

WELCOME AND CONGRATULATIONS!

You are now a Comet, with Comet FRIENDS, and are part of our Comet COMMUNITY. We have Comet rules, and a Comet way of doing things.

So when you make a DECISION ask, "What would a Comet do?"

You'll make a good CHOICE, get a good RESULT, and enjoy a GOOD TIME.

*Every day is
a GREAT day
to be a COMET!*



Every Student Matters - Every Moment Counts

The staff of Cordua appreciates each of our families and would like to thank you for trusting us with your children. Your help in explaining this handbook to them will ensure that we all have the same knowledge available to us and that we are each held to the same standard. Should you have any questions, please ask a staff member for clarification.

We look forward to another wonderful year with your children, working hard, watching them grow, and making this year unforgettable!

Cordua School Staff

OFFICE AND SUPPORT STAFF

Heather Strickland-Principal
Natalie Karnegas-Secretary
Tonya Smith - Clerk
Jesus Hernandez - Custodian
Bonnie Cole-Nutritional Services
Kashli Bechtel – Librarian
Brady Beecham – Para-educator
Amy Hutton- Para-educator
Sandra Sanchez- Para- educator

TEACHERS

Heather Taylor-Kindergarten/TK
Shannon Bennett-First Grade
Eliza Pires-Second Grade
Bridget Hansard-Third/Fourth Grade
Liz Sanchez-Fourth/Fifth Grade
Fallon Woods – Speech Therapist
Alexis Barker-Resource Specialist
Amethyst Steinmann-School Psychologist
Dirk VanStralen- Physical Education

SCHOOL HOURS

Office Hours: 7:30 a.m. –4:00 p.m.
TK: 8:15 a.m. – 12:30 p.m.
Kindergarten 8:15 a.m. - 1:30 p.m.
1st through 5th: 8:15 a.m. – 2:15 p.m.

MEALS

Breakfast: 7:50 a.m. – 8:10 a.m.
Lunch Eat Play
TK – 2nd 11:40-12:10 12:10-12:30
3rd – 5th 12:10-12:30 11:40-12:10

On minimum days TK students will be dismissed at 12:30 p.m. and grades K-5 will be dismissed at 1:15 p.m. The buses will depart from Cordua at 1:25 on these days. Minimum days are listed on a separate page within this handbook.

Attendance Policy

If your child misses....	That equals...	Which is...	And over 13 years of schooling that's...
1 day every 2 weeks	20 days per year	4 weeks per year	Nearly 1 1/2 years
1 day per week	40 days per year	8 weeks per year	Over 2 1/2 years of school
2 days per week	80 days per year	16 weeks per year	Over 5 years
3 days per week	120 days per year	24 weeks per year	Nearly 8 years

He/she is only missing just....	That equals...	Which is...	And over 13 years of schooling that's...
10 minutes per day	50 minutes per week	Nearly 1 1/2 weeks per year	Nearly 1/2 year
20 minutes per day	1 hr. 40 min per week	Over 2 1/2 weeks per year	Nearly 1 year
30 minutes per day	Half a day per week	4 weeks per year	Nearly 1 1/2 years
1 hour per day	1 day per week	8 weeks per year	Over 2 1/2 years

We believe that a successful school career starts with showing up on time every day!

TARDY

If a student arrives at school after 8:15 a.m., he/she is to check in at the office *before* going to class. If the student is more than 30 minutes late on three occasions, it is considered as one truant day of absence. A truancy letter will be mailed to the home after an accumulation of 3 days of truancy. Habitual truancy or tardiness will be reported to the Yuba County School Attendance Review Board (SARB), as required by California State Law. Please remember that even a few minutes late to class results in missed instruction and disturbance not only to your student but to other students as well.

ABSENCES

The state of California recognizes two types of absences: *personal* and *unexcused*. Personal absences are: doctor and dental appointments of students, illness of the student, attendance at a funeral (one day) for a member of the immediate family of the student, quarantine (by a state health agency) of the student, and hospitalization of the student. All other absences are unexcused and may result in a review by the School Attendance Review Board (SARB).

A note or call with the reason for the absence is required within 3 days of returning to school. Failure to verify the absence will result in it being documented as unexcused. **If at any point in the year your student becomes chronically absent (defined as absent 10% of the time) any absences that occur above that threshold will be designated as unexcused unless a Doctor's Note is brought to the office within 3 days of the absence.**

Absences over 3 days are only excusable with a Dr. Note. If you aren't able to take your student to a Dr. please bring your student to the school office so that the illness can be verified and documented by the staff to excuse the absence.

Accrual of absences can lead to a School Attendance Review Board (SARB) Hearing. SARB is a panel of district representatives and law enforcement that can help you make a plan to improve your child's attendance. SARBs provide intensive guidance and community services to meet the special needs of students with school attendance or school behavior problems. The State SARB members are appointed annually by the State Superintendent of Public Instruction and make annual recommendations regarding strategies to reduce the number of dropouts in the state's public education system. The State SARB is a partnership that includes representatives from school districts, parent groups, county probation departments, county welfare departments, county superintendents of schools, law enforcement agencies, community-based service centers, school guidance personnel, the health care and mental health professions, and state associations interested in youth with school attendance or behavioral problems. State SARB meetings are open to the public, and a representative of the CDE is the chairperson.

Please communicate consistently with Ms. Tonya in the office so that we can work together to achieve good attendance with our students.

General Information

EMERGENCY CARDS

At the beginning of each school year, or when a new student enters Cordua School, the parent or guardian is given an emergency card to fill out. This card lists contact information for you and for people you designate to be notified in case the school is unable contact the parents or guardians. ***Please always keep the information on this card current.*** If you move, change phone numbers or change contact person(s), stop by the school or call to make the changes immediately. ***Only*** those listed on the emergency card will be allowed to pick students up from school.

MEDICATION

A “Permission to Administer Medication” form with explicit directions from the physician and signed by the physician and parent/guardian, must be completed and on file at the school office before **any** medication can be administered. This includes but is not limited to allergy medicine, eye drops, inhalers, and any over the counter medication. The form must be updated yearly and a new form is needed whenever medications are changed. These forms are available in the school office.

All medication must be in the original pharmacy container with the student’s name clearly visible along with facts on current dosage and the name of the supervising physician. All medication must be kept locked in the school office and will be administered by office personnel.

MONEY/VALUABLES

Please do not allow your student to bring money or valuables to school. The school will not be responsible for the loss of a student’s money or valuables during school hours. Money for fundraisers should be given to a staff member as soon as the student arrives to school.

FIRST AID

In case of a student accident during school hours, the school is responsible for first aid only. The school’s main concern is the safety and welfare of the students. In the event of an injury of serious nature, the parents or guardians of the child will be notified immediately and if the injury requires immediate attention, 911 will be called. The school cannot care for injuries or illnesses incurred away from school.

HEAD LICE

Lice do not live at school, but arrive every year on warm heads. Cordua School observes the district's policy of no live head lice at school. When a student is found to have head lice, parents will be notified to pick up their student. When the student is picked up, an information pamphlet will be given to the parent/guardian on how to detect, treat and be proactive in preventing the spread of head lice. Students may not return to school until they are free of live lice.

FOOD SERVICE

Under the Community Eligibility Provision, all students are provided breakfast and lunch at no charge. Contact the Nutrition Services Department for questions or further information (530) 749-6164.

Milk may be purchased to go with lunch brought from home. No gum may be brought to school and soft drinks/soda are not allowed during meals. Glass or breakable containers are also not allowed. Let's all help keep the school clean by throwing garbage away and recycling as much as possible.

SCHOOL PHONE AND CELL PHONE USAGE

The school phones are for school business only. Students will not be permitted to use the school telephones except in cases of emergency. **Students are responsible for making arrangements for after school activities and rides home before coming to school.** Transportation arrangements are expected to be done prior to the start of the school day. Students are responsible for making sure all of their school materials (books and homework) are in binders or backpacks before leaving in the morning.

If a parent would like their student to bring a cell phone to school for safety purposes, the following policy is in place: **Students are allowed to bring a cell phone to school, but it must remain off and put away during the school day**, so as not to cause any interruptions to class instructional time.

If you need to leave a message for your student, you are welcome to call the office. The staff will deliver the message either on the closest scheduled break or as deemed appropriate. Additionally, students are not to use their cell phones to take pictures, or to access social media while on school grounds. Students may come into the office to use their cellphone to contact parents/guardians but are not to use cell phones on school grounds otherwise. Cell phone usage is not permitted during school hours. First offense will result in the phone being confiscated until the end of the day. Second offense will result in the parent having to retrieve the phone from the school. Third offense will result in Saturday School or suspension (Marysville Joint Unified School District Administrative Regulation 5131.2). In this age of "cyberbullying", please discuss

with your students, proper cell phone etiquette and note that students across the nation have and will be disciplined up to and including potential prosecution for cyberbullying.

Classroom interruptions are kept at an absolute minimum so that learning will not be interrupted. Messages can be left with the office staff and will be given to the student and or his/her teacher. Telephone numbers of students and staff are confidential and will not be given out except outlined below.

TELEPHONE NUMBERS & EMAIL

Parent names and telephone numbers are made available to PTO and Classroom Coordinators so they may contact parents in support of school business and/or activities *only*. These phone numbers are not given out for any other purpose. Any parent who does not want his/her phone number made available, should contact the school office at the beginning of the school year to request that the number not be included on the list.

LOST AND FOUND

Any items found on the school grounds or buses will be placed on the Lost and Found rack. Items found in classrooms will remain in the classroom for an appropriate length of time and then taken to Lost and Found. To ensure timely and proper return of lost articles, we urge parents to mark all personal items and clothing with your child's name. Unclaimed articles will be given to a charitable organization at Christmas Break and again at the end of the school year.

FIRE, DISASTER & LOCKDOWN DRILLS

Fire, disaster and lockdown drills are held at regularly scheduled intervals. The alarm system or a combination of the alarm and bells will indicate the type of emergency. Students will respond attentively and immediately to their teacher's directions in each situation.

SHORT TERM EMERGENCY SITUATIONS

In the event of a short term emergency situation (fire drill, bomb threat, etc.), the following procedure will be followed:

1. The teacher will evacuate the students from the building.
2. The students will remain with their teacher throughout the duration of the evacuation.
3. Cordua School will not send students home in these situations.
4. An "all clear" bell will be sounded when the determination has been made that the buildings are safe/clear so that normal school activities may resume.

INTRUDERS OR THREATS

If the school has an intruder on campus or receives a threat, the staff will respond calmly and appropriately to the situation giving students instructions, which they are to follow immediately. In these situations, student and staff safety will be the greatest priority. Specific crisis response procedures are outlined in Cordua School's Safe School Plan. ***In the event of evacuation, students may be released only to parents or designees listed on the emergency card.***

SCHOOL/HOME CONNECTION

Cordua School prides itself on its communication and strives to communicate with our community in multiple ways. Please help us in this area by:

1. Regularly checking your student's backpack or homework folder for fliers or notes home.
2. Listening to the School Messenger All Calls we send home (telephone calls from the auto dialer). Check your voicemail and listen to the information being provided. Not getting the calls? Make sure we have your current phone number! We try to limit the number of calls, but find this to be an efficient way to reach families.
3. Join our Facebook page: Cordua PTO at www.facebook.com/groups/834730349906749/
This is an easy way to be informed of school happenings.
4. Participate in the PTO.
5. Being involved in your student's education makes a huge difference. Study after study cites the positive impact that parental involvement has on student success. If you want or need help in learning how to be more active in this way, please don't hesitate to ask. We know that not everybody can volunteer all of the time, but the more you help out, the more it helps your own student and many others!
6. Attending all parent conferences and communicating with your student's teacher. The more we work together, the better we can meet more of your student's educational and socio-emotional needs.

VISITORS AND VOLUNTEERS

At Cordua School, parents and guardians are encouraged to be involved in their student's educational program. Whether it is in the classroom, library, or through other support activities, a helping hand is always welcome. If you would like to become involved, please contact your student's teacher, the PTA or the office.

For security, health and for student safety, all persons volunteering and having direct contact with students in the Marysville Joint Unified School District must have TB and fingerprint background clearance on file at the district office.

All visitors and volunteers must be signed in with a Driver's License or ID through the Raptor System at the office for the safety of our school and students. If you are interested in volunteering, please contact the office for the fingerprint form and instructions. Those wanting to volunteer are responsible for the fees associated with clearance.

Volunteers within the classroom are there to assist the teachers and students. ***Therefore, volunteers may not bring younger or older siblings with them during their volunteer time.*** Also, volunteers are in a confidential relationship within the classroom and as such, should remember that all students' privacy should be respected and not discussed with other people outside of the classroom.

The volunteer guidelines and requirements discussed in above paragraphs must also be followed for any field trips.

Conferences with either the teacher or other school staff should be by appointment to ensure that the person you want to see is available. If you would like to visit the classroom, **please schedule the time with the teacher.**

PTA

The Parent Teacher Association is an active support group at Cordua School. This organization, through fundraisers and donations, sponsors activities and events for students and families. This group also organizes the classroom helpers to support activities during the above events and special classroom activities.

Cordua School PTA, in support of District Administrative Directive 1981/84, encourages *all students* participating in selling items for fundraisers to contact family and friends and *not go door to door.*

The PTO Board meets regularly and sends notices home for general meetings. If you would like to be a member of the PTA, membership envelopes are available in the office. The membership fee is \$6/year.



Birthday Policy

We LOVE your kids and we love celebrating them on their special days. Birthdays are exciting!

Parents are welcome to send store bought goodies for their students. These items can be dropped off in the office and they will be sent to class at a time the teacher deems appropriate. In order to keep class time disruption to a minimum, parents and family members are not invited to participate in classroom celebrations.

Deliveries for students, such as flowers, balloons, stuffed animals, and gifts will be refused at the office.

TRANSPORTATION TO AND FROM SCHOOL

ARRIVAL TO AND DEPARTURE FROM SCHOOL

Students should not be on campus prior to 7:45 a.m. Playground supervision is from 8:00 – 8:15 a.m. For the safety of all students, early arrivals cannot be accommodated. If your personal schedule requires an earlier drop off, check your local bus route for morning pick up times and locations. Upon arriving in the morning, students should go directly to the cafeteria for breakfast or to the playground. Cordua School is a *closed campus*. Once students arrive at school, they may not leave campus until officially dismissed or signed out by a parent or guardian in the office. After school, students should go to one of three places:

1. To the bus area to ride the bus home
2. To the gate area to wait for your vehicle and be picked up.
3. Go directly to STARS and check in with your after school care provider.

BUSES

If you need transportation information, please call (530) 749-6189. Bus transportation is provided for students outside the designated walking area. Please remember that riding the bus in our district, although free, is a privilege and not a right. Bus drivers will issue referrals to those students who cannot follow instructions or for those students who are disobedient. Students cited may be asked not to ride the bus for a period of time and the parent/guardian will be responsible for the student's transportation. If a student needs to ride a different bus, a note from the parent/guardian must be **received and approved** by the office before boarding the bus.



SKATEBOARDS, SCOOTERS AND ROLLERBLADES

Skateboards, scooters and rollerblades (including tennis shoes with foldable wheels) are not allowed at school.

WALKING TO SCHOOL

If your child walks to school, please ensure that they stay a safe distance from the highway. To cross the highway, the crosswalk should be used every time. If possible, children should be accompanied by an adult.

PARKING LOT

The parent/visitor parking lot is located in front of the office. If you need to conduct business at the school, park your car in designated spaces. To ensure student safety, please accompany your child through the parking lot. Please do not park in the designated no parking zone. Our buses cannot navigate the parking lot to their bus zone if there are cars parked in this area.

If you and your student are staying after school for any reason, we ask that you keep your student off of the playground equipment. The playground is used by the STARS program during this time.

ACADEMIC PROGRAM AND SUPPORT SERVICES

PARENT CONFERENCES

Parent conferences are held in the fall of the school year. These conferences are developed to discuss the academic, social and emotional growth of the student. Additional meetings to discuss various issues can be scheduled on an “As-Needed” basis and are encouraged to be held throughout the year.

ONGOING PROGRESS REPORTS

Teachers will schedule conferences in the fall and spring to discuss student progress. This conference will give you and your student an opportunity to review his/her academic progress to that point. Teachers of students in K-3rd grade will also provide notification if a child’s academic progress places the student at risk of retention. Please work with your student’s teacher to develop strategies to best meet your student’s needs and discuss problems as soon as they develop.

Report cards will be issued three times a year for all K-5th grade students. Kindergarten through 5th grade report cards will reflect the student’s progress toward meeting the grade level standards using a 1-4 rubric. Report cards should be reviewed carefully by both students and parents. Questions about grades can be answered by your student’s teacher.

INSTRUCTIONAL PROGRAM

Our program offers many learning experiences to further the social, physical and academic development of each child.

Our school day begins at 8:00 a.m. on the playground with supervised play. It is important that children play together in an acceptable way. Problems playing together do occasionally develop. We use these experiences to teach problem solving and conflict resolution techniques. Please review the STEPS TO AVOID CONFLICT section with your student.

During instructional time, the following subjects are taught:

- Reading, Language Arts (grammar, spelling and writing), Math, Physical Education, Social Studies, Science, Health, computer skills, social skills, Music, Art and character building.

STUDENT STUDY TEAM

At times, students require additional support services from the school site. A positive step in providing resources for academic, social or psychological reasons, is the Student Study Team. This team works together as a group with the Parents and student to create a plan towards a successful school career. A referral for a meeting can occur through the classroom teacher or from the parent or guardian. If you have questions about this process, please see your child's teacher.

RESOURCE SUPPORT PROGRAM (RSP)

Students who qualify for this program, participate in additional academic support services with the school's RSP teacher and/or para educator.

PROMOTION/RETENTION POLICY

Students meeting grade-level standards of expected student achievement will be promoted each year. If a student is performing below the minimum standards he/she is at risk of being retained. When a student is at risk of retention or recommended for retention other factors considered include Standardized Testing, District Benchmarks, classroom performance and attendance. Identification of an at-risk student should occur as early as possible in the school year so that opportunities for remedial instruction can be provided.

Parents will be informed through conversations, meetings, report cards and letters if their student is at risk of retention. A final determination of retention will be a combined decision of all parties.

LIBRARY

Classes are scheduled to use the library for book check-out and storytelling periods each week. Individual students may come to the library to check out books or gather information from reference materials after getting permission from their teacher and the librarian. Each student is responsible for the books he/she checks out. Late notices will be sent home with the student for overdue books. Lost or damaged books must be paid for in the library or office.





CORDUA ELEMENTARY

COMETS

	Safe	Respectful	Responsible	Problem Solver
FIELD & BLACKTOP VOICE LEVEL 4	<ul style="list-style-type: none"> Play school appropriate games Running and ball kicking games in the field 	<ul style="list-style-type: none"> Use appropriate school language Show good sportsmanship Encourage others 	<ul style="list-style-type: none"> Return equipment Follow directions 	<ul style="list-style-type: none"> Be kind Be respectful Be responsible
BATHROOM VOICE LEVEL 2	<ul style="list-style-type: none"> Walk Wash hands Leave once you are finished 	<ul style="list-style-type: none"> Respect privacy Appropriate school language Use equipment and supplies properly 	<ul style="list-style-type: none"> Leave bathrooms clean and ready for the next person 	<ul style="list-style-type: none"> Wait your turn Remember to go during breaks
ASSEMBLIES VOICE LEVEL 2	<ul style="list-style-type: none"> Sit criss-cross Hands and feet to yourself 	<ul style="list-style-type: none"> Appropriate school language Respect personal space Listen to the speaker 	<ul style="list-style-type: none"> Talk when appropriate Be a good example Enter and exit quietly Follow directions 	<ul style="list-style-type: none"> Ask for help Use kind words and actions Use appropriate applause
PLAYGROUND WOODCHIPS VOICE LEVEL 4	<ul style="list-style-type: none"> Walk Use equipment correctly Hands/feet/objects to yourself 	<ul style="list-style-type: none"> Wait patiently for your turn Appropriate school language Respect others 	<ul style="list-style-type: none"> Be a good role model Follow directions 	<ul style="list-style-type: none"> Ask for help Use kind words and actions
CAFETERIA QUAD VOICE LEVEL 2	<ul style="list-style-type: none"> Walk Use sidewalk Stay seated Eat only your food 	<ul style="list-style-type: none"> Use good manners PLEASE & THANK YOU Follow directions Appropriate school language 	<ul style="list-style-type: none"> Clean up Raise your hand for help Eat Wait for dismissal 	<ul style="list-style-type: none"> Ask for help Use kind words and actions
LIBRARY VOICE LEVEL 0/1	<ul style="list-style-type: none"> Walk quietly 	<ul style="list-style-type: none"> Use good manners "Please and thank you" Sit criss-cross Whisper 	<ul style="list-style-type: none"> Use a place marker Use time wisely Return books 	<ul style="list-style-type: none"> Ask for help Use kind words and actions Find a quiet place
CLASSROOM VOICE LEVEL 1/2	<ul style="list-style-type: none"> Walk Use supplies appropriately Hands/feet/objects to yourself 	<ul style="list-style-type: none"> Raise your hand Listen to the speaker Keep organized Respect personal space 	<ul style="list-style-type: none"> Complete and turn in assignments Follow directions 	<ul style="list-style-type: none"> Ask for help Use kind words and actions Move to a quiet place
BUS VOICE LEVEL 2	<ul style="list-style-type: none"> Stay in line getting on and off the bus Hands and objects inside the bus Remain seated at all times 	<ul style="list-style-type: none"> Listen to the bus driver Keep the bus clean 	<ul style="list-style-type: none"> Follow directions Buckle yourself in 	<ul style="list-style-type: none"> Ask for help Use kind words and actions Keep noise down

CORDUA ELEMENTARY

COMETS

VOICE LEVELS

VOICE LEVEL 0
Silence

VOICE LEVEL 1
Whisper

VOICE LEVEL 2
Group Talk

VOICE LEVEL 3
Outside

STUDENT EXPECTATIONS AND PROCEDURES

PBIS-Positive Behavioral Interventions & Support

Cordua school runs on a set of agreed upon school- wide expectations that we use as a tool for teaching and reinforcing student behaviors.

The PBIS approach is used internationally to enhance academic and social behavior outcomes for students. It is a way for schools to create an understanding of what behaviors they want to see from their school community, create the means to teach and reinforce those behaviors, and to provide interventions and support for students who do not meet expectations.

1. **RESPECTFUL**- Kind and helpful words and actions
2. **SAFE**-making healthy, careful choices
3. **RESPONSIBLE**-Doing what needs to be done
4. **PROBLEM SOLVERS**- Talk it out, walk away, ask for help

This approach to managing behaviors becomes a positive one. Students are acknowledged for exhibiting the expected behaviors by receiving Comet Cash from staff members. This “money” can be redeemed weekly at the student store for prizes or experiences.

Please take some time throughout this school year to talk with your student about the expectations at school and the importance of demonstrating our four school expectations - **Safe, Respectful, Responsible, Problem solver.**

PROCEDURES FOR DISCIPLINE

Students will receive a *Referral Form* for behavior that is harmful to others and self and direct defiance of supervising adults. In most cases, a student will have been warned and given a chance to correct the behavior. When a student receives a referral form, it is to be taken home that day. In some situations, a phone call home from the teacher or the principal will take the place of a referral form.

As parents, you expect your child to follow safety rules and respect others. So we ask that you review the Referral Form and discuss options your child might take to solve problems, participate in safe play and respond appropriately to supervising adults. After discussion, help your child create a plan for correcting his/her behavior. The Referral Form is to be returned the next day with student and parent signatures. Parent contact will occur for inappropriate behavior to ensure that parents and the school are communicating regarding this behavior.

Persistent violations of the school rules may result in a conference to develop a Student Behavior Support Plan.

SUSPENSIONS AND EXPULSIONS

There are certain basic rules for accepted behavior that all students are expected to follow. According to California Ed. Code the following are offenses which could or would result in a suspension or expulsion:

1. Physical injury actual (with serious injury)
2. Physical injury actual (without serious injury)
3. Physical injury threatened
4. Possession of a weapon (adhering to the appropriate definitions)
5. Possession of a dangerous object -Grades 1-6
6. Possession of imitation firearm substantially similar to existing firearm leading person to conclude that the replica is a firearm.
7. Selling or furnishing of drugs or alcohol, or possession of any controlled substance, other than alcohol
8. Under the influence of drugs or alcohol
9. Selling or furnishing any substance indicated to be other than what it is
10. Committed or attempted to commit robbery or extortion
11. Caused or attempted to cause damage to school property or private property
12. Committed an obscene act or engaged in habitual profanity or vulgarity
13. Defiance or disruption of school activities
14. Sexual Harassment-Grades 4-5
15. Penal Code 71-Threats to school employee or school

SUSPENSION FROM CLASS BY A TEACHER

The Education Code and Board Administrative Regulations allow a teacher to suspend students from his/her class for the day of an infraction. The teacher has the responsibility to call parents as soon as possible. Parents may confer with the teacher in person or by phone.

Students suspended from class will report to the office with class assignment(s) for the period of the suspension. The suspended student shall not be returned to class without the approval of the teacher and the principal or designee. Please remember that one student's classroom disturbance results in many other students losing out on learning time. Please be respectful and aware of how one's behavior affects others.

APPEARANCE & DRESS STANDARDS FOR STUDENTS

In order to ensure a safe, healthy and wholesome school atmosphere, the California Education Code allows districts and schools to set dress codes. Cordua Elementary School recommends

that students' dress attire be clean, neat, safe, appropriate and in good taste. Students violating the dress code will be given the opportunity to correct their dress, offered clothing that will correct it, or will call home to have parents bring them something appropriate to wear to school. We trust that our parents will display their best judgement. The following are the most basic guidelines students are asked to adhere to.

PLEASE ABIDE BY THE FOLLOWING DRESS GUIDELINES

1. SHOES MUST BE WORN AT ALL TIMES. Heels (over 1") and flip-flops/soccer slides are not allowed at school; sandals must have a back strap. During Physical Education, students should wear shoes that have a closed heel and toe, rubber sole and laces or Velcro closure for safety reasons.
2. Clothes should be sufficient to conceal undergarments at all times. See-through garments or mesh/fishnet, tank tops (with straps less than 2"), strapless or halter tops, off the shoulder or low cut tops, bare midriffs tops are not allowed at school.
3. Skirts/shorts with less than a four inch (4") inseam are prohibited (at least to your fingertips when you are standing straight up and arms are extended at your sides). Skirts/shorts must be hemmed; cut-offs are not allowed at school.
4. Clothing and jewelry must be free of writing, pictures or any other insignia which are crude, vulgar, profane, or sexually suggestive; advocate racial, ethnic, or religious prejudice; advocate the use of drugs, alcohol or tobacco.
5. Hats and caps are considered clothing falling under the above rule. If worn to school, they may be worn on the playground only. Hats must be removed inside all buildings (including the cafeteria). If a hat/cap becomes a problem, it will be excluded from school.
6. Earrings may be $\frac{3}{4}$ inch in diameter but dangling earrings/earrings over $\frac{3}{4}$ inch long are not allowed at school because they pose a danger to the student wearing them.
7. Sunglasses may be worn outside buildings or classrooms.
8. Pants must be worn around the waist and not sagged.

EDUCATION CODE AND BOARD POLICIES

MJUSD TOBACCO-FREE POLICY

In the interest of public health, the Marysville Joint Unified School District has declared itself to be a tobacco-free district as of July 1, 1994. Board Policies 4040, 5050 and Administrative Reg. 4040.1: *All tobacco use is prohibited for students, employees, and visitors to the district at all times (including evenings) and in all locations (including parking lots, vehicles and athletic fields). This includes ANY type of tobacco product.*

We thank you for your cooperation with this policy and look forward to continuing our efforts to provide a more healthful environment.

ALCOHOL/DRUG POLICY

The use, possession or distribution of alcohol, narcotics, hallucinogens, or restricted dangerous drugs will not be tolerated on school grounds, at the school events, or in any situation in which the school is responsible for the conduct and well-being of young people.

As of July 18, 1995: Possession, sale, distribution or use of controlled substances, alcoholic beverages, or intoxicants of any kind, absent extenuating circumstances, as determined by the Governing Board at a hearing, will be punished by EXPULSION from school. (Board Policy 5040, 5060, and Administrative reg. 5060.1).

THE FOLLOWING ITEMS WILL NOT BE ALLOWED AT SCHOOL:

1. IPOD or CD players*
2. Technology or entertainment devices, unless permission is given by the teacher
3. Video games or video game cartridges/consoles
4. All toys
5. Sunflower seeds or unshelled nuts (nuts with the shells still on) of any kind, due to the mess they create
6. Aerosol cans
7. Skateboards, roller blades or scooters, tennis shoes with fold down wheels
8. Hard balls or bats
9. Trading cards
10. Gum or excessive amounts of candy
11. Electronic signaling devices or laser pointers

12. Glass containers
13. Any items defined by the education or suspension code
14. Any item that is disruptive to the learning environment
15. If a teacher has requested that a student bring a CD player, CD or cassette to school, the student must bring it to the office or student's teacher before school.

Confiscated items may only be returned directly to the parent.

