dent	640160	Room 10

Behavior Support Assistant

Jeff Rodacker	Walkie	

Bilingual IA

Gracie Bolster	Andrea Dominguez	Nayely Gilbert
Victor Rodriguez Tafoya		

SOSA

Rosy Olvera	Walkie

Music Teachers

Kaycee Clark	Tony Edwards	Stephanie Cantu

RANCHO CORDOVA

PTA BOARD

Title	Name
President	Madelaine Sanderson
Vice-President	Ashley Davis
Treasurer	Tieshia Jones
Secretary	TBD
Historian	TBD
Parliamentarian	TBD
Teacher Representative	TBD
Room Parent Coordinator	TBD
Hospitality Chairperson	TBD

Please consider joining our PTA.

BELL SCHEDULE

Rancho Cordova Elementary Bell Schedule 2026-2027	
TK Schedule ONLY: Mondays - Fridays	
8:00 AM - 11:21 AM	
No Minimum or Super Minimum Days for TK	
Mondays, Tuesdays, Wednesdays, & Fridays	
8:12 AM	Warning Bell
8:15 AM	Instruction Begins
2:45 PM	Dismissal
Thursday Minimum Days	
8:12 AM	Warning Bell
8:15 AM	Instruction Begins
1:15 PM	Dismissal
Minimum Days	
Parent Teacher Conferences: November 16th-20th **At Risk Parent Teacher Conferences:** February 24th & 26th **Additional Dates:** December 18, May 24th, May 25th & May 27th	
8:12 AM	Warning Bell
8:15 AM	Instruction Begins
1:21 PM	Dismissal
Super Minimum Days	
October 30th, February 12th, & May 21st	
8:12 AM	Warning Bell
8:15 AM	Instruction Begins
11:38 AM	Dismissal
Note: All K-3 students will be dismissed at 1:21 PM the following weeks for assessments. Thursday dismissal will always be at 1:15PM. Kinder-1st: August 7th-21st K-3rd: November 2nd-6th 2nd & 3rd Grade: August 7th-14th Kinder- 3rd: May 3rd-7th	
Updated on May 21, 2026	

MORNING ROUTINES

Rancho Cordova provides yard supervision in the morning beginning at 8:00 AM on the blacktop. Students may not arrive at school prior to this time unless they are having breakfast which starts at 7:45 AM. All students must remain in the cafeteria until 8:00 AM unless they are participating in Walking Club.



All 1st – 5th grade students not eating breakfast are to stand by their classroom line numbers and/or begin participating in the Walking Club on the blacktop.

Kindergarten students are to go directly to the kindergarten yard if not eating breakfast. TK students are to go directly to their classroom. Parents are to remain with them until the teacher opens the classroom door.

Breakfast service begins at 7:45 AM.
*(**Sorry, parents are not permitted in the cafeteria.**)*

BREAKFAST & LUNCH

Meals are free to all students!

Remind your child of the cafeteria rules, always walk, keep hands, feet and objects to yourself, use good manners, pick up litter around your area before leaving the table, and stay seated unless you have permission to get up. For safety reasons, students are **NOT PERMITTED** to share food. We have students with allergies and dietary restrictions.

Breakfast Service:
7:45 AM - 8:10 AM

Rancho Cordova Elementary Cafeteria
916- 294-9165 x 640101
If you have a question regarding Food Services, please call Food Services at: 916-294-9011



ATTENDANCE POLICY

Late

When a student arrives at school 30 minutes or less after the start of school.
Doctor or dentist appointments are excused late,
but you must provide a note from the doctor or dentist.

Tardy

When a student arrives 30 minutes or more after the start of school.
OR
When a student leaves 30 minutes or more before the end of school.
Doctor or dentist appointments are excused tardies,
but you must provide a note from the doctor or dentist.

Sick Days

A student is allowed 10 parent excused illnesses per school year. After the 10th day of illness, a medical note is required by a doctor.
Three or more consecutive days requires a note by a doctor.
Parents have 10 days to excuse a sick day without a note from the doctor.

Excused Absences

An excused absence may consist of a death in the family, religious holiday, family court appearance (must provide court papers to be excused), or doctor/dentist appointment (*bring in a note from the doctor or dentist office*).
Parents have 10 days to excuse an absence.

Unexcused Absences

Child won't get out of bed, car won't start, was up too late,
the parent does not call the office or send in a note, or vacations.

Vacations

Vacations are not excused absences.
If you plan a family vacation please check the school calendar for approved days off.

Illness

Your child may return to school after 24 hours with no fever (without medication) or vomiting.

*If any of the above reasons become consistent, you will be sent an attendance warning letter. Upon receiving three or more of these letters, you

will need to appear before a School Attendance Review Board (SARB) and this board will decide what further action will be taken.

Please report all absences to the main office by 9:00 AM
916-294-9165

ATTENDANCE MATTERS



Children who are in school or participate in school activities every day do better in school.

The Reason?

- When students miss a day of school, it actually puts them two days behind their classmates.
- Students who are absent an average of 15 days a year miss a year's worth of school by their senior year.
- Students who are 10 minutes late every day miss 30 hours of instruction during the year.

Tips for Getting to School on Time

- Get a good night's sleep EVERY NIGHT!
- Be ready for the day by having all the items that you will need for school on the next day: clothes, books, supplies, etc.
- Prep breakfast and lunch the night before.
- Use visual timers or old-fashioned clocks.
- Give choices instead of reminders.
- Incorporate games.

- Leave early so you're not tardy.
- Communicate with teachers on a regular basis to stay informed about your child's progress.
- Remember that **EVERY** day of school is an important day.



INDEPENDENT STUDY

In order for your student to qualify for Independent Study, your student must be absent for a minimum of 3 days. A **2-week** notice must be given to the office staff before the first day your student starts independent study.

Parents must come to the office to fill out and sign an Independent Study Contract. All contracts are subject to approval by the principal and the teacher.

All work must be turned in the same day your child returns to school. If work is not returned on the same day, your Independent Study Contract is voided and your child will be marked as unexcused.

Independent Study will not be granted during the first or last 2 weeks of school, per district policy.

We encourage you to notify your child's teacher, but this does not mean you have been approved. **You must contact the office and complete the appropriate paperwork**.

DRESS STANDARDS

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. Students should not wear anything that distracts from learning. Please make sure that shirts with "sayings" on them are in good taste and appropriate.

- Shoes must be securely attached to the feet with back straps suitable for running.
- **NO FLIP FLOPS, HEELYS, SPORTS CLEATS, or HIGH HEELS.**
- Shirts must be worn with no midriff exposure, and must not pass the middle of your thigh. Shirts must be full length and fit to the natural waistline.
- No drug, alcohol, sex, or violence related clothing.
- No shorts or skirts shorter than individuals mid-thigh. Must not go above the middle finger when hands are at your side.
- Pants, shorts, skirts must fit the natural waistline.
- No excessively tattered or torn clothing.
- No makeup or fingernail polish is to be **brought** to school.
- Underwear should not be visible.
- No costumes or props.

Students who come to school with unacceptable clothing will be asked to contact a parent to bring a change of clothing to school. Administration and/or teacher will determine appropriate dress using the above standards.

LOST AND FOUND

Lost articles that have been found will be placed on our Lost and Found hanging cart. Students should check the Lost and Found regularly to retrieve lost items. **Parents are urged to mark all personal items with the student's name and encourage reasonable care of their belongings.** The school is ***not*** responsible for personal property brought to school – including bicycles and technology (cell phones).





STUDENT DELIVERIES

All student deliveries must be brought to the school office.
The office staff will notify your child and teacher of the delivery.
Parents are not permitted to go to the classroom with any deliveries.

BIRTHDAY TREATS

AND CELEBRATIONS



All birthday treats are to be brought to the office for delivery.
Parents **must** make pre-arrangements with their child's teacher
if they plan to bring treats to the classroom.
Please be aware that some students may have dietary restrictions.

NO cakes, please! Cakes require plates, forks and cutting.
This turns into a distraction and requires too much of the teacher's time and attention.

No balloons, flowers, stuffed animals, gifts or meals.
Please save these items for home or after school.

FIELD TRIPS

Field trips are planned to enrich the instructional program. They are for the Rancho Cordova Elementary students in that classroom. We appreciate very much parents and grandparents volunteering to help on these outings, **but siblings are not able to be included due to insurance restrictions.** Part of the planning with your child involves standards of behavior that will enhance each participant's learning. Should a teacher have concerns about a student's behavior, those concerns will be discussed with the parents and student prior to the trip. Under special circumstances, the parent may be requested to accompany the student to ensure that the standards of behavior are met.

If you would like your child to attend a field trip, the school must have a Student Activity Permission Form on file in the office the **day before the scheduled activity.** ***The form will not be accepted on the day of the activity.*** This form will be sent home with your student prior to each scheduled trip. **It is important that the form be returned immediately to the classroom teacher**. We cannot accept permission by phone. Hand written notes will not be accepted.

Your help as a field trip volunteer is always greatly appreciated. If you will be attending a field trip, you must have a Volunteer 2 application on file in the school office, a current cleared TB test, and cleared fingerprints.

Any questions about the volunteer process please contact our office staff at 916-294-9165.



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 sex, 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.

HOMEWORK POLICY



Parental/guardian involvement with the actual homework assignments should be kept to a minimum; however, parents/guardians are required to review and monitor homework activity and to maintain an active interest in the academic progress of their child.

Parents/guardians are encouraged to support and facilitate good homework practices by providing a quiet, well-lit area for study and to encourage the development of regular and consistent patterns of study habits.

Parents/guardians may provide instructional help to students when necessary. Instructional help is assistance that enables students to do their own work on the homework assignments.

DISCIPLINE POLICY

The discipline plan at Rancho Cordova Elementary has two goals. One is for a safe and respectful environment in which teachers are able to teach and students are able to learn. Second, our goal is to teach students to be responsible for their choices and to behave appropriately. We believe that everyone is responsible for achieving these goals and require the cooperation of all students, staff and parents. School rules make learning possible. It is the teacher's, principal's and parent's responsibility to help students learn appropriate conduct. We will teach expectations and reinforce them throughout the year.

By following these general behavior expectations all through the school, students, staff and parents can enjoy a healthy school experience. All students are taught to follow our four school rules: Be Respectful, Be Responsible, Be Safe, and Be Kind. These core values are posted throughout our school. Students following the behavioral expectations may be rewarded with "Right on Rams" tickets. Students receive prizes and extra privileges when they have earned "Right on Rams" tickets.

It is essential that students follow behavior expectations. When students break the rules, consequences may range from a warning about behavior all the way to recommendation for expulsion. Possible appropriate consequences may include, but are not limited to, discussing the incident and understanding why it was inappropriate, a time out, check-in with a caring adult on campus, community service on campus, parent conference or possibly suspension. We work with students to reflect on behavior goals, develop appropriate social skills, and take some time to process thoughts and emotions. Our goal is to establish a positive school climate where all can learn.

Our 4 behavior expectations are:

Be Respectful

Respect yourself, others and their property. Please be courteous and respond politely, using appropriate language. There should not be obscene gestures, threatening, bullying, harassing, name calling, disrupting class, or taking property that does not belong to you. Students need to promptly acknowledge and respond politely to requests or directions given by an adult.

Be Responsible

Please be prompt and prepared for school. Listen attentively and follow directions. Treat others as you would like to be treated. Be in supervised areas at all times.

Be Safe

No rough play, fighting, playing with matches, running in classrooms, bathrooms, lunchrooms or hallways. Do not behave in a dangerous or harmful manner to yourself or others. Follow the rules in the classroom, on the playground and on the play structure.

Be Kind

Speak kindly and act kindly towards others.

PBIS MATRIX

(Positive Behavior Interventions & Supports)

Staff will be teaching and reviewing behavior expectations throughout our campus. Please take a few minutes to review these with your child, as well.

	Rams are Respectful	Rams are Responsible	Rams Are Kind	Rams Are Safe
Hallway	• I can keep my body to myself. • I can follow directions the first time. • I can use a level 0 voice.	• I can go directly to my destination.	• I can use good manners. • I can smile and wave quietly to acknowledge staff and friends.	• I can walk facing forward and keep to the right. • I can keep hallways clear and clean. • I can use walking feet at all times. • I can stay away from doors that might open.
Restroom	· I can patiently wait my turn. · I can respect others' privacy. · I can keep my body to myself.	• I can use equipment and supplies properly. • I can use my time wisely. · I can Go, Flush, and Wash.	• I can use kind words. • I can hold the door for others.	• I can wash my hands. • I can report problems to an adult. • I can use walking feet. • I can keep water in the sink.
Assembly	• I can follow directions the first time. • I can participate. I can pay attention to the speaker/presenter.	• I can keep my body to myself. • I can sit appropriately.	• I can watch and listen to the speaker(s). • I can applaud appropriately.	• I can use walking feet at all times. • I can stay in my area. • I can enter and exit quickly, calmly, and quietly with my class.
Playground	• I can stay in my area. • I can follow directions the first time. • I can use equipment correctly. • I can leave all pieces of nature on the ground. • I can play by the rules while being a good sport.	• I can line up on the signal. • I can use equipment appropriately.	• I can include all Rams. • I can use kind words and actions. • I can take turns and share.	• I can report problems to an adult. • I can use equipment appropriately. I can keep my body to myself.

Library	• I can respect others trying to read and learn. • I can take care of books and equipment.	• I can stay on task. • I can use my time wisely. • I can put things away in their proper place. • I can return my books on time. • I can find a book that is just right for me.	• I can use a whisper-level voice. • I can use good manners.	• I can follow directions the first time. • I can use walking feet. • I can keep my body to myself.
Classroom	• I can have looking eyes and listening ears. • I can follow directions the first time. • I can raise my hand to speak and take turns. • I can participate.	• I can complete my work. • I can be ready to learn. • I can stay on task. • I can do my personal best.	• I can use kind words and actions. • I can help others. • I can use the voice level that my teacher sets.	• I can use materials properly. • I can use walking feet. • I can stay in an area. • I can keep my body to myself.
Office	• I can enter and exit quietly. • I can patiently wait my turn. • I can use an inside voice. • I can answer questions in a positive tone.	• I can have an office pass. • I can follow directions the first time. • I can return to class after completing the assigned task.	• I can use good manners and say "Please and Thank you."	• I can use walking feet. • I can stay in an area. • I can keep my body to myself.

Pick Up and Drop Off	• I can wait patiently for adult direction. • I can sit with a calm body. • I can control my possessions.	• I can keep track of my belongings. • I can keep my backpack closed. • I can wait my turn in line.	• I can use kind words and actions. • I can share my seat. • I can be patient.	• I can stay in the flagpole area. • I can report problems to an adult. • I can go with my parents and/or guardians. • I can stop, look, and listen for traffic at crosswalks. • I can keep my body and objects to myself.

Technology	• I can follow directions the first time. • I can use equipment and supplies properly.	• I can put my chromebook back into the chrome cart. • I can put my headphones back where they belong. • I can only visit educational websites my teacher acknowledges and approves.	• I can help students who need help navigating technology equipment and websites. • I can use kind words on social media outlets. • I can report cyberbullying to an adult.	• I can hold my technology tools using two hands. • I can use walking feet when transporting technology tools.

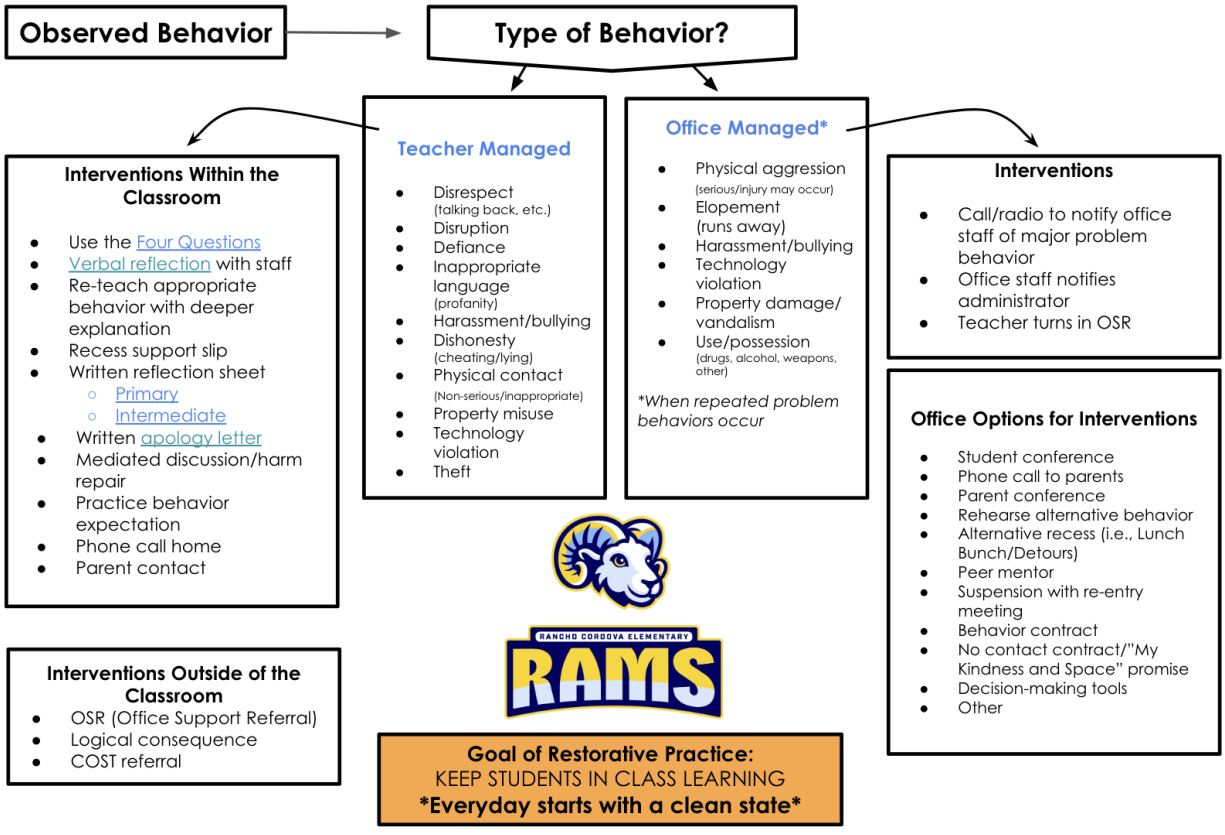
PBIS MATRIX CONTINUED

(Positive Behavior Interventions & Supports)

Rancho Cordova Elementary Behavior Matrix (CRISIS RESPONSE)

	Rams are Respectful	Rams are Responsible	Rams Are Kind	Rams Are Safe
Evacuation	• I can keep my hands and feet to myself • I can use a voice level 0 • I can wait for another time to wave or talk to friends	• I can listen and follow all directions immediately • I can wait patiently for the next steps • I can stay with my line • I can leave personal belongings behind	• I can keep my hands and feet to myself	• I can keep my hands and feet to myself • I can **walk** in a straight line to our evacuation spot • I can face forward in the line
Shelter in Place	• I can keep my hands and feet to myself • I can use a voice level 0	• I can listen and follow all directions immediately • I can wait patiently for the next steps • I can duck, cover and hold	• I can keep my hands and feet to myself	• I can use one hand to cover my head and my other hand to hold onto a desk leg • I can stay still under my desk
Lockdown	• I can keep my hands and feet to myself • I can use a voice level 0	• I can listen and follow all directions immediately • I can wait patiently for the next steps • I can stay in my area • I can close my chromebook	• I can keep my hands and feet to myself	• I can go to the nearest available room if I am outside • I can keep my body quiet and still

Rancho Cordova Behavior Flow Chart



Minor	Major
Disruption: Low-intensity but inappropriate disruption. More likely to respond to redirections or a classroom intervention step.	**Disruption:** Causes a noted disruption. Chronic or sustained loud talk, yelling, out-of-seat behavior, rough play after intervention steps have been tried.
Defiance/Insubordination: Infrequent or low-intensity failure to respond to adult requests more likely to respond to redirection or intervention steps.	**Defiance/Insubordination:** Chronic or high-intensity refusal to follow directions or challenge to authority that persist despite redirection and intervention steps.
Disrespect: Brief or low intensity inappropriate language or gestures toward adults or peers, talking back, interrupting, or instigating conflict.	**Disrespect:** Sustained or high-intensity inappropriate language or gestures toward adults or peers, talking back, interrupting, or instigating conflict.
Inappropriate Language: Low-intensity or infrequent inappropriate language not directed at another person.	**Bullying:** chronic deliberate use of words or actions to cause fear, humiliation, or harm and involving an imbalance of power.
Inappropriate Contact--Physical: Intentional physical contact that does not result in hurting others or physical contact that results in hurting but was not done intentionally (two kids running bump heads). Also unwanted/inappropriate shows of affection (hugging/kissing).	**Abusive Language/Profanity:** High-intensity or chronic inappropriate language directed at another person.
Conflict: Infrequent or low-intensity disagreement or argument between two or more people in which none have power over another.	**Physical Aggression/Fighting:** Deliberate hurting or threat to do so or intentional touching that results in hurting. Includes hitting, kicking, pushing, bumping , throwing objects etc.
Dishonesty-Academic: Low level, infrequent effort to obtain credit for work in a dishonest manner.	**Inappropriate Contact-Assault:** Any intentional contact with another person, physical or otherwise, that is sexual in nature. Includes hugging, kissing, touching, and use of words or images.
Dishonesty-Non-Academic: Low intensity or infrequent lying to adults or peers	**Conflict:** Chronic or high-intensity disagreement or argument between two or more people in which none have power over another.
Theft: minor items like pencils, erasers, etc.	**Dishonesty-Academic:** High level or frequent cheating, intentional plagiarism, forgery, or other misrepresentation of one's work.
Safety Violation: Behaving in a way that may cause harm to self, others or property. Infrequent or low-intensity safety violation. Sliding down the railing, running in the hall, misuse of playground equipment, leaning back in the chair.	**Dishonesty-Non-Academic:** Frequent or high intensity lying to adults or peers.
Minor Property Damage: Damage is rectifiable by student. Non-permanent damage of school items. Writing with pencil on desk, wall, etc.	**Theft:** Chronic small value items like pencils, erasers, or stealing major items like books, electronics, etc.
Attendance: Not reporting to class in a timely manner or leaving room for extended periods less than 10 minutes.	**Chronic or Major Safety Violation:** Intentional unsafe behavior that results in injury to self or others. Chronic or high-intensity safety violation. Climbing onto the roof, standing on a desk, etc..
Leaving Without Permission: Leaves room without permission.	**Chronic/Major Property Damage:** Damage not rectifiable by student. Intentional permanent damage of school items. Breaks windows, chair, or other items at school.

Misuse of Technology: Failure to follow Appropriate Use of Technology agreement.	**Attendance:** Not reporting to class or leaving class for extended periods greater than 10 minutes. Student is called on the loud speaker.
***Chronic=3 or more occurrences of same minor violation within 45 days**	**Leaving Without Permission:** Chronically leaves room or school without permission.
	Chronic/Severe Misuse of Technology: failure to follow Appropriate Use of Technology Agreement
	Harassment: Aggressing or anti-social behavior towards others based on sex, race, religion, color, national origin, ancestry, creed, sexual orientation or physical, mental, emotional or learning disability or handicap negatively impacts learning.
	Drug: Any instance involving drugs or or drug paraphernalia.
	Tobacco: Any instance involving tobacco.
	Alcohol: Any instance involving alcohol.
	Weapon: Gun, knife, or other weapon

GENERAL SCHOOL GUIDELINES

Please observe the following guidelines:

1. Be courteous!
2. Arrive at school no more than 10-12 minutes before class starts.
3. Walk on sidewalks at all times.
4. Follow the directions of yard supervisors at all times.
5. Obtain permission from the office to leave school grounds.
6. Sticks, knives, guns, explosives, flammable materials, toy guns, such as airsoft pistols, BB guns, pointed objects, or objects that could be considered dangerous are not permitted on school grounds.
7. Personal items, electronics, playground balls, and toys are not to be brought to school.
8. Fighting, play fighting, tackling or wrestling are **NOT** permitted at school or to/from school.
9. Restrooms are encouraged to be used during recess and lunch recess rather than class time. Playing in the restrooms is not permitted.
10. Climbing on fences, backstops, poles, fire hydrants, or planter boxes is not permitted.
11. Cell phones may be brought to school, but must be turned off, put in a backpack and left there until students are off campus.. Students who need to call parents may use phones located in the administrative office or ask their teacher. FCUSD Board Policy Link
12. Buying, selling or trading of any items at school is not allowed.
13. Use of the cafeteria, the library, Chromebooks, and buses are privileges, not rights.
14. The Folsom Cordova USD and Rancho Cordova Elementary accept no responsibility for musical instruments, bicycles, cell phones, electronic devices or other expensive items brought to school.

PLAYGROUND GUIDELINES

1. Yard supervisors must be obeyed at all times.
2. Use playground equipment appropriately and take turns.
3. Playing and running in walkways, breezeways, and grass areas between buildings is not allowed.
4. Interfering with others' games is not allowed.
5. Balls are to be used properly. Soccer balls may be kicked only in designated areas. Balls are to be used away from buildings.
6. Tackling, tackle football, aggressive play, martial arts, and wrestling are not allowed.
7. Soccer must be played on the grass.
8. Jump ropes are for jumping only.
9. Throwing bark or other objects; playing around plant areas; digging; and climbing fences, backstops, or trees are prohibited.
10. Running games (e.g., tag) or chasing are not allowed around the play structures.
11. Sitting or swinging on tether balls or other playground balls is not allowed.
12. Items should not be kicked or thrown over the fence, onto the roof, or against the buildings.
13. Always get permission from the yard supervisor to leave the playground area to go to the office during recess.
14. All students will play games (tether ball, four square, basketball, kickball, etc.) according to the school game rules. No game lockouts.
15. If a ball or other equipment is left on the playground, return it to the ball rack.
16. The slide is one direction, down. Do not climb up the slide.



SCHOOL RIDER RULES

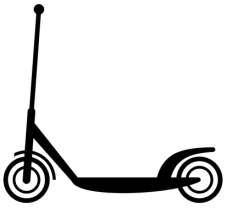
- Students are required to have a signed Bike/Scooter Contract on file prior to riding to school.
- **Wear a helmet** when riding your bike/scooter, in or out of school. It's the law.
- When riding or walking to school it is your responsibility to go straight to school and straight home after school. **DO NOT STOP AT THE PARK BEFORE CHECKING IN AT HOME.**
- Check in with someone when you arrive home.
- Never talk to strangers.
- **Walk your bike/scooter on campus. Do NOT ride your bike/scooter while on campus**.
- Scooters and bikes must be kept in the fenced bike rack area.
- Be considerate of the safety of yourself and all other children within the school grounds.
- Do not ride or touch another student's bike/scooter while at school.
- Be considerate of pedestrians on our sidewalks.

The school understands that:

- We will take every effort to protect and ensure the safety of your child's bicycle/scooter while on school grounds through the installation of our bicycle racks. However all bikes/scooters are left at the owner's risk.
- It is a privilege to ride to school and any student not following the rules may have their privileges taken away.

Thank you for helping your child stay safe while riding and walking to school!





Rancho Cordova Elementary School

Bicycle and Scooter Contract

Bicycles and scooters are permitted on campus only when used as a transportation device to and from school. Please note the following important factors; read carefully with your child(ren):

- ☐ The privilege of bike/scooter riding is permitted as long as the rider exercises reasonable safety.
- ☐ At Rancho Cordova Elementary School, independent (on their own) bicycle/scooter riding is limited to students in grades 2-5. Students in grades K - 1 may ride their bike or scooter when accompanied by a parent or guardian to and from school.
- ☐ Provisions are made to safeguard bikes and scooters, but the school assumes no responsibility if a a bicycle or scooter is damaged or stolen. Students are expected to keep their bicycle or scooter locked at all times.
- ☐ Teachers and school staff have the authority to confiscate a bicycle or scooter, and the school principal or designee has the authority to not allow students to ride their bicycle or scooter to school for a specified period. Repeated violations will mean students cannot ride their bicycle or scooter to school.

The following rules are designed with student safety in mind, and documented violations can be cause for the loss of riding privileges:

- ☐ Students riding bicycles/scooters must wear bicycle helmets.
- ☐ Obey all traffic laws. Ride defensively – watch out for all traffic and people.
- ☐ When arriving at, or leaving the school, cross at the intersections with crosswalks, only.
- ☐ Upon arrival on school grounds, dismount and walk your bike/scooter directly to the bike racks.
- ☐ Never ride your bike/scooter on the sidewalks at school or in the parking lot.
- ☐ Each bike/scooter must have its own lock and chain. Do not lock bikes or scooters together. All bikes/scooters are to be locked to the bike rack, in a slot. Do not lock bikes or scooters on the ends of the rack.
- ☐ Bicycles/scooters are not allowed in the classroom.
- ☐ Skateboards and rollerblades/skates are not allowed at Rancho Cordova Elementary School.
- ☐ No electric/battery operated bicycles or scooters on campus.

PLEASE SIGN AND SUBMIT TO THE SCHOOL OFFICE OR TEACHER

I,_____ pledge to follow the rules outlined above.
(Print Student Name)

I also understand that should I violate the rules or behave irresponsibly, I will have my bicycle privileges taken away.

_____ _____
(Student Signature) (Date)

PARENT

As the parent of the above student, I have read the bicycle rules and support the policy at the school. My student rides from

_____.
(Address or location)

I am aware of the traffic conditions from this location to Rancho Cordova Elementary School, and I assume responsibility for my student's actions to and from school. The student will ride (circle, as appropriate):

Regularly Occasionally Weather Permitting

_____ _____
(Parent Signature) (Date)

CELL PHONE POLICIES



District Policy for Cell Phones and other Mobile Communication Devices

We want you to be aware that there are Board adopted mobile communication rules for our students. Please find excerpts from the new Board policy below and a link to the policy in its entirety.

5131.8 Mobile Communication Devices

The Governing Board recognizes that the use of cell phones, smartphones, smart watches, and other mobile communication devices on campus may be beneficial to student learning and well-being but could also be disruptive of the instructional program. The Board permits limited use of mobile communication devices on campus in accordance with law and the following policy.

Students in grades TK-5 may not use cell phones, smartphones, smart watches, or other mobile communication devices while on campus. Devices must be turned off and placed out of sight during the school day. Students who need to call parents may use phones located in the administrative office.

Mobile communication devices shall be turned off during instructional time. However, a student shall not be prohibited from possessing or using a mobile communication device under any of the following circumstances: (Education Code 48901.5, 48901.7)

- Please CLICK HERE for the policy in its entirety.

Consequences:

1. First time- Will be given a verbal warning.
2. Second Time- Parents will be notified
3. Third Time- Students will be required to check in their devices with staff

Behavior Academies

RCE offers behavior academies to students who may need additional support practicing various skills outside of the classroom within a small group setting. If a student is recommended to participate in a behavior academy, a behavior academy screener would be completed to identify which behavior academy is most appropriate and a consent form would be sent home. The behavior academies offered at RCE include the following:

Academies	**Purpose**
Hands-Off Academy	For a student who struggles to keep their hands to themselves when angry or view situation(s) as unfair.
Check-In Check Out (CICO) Academy	May be recommended for students who engage in repeated minor classroom behaviors.
Civility Academy	Recommended for students who struggle to be civil with others who may have different points of view
Social Skills Academy	For students who are inappropriate in their interactions with peers and adults.
Upstander Academy	May be recommended for students who demonstrate or participate in mean or unkind behaviors.

Each behavior academy encompasses at least 8 skills and 2 replacement behaviors where one skill is taught each week. A pre and post survey is completed by the student's teacher to identify where the student's starting point is on the skill and if they have maintained the skills taught during the academy.



ADDITIONAL HEALTH/SAFETY GUIDELINES

1. After using the restroom, students should wash hands; toss paper towels into the trash can and leave. At no time should students play, slam doors, spray water, climb on stalls, eat, or fight with other students while in the restroom.

2. Students should never throw litter on the ground.

3. Limit candy, high sugar items, or soda for snack and lunch. Individual sized portions are recommended rather than a whole bag or package.

4. Students are not permitted to share food. Healthy choices are encouraged.

5. Water ONLY in reusable bottles.

6. Students should never hang on the tree limbs or tug on shrubs.

7. Students should never write or deface building walls, lunch tables, desks or chairs.

8. Students should never stand on or play around fire hydrants.

Consequences such as time-out or behavioral referral will be given if any of the guidelines are broken.

Requirements for the Administration of All Medication at School

Please note: ***THE SCHOOL DOES NOT SUPPLY MEDICATION OF ANY TYPE.***
STUDENTS ARE NOT PERMITTED 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 at 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 for each prescribed medication.
- ✓ 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.
- ✓ Medications shall be brought to the school office by a parent/guardian or designated adult.
- ✓ Refills of medication are the responsibility of the parent/guardian.
- ✓ All medication 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 medication that may affect his/her behavior.
- ✓ Parents are responsible to pick up any remaining medication at the end of the school year or the leftover medications 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.***



FCUSD

SUSPENSION POLICY

The definition of "suspension" means removal of a pupil from classroom instruction for adjustment purposes. (California Education Code, Section 48925)

The Folsom Cordova Unified School District has an adopted Suspension/Expulsion policy which can be viewed at the school office, on the district website and listed in the "Parent's Rights and Responsibilities Handbook and Student Code of Conduct 2023-24" document. https://www.fcusd.org/Page/45395

REASONS FOR SUSPENSION

A. (1) Caused, attempted to cause, or threatened to cause physical injury to another Person. (2) Willfully used force or violence upon the person of another, except in self-defense.

B. Possessed, sold, or otherwise furnished any firearm, knife, explosive, or other dangerous objects.

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 or Division 10 of the Health and Safety Code and 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 sold, delivered, of otherwise furnished to any person another liquid, substance, or 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 engages 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. (Does not apply to grades K-5 inclusive beginning on 7/1/20).

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 existing firearms 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, 288, 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. Unlawfully offered, arranged to sell, negotiated to sell, or sold the prescription drug Soma.

Q. Engaged in, or attempted to engage in, hazing. For purposes of this subdivision, "hazing" means a method of initiation or preinitiation into a pupil organization or body, whether or not the organization or body is officially recognized by an educational institution, that is likely to cause serious bodily injury or personal degradation or disgrace resulting in physical or mental harm to a former, current, or prospective pupil. For purposes of this subdivision, "hazing" does not include athletic events or school-sanctioned events.

R. Engaged in an act of bullying. For purposes of this subdivision, the following terms have the following meanings:
(1) "Bullying" means any severe or pervasive physical or verbal act or conduct, including communications made in writing or by means of an electronic act, and including one or more acts committed by a pupil or group of pupils as defined in Section 48900.2, 48900.3, or 48900.4, directed toward one or more pupils that has or can be reasonably predicted to have the effect of one or more of the following:

(A) Placing a reasonable pupil or pupils in fear of harm to that pupil's or those pupils' person or property.

(B) Causing a reasonable pupil to experience a substantially detrimental effect on the pupil's physical or mental health.

(C) Causing a reasonable pupil to experience substantial interference with the pupil's academic performance.

(D) Causing a reasonable pupil to experience substantial interference with the pupil's ability to participate in or benefit from the services, activities, or privileges provided by a school.

(2) (A) "Electronic act" means the creation or transmission originated on or off the school site, by means of an electronic device, including, but not limited to, a telephone, wireless telephone, or other wireless communication device, computer, or pager, of a communication, including, but not limited to, any of the following:

(i) A message, text, sound, video, or image.

(ii) A post on a social network internet website, including, but not limited to:

(I) Posting to or creating a burn page. "Burn page" means an internet website created for the purpose of having one or more of the effects listed in paragraph (1).

(II) Creating a credible impersonation of another actual pupil for the purpose of having one or more of the effects listed in paragraph (1). "Credible impersonation" means to knowingly and without consent impersonate a pupil for the purpose of bullying the pupil and such that another pupil would reasonably believe, or has reasonably believed, that the pupil was or is the pupil who was impersonated.

(III) Creating a false profile for the purpose of having one or more of the effects listed in paragraph (1). "False profile" means a profile of a fictitious pupil or a profile using the likeness or attributes of an actual pupil other than the pupil who created the false profile.

(iii) (I) An act of cyber sexual bullying.

(II) For purposes of this clause, "cyber sexual bullying" means the dissemination of, or the solicitation or incitement to disseminate, a photograph or other visual recording by a pupil to another pupil or to school personnel by means of an electronic act that has or can be reasonably predicted to have one or more of the effects described in subparagraphs (A) to (D), inclusive, of paragraph (1). A photograph or other visual recording, as described in this subclause, shall include the depiction of a nude, semi-nude, or sexually explicit photograph or other visual recording of a minor where the minor is identifiable from the photograph, visual recording, or other electronic act.

(III) For purposes of this clause, "cyber sexual bullying" does not include a depiction, portrayal, or image that has any serious literary, artistic, educational, political, or scientific value or that involves athletic events or school-sanctioned activities.

REASONS FOR EXPULSION

The principal or the superintendent of schools may recommend expulsion for the acts enumerated in Policy 5144.1, and shall recommend a pupil's expulsion for any of the following acts listed below, unless the principal or superintendent finds, and so reports, in writing, to the governing board that expulsion is inappropriate due to the particular circumstances, which shall be set out in the report of incident.

1. Causing serious physical injury to another person, except in self-defense
2. Possession of any knife or other dangerous object of no reasonable use to the student
3. Unlawful possession of any controlled substance as listed in Health and Safety Code 11053-11058, except for (a) the first offense for the possession of not more than one ounce of marijuana, other than concentrated cannabis, or (b) the student's possession of over-the-counter medication or other medication prescribed by a physician
4. Robbery or extortion
5. Assault or battery, as defined in Penal Code 240 and 242, upon any school employee

TOBACCO FREE SCHOOL

Effective July 1, 1995 - It is the intent of Folsom Cordova Unified School District Board of Education to comply with State Law (AB 816).
Therefore, the use of tobacco products, including VAPE 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 115)



DRUG FREE ZONE

Rancho Cordova Elementary is a drug free zone. The consumption of any alcohol by any person is not permitted on school property. The use of any drugs or drug paraphernalia is not permitted on school property.

Provision of Energy Drinks to Students

Energy drinks do not promote student wellness, and do not meet state or federal nutrition standards. To support student health and minimize district liability, staff shall not offer, provide, purchase, or otherwise distribute energy drinks to any student at any time, including before, during, or after the school day or school-sponsored events.

Energy drinks include any beverages containing high levels of caffeine or other stimulants (e.g., guarana, taurine, ginseng, L-carnitine), such as Monster, Red Bull, Rockstar, Bang, Celsius, Prime Energy, and similar products.

VISITORS

For the safety of our students and staff, **ALL** visitors must check in the main office. If you are entering the campus from the back, please be sure to go directly to the office first. Any person on campus without a school visitor pass will be asked to check in the office for a pass or leave immediately.

CLASSROOM VISITS

Classroom visitations/observations need to be scheduled with the classroom teacher **prior** to the date of arrival. These occurrences need to be discussed with the teacher and/or principal based on educational needs or clarifications. Any and all classroom interruptions or deviation of daily routine

contribute to negligence of instruction which in turn disrupts learning. Please note that visits/observations are limited to 30 minutes only. Beyond that time limit requires appropriate volunteer paperwork and clearance.

PET POLICY

We have had a change in our FCUSD Board Policy and animals (including dogs) are no longer allowed on campus.

AR 6163.21 Due to health concerns, safety concerns, and in order to avoid disruption of school activities all animals, insects and reptiles are prohibited from school property, school facilities, school transportation, and school functions except when the animal has been permitted as a service animal (AR 6163.2), a service dog in training (AR 6163.20), or a live animal in the classroom used for instructional purposes (AR 6163.22).



VOLUNTEERS

Volunteers are an integral part of our school community, and we encourage parents and community members to get involved. Please visit our district website for more detailed information.

Volunteer applications must be submitted at least 3-4 weeks before a field trip or event. Otherwise, the application may not be processed in time.

Visitors are defined as someone who:

- Assists in one-time activities such as guest speaking, job-shadowing, or chaperoning dances
- Observes classes through a university-approved program

Visitors must check in at the school site.

Volunteer Application is required if you plan to do the following:

- Assists in the classroom or other school activities more than four (4) times per year or sixteen (16) total hours per year
- Has direct contact with students and may be the sole adult with student(s) on a school field trip

- Has direct contact with students and may be the sole adult with student(s) in the classroom or other school-related activities on or off school grounds
- Serves as an overnight chaperone
- Volunteer coaches, regardless of number of hours served

Volunteers must: 1) have a TB Test completed within 60 days of submission to the district, 2) complete the online Volunteer Application, 3) submit fingerprints for DOJ criminal background clearance, and 4) complete the mandated reporting training.

New Volunteer Requirement: **Suspected Child Abuse Mandated Reporter Training**



Beginning July 1, 2026, California Senate Bill (SB) 848 expands mandated reporting and child safety requirements for school volunteers. Under this law, volunteers who are 18 years of age or older and interact with students outside the immediate supervision of a parent, guardian, or school employee may be classified as Mandated Reporters and must complete additional requirements before volunteering.

Volunteer applications must be submitted at least **3 - 4 weeks before** any field trip, classroom activity, or school event you wish to attend. This allows adequate time for DOJ to complete background checks and notify FCUSD of the results so that we can complete the approval process.

Ready to Volunteer?

Step 1: Complete the mandated reporter training.

Step 2: Complete a TB test or risk assessment. Upload the results to the online volunteer application. You can visit your physician for this assessment, or you can attend one of the courtesy TB Test Clinics sponsored by FCUSD. You can find the list of scheduled clinics here. This TB test or risk assessment must be completed within 60 days of submission to the district (per California Education Code).

Step 3: Schedule a livescan fingerprinting appointment for DOJ criminal background clearance. *Once you have completed your RAPTOR application, you may make an appointment for a livescan with a third party. You must obtain a FCUSD issued livescan form from the school site.* This is REQUIRED regardless if you have had a Livescan done for another district. This cost is not covered by the District. If you have previously had fingerprints processed for FCUSD, you DO NOT need to process them again unless stated otherwise.

Click here for locations

Step 4: Complete the online volunteer application. Please carefully read the directions when submitting your information. All documents must be completed before the application can be submitted. The application cannot be saved to complete later.

Step 5: Check your email for updates from Raptor, our volunteer and visitor management system, regarding the status of your application. If you do not receive any emails, please reach out to your school site contact.

Click Here for the Online Volunteer Application

Volunteer Handbook

Thank you again for supporting RCE!

Parking Lot Safety



To promote <u>SAFETY</u> in our parking lot, please follow the rules below:
<u>Drop Off /Pick Up Guidelines:</u>

- The **parking lot loop to the right** is for drop off/pick up **<u>ONLY</u>**.
- The **parking lot loop on the left (Bus Loop) while coned off is only for buses.** Once the cones are removed then it is for continuous traffic - Do **<u>NOT</u>** use the outer lane to cut in and pull ahead of other vehicles.
- Move continuously around the loop to the designated loading/unloading zone. Pull ALL the way forward in the loop - this helps the line move smoothly and allows as many students as possible to be dropped off/picked up at one time.
- For safety reasons, students <u>must exit/enter the vehicle on the **passenger side only.**</u>
- Parents may **<u>NOT</u>** exit their vehicle at any time while in the drop off/pick up line. If your child requires one-on-one assistance to exit or enter a vehicle, you will need to park your vehicle in a designated parking spot or on the street.
- No parking along the bus loading area unless directed to do so by a parking lot volunteer.
- **<u>DRIVE SLOWLY</u>**!!!! *<u>Please keep your speed below 5 mph!</u>*

<u>Additional Information:</u>

- <u>Drop off times</u>: Supervision for students in grades 1-5 begins at **8:00 AM**. **<u>Do NOT drop students off prior to 8:00 AM, as there is no supervision available</u>.** The exception is for breakfast service that starts at 7:45 AM.
- TK and kinder parents/guardians may wait with their child by the classroom. Please do not leave until the teacher opens the classroom door and invites students inside.
- The average time for parking lot clearance starting at 2:45 PM ranges from 6 to 8 minutes. Please be patient!
- Please follow the instructions of the parking lot supervisors.
- Our number one goal is to keep our students **SAFE**!



Rancho Cordova Elementary

Chromebook Contract

Having Chromebooks in my classroom is a great privilege. In order for me to ensure I look after my Chromebook properly, I agree to abide by the following rules. I understand that if I do not follow these rules, I will not be allowed to use my Chromebook for a given period of time.

- ❏ If I need to carry my Chromebook when I am using it, I will close the lid and carry it using both hands.
- ❏ I will not run while I am carrying my Chromebook.
- ❏ I will only use my Chromebook at my table or on my lap when sitting on the floor.
- ❏ I will not put my Chromebook on the floor and leave it.
- ❏ I will not eat or drink when I am using my Chromebook or use my Chromebook when others at my table are eating or drinking.
- ❏ During Chromebook activities, I will only use the app that the teacher has asked me to use.
- ❏ I will not change the look or tools of my Chromebook without permission.
- ❏ I will keep ALL of my sign-in information private and will not allow anyone else to use it.
- ❏ I will sign out of the Chromebook before putting it away.

Name:_____ Date:_____

Teacher_____ Room_____

UNIFORM COMPLAINT PROCEDURE

The Board of Education recognizes that parents, guardians, students, employees, advisory committee members, or other members of the community may have questions, seek information, desire to make requests, and express complaints regarding district policies and procedures of state and federal programs. A complaint in this sense is a request for action to resolve conflict. The complainant is the person affected or represents the person affected.

A parent complaint about a student should first be discussed with the teacher and then with the principal. If the complaint is not satisfactorily resolved, the next step is to file an official complaint with the district Compliance Officer, through the Uniform Complaint Procedure. Direct the complaint to 1965 Birkmont Drive, Rancho Cordova, CA 95742. Phone 916-294-9000

A discrimination complaint must be written and filed within six months of the occurrence or when first acknowledged. District staff will resolve the complaint through mediation or will investigate and provide a written report to the complainant. If resolution is not reached at the staff level, the matter may be taken to the district Board of Education.

The time period for the district staff and /or Board response may not exceed 60 days. If the written report still does not resolve the complaint, the complainant may appeal to the California Department of Education within 15 days of the district reports issuance. If the Department of Education is unable to resolve the complaint, complainants may seek local civil law remedies.

Uniform complaint procedures have been established (Board Policy 1312.3) and may be obtained from the Personnel Office. Programs and services covered by the Uniform Complaint Procedures include: adult education, general and basic education, preschool, state and federal programs, special education, ROP, non-discrimination, gender equity requirements, and civil rights guarantees.

This notice is provided annually to parents and students, school and district advisory committee members, all district employees and to other interested parties. This notice is provided in English and is also available in Spanish, Russian and Armenian on our district website (www.fcusd.org).

Nondiscrimination/Sexual Harassment/Complaint Process 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

Board Policy 1313.02: Civility And Mutual Respect

Folsom Cordova Unified School District staff will treat parents/guardians and other members of the public with respect and expect the same in return. The Superintendent is committed to maintaining orderly educational and administrative processes in keeping schools and administrative offices free from disruptions and preventing unauthorized persons from entering school grounds.

This policy promotes mutual respect, civility and orderly conduct among Folsom Cordova Unified School District employees, parents/guardians, and the public. This policy is not intended to deprive any person of his/her right to freedom of expression, but only to maintain, to the extent possible and reasonable, a safe, harassment-free workplace for our students and staff. Employees, parents/guardians, and the public should be free from threat, harassment, intimidation, or harm in person, on the phone, or through written or social media communications. In the interest of presenting Folsom Cordova Unified School District employees as positive role models to the children of district programs, as well as the community, the Superintendent encourages positive communication, and discourages volatile, hostile or aggressive actions. The Superintendent seeks public cooperation with this endeavor.

Any parent/guardian or member of the public, who is subjected to unacceptable conduct from any district employee, may file a written complaint pursuant to the district's policy, BP 1312.1 (Complaints Concerning District Employees).

Any complaint alleging unlawful discrimination, including discriminatory harassment, intimidation, or bullying in district programs and activities against any person based on his/her actual or perceived characteristics of race or ethnicity, color, ancestry, nationality, national origin, ethnic group identification, age, religion, marital or parental status, physical or mental disability, sex, sexual orientation, gender, gender identity, gender expression, or genetic information; or any other characteristic identified in Education Code¬†200¬†or¬†220, Government Code¬†11135, or Penal Code¬†422.55, or based on his/her association with a person or group with one or more of these actual or perceived characteristics (5 CCR¬†4610) may be filed in accordance with the district's uniform complaint procedures under Board Policy 1312.3.

Any complaint alleging district violation of applicable state or federal law or regulations governing adult education programs, consolidated categorical aid programs, migrant education, career technical and technical education and training programs, child care and development programs, child nutrition programs, and special education programs (5 CCR¬†4610) may be filed in accordance with the district's uniform complaint procedures under Board Policy 1312.3.

Disruptions

Any individual who disrupts or threatens to disrupt school operations; threatens the health and safety of students or staff; willfully causes property damage; uses social media to harass, threaten or intimidate, uses loud and/or offensive language; or who has otherwise established a continued pattern of harassment or unauthorized entry on school property, will be directed to cease harassment and/or leave school property promptly by the Superintendent or designee.

If any member of the public uses obscenities or communicates in a demanding, loud, insulting and/or demeaning manner, the administrator or employee to whom the remarks are directed will calmly and politely admonish the person to communicate civilly. If corrective action is not taken by the abusing party, the Folsom Cordova Unified School District employee will notify the abusing party that the meeting, conference, telephone conversation or written communication is terminated and, if the meeting or conference is on school premises, the offending person will be directed to leave promptly.

When an individual is directed to leave under such circumstances, the Superintendent or designee shall inform the person that he/she will be guilty of a misdemeanor in accordance with California Education Code 44811 and Penal Codes 415.5, and 626.7, if he/she reenters any school-operated facility within 30 days after being directed to leave, or within seven days if the person is a parent/guardian of a student attending that school/program. If an individual refuses to leave upon request or returns before the applicable period of time, the Superintendent or designee may notify law enforcement officials.

Safety and Security

When violence is directed against an employee, or threat of damage or loss of their property, employees shall promptly report the occurrence to their principal or supervisor. Employees and supervisors should report to law enforcement any attack, assault or threat made against them on school premises or at school sponsored activities.

Parents' Right to Know Regarding Teacher Qualifications

Your child is attending a school receiving Title I federal funds through the Elementary and Secondary Education Act (ESEA). At the beginning of each school year, local educational agencies receiving Title I funds are required to notify parents whose student(s) attend a Title I school that they may request, and the agency will provide the parents on request (and in a timely manner), information regarding the professional qualifications of the student's classroom teachers, including at a minimum:

1. Whether the student's teacher:

    - Has met State qualification and licensing criteria for the grade levels and subject areas in which the teacher provides instruction
    - Is teaching under emergency or other provisional status through which State qualification or licensing criteria have been waived; and
    - Is teaching in the field of discipline of the certification of the teacher

2. Whether the child is provided services by paraprofessionals and, if so, their qualifications.

If you would like this information, please contact the principal, Anna Chitwood at (916) 294-9165.

INSTRUCTIONAL CALENDAR

2026-2027

FOLSOM CORDOVA UNIFIED SCHOOL DISTRICT

2026-2027 Instructional Calendar

July 2026

Su	M	Tu	W	Th	F	Sa
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30	31	
						0

August 2026

Su	M	Tu	W	Th	F	Sa
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30	31					18

September 2026

Su	M	Tu	W	Th	F	Sa
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30			
						21

October 2026

Su	M	Tu	W	Th	F	Sa
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	31
						21

November 2026

Su	M	Tu	W	Th	F	Sa
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30					
						15

December 2026

Su	M	Tu	W	Th	F	Sa
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30	31		
						14

January 2027

Su	M	Tu	W	Th	F	Sa
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30
31						19

February 2027

Su	M	Tu	W	Th	F	Sa
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28						
						15

March 2027

Su	M	Tu	W	Th	F	Sa
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30	31			
						21

April 2027

Su	M	Tu	W	Th	F	Sa
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	
						17

May 2027

Su	M	Tu	W	Th	F	Sa
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30	31					19

June 2027

Su	M	Tu	W	Th	F	Sa
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30			
						0

Important Dates

Jul 3	Independence Day (observed)
Aug 3	PD Day - No Students
Aug 4	In-service Day - No Students
Aug 5	Teacher Work Day - No Students
Aug 6	First Day of School for Students
Sept 7	Labor Day
Oct 12	PD Day - No Students
Nov 11	Veteran's Day
Nov 23-27	Thanksgiving Break
Dec 21-31	Winter Break
Jan 1	New Year's Day
Jan 18	Martin Luther King, Jr. Day
Feb 15-16	President's Day/Lincoln (observed)
Feb 17-19	February Break
Mar 26 & 29	Easter (observed)
Apr 5-9	Spring Break
May 27	Last Day of School
May 28	Teacher Work Day - No Students
May 31	Memorial Day
Jun 18	Juneteenth (observed)

Semester Grading Periods

1st Quarter:	Aug 6 - Oct 9 (46)
2nd Quarter:	Oct 13 - Dec 18 (43)
3rd Quarter:	Jan 4 - Mar 12 (44)
4th Quarter:	Mar 15 - May 27 (47)

Trimester Grading Periods

1st Trimester:	Aug 6 - Oct 30 (60)
2nd Trimester:	Nov 2 - Feb 12 (58)
3rd Trimester:	Feb 22 - May 27 (62)

COLOR KEY

YELLOW:	First and Last Day of School
BLUE:	Teacher Work Day - No Students
GREEN:	Holidays
GRAY:	No School
PINK:	Proposed PD Days - No Students
ORANGE:	In-service Day - No Students
PURPLE:	Operational Day/Teacher Workday

180 - Instructional Days
2 - Professional Development Days
1 - In-service Day
1 - Teacher Workday
1 - Operational Day

FIRST Student Day: Aug 6
LAST Student Day: May 27

Assessment	2025-26	2026-27
CAASPP	Mar 3-May 2	Estimated: Mar 2-May 1
ELPAC	Feb 1-May 29	Feb 1-May 29
AP	May 5-May16	Dates unavailable
IB	Apr 24-May 17	Dates unavailable

Board Approved 09/18/2025