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Mission Statement
of the Folsom Cordova Unified School District

Folsom Cordova Unified School District is committed to providing excellence in educational programs that carry high expectations for each student’s achievement and success.

**Superintendent:**
Dr. Sarah Koligian

**Board of Trustees:**
JoAnne Reinking
Joshua Hoover
David Reid
Chris Clark
Ed Short

Cordova Meadows Mission and Vision

**Mission and Vision Statement:**

The mission of Cordova Meadows Elementary School is to ensure that all students learn at grade level or higher. Cordova Meadows Elementary School is a community of students, parents, volunteers and staff committed to providing excellence in educational programs by providing a safe, caring, and diverse learning environment where students grow academically and socially. Cordova Meadows Elementary School will accomplish this by working as a collaborative team to provide an instructional program focused on standards-aligned instruction. Our team will use data to close learning gaps and to ensure the success of all students.
Dear Families,

Welcome to Cordova Meadows School. We are pleased to welcome you to our community of learners. We are mindful of how important your children are to you, and take our responsibility for their success seriously. We have high standards for adult and student behavior, and we celebrate achievement for individuals and our successes as a learning community.

Our school staff teaches and models the behavior we expect from our students, and we believe that all students can learn at high levels-- all our staff is committed to this mission. Expect to meet with us to discuss your student’s progress and how we will all work together to make sure your student achieves success at Cordova Meadows and beyond.

One unique quality of Cordova Meadows is our uniform dress policy. We have found that having a mandatory school uniform promotes equity and helps control distraction. Please feel free to contact the office if you or your child need support or information around our uniform requirements.

Making sure that your child attends school every day is one of the most important things you can do for your child. When your student misses class, he or she misses the lessons given that day. That learning opportunity can rarely be replicated or completely replaced. Please strive to get your student to school daily and on time.

We will always make time to communicate with you and your student. If you have any questions, concerns, or suggestions, please don’t hesitate to share them with us. If we are not immediately available to talk with you, we will set up an appointment to meet with you at the earliest possible time. We value all our students and their families and want to work with you in any way we can.

Sincerely,

Marie Pawlek, Principal,
Amber Fontaine, Assistant Principal,
and the Cordova Meadows’ School Staff
CORDOVA MEADOWS ELEMENTARY SCHOOL
2550 La Loma Drive
Rancho Cordova, CA  95670
916-294-9120
fax: 916-294-2482

2019-2020 School Staff

<table>
<thead>
<tr>
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<th>Position</th>
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<tbody>
<tr>
<td>Mrs. Marie Pawlek</td>
<td>Principal</td>
</tr>
<tr>
<td>Ms. Amber Fontaine</td>
<td>Assistant Principal</td>
</tr>
<tr>
<td>Mrs. Kelley Wentworth</td>
<td>Administrative Assistant</td>
</tr>
<tr>
<td>Mrs. Barbara Hughes</td>
<td>Attendance Clerk</td>
</tr>
<tr>
<td>Mr. Duane Andersen</td>
<td>Head Custodian</td>
</tr>
<tr>
<td>Mrs. Maria Rodriguez</td>
<td>Custodian</td>
</tr>
<tr>
<td>Mrs. Kourtney Muniz</td>
<td>Library Clerk</td>
</tr>
<tr>
<td>Ms. Bo Perez</td>
<td>Nurse</td>
</tr>
<tr>
<td>Mackenzie Moreno</td>
<td>Special Education Aide</td>
</tr>
<tr>
<td>Mrs. Maria Munguia</td>
<td>Special Education Aide</td>
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<tr>
<td>Miss Allyson Kasper</td>
<td>Special Education Aide</td>
</tr>
<tr>
<td>Miss Sandra Herrera</td>
<td>Bilingual Aide</td>
</tr>
<tr>
<td>Mrs. Reina Davis</td>
<td>Bilingual Aide</td>
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<tr>
<td>Mr. Javed Ahmad</td>
<td>Bilingual Aide</td>
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<tr>
<td>Mrs. Tooba Mehraban</td>
<td>Bilingual Aide</td>
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<tr>
<td>Mrs. Silia Blount</td>
<td>Parent Coordinator</td>
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<tr>
<td>Mrs. Patty Ochoa</td>
<td>Cafeteria</td>
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<tr>
<td>Mrs. Becky Thill</td>
<td>Cafeteria</td>
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Teachers and Support Staff

<table>
<thead>
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<tbody>
<tr>
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<td>Preschool</td>
</tr>
<tr>
<td>Ms. Barbara Bradshaw</td>
<td>Kindergarten</td>
</tr>
<tr>
<td>Mrs. Bet Kolstad</td>
<td>Kindergarten</td>
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<tr>
<td>Ms. Danielle Butler</td>
<td>1st Grade</td>
</tr>
<tr>
<td>Ms. Stephanie Johnson</td>
<td>1st Grade</td>
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<tr>
<td>Mrs. Michelle Franklin</td>
<td>1st Grade</td>
</tr>
<tr>
<td>Mrs. Rebecca Racaj</td>
<td>2nd Grade</td>
</tr>
<tr>
<td>Mr. Jim Cagney</td>
<td>2nd Grade</td>
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<tr>
<td>Mrs. Chelsea Bogan</td>
<td>2nd Grade</td>
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<tr>
<td>Mrs. Tracy Davis</td>
<td>3rd Grade</td>
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<tr>
<td>Mrs. Diane Footman</td>
<td>3rd Grade</td>
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<tr>
<td>Ms. Jessica Kortuem</td>
<td>3rd Grade</td>
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<tr>
<td>Ms. Nichole Cayanne-Lucas</td>
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<td>Mr. Brayden Walker</td>
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<td>Mr. Daniel Lahey</td>
<td>5th Grade</td>
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<td>Ms. Kayla Yates</td>
<td>5th Grade</td>
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<tr>
<td>Ms. Ashley Weber</td>
<td>Special Education</td>
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<tr>
<td>Mrs. Jaime Van der Wende</td>
<td>Special Education</td>
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<tr>
<td>Mrs. Rachel Roeschen</td>
<td>Academic Support Coach</td>
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<tr>
<td>Miss La'Shay Woods</td>
<td>Intervention Teacher</td>
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<tr>
<td>Mrs. Katrina Schachtley</td>
<td>Intervention Teacher</td>
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<tr>
<td>Mrs. Nicole Friedrich</td>
<td>PD Support Intervention Teacher</td>
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<tr>
<td>Mr. Danny Ramos</td>
<td>P.E. Teacher</td>
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<tr>
<td>Mrs. Katie Peterson</td>
<td>Speech Therapist</td>
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<tr>
<td>Ms. Ivonne Guevara</td>
<td>School Psychologist</td>
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<tr>
<td>Ms. Morgan Calvin</td>
<td>Mental Health Specialist</td>
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CORDOVA MEADOWS DAILY SCHEDULE
2019 - 2020

Breakfast will be served from 8:00am – 9:10am. Students are not to be on campus before 8:00am. Late Session students are not to be on campus before 8:50am.

DISMISSAL: Students will go directly home immediately after dismissal from class or after-school activity. Cordova Meadows provides an After School Program (ASES) for students who are enrolled in the program. The program uses school facilities until 6:00 pm each school day. In addition, after school interventions are provided at different times for specific students. Students not enrolled in after school programs should not be in the halls, multi or on the inside playground until after the STARS program is concluded each day.

Kindergarten
8:25 – 9:10: Early Cubs arrive for instruction
9:10 Late Cubs arrive for instruction
9:10 – 9:50: Instruction
9:50 – 10:10: Recess
10:10 – 11:00: Instruction
11:20 – 12:00 Lunch
12:00 - 1:52 Instruction
1:52 Early Cubs dismissed
1:52 – 2:37: Instruction for Late Cubs, Early Cubs go home

Minimum Day Schedule
8:25am - 1:31pm

Super Minimum Day Schedule
- Students may eat in multi after dismissal

1st Grade
8:25 – 9:10: Early Cubs arrive for instruction
9:10 Late Cubs arrive for instruction
9:10 – 10:30: Instruction
10:30 – 10:50: Recess
10:50 – 11:40: Instruction
11:40 – 12:20: Lunch
12:20 – 1:52: Instruction
1:52 Early Cubs dismissed
1:52 – 2:37: Instruction for Late Cubs

2nd Grade
8:25 – 9:10: Early Cubs arrive for instruction
9:10 Late Cubs arrive for instruction
9:10 – 10:30: Instruction
10:30 – 10:50: Recess
10:50 – 12:00: Instruction
11:40 – 12:20: Lunch
12:20 – 1:52: Instruction
1:52 Early Cubs dismissed
1:52 – 2:37: Instruction for Late Cubs

3rd Grade
8:25 – 10:30: Instruction
10:30-10:50: Recess
10:50 – 12:00: Instruction
12:00 – 12:40: Lunch
12:40 – 2:37: Instruction

4th Grade
8:25 – 10:10: Instruction
10:10-10:30: Recess
10:30 – 12:20: Instruction
12:20 – 1:00: Lunch
1:00 – 2:37: Instruction

5th Grade
8:25 – 10:10: Instruction
10:10-10:30: Recess
10:30 – 12:40: Instruction
12:40 – 1:20: Lunch
1:20 – 2:37: Instruction
SCHOOL INFORMATION

EMERGENCY CARD
Parents or guardians are required by law to complete the emergency card information at the time of registration. Parents or guardians are also required to keep current the information as changes occur, i.e., name of babysitter, employment location and phone number, etc.

ILLNESS
Students who become ill at school will be sent to the office, their parents will be notified, and arrangements made for their child to go home. All students will have emergency information listing the name of the preferred physician, location and telephone number of parents/guardians and a friend or relative to be reached in case of an emergency. Notify the school immediately if any information changes.

ACCIDENTS AND INJURIES
It is required that all accidents and injuries that occur at or on the way to school are reported to the teacher and/or school office. If an injury requires immediate medical attention, the parent will be notified immediately. If the parent/guardian is not available, the school is authorized to obtain medical care for the pupil in accordance with the best judgment of those in charge.

MEDICATION
Any pupil who is required to take, during the regular school day, medication prescribed for him by a physician, may be assisted by the school nurse or other designated school personnel if the school district receives (1) a written statement from the physician detailing the method, amount, and time schedule by which such medication is to be taken, and (2) a written statement from the parent or guardian of the pupil indicating the desire that the school district assist the pupil in the matters set forth in the physician’s statement. California Education Code, Section 49423

The school does not supply medication of any type. The student’s parent or guardian must provide all medication needing to be taken at school. 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 medication in their possession at any time.** (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.) 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:

NO MEDICATION CAN BE GIVEN WITHOUT ADHERENCE TO THE FOLLOWING PROCEDURES California Education Code, Section 11753.1

1. A district medication consent form signed by the doctor (physician)
2. A district medication consent form signed by the parent/guardian.
3. The medication is sent to school in the original "over the counter" or pharmacy prescription container.
4. Medications shall be brought to the school office by a parent, guardian, or designated adult.
5. Refills of medication are the responsibility of the parent/guardian.
6. All medications shall be held in the school office, in a secure location, in the original container labeled with the student’s name.
7. 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.
8. Parents are responsible to pick up any remaining medications at the end of the school year, or the leftover medications will be discarded.

**A district medication consent form may be picked up at the school office.**
ATTENDANCE
A significant part of the student's experience and education is derived from classroom relationships, activities, discussions, and participation. Absences may result in a lower subject grade or failure if too much school is missed. We urge parents to consider this when scheduling dental and doctor appointments, and vacation plans. The State of California uses a positive attendance accounting system. This means that schools will only receive their daily funding for students who are physically present at school. We will be marking students in four categories, present, absent, tardy, or truant.

ABSENCE VERIFICATION
A parental phone call or written excuse is required which includes the specific reason, the date(s), and the signature of parent(s) or guardian when absent for any reason. Please call the office before 9:00 am if your child will be absent. When students return to Cordova Meadows Elementary School, they should bring your note directly to their teacher.

TARDY PROCEDURES
1. All tardy students are to report to the office.
2. The office will determine if a tardy is excused, keep records and follow up on excessive tardiness.

CONDITIONS FOR EXCUSED TARDY
1. The tardy is pre-arranged with the teacher or the principal’s office.
2. Medical or dental appointments that cannot be scheduled before or after school.

UNEXCUSED TARDY
A student who is late three times (30 minutes or more on each occasion) will be reported as a truant to the Attendance and Due Process Officer. (See FCUSD Truancy Policy.)

INSURANCE
At the beginning of the year, each student is offered a student insurance form through Infosnap. This insurance, available at very reasonable rates, is a transaction strictly between the parent and the insurance company.

ALTERNATE INCOME VERIFICATION FORM
The school district requires the Alternate Income Verification Form to be filled out regardless of income eligibility for lunch. If you have not received one of the applications, please stop by the office to pick one up.

TEXTBOOKS
Textbooks will be issued to students. The students are responsible for the replacement of lost or damaged textbooks.
DRESS CODE - UNIFORM

Cordova Meadows Elementary has a school uniform policy. The uniform policy will be enforced by all staff. Parents who wish to attend a school without uniform requirements may complete a School Choice Form available in the Cordova Meadows Elementary School office.

We believe that uniforms have contributed to student safety, improved behavior, and academic success. If you are unable to purchase uniforms for your child, a limited amount of assistance is available. Please contact the office.

Please observe the following guidelines:

1) **Shirts and tops** must be solid navy blue, white or black. Shirts must be a collared, polo-style shirt (no striping of any size or color).
   a) Shirts must have a cap sleeve, no tank tops of any sort are allowed.

**Bottoms** (pants, shorts, skirts, jumpers, etc.) must be solid navy blue, tan, or black (plain with no logos, no glitter, no decorative design, no holes).
   b) There are no cutoffs allowed; all clothing items must have a hem, and no holes.
   c) The length of skirts, jumpers and shorts must be past the extended finger tips with arms at the side
   d) Pants, shorts and skirts must fit the natural waistline. Clothes must be no more than one size larger than the student. No bagging and no sagging.

2) **The school principal and/or classroom teacher will determine appropriate school dress.** Students should be dressed in appropriate school attire, prepared to learn. Students are expected to dress modestly so that personal parts of the body are appropriately covered.
   a) Students are encouraged to wear Scout uniforms on meeting days.
   b) No hoods, knit caps, or hats are to be worn indoors.
   c) Belt buckles should be plain with no logos.
   d) No jewelry, hats or bandanas allowed that display any inappropriate message or logo.
   e) No wallet chains are allowed.
   f) Shoes should be suited for physical education and recess play. Tennis or athletic shoes are always preferred and are the safest for students. No roller shoes or high heels.
   g) Please do not wear make-up of any kind. Fingernail polish should not be brought to school.
   h) ANY clothing, jewelry, accessory, notebook, personal belonging, or manner of grooming, which, by its color, arrangement, trademark, or other attribute, advocates drug, alcohol, or tobacco use, violence, or disruptive behavior is prohibited.

A student who comes to school wearing unacceptable clothing or dress will be required to contact a parent to bring a change of clothing to the school. The second violation may result in appropriate disciplinary action which can include, but is not limited to suspension.
PERSONAL PROPERTY – Do not bring it to school.
The school is not responsible for students’ damaged or lost personal property. Please mark your children’s outerwear; unmarked items often sit in lost and found for excessive amounts of time. Toys, radios, phones, electronic devices, or personal property other than clothing are not to be brought to school unless requested by the student’s teacher.

VISITORS
Visitors are welcome at Cordova Meadows School. There are times, however, when visiting a classroom is not appropriate. All visitors must check in at the school office and will be issued a visitors pass. (Penal Code 627-627.11) If you would like a conference with a teacher, please call and schedule a time that is convenient for both you and the teacher.

CLASSROOM OBSERVATIONS
Classroom visitation/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 clarification. Please note that visits/observations are limited to only 15 minutes. Beyond that time limit requires appropriate volunteer paperwork, TB, and fingerprinting clearance.

TELEPHONES
Please make all necessary arrangements before sending your child to school. Where your child is to go after school, who will pick him/her up, if he/she is to ride the school bus, etc. In an emergency, we will get a message to an individual student. We have an obligation to provide quality-learning time. Interruptions for routine messages disrupt the educational program.

BICYCLES and SCOOTERS: IT'S THE WHEEL THING
The school assumes NO responsibility if bikes are damaged or stolen. This privilege of bike riding is permitted as long as the rider exercises reasonable safety. Repeated violations will mean your student cannot ride his or her bicycle to school. The following rules are designed with your student’s safety in mind:

♦ Only 3rd - 5th graders may ride to school. We do not feel unsupervised younger students ride safely.
♦ Students are required to obey all traffic laws. STATE LAW: 1. Prohibits a person under 18 years of age from operating, or riding upon a bicycle as a passenger, upon a street, bikeway or other public bicycle path or trail unless the person is wearing a bicycle helmet. 2. Prohibits a passenger on a bike unless there is a seat for that person. Ride defensively. Watch out for all traffic.
♦ Upon arrival at school, students must dismount and walk his or her bike directly to the bike racks. NEVER ride your bike on any sidewalk.
♦ Each bike must have its own lock and chain; all bikes are to be locked to the bike rack.
♦ Bicycles are not allowed in the classroom.
♦ Students may not loiter in the bike area. Students may only touch his or her own bike.
♦ Scooters that can be locked are allowed.

TRANSPORTATION
Students requiring bus transportation can contact the Transportation office at: 916-631-0401 A bus pass can be arranged from the Cordova Meadows School office. Riding the school bus is a privilege, not a right.
CAFETERIA
Cold lunch: You may bring your lunch to school.
Hot lunch: Cordova Meadows is a Provision 2 school where we feed every child free for breakfast and lunch. At the beginning of every school year, you will be required to complete an Alternative Income Verification Form.

P.T.A
Cordova Meadows Elementary School P.T.A. encourages your participation. Typical activities include assisting with classroom parties, raising funds through special projects, purchasing supplementary equipment, and providing parent input. We invite you to help make our school the best possible by joining the P.T.A.

STATE TESTING (CAASPP)
All students at Cordova Meadows in grades 3 – 5 will take the SBAC Test in English Language Arts and Mathematics. In addition, 5th grade takes the California Science Test. A report of your child’s test results will be sent to your home. Only students with written parent request to exempt them do not take the state tests.

We use the state test results to monitor each student’s educational progress and Cordova Meadows’ academic curriculum. Grades, teacher input, and state test results may be used to determine placement.

Parents play an important role in the education of their child. There are many things you can do to help your child achieve:
➢ Talk with your child about their schoolwork, homework, and what they did at school.
➢ Listen to your child read and read to your child often. Ask questions about the characters and the story.
➢ Encourage your child to write stories and illustrate them.
➢ Take your child to the county library. They have many fun and educational programs to offer.
➢ Use mathematics in the real world, such as cooking or making craft projects.
➢ Be on time and attend school every day.
➢ Get plenty of rest before the test and eat a good breakfast.
➢ Speak with your child’s teacher about other things you may do.
HOMEWORK POLICY
Purpose: The purpose of assigning homework at Cordova Meadows is to strengthen academic skills, reinforce concepts taught by teachers, develop student responsibility and accountability, and promote parent awareness. According to the research, in order to “get it right” 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.

Unfinished classroom work or work missed due to absence, although accomplished outside of the school day, is not included in the school's definition of homework.

PARENT RESPONSIBILITY-HOMEWORK
It is the responsibility of the parent to set a specific time and place for doing homework, to monitor the student, to assist when appropriate and to check completeness and accuracy.

AWARD CEREMONIES
We love celebrating our students successes. We would love for you to attend and celebrate with us and your child. For Kindergarten-Third Grade we celebrate the 4B’s and Perfect Attendance awards. For Fourth and Fifth Grade we celebrate the 4B’s, Perfect Attendance, and Principal’s Honor Roll. Please see below for the dates and what each of the three pieces of the ceremonies look like at Cordova Meadows.

<table>
<thead>
<tr>
<th>Assembly Dates:</th>
</tr>
</thead>
<tbody>
<tr>
<td>Friday, November 22, 2019</td>
</tr>
<tr>
<td>Friday, March 6, 2020</td>
</tr>
<tr>
<td>Friday, May 22, 2020</td>
</tr>
</tbody>
</table>

4 B’s
Students are selected by their teacher for recognition based on our 4 B themes - Be Safe, Be Kind, Be Respectful, and Be Responsible. Students are selected on the basis of emulating the 4B’s. Parents will be notified by a letter when their student is selected and will be invited to attend the assembly.

Principal's Honor Roll
The Principal's Honor Roll for 4th and 5th grade is published at the end of each trimester. Eligible students are those who have a grade average of 3.5 or better. Subjects to be graded are: Reading, Writing, Speaking & Listening, Mathematics, Social Studies, and Science. Those subjects will be averaged on a point basis: A=4, B=3, C=2. A student may not have a grade below a C to qualify.

Perfect Attendance Award
This award is given to all students who come to school regularly and on time and maintain perfect attendance throughout the year. Students will be recognized at each assembly.
EXTRA CURRICULAR AND ENRICHMENT ACTIVITIES

Music Program
Cordova Meadows provides string instrument, band, and general music instruction for grades 4 & 5. The school district has a limited amount of instruments for free use. In most cases, students will need to furnish their own instruments.

Student Leadership
Cordova Meadows Student Leadership meets regularly. Classrooms will elect their representatives for the student government. School student body officers will be elected during September.

Field Trips
Our programs are enriched via the use of community resources and by participating in field trips. Students going on field trips need parent permission. Permission slips will be brought home several days prior to the scheduled trip. Signed permission slips must be returned to school before the student goes on the field trip. Please sign top and bottom sections of the form. Verbal permission will not be accepted.

Clubs
Announcements will be made in the Friday bulletin and students will be informed about clubs by their teacher.

Extended Day Intervention Program
Students may be given opportunities to attend interventions before or after school. Your child’s teacher has information on this program.

VOLUNTEERS
Interested adults must have cleared fingerprints in order to volunteer. To start this process, adults must stop by the school office and pick up a CAT II Volunteer Application. Once the form is completed, it must be returned to the school office for approval by the Principal. Once the application has been approved, the future volunteer must get a LiveScan form and get fingerprinted. Please contact the parent coordinator for further clarification.

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

LIBRARY
Cordova Meadows maintains a fine library. Classes are scheduled weekly to visit our library. Students may check out books for recreational reading or research. Lost or damaged books are to be paid for by the student.
DISCIPLINE POLICY
The Governing Board believes that all students have the right to be educated in a positive learning environment free from disruptions. Students shall be expected to exhibit appropriate conduct that does not infringe upon the rights of others or interfere with the school program while on school grounds, while going to or coming from school, while at school activities, and while on district transportation. School-wide expectations are created with a major goal in mind— to educate responsible citizens in a safe, nurturing environment. To learn requires being able to listen, recite, share, concentrate, and play without interference. Each classroom teacher will prepare specific class rules. These expectations will be discussed at Back to School Night.

BEHAVIOR EXPECTATIONS – SCHOOLWIDE
Positive Behavior Interventions and Supports (PBIS) is a multi-tiered approach to establishing supports and school culture focusing on systems of support. At Cordova Meadows Elementary School, we have three basic expectations called the 4 Bs for behavior. Here are specific guidelines under these three expectations. Each student will be responsible for the following:

1. BE RESPECTFUL
2. BE RESPONSIBLE
3. BE SAFE
4. BE KIND

CLASSROOM DISCIPLINE POLICY
Students should not interfere with anyone’s learning, including their own. Students are expected to be respectful, courteous, and cooperative. Disruptive behavior in the classroom will be initially handled by the teacher and may include an Office Discipline Referral (ODR) to the Principal or Assistant Principal. Copies of all ODRs will be mailed home.

<table>
<thead>
<tr>
<th>Violation</th>
<th>Action</th>
</tr>
</thead>
<tbody>
<tr>
<td>Class Violations</td>
<td>Teacher determines. Students and parents will be informed of the classroom discipline policy and the consequences.</td>
</tr>
<tr>
<td>Serious or Continuous Violations</td>
<td>Referral to Principal or Assistant Principal for appropriate action. Actions may include call to parent, conference, loss of recess, suspension.</td>
</tr>
</tbody>
</table>

*PLEASE NOTE:* Serious violations of district of school rules will result in immediate action from the principal or assistant principal, which may include suspension or expulsion. See “Suspension/Expulsion”

SCHOOLWIDE DISCIPLINE POLICY
Follow School wide behavior guidelines: Be Respectful, Be Responsible, Be Safe and Be Kind. We follow a progressive discipline policy.

<table>
<thead>
<tr>
<th>Violation</th>
<th>Action</th>
</tr>
</thead>
<tbody>
<tr>
<td>First Violation</td>
<td>Reteach the appropriate behavior, counsel students, provide warning about future consequences.</td>
</tr>
<tr>
<td>Second Violation</td>
<td>Student will be given a time out. This may include written or verbal reflection about the undesired behavior.</td>
</tr>
<tr>
<td>Serious Violation</td>
<td>Referral to Principal or Assistant Principal. Actions may include call to parent, conference, loss of recess, suspension.</td>
</tr>
</tbody>
</table>

*Fighting is a suspendable offense. Students involved in hitting may be suspended for 1 to 5 days. Students encouraging a fight by encircling and observing may receive the same consequences as the fighters. When students see a possible fighting situation, they are required to turn their backs and walk away.*
PLAYGROUND GUIDELINES

A. Be safe
   ➢ no pulling, pushing, tackling, wrestling, kicking, or hitting
   ➢ no running on walkways or blacktop
   ➢ no climbing on buildings, fences, backstop or volleyball poles, climb only on play equipment

B. Use equipment appropriately
   ➢ hands on bars and go in one direction, only three people on the bars
   ➢ softball at P.E. only. No hard balls permitted
   ➢ bring personal items only with teacher permission
   ➢ use your jump rope for jumping only
   ➢ do not hang or sit on tetherballs

C. Play games in appropriate place
   ➢ get permission before leaving yard

D. Restrooms
   ➢ to be used during recess

When the warning bell rings, use of playground equipment stops immediately, students will get drinks and use the bathroom. Equipment managers will gather playground equipment.

CAFETERIA RULES

❖ Walk in the cafeteria.
❖ Cuts, giving cuts, or play is not permitted while in the cafeteria line.
❖ Talk in a conversational tone in the cafeteria. Do not talk in a loud voice, shout, or tease others.
❖ Raise your hand if you need help from an adult.
❖ Leave the table only when you are properly dismissed.
❖ Eat your own lunch. Do not share your lunch with others.
❖ Do not pop bags, throw food, or any other items.
❖ Pick up litter on the floor and on the tabletop before being dismissed from your place.

CONSEQUENCES FOR CAFETERIA VIOLATIONS

1. First Offense: Warning given to student.
2. Second Offense: Student will be removed to another table.
3. Third Offense: Student will remain to clean-up cafeteria.
4. Fourth Offense: Student will receive a referral and/or call parent.
5. Fifth Offense: Student will conference with principal.

SUSPENSION/EXPULSION POLICY

The Folsom Cordova Unified School District has an adopted Suspension/Expulsion policy which can be viewed at the school office, on the district website at: http://www.fcusd.org/Page/2378 and listed in the “Parent’s Rights and Responsibilities” document http://www.fcusd.org/Page/6793.
TRANSPORTATION
Students requesting permission to change a bus or bus stop must have a written parental request approved by the school office prior to each occurrence. A bus pass can be obtained from the office. Riding the school bus is a privilege, not a right.

1. 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 a place in line.)

2. Students will be seated as directed by the driver and must remain seated while the bus is in motion.

3. No part of the body may be out of the window.

4. No glass containers are permitted on the bus.

5. No animals are permitted on the bus.

6. Students must get on and off the bus at the bus stop nearest their place of residence except upon written consent of a parent and with school approval.

7. Eating, drinking, and chewing gum are prohibited on the bus.

8. BE RESPECTFUL: Treat all people with kindness, courtesy, and consideration.

9. BE RESPONSIBLE: - Follow directions the first time.

10. BE SAFE: - Keep hands, feet, and objects to self.

Students who are unable to stand in bus line calmly or to ride in a safe manner will be given a citation by a bus driver with the following penalties:

<table>
<thead>
<tr>
<th>Violation</th>
<th>Penalty</th>
</tr>
</thead>
<tbody>
<tr>
<td>1st Violation</td>
<td>Warning Notice</td>
</tr>
<tr>
<td>2nd Violation</td>
<td>Three days off all district buses (morning and afternoon)</td>
</tr>
<tr>
<td>3rd Violation</td>
<td>Five days off all district buses</td>
</tr>
<tr>
<td>4th Violation</td>
<td>Termination of riding privileges</td>
</tr>
</tbody>
</table>

Sexual Harassment
Sexual harassment in the learning or working environment of district employees or students by any person in any form is prohibited. Sexual harassment may, in certain circumstances, be a violation of Title VII of the Civil Rights Act of 1964, the Civil rights Act of 1991, and/or Title IX of the Education Amendments of 1972, as well as California law.

Non-Discrimination (Title IX)
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 Folsom Cordova Unified School District, 125 E. Bidwell, Folsom, California, 95630. (Telephone: 916-895-3042) or to the Director of the Office for Civil Rights, Department of Health, Education and Welfare, Washington, D.C.

Tobacco Free School Policy
Effective July 1, 1995 - It is the intent of the Folsom Cordova Unified School District Board of Education to comply with State Law (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) California Smokers Helpline 1-800-NO BUTTS
CORDOVA MEADOWS CUBS’ SCHOOL SONG
(Music to the Yellow Rose of Texas)

CORDOVA MEADOWS IN RANCHO
IS THE GREATEST SCHOOL
WE ARE THE CUBS AND ALWAYS GO
BY THE GOLDEN RULE.

TO TRY OUR BEST AND BE PROUD OF
ALL THE THINGS WE DO
HARD WORKING AND SUCCESSFUL,
OUR COLORS GOLD AND BLUE.

SO HERE IN CONCLUSION,
IS WHAT WE WANT TO SAY
WE ARE THE BEST KIDS.
IN THE U.S.A.

CORDOVA CUBS, CORDOVA CUBS,
THAT’S OUR MOTTO TOO...
CORDOVA MEADOWS,
THAT’S OUR SCHOOL
WE REALLY DO LOVE YOU.
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 distinct 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 distinct 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 student, school and district advisory committee members, all distinct employees and to other interested parties. This notice is provided in English and is also available Spanish, Russian and Armenian on our district website. www.fcusd.org
Nondiscrimination/Sexual Harassment/Complaint Process Statement

The Governing Board is committed to providing equal opportunity for all individuals in education. District programs, activities, and practices shall be free from discrimination based on race, color, ancestry, national origin, ethnic group identification, age, religion, marital or parental status, physical or mental disability, sex, sexual orientation, gender, gender identity or expression, or genetic information; the perception of one or more of such characteristics; or association with a person or group with one or more of these actual or perceived characteristics. (EC 200, 220)

The Governing Board is committed to maintaining a safe school environment that is free from harassment and discrimination. The Board prohibits sexual harassment of students at school-sponsored or school-related activities. The Board also prohibits retaliatory behavior or action against any person who reports, files a complaint or testifies about, or otherwise supports a complainant in alleging sexual harassment. (BP 5145.7)

A complaint concerning unlawful discrimination, harassment, intimidation, or bullying may be filed only by a person who alleges that he/she personally suffered unlawful discrimination, harassment, intimidation, or bullying or by a person who believes that an individual or any specific class of individuals has been subjected to it. The complaint shall be initiated no later than six months from the date when the alleged discrimination, harassment, intimidation, or bullying occurred, or six months from the date when the complainant first obtained knowledge of the facts of the alleged discrimination, harassment, intimidation, or bullying. However, upon written request by the complainant, the Superintendent or designee may extend the filing period for up to 90 days. (5 CCR 4630)

The following compliance officer shall receive and investigate complaints and shall ensure district compliance with law:

Assistant Superintendent, Human Resources
1965 Birkmont Drive
Rancho Cordova, CA 95742
(916) 294-9025
Declaración de no discriminación/no Acoso Sexual / proceso de quejas

La Junta de Educación que gobierna actualmente está comprometida a proporcionar igualdad de oportunidades en educación para todas las personas. Las prácticas, actividades y programas del distrito estarán libres de discriminación basada en raza, color, ascendencia, origen nacional, identificación de grupo étnico, edad, religión, estado civil de los padres, discapacidad física o mental, sexo, orientación sexual, género, identidad de género o expresión o información genética; la percepción de una o más de estas características; o asociación con una persona o un grupo con una o más de estas características reales o percibidas. (CE 200, 220)

La Junta de Educación se compromete a mantener un ambiente escolar seguro que esté libre de acoso y discriminación. La Junta prohíbe el acoso sexual de estudiantes en actividades patrocinadas por la escuela o relacionadas con la escuela. El Consejo también prohíbe conductas de represalia o acción contra cualquier persona que informa, presenta una queja o da testimonio de o si no apoya a una queja alegando acoso sexual.

(BP 5145.7)

Una queja sobre discriminación, acoso, intimidación o acoso escolar puede ser presentada solamente por una persona que alega que él o ella sufrió personalmente discriminación, acoso, intimidación o por una persona que cree que un individuo o alguna clase específica de individuos ha sido sometido a él. La queja deberá iniciarse no más de seis meses a partir de la fecha cuando la supuesta discriminación, hostigamiento, intimidación o acoso se produjo, o seis meses desde la fecha cuando el demandante obtuvo primero conocimiento de los hechos de la presunta discriminación, hostigamiento, intimidación o acoso escolar. Sin embargo, con una solicitud previa por escrito del querellante (quejoso), el Superintendente o su designado podría extender el plazo hasta por 90 días. (5 CCR 4630)

El siguiente funcionario deberá recibir e investigar quejas así como garantizar el cumplimiento de la ley por parte del distrito:

Asistente Superintendente, Recursos Humanos
1965 Birkmont Drive
Rancho Cordova, CA 95742
(916) 294-9025
Недискриминация /Сексуальные домогательства/Процесс обжалования
Совет Управляющих привержен обеспечению равных возможностей для всех людей в области образования. Программы дистрикта, деятельность и практика должны быть свободными от дискриминации на основе расы, цвета кожи, родословной, национального происхождения, этнической группы идентификации, возраста, религии, семейного или родительского статуса, физической или психической инвалидности, пола, сексуальной ориентации, пола, гендерной идентичности/выражения, или генетической информации; восприятие одного или более таких характеристик; или ассоциации с лицом или группой с одним или несколькими из этих фактических или предполагаемых характеристик. (EC 200, 220)

Совет Управляющих привержен сохранению безопасных условий в школах, свободных от преследований и дискриминации. Совет запрещает сексуальные домогательства учащихся в деятельности под эгидой школы или в школе. Совет также запрещает ответное поведение или действие против любого лица, которое сообщает о случившемся, подаёт жалобу или свидетельствует о, или иным образом поддерживает заявителя, утверждая случай сексуального домогательства. (BP 5145.7)

Жалобы относительно незаконной дискриминации, преследований, запугивания, или издевательства могут подаваться только лицом, которое утверждает, что он/она лично пострадал/а от незаконной дискриминации, притеснений, запугивания или издевательства, или лицом, которое считает, что лицо или какая-либо конкретная группа лиц были подвергнуты этому. Жалоба должна быть начата не позднее чем через шесть месяцев с даты, когда предполагаемая дискриминация, преследование, запугивание или издевательство произошло, или шесть месяцев с даты, когда заявитель впервые узнал о фактах предполагаемой дискриминации, притеснения, запугивания или издевательства. Однако, по письменному запросу заявителя, суперинтендант или назначенное лицо может продлить срок подачи до 90 дней. (5 CCR 4630)

Следующий ответственный сотрудник должен получить и расследовать жалобу и обеспечить соблюдение дистриктом закона:

Assistant Superintendent, Human Resources (Ассистент Суперинтендента, Отдел Кадров)
1965 Birkmont Drive
Rancho Cordova, CA 95742
(916) 294-9025