

## CORDOVA ELEMENTARY OPTIONAL SCHOOL



Home of the Cougar Cubs  
Parent/Student Handbook  
2024-2025



750 N. Sanga Road  
Cordova, TN 38018

Telephone Number: (901) 416-1700

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School website: <https://schools.scsk12.org/cordova-es>

### GREETINGS FROM DR. MILLER, PRINCIPAL

Welcome to Cordova Elementary! You are embarking upon a journey of success that is child centered and project driven. Our school climate is positive and nurturing but charged with learning accountability and responsibility for individual growth. Because we are a family of learners, we welcome parents, extended family and other community stakeholders to join us in our mission to achieve excellence in academic pursuit today and every day.

Should you have questions that are not answered within the text of this writing, please feel free to contact the school by phone, e-mail, or visit us during school hours or by appointment.

Best wishes to every Cordova Cub for happy learning and great success.

### SCHOOL HOURS

Monday-Friday 8:15 a.m. – 3:15 p.m.

**Doors Open at 8:00 a.m.** For student safety, no early drop-offs before this time.

### INFORMATION ABOUT OUR SCHOOL

Cordova Elementary Optional School, home of the Cougar Cubs, celebrates over 20 years of serving the Cordova community with a focus on enriched academics. CES is a Title I school, servicing grades PK- 5<sup>th</sup> grade. In Cordova's Optional Program, learning is accelerated and enriched through innovative, hands-on teaching and learning strategies, unit plans of study, supplemental books, field trips, visiting artists, and science and technology programs. We believe enrichment means different work, not more work; to ensure students are supported in skills to grow and challenged in skills that glow.

CES student needs and interests inspire our students to become confident leaders and learners. Students' learning experiences are enriched through numerous exploratory classes such as Orff music, choir, instrumental music, physical education, computer, and visual art. School clubs include Gymnastics, Choir, Folk Dance, and Art Club, which are conducted during the school day and after school. CLUE is offered for eligible students.

### PURSUIT OF EXCELLENCE

Each member of our school community is expected to give more than 100% in effort and

dedication. It is our expectation that school administrators, students, teachers and parents have special gifts and talents that he/she may share in making our world a better place. We expect everyone to give their very best in everything they do, to ensure that we are Developing Global Leaders & Learners.

Shelby County School Board Policies governing specific categories of student behaviors can be found on the SCS web site. Other specific classroom rules and consequences are published, posted, and distributed within the grade level teams.

### BEHAVIORAL EXPECTATIONS AND STUDENT DISCIPLINE

Cordova is a peaceful learning community. We embrace and encourage peace among our entire school family. Peace breakers may lose their citizenship rights or privileges at Cordova Elementary. No one is allowed to prevent teachers from teaching or students from learning. We believe that our insistence upon peace renders rewards of high achievement in a positive, safe, and orderly climate. Everyone is happier when we practice peace.

Behavioral expectations for everyone at Cordova are centered in the following principles:

- Obedience – obey those who have authority over you.
- Respect – respect yourself, others and the person and property of others; respect the boundaries established to maintain order.
- Responsibility – assume responsibility for your actions and act upon the stated expectations for your role; be responsible for your environment.
- To remain at Cordova, students must continue to meet academic and attendance requirements as outlined by the MSCS Optional Schools guidelines.

### ARRIVAL

**Children are NOT to be dropped off before 8:00 a.m.** unless they are in the Y-Care Program. Otherwise, **they will be unsupervised**, which is not safe for your child. **IN ORDER TO OFFER TEACHERS AN OPPORTUNITY TO USE EARLY BIRD TIME FOR PLANNING, PARENTS ARE NOT ALLOWED BEYOND THE FRONT LOBBY UPON ARRIVAL UNLESS THEY HAVE A SCHEDULED APPOINTMENT, OR OTHER BUSINESS IN THE OFFICE. THANK YOU FOR YOUR COOPERATION.**

### DISMISSAL PROCEDURES

Dismissal will begin daily at 3:05 p.m. and all students must be picked-up by 3:30 pm. Walkers will be escorted to the crosswalk by staff to dismiss from campus. **Walk-ups are not allowed to retrieve students.** For safety and security reasons, students are not allowed to return to the classroom once they have been dismissed.

**PK students must be signed in and out daily.** We require bus monitors from all day care



services to come into the building to sign children out. All students should be picked up by 3:30 p.m.

### LATE ARRIVAL

Students that arrive after 8:30 a.m. will be required to report to the main office and get a tardy slip. Students that are habitually late will be targeted for state level intervention (see MSCS truancy policy). **We start intervention at 8:15 a.m., so it is important that your child arrives at school on time.** It is unfair to the child for them to miss quality educational time, unless there is an emergency.

### DISMISSAL OF STUDENTS DURING THE SCHOOL DAY

Students are not allowed to leave the school grounds except when going home at the regular dismissal time. If it becomes necessary for a student to leave school early, the parent or guardian **MUST** report to the school office, **show valid ID**, and sign the student out. Parents are encouraged to send the teacher a note by the child if he/she will be leaving school early. The note should include the time the child will need to be ready and the name of the person who will be picking the child up. This advance notice will allow the teacher time to get the student and their things ready. Please understand that frequent early dismissal will be handled in a like manner as excessive tardiness because your child is missing valuable learning time. **No early dismissal after 2:15 p.m. Thank you for your understanding and cooperation.**

### ABSENCES

A written excuse should be sent after absences. The written excuse should be sent the day the child returns to school, stating the dates the child was absent and the reason for the absence. Any absence that does not have a written excuse is considered an unexcused absence. In case of communicable diseases (ringworm, pinkeye), a doctor's written notice is required to return to school.

Students are expected to attend school every day. However, if your child is sick with a contagious illness, please keep them at home. We do not want to spread germs to other students or teachers. **Five unexcused absences will be reported to the Truancy Department.**

### YMCA CHILD CARE

This service is offered before and after school services for 6-8 a.m. and 3-6 p.m. (before care \$30 and after care \$50.00, \$65 for before & after care) per child per week. DHS certificates are accepted. Y-Care will be located in the annex building this school year. At dismissal, Y-Care Staff will pick-up students from their assigned locations. Parents may begin Y-Care checkout no earlier than 3:45pm.

### SCHOOL EMERGENCIES

It is essential that we have accurate and updated contact information on every child. We will

gladly contact you or a responsible designee whenever your child becomes ill or is injured at school. Major school emergencies, such as early dismissal for the whole school, will be handled through public broadcast. However, for day-to-day events, we need multiple numbers to call in order to serve the children's needs. Please notify the persons whose names and numbers you submit so that they are aware of the agreed upon procedure for handling emergencies or contacting you. Also, it is important that you and your designee know your child's teacher by name.

### LOCKED DOORS

For security reasons, all doors of the building will be locked. If you need to enter the school, please buzz in at the front door. This is an effort to keep our students safe from any unauthorized visitors during the school day.

MSCS policy requires that all visitors sign in. You will be asked to leave a form of identification when signing in. You must adhere to this policy. It is important to everyone's safety that we know who is in the building.

Parents and other visitors are always welcome to our school, but you must sign in at the office before going to any classroom and will need to have made prior arrangements with the teacher, counselor, or principal for confirmed conference times.

### OUR UNIFORM POLICY AND DRESS CODE

Uniforms are mandatory for all students in grades K-12. Listed below, you will find the basics of the dress code:

- Pants, skirts, jumpers and walking shorts must be tan, navy or black. **No jeans, leggings**, or ripped pants.
- Walking shorts, skirts/skorts must come to the knee.
- Pants must not be oversized or undersized.
- Blouses and shirts must have sleeves and collars (polo, golf, or dress style) and they must be plain red, white, or blue.
- **Navy shirts are for Pre-K students only.**
- Solid color jackets and hoodies (navy, red, white, or black).
- Tennis shoes are permitted. **For student safety no sandals or open toe shoes. Crocks must be worn with the strap behind the heel.**
- No colored undershirts or distracting leggings/tights during the winter months.

If your child comes to school out of uniform, you will be contacted to bring the proper attire to the school. Repeat offenders will lose privileges such as the right to participate in spirit groups or other extracurricular activities.

### BREAKFAST

Grab & Go breakfast will be served daily from 8:00 a.m.-8:35 a.m. All students may eat breakfast at no



charge. Breakfast will be served in the classroom. Students will not be allowed to eat after 8:35 a.m.

### SCHOOL LUNCHES

Students will receive a free hot lunch daily. The lunch period is part of the regular instructional program; therefore, no child is permitted to go home for lunch. Your child may bring his/her lunch. Please do not send glass bottles or soft drinks to school. **No parent food drop-offs or deliveries from Door Dash, Uber Eats, etc.** Thank you for understanding.

### PARENT PARTICIPATION

Cordova is a member of the **Partners in Education (PIE)**. We ask that all parents join the PIE. PIE supplies teachers and students with various items throughout the year, through various fundraisers. Please come to the monthly meetings so that you are aware of what is happening at our school.

Also, be advised that we hold several Title I parent meetings. Watch the home school communication materials for announced dates.

Listed below are additional ways to help your child succeed at school:

- Become involved in your child's education. Supervise and check homework. Read and respond to flyers and check backpacks daily.
- Establish routines and procedures at home in the evening and on weekends that support learning and success in school.
- Provide resources at home for reading and learning.
- Stress the value of education by discussing its importance with your child.
- Encourage children to do their best in school.
- Support school rules and goals
- Contact your child's teacher early if there is a problem.
- Attend scheduled Parent/Teacher Conferences and Family Night events.

### ARTICLES BROUGHT TO SCHOOL

Cellular phones, electronic games, CD players, headsets, radios, toys, expensive jewelry, and large amounts of money should not be brought to school. The school will not assume responsibility for these items if they are lost or stolen.

### CAMPUS GUIDELINES

Due to traffic congestion at CES, the following regulations are being made for the safety of everyone, especially our children:

1. All campus traffic is one way beginning with the entrance ramp on Sanga **Please do not use the exit ramp to enter**; you'll be facing oncoming traffic.
2. When letting children out of the car, please do not block the crosswalk. **Children should not exit the vehicle on the driver's side.** Also, for their safety and yours, please follow the directions of the teachers who will be at the crosswalk to aid in traffic control.

3. By order of the Fire Marshall, no area marked Fire Lane should be used for parking, ever! No stopping or standing is allowed in these areas.

### HOMEWORK

During our Annual Open House, your child's teacher will explain homework expectations. In general, homework is considered to be a time for skill practice, enrichment, or more in-depth attention to a given unit of study or subject area. Rules concerning homework cannot be made since individual teachers may vary slightly in assignments. However, best efforts are directed by the teacher to establish uniformity for each grade level. Everyone at CES has assignments that are appropriate for each grade level. Time should be spent reading every night. Check **Class Dojo** and homework folder regularly for updates.

### REPORT CARDS

Report cards will be issued every nine weeks. The purpose of the report card is to help parents identify the student's strengths and weaknesses and to help teachers evaluate and plan instruction accordingly. Conferences are encouraged and may be requested either by the teacher or the parent as needed.

### PROGRESS REPORT

Progress reports are used by teachers to report student progress during the mid-point of a grading period. A parent teacher conference will be requested for any student that receives an unsatisfactory or failing grade. Information about work habits may also be reported on progress reports. A parent signature is requested on all progress reports.

### FORMATIVE ASSESSMENTS

Formative assessments will be administered at regular intervals during the year according to the district testing calendar.

### TEXTBOOKS

All basal textbooks, workbooks, library books, and devices/chargers are issued without a charge to students for use during the school year. Students who lose or damage textbooks and/or library books will be charged a replacement or repair fee.

### WEB RESOURCES

<https://schools.scsk12.org/cordova-es>  
<http://www.clue901.com/>  
<https://www.splashlearn.com/?>  
<https://www.getepic.com/sign-in>  
[www.pbskids.org](http://www.pbskids.org)  
[www.timeforkids.com](http://www.timeforkids.com)  
<https://tntel.info/>  
<https://kids.nationalgeographic.com/>  
[www.crayola.com](http://www.crayola.com)

### FIELD TRIPS

Field trips are scheduled to various places throughout the year; however it is not mandatory for



your child to attend. In order for your child to go on a field trip, they will be required to return a signed permission slip and any fee associated with the trip. Money sent in for field trips should be sent in an envelope with the student's name, teacher's name, and the name of the field trip. Students with unsatisfactory conduct may be asked to have a parent accompany them on the trip. A limited number of chaperones may be invited to accompany a class on field trips. MSCS Board regulations do not authorize transportation of younger siblings with Cordova students on field trips. Parents will not be allowed to ride the bus, as they are reserved for students and staff.

**BIRTHDAY PARTIES AT SCHOOL**

If you would like to celebrate your child's birthday with his/her classmates, you are welcome to do so. However, we ask that you follow a few simple guidelines:

1. **Ask your child's teacher in advance** so that the class schedule can be cleared to avoid any conflicts with instructional time. If not scheduled in advance, you will have to reschedule for another day.
2. Parties must begin at 2:00 and end by 2:45 pm.
3. Only cake/cupcakes and ice cream allowed and must be commercially prepared (no homemade items).
4. Balloons are not allowed.

**School Vision**

The vision for Cordova Elementary School is to offer all children a program based upon their needs and to prepare them to succeed in today's society. Our school will always have a challenging, nurturing, and rewarding environment with high expectations and data driven instructional activities that are meaningful, relevant, and inclusive.

At Cordova Elementary Optional School, we are dedicated to exceptional teaching and learning where:  
Students:

- Are respectful and focused on learning;
- Feel a sense of community where we turn to each other, and students use positive peer interaction to encourage academic achievement;
- Are global, independent, and accountable learners, responsible for their own growth and achievement; and
- Are actively engaged in scholarly activities, independent study and community involvement.

Teachers:

- Work collaboratively to share and implement a variety of effective instructional strategies;
- Utilize innovative technology to enhance learning;
- Foster a cultivating environment in each classroom; and

- Analyze student performance data frequently to meet the individual needs of each child.

The School:

- Requires the highest form of professional talk among students, teachers, and parents;
- Promotes and works toward the commonly held vision of teaching and learning;
- Creates schedules that maximize time for instruction and collaboration; and
- Leads improvement through hands-on visibility and classroom engagement.

Parents and Community:

- Are so involved in the school that they can describe student goals and needs;
- Are actively involved in a variety of committees and services; and
- Have regular meetings with school leadership and teachers to learn about how to support teaching and learning.

**Our School Moto**

Developing Global Leaders and Learners

**Global Leader Traits**

1. Think Globally
2. Appreciate Cultural Diversity
3. Build Partnership & Community
4. Have Life-Long Curiosity
5. Express Vision with Enthusiasm
6. Innovative and Creative
7. Strengthen Body and Mind

**Student Creed**

I pledge to do my best for Cordova Elementary Optional school.

I will show respect for my school and community.

I will help to keep it clean and obey the rules.

I will work hard in class. I will be kind, calm, and respectful at all times.

I will do my best to make Cordova Elementary Optional School a happy place,

Even if it takes all I have. I will be a leader and prosper daily.

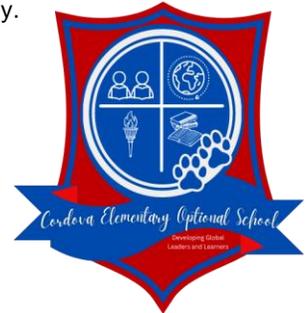
**Cub Code of Conduct**

**C – Come Prepared**

**U- Use Respect**

**B – Be Responsible**

**S- Show Commitment**





### Car Arrival

- Cordova Elementary is an 8:15 school, however we open the doors at 8:00 a.m. **No children should be on campus prior to this time as they will be unsupervised.** Doors are closed at 8:30 and all school personnel at the entrance cross will return to the building. Students will have to ring the buzzer for entry and must stop by the office for a tardy slip.
- Parents are not allowed beyond the lobby (**parents cannot walk their children to class**). Only PK parents are allowed in the building, as they have to sign their children in each morning.
- Please follow the drop off procedures exactly to maintain safety. Do not park in the school drive or on the crosswalk. This stops the flow of traffic.
- Enter the school lot approaching from the south on Sanga and turning right into the first driveway.
- Stay in the right lane, driving around to the front entrance near the covered porch, pulling as far forward as possible.
- After dropping off your child, please exit by turning right only onto Sanga.
- Always follow the crossing guard's directions.
- Parents should stay in the car.
- If you are going to take longer, please park in a parking space.



### Car Dismissal

- Dismissal for car riders begins at 3:05 p.m.
- All car riders **MUST** have a car rider hang tag. Please have your tag hanging for staff to see. If you do not have an assigned number, please call 416-1700.
- Please pick your child(ren) up on time. Students are only supervised at dismissal until 3:30 p.m.
- **Do not get out and walk up to the porch or entrance to ask for students, as we do not allow porch pick-ups or parents in the building during dismissal.**
- Enter the south entrance of Sanga and remain in one lane.
- Students will be called by number inside the building.
- Students called will exit the building and will be loaded into cars by school staff in the loading zone.
- Your assistance will be required to help your child learn their number.

- Remember to practice patience as we help all students exit safely.



### Walker Dismissal

- All walkers KK-5th will be escorted by staff members to the crosswalk where the crossing guard is. Once the crossing guard gives clearance, students will be escorted across the street by staff members.
- Anyone waiting to escort a walker home **MUST** meet them across the street at the crosswalk. **For safety, any walkers not picked up by 3:25 will be returned to the building AND WILL NOT BE RELEASED VIA WALK-UP DISMISSAL. PARENTS WILL HAVE TO JOIN THE CAR RIDER LINE TO GET THEIR CHILDREN.** When we have parents walking to the porch to get children, it greatly disrupts the car rider line and forces us to have to divide our attention from safely getting students loaded.
- Parents should meet any walker at the crosswalk only, not on the school's property.
- No students will be released to anyone until after they have crossed the street.
- All walkers **MUST** exit the campus by going across the crosswalk.



### Changes in Transportation

- If you need to change the way your child gets home for an emergency or out of the normal circumstance, **parents must email the teacher AND BOTH secretaries** ([jonespr3@scsk12.org](mailto:jonespr3@scsk12.org)), ([valdezs@scsk12.org](mailto:valdezs@scsk12.org)) by 2:00 p.m. **Any day of changes received after 2:00 p.m. will not be honored.**



### Additional Notes

- Because of unknown food allergies, **we do not allow outside food** delivered by parents or Uber Eats, Door Dash, etc.
- Due to the number of students enrolled, we cannot honor request for parents to have lunch with their children.
- Thank you for your cooperation and understanding, as we have over 800 students that we are responsible for. While the car rider line may be intimidating, it moves quickly if all parents have their numbers displayed. Please know that our procedures are not intended to inconvenience anyone but are implemented to keep our Cubs safe.



# MSCS Grading Policy: **DISTRICT REQUIRED GRADING CATEGORIES & WEIGHTS (PER NINE WEEKS)**

The District believes that a sufficient number of grades should be earned and recorded to accurately reflect a student's progress. Students in grades 1-5 must be provided an opportunity to earn **at least 17 grades per nine-weeks (quarter)** distributed among the following categories with the following weights. With the exception of projects, portfolios, and presentations, **two grades for each required category (totaling eight grades) must be earned and recorded by the interim of the nine-week period.**

Homework: 5% (min. of 4 grades)

Class Participation: 5% (min. of 4 grades)

Classwork: 40% (min. of 4 grades)

Projects/Portfolios/Presentations: 5% (min. of 1 grade)

Assessments: 45% (min. of 4 grades)

