

ZEHNDER RANCH



Elementary School

**STUDENT & FAMILY
HANDBOOK**

PARTNERSHIP COMPACT FOR FAMILIES/STAFF

A compact is an agreement between two parties that outlines expectations for students, school staff, and families. We want to partner with you and help you navigate the public school system and use it as a launching pad for your child's future success. ZRES has a leadership focus that identifies 6 Leadership Habits that we teach students. We believe leadership is about making choices that help you and others.

As part of this agreement, the ZRES staff agrees to focus on these Leadership Habits:

Courtesy

Compassion

Courage

Collaboration

Communication

Confidence

Children follow the model established by their adults. As a staff, we accept the important responsibility of being a part of your child's life. This handbook details the agreements families and staff need to create an alliance aimed at ensuring all students are college and career ready. We emphasize being college

bound because we want every child to have OPTION to apply and be accepted at the college of their choice. They may choose another path, but we aim to make that their choice by preparing them for both a college and career pathway. Our school handbook is homework for students the first week of school. Please review it with your child and return to this page and sign the Compact.

My child and I have read the ZRES Partnership Compact.

Parent Signature

Child's Printed Name

Teacher

Date

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Message from the Principal

Dear Zehnder Ranch Families,

Our vision is to leave a **Legacy of Leadership** in your community. Zehnder was designed to provide students with access to high quality instruction along with coaching for students from teachers and administrators on leadership and advocacy. We plan to be second to none in the work we do with children. Show up! Work hard! Be You! Moo!

Warm Regards,

A handwritten signature in blue ink, appearing to read "Cheryl Quilatan".

Cheryl Quilatan, Principal

ZEHNDER RANCH ELEMENTARY SCHOOL MISSION STATEMENT

We are *Longhorns!*

Longhorns lead by

Pursuing Excellence in Teaching & Learning

Inspiring Clarity of Thinking

Advocating for Equity

Engaging Families

Encouraging Community Leadership

and through the

Compassionate Support of Other

CORE VALUES

Our conduct as professional educators is guided by these principles:

Humanity

All children feel safe, loved, and valued.

Teacher Leadership

Teachers take on specific leadership roles and with the power to make decisions on school wide issues.

Accountability

We are accountable for student learning outcomes and are committed to continuous professional development.

Achieving Consensus through Collaboration

We develop, communicate, and gain consensus on powerful goals that transform learning, teaching, and leading.

Responsive Administrators

Our Principal and Vice Principal are expected to take action and solve problems. ZR Administrators protect instructional time and ensure the safety of all staff and students.

Respect for all Perspectives

Listen first, then listen more to foster understanding.

High Expectations

We strive to create a culture of instructional excellence that leads to high student achievement.

CLASSROOM WISHLISTS

<p>Teachers appreciate any and all family support. We provide all of our students with the materials they need to learn. Here is a list of supplies that would be of great support to the classroom.</p>	<p><u>Kindergarten</u></p> <ul style="list-style-type: none"> ● Scotch brand glue sticks ● Expo black dry erase markers ● Playdough ● Ziplock ● Treasure Box Prizes ● Foaming hand soap ● Baby wipes ● Reams of white copy paper
<p><u>1st Grade</u></p> <ul style="list-style-type: none"> ● 1 Primary Journal (Mead or Staples brand) ● 2 Black Expo Markers ● White Copy Paper ● Astrobright Copy Paper ● 3 Boxes of Tissue ● 1 Baby Wipes ● 1 Hand Sanitizer ● 2 Scotch brand Glue sticks ● 1 Crayola Watercolor Paints ● 1 Crayola Erasable Twistables-12 pack 	<p><u>2nd Grade</u></p> <ul style="list-style-type: none"> ● Thin (fine tip) expo markers ● Glue sticks ● Glue bottles ● Colored construction paper ● Baby wipes ● Boxes of tissue ● Ticonderoga pencils ● Copy paper ● Wide ruled paper ● Markers ● Colored pencils ● Crayola 24-count crayons
<p><u>3rd Grade</u></p> <ul style="list-style-type: none"> ● 1 hand sanitizer ● 2 dozen Ticonderoga pencils ● 1 pack 3 by 3 post-it notes ● 1 package of wide-ruled lined paper ● 2 reams copy paper ● 1 container of baby wipes ● 2 glue sticks ● 2 black expo white board markers ● 2 pink pearl erasers ● 2 boxes of tissue ● 1 pack of wide or college ruled paper 	<p><u>4th Grade</u></p> <ul style="list-style-type: none"> ● 2 inch Binder w/see through sleeve cover ● 2 reams of copy paper ● Black Expo markers (fine tip) ● Glue sticks ● 2 dozen Ticonderoga pencils ● 1 Crayola 24-count crayons ● 2 boxes of tissue ● 1 large hand sanitizer ● Post-it notes (various sizes/colors) ● 1 box colored pencils ● 1 set of 5 binder tabs

5th Grade

- 2 inch binder
- 1 pair of student scissors
- 2 reams of copy paper
- 1 box of tissues
- 1 set of colored binder tabs
- 2 glue sticks
- 2 composition notebooks
- 2 spiral notebooks
- 4 black expo dry erase markers
- 1 whiteboard eraser
- 1 pink, 1 green, and 1 yellow highlighter
- 1 set of colored pencils
- 1 pack of college ruled binder paper
- 1 box of #2 pencils or mechanical pencils
- 1 container of baby wipes
- 1 personal pencil sharpener
- 3 colored Pocket folders

6th grade

- Box of tissue
- Hand Saniter
- Pair of student scissors
- Glue sticks
- Whiteboard markers
- Set of color pencils
- Ticonderoga Pencils or mechanical pencil
- Pack of small post-it notes

*** Other items will be shared at Back to School ***

ZRES 22/23 BELL SCHEDULE

Zehnder Ranch
Elementary



Bell Schedule
2022 - 2023

REGULAR DAY SCHEDULE

AM KINDER 8:35 - 12:06
PM KINDER 11:35 - 3:17
1st - 6th GRADES 8:45 - 3:15

MORNING RECESS

GRADES	RECESS
4 TH	10:30-10:45
5 TH	10:45-11:00
6 TH	11:00-11:15
2 nd	1:40-1:55
3 rd	1:55-2:10
1 ST	2:10-2:25

LUNCH SCHEDULE

GRADES	LUNCH	RECESS
2 nd	10:55-11:15	11:15-11:35
3 rd	11:20-11:40	11:40-12:00
1 st	11:45-12:05	12:05-12:25
4 TH	12:10-12:30	12:30-12:50
5 TH	12:35-12:55	12:55-1:15
6 TH	1:00-1:20	1:20-1:40

MINIMUM DAY SCHEDULE

ALL KINDER 8:35 - 12:06
1st - 6th GRADES 8:45 - 1:20

LUNCH SCHEDULE

GRADES	LUNCH	RECESS
2 nd	10:15-10:35	10:35-10:50
3 rd	10:40-11:00	11:00-11:15
1 st	11:05-11:25	11:25-11:40
4 TH	11:30-11:50	11:50-12:05
5 th	12:00-12:20	12:20-12:35
6 TH	12:25-12:45	12:45-1:00

INCLEMENT WEATHER/RAINY LUNCH SCHEDULE

GRADES	LUNCH	RECESS
2 nd	10:15-10:35	10:35-10:55
3 rd	10:55-11:15	11:15-11:35
1 st	11:35-11:55	11:55-12:15
4 TH	12:15-12:35	12:35-12:55
5 TH	12:55-1:15	1:15-1:35
6 TH	1:35-1:55	1:55-2:15

EARLY OUT WEDNESDAY

PM Kinder 11:35 - 2:39
1ST - 6TH 8:45 - 2:25

IMPORTANT NOTE FOR KINDERGARTEN PARENTS:

On track change days Afternoon Kindergarten students arrive at 8:35 and both classes will receive instruction from 8:35-12:06. See District Calendar for track change days

Arrival and Dismissal Routines

ARRIVAL ROUTINES

AM/PM KINDERGARTEN DROP OFF

- The multi-purpose room doors will open for kindergarten breakfast at 8:05 am (siblings can accompany, and escort to class)
- Morning Kinder drop off time is 8:25 right outside Gate 4
- Afternoon Kinder drop off time is 11:25 right outside Gate 3
- A student is late if they arrive after the door has closed and must go to the office for a late slip.
- Students and younger siblings are not allowed to play on the play structure in the morning.
- PLEASE DO NOT PARK IN THE BUS AREA BAY on Elston

GRADES 1st - 6th DROP OFF

- The multi-purpose room doors for students in grades 1st-6th will open at 8:15 am for those that would like to eat breakfast
- Supervision of students will be managed by site administration and staff during breakfast
- Students in 1st-6th should not be dropped off before 8:30 am unless they are eating breakfast
- **Gates 2, 4, 5 will open at 8:30 am - students will line up in the quad in their designated line spots**
- Students stand in their morning lines and are able to talk to students in front and behind them, but are not permitted to form “groups” and huddle in the lineup area
- Teachers and administrators supervise the morning line in an effort to help students have a **calm and positive start to the learning day**
- At the first bell, teachers will come to retrieve their lines.

IMPORTANT: *Morning pick up is not best time to conference with teachers. Please set an appointment with the teacher or email the teacher if you need to discuss concerns and have questions.*

DISMISSAL ROUTINES

KINDERGARTEN PICK-UP

- Kindergarten students are released only to individuals listed on their Kindergarten Release Form. These adults must carry a state issued identification card to pick up student.
- Morning kindergarteners are walked to Gate 3 for pick up.
- Afternoon kindergarten students are picked up from their classroom doors.

GRADES 1st-6th PICK UP

First graders are not permitted to walk home alone without first submitting a Walk Home slip to the office. Without this document, your first grader will not be permitted to walk home alone. This form will be with your first day packet. Please complete it and bring it to the office.

EXITS FOR WALKERS

- Gate 5: Between LC and E-wing near the bridge
- Gate 4: Next to kindergarten playground
- Gate 2: Large gate to the right of the MP Room
- Playground Gate at the back of the school leading to the neighborhood trail (will only be open afterschool for dismissal)



GUIDELINES FOR PARENTS DRIVING

- Please demonstrate respect for our neighbors by not parking in their driveways or blocking their driveways with our cars
- Please do not exceed 15 mph
- Do not leave cars unattended in the pick-up line
- Pull forward and students will be sent to their cars once their car reaches the “Valet Area” (between office and MP)

- o Do not stop in the moving lane and wave children to come to the car. Students would be violating school rules and will be told by an adult staff that they cannot cross the lanes.
- o No left turn at the exit. Right turns only.
- o There is no entrance or exit for vehicles at Elston.
- o Please do not park in the area designated for buses at any time. Buses arrive at the start of the day, mid-day, and after school and need the space for parking.
- o Please be mindful of fire lanes - cars cannot be parked or left unattended at any time throughout the school day

Administrative Protocols

- For early dismissal, students are excused from class only when the parent arrives at school.
- We will locate students on the playground dismissed early if they are at recess.
- Please plan ahead and contact the teacher for early dismissals. Students leaving early must pack up for the day and get their homework. Please allow about 10 minutes to pack up and head to the office.
- Vacations/trips while students are on track that last longer than 5 days are submitted to administration for approval.
- Students missing more than 10 consecutive days are disenrolled and must re-enroll. Students who miss 5 consecutive days in the first month of school are disenrolled and must re-enroll.
- Permission slips must be turned in for a student to go on a field trip. Verbal permission by phone is not permitted per district guidelines.

Protocols for Interacting with Teachers and Staff:

- Teacher working conditions and time is protected by a contract that is strictly adhered to at ZRES. The contract is between the teachers' union and District Administration and not up for negotiation between staff, the principal, or parents.
- The contract requires that parents give 24-hour notice to the principal and the teacher prior to visiting a classroom.
- The contract requires that teachers determine how they choose to prepare vacation packets for traveling students.
- Parents may file appeals related to grading, but grades and guidelines for assignments are determined by the teacher.

Resolving Issues and Concerns:

Parents may **always** speak to the Principal or Vice Principal with or without an appointment. Appointments are sometimes required due to other items on the principal's or vice principal's calendar. However, teachers respectfully request that you first try to resolve matters with the classroom teacher prior to going to the Principal or Vice Principal.

Emergency Procedures

Planning for emergencies is just smart. Our primary job is to keep your children safe. To do this we need the following:

1. **Current phone numbers must be on file.** Otherwise, we are unable to reach parents and must contact emergency contacts. Update your phone number if it should change by coming into the office with valid identification.
2. Please make anyone you list as an emergency contact aware that you have listed them and ensure that they are open to helping us should we need an adult to come for your child.

Regular emergency drill practices are provided to students:

FIRE: An alarm will sound and teachers have an emergency folder that allows us to visually determine if all students in their classes are accounted for. Students and staff are all evacuated and command of the campus is taken by the Fire Department

LOCKDOWN: This is an emergency procedure used when there are unsafe persons on the campus. All classroom doors at ZRES remain locked all day, every day. Teachers move students away from windows with heads down and voices off. On the playground, students are evacuated to the MP room. In the MP room, doors are locked immediately and students duck and cover. The same occurs in the library/computer lab. Authorities are immediately contacted and command of the campus is taken by the Police Department.

EARTHQUAKE: Students will remain in a safe location directed by their teachers, “duck and cover” until motion ceases. Evacuation will take place to an open area when possible. Students and staff follow command emergency personnel

SHELTER IN PLACE: Evacuation from affected areas to be determined. If evacuation is necessary students will be directed to move away from affected area - follow fire drill evacuation.

EGUSD Elementary Academic Program

All teachers in all Elk Grove schools are fully credentialed. EGUSD provides all students instruction in California's Common Core Standards. These standards outline yearly learning targets for grades K-12. You can access the standards at <http://www.cde.ca.gov/re/cc/> .

The following curriculum has been adopted to teach reading, spelling, writing, English language development (grammar), math, science, and social studies.

- ⊗ Go Math (publisher Houghton Mifflin)
- ⊗ Wonders—Reading, Writing, Grammar, and spelling (publisher MacMillan/McGraw Hill)
- ⊗ Amplify Science (publisher MacMillan/McGraw Hill)
- ⊗ IMPACT - Social Studies (publisher Harcourt for grades K-5 and Holt for grade 6)

The following supplemental curriculum is also used by teachers to increase student learning:

- Novels
- SIPPS (Systematic Intervention for Phonics and Phonemic Awareness)
- LETRS (Language Essentials for Teachers of Reading and Spelling)
- Reading Counts (tracks independent reading)
- Lexia (reading comprehension/accessible at home and school)
- Xtramath.com (math facts)
- Data Based Questioning curriculum (grades 4-6)
- Imagine Learning - supplemental program intended for English Learners to help support language and literacy acquisition

You can increase your child's learning success by accessing our technology companions that are aligned to both our math and reading/writing/grammar/spelling programs:

Math Support: www-k6.thinkcentral.com

Reading Support: Wonders ELA Curriculum: <http://connected.mcgraw-hill.com/>

Reading Counts

Students read to demonstrate commitment to exceeding our school wide independent reading goals. Students earn awards by reading books that have assessments for comprehension using Reading Counts and track the number of books they have read. The goal of Reading Counts is not to be overly focused on gaining points. The purpose of the points is to help parents and teachers track whether or not students are creating a regular routine of reading. We also measure student growth in comprehension (lexile) using Reading Counts.

Reading Counts is simple:

1. Students take a reading test that gives them their reading level. This is also called their “lexile”.
2. Students then select books they enjoy that are at their reading or lexile level.
3. Students finish the book and complete a “Ticket 2 Test”.
4. Students take a test to measure their understanding of the book they read.
5. There are 10 questions and students must get at least 7 questions correct to get the points allotted for the book.

Reading Counts is a family engagement tool. It is designed to help parents and teachers track how many books they read during the year.

	1 st	2 nd	3 rd	4 th	5 th	6 th
White Horseshoe	5	10	15	20	20	20
Blue Horseshoe	10	15	20	30	30	30
Orange Horseshoe	15	25	30	40	40	40
Gold Horseshoe	20	35	40	60	60	60
Diamond	25	55	60	80	80	80
Double Diamond	50	110	120	160	160	160
LONGHORN LEGENDS	300	500	700	900	1,100	1,100

Diamond is the goal for all Longhorns. Double Diamond are for those students who want to surpass the basic goal. Legendary Longhorns are in a class by themselves. Points at this level indicate exceptional performance and students will be honored with their names added to a Legendary Longhorns plaque in the library.

Scholarship: Independent Reading Awards

Students earn awards for their achievement in Reading Counts. Students will have their horseshoes added with their name to their class banner in the MP.

SCHOLARSHIP: Trimester 1	SCHOLARSHIP: Trimester 2	SCHOLARSHIP: Trimester 3
DIAMOND HORSESHOE	DOUBLE DIAMOND HORSESHOE	LEGENDARY LONGHORN

Students must meet the goal one week prior to their scheduled awards ceremony.

CLASSROOM & TEACHER HONORS

Team or Class Awards:

1. Class announcements at Friday assembly
2. Individual announcements and incentive for Legendary Longhorn and incentive
3. Sweet treat when the entire class reaches a Horseshoe/Diamond
4. Movie Days at the end of the year

IMPORTANT GUIDELINES AND RULES FOR PARTICIPATION IN RC:

1. RC is NOT about collecting points. RC is about building a habit and routine of reading.
3. Most teachers have students complete a Ticket to Test to give students a chance to write as part of the reading.
4. RC at Zehnder is designed to challenge students to read, think, and write.
5. **Students caught taking tests for other students will lose all of their own RC points and the other student will also lose all points. No exceptions will be made.**

Academic Awards

Awards are earned for exceptional performance. Exceptional performance will be recognized in assemblies for each track per trimester. Letters will be sent home with students who are receiving awards a week prior to the assembly.

Grades 1-6

Perfect Attendance: Our goal is every day, all day, on time! Perfect attendance is no absences, no lates, and no early dismissals. These awards are given in our awards ceremony.

Grades 1-3:

ZR Excellence Award: This is a multi-layered academic achievement award that seeks to honor those students who have demonstrated the “grit” and effort to meet learning goals. ZR Excellence is awarded to students who:

- Achieve 80-90% cumulative scoring in the core subjects of math, reading, and writing for their grade level.
- Achieve Blue Horseshoe in trimester 1, Gold Horseshoe in trimester 2, and DIAMOND by third trimester assembly.
- First grade students will need ten makers for trimester 1, doubles and ten makers for trimester 2 and addition and subtraction facts to 20 for trimester 3.
- For grades 2-3: meet math fluency (math facts) expectancy: **2nd grade** must achieve mastery of addition by trimester one, addition/subtraction by trimester two, and addition/subtraction by trimester 3. **Grade 3** must achieve mastery of addition by trimester 1, addition/subtraction by trimester 2, and addition/subtraction/multiplication by trimester 3.

HORNS UP! Special recognition from teachers for citizenship and/or improved academic performance in any area the teacher selects.

Reading Counts: Guidelines for recognition at an awards assembly as listed in the RC section.

Grades 4-6:

Principal's Honor Roll: Students who achieve 4.0 GPA in all grade subject areas.

District Honor Roll: Students in grades 4-6 with a calculated GPA of 3.5-4.0.

ZR Excellence Award: This is a multi-layered academic achievement award that seeks to honor those students who have demonstrated the “grit” and effort to meet learning goals.

ZR Excellence is awarded to students who:

- Achieve a GPA from 3.0-3.9
- Achieve Silver Horseshoe in trimester 1, Gold Horseshoe in trimester 2, and
- DIAMOND before third trimester assembly.
- Demonstrate mastery math facts as indicated for each trimester under academic awards

Reading Counts: guidelines as listed in the Reading Counts section.

RECOGNITIONS FOR 6TH-GRADE PROMOTION:

U.S. Presidential Academic Achievement Award (Silver or Gold):

Students who have maintained a GPA between 3.5 and higher for all trimesters from grades 4-6 will be recognized by the White House. A letter and a pin from the White House will be awarded to the student.

- Silver: GPA of 3.5-3.9 all trimesters in 4th-6th grade
- Gold: GPA of 4.0 for all trimesters in 4th-6th grade

John Louis Zehnder, Sr. Leadership Award:

Students apply for this award and must demonstrate significant contribution to the local community, school leadership, and an evident effort to improve their academic achievement. Meets the following qualifications:

- Enrolled for a minimum of 2 years at Zehnder Ranch Elementary
- Student has excellent school attendance (fewer than 5 absences in a school year)
- The student has exceeded our school wide independent reading goals with a comprehension success score of 75% or greater
- Exemplary citizenship and participation in Future Pack Leaders
- Data showing that student effort has resulted in yearly gains in their summative school wide assessments
- GPA of 2.5 or greater upon promotion from Zehnder Ranch
- Student must have the ambition to attend a trade school or college to receive

Nancy J. Zehnder TRUE GRIT Award:

Awarded to a 6th grader who has made exceptional growth in all areas based on grades and cumulative state testing data.

GOLD cord: Students who earned a 4.0 all 3 trimesters their 6th grade year.

Future Pack Leader cord: Students who participate in ZRES Future Pack Leader student leadership program will receive an tri-color cord at promotion.

Reading Counts Medal: All 6th graders who achieve DOUBLE DIAMOND will receive a medal at 6th grade promotion.

Emotional Intelligence

We have intentionally woven into the culture at ZRES a focus on developing our learning community's emotional intelligence. Emotional intelligence is a combination of self-awareness, self-management, social awareness, and relationship management. At the core of emotional intelligence is the goal of self-acceptance and understanding that everyone, children and adults, are capable of change.

We want to cultivate a learning community that promotes a growth mindset— anything and anyone can change. We do this by focusing on **LEADERSHIP & ADVOCACY**. We want our students to **lead** in their communities and **advocate** for:

COMPASSION

COURAGE

COURTESY

CONFIDENCE

COMMUNICATION

COLLABORATION

These are the leadership habits we hope to help students develop while at ZR. Our vision is for students to show compassion and be courageous enough to communicate on behalf of themselves and those in need of their help. We want students to have the confidence to collaborate with their peers. We hope to encourage students to be courteous and show kindness as a habit. We know these are characteristics parents already teach at home and we hope to partner with you so that your student can find the leader within themselves.

Attendance & Grading Policies

ATTENDANCE:

Our goal: 98-100% Daily Attendance!

To excuse an absence you may do any of the following:

- Call the school office and excuse the absence at 916-793-3300 if your child is absent.
- Email the school office at zehnderoffice@egusd.net
- Send a note, talking point, message via synergy, dojo, etc. to your child's teacher

Students with absolute Perfect Attendance are honored at assemblies. These are students who have not been absent, late, or excused early from school. 1-6 grade students are honored at trimester assemblies.

GRADING:

Teachers have established grading guidelines as a team. Appeals related to grades must be done in writing and include specific information related to the concern.

Zehnder Ranch is establishing a pathway for a smooth transition to middle school. With that in mind, students in grades 4-6 must turn in all assignments on time. Some teachers may choose to give students half credit for late assignments. Please check with your child's teacher.

Teachers will provide additional information on grading at their Grade Level Orientation Meetings.

Medical Information

STATE MANDATED GUIDELINES FOR ADMINISTRATION OF MEDICATION FOR PUPILS

Procedures for administration of medications at school are listed in the Education Code 49423; it sets forth procedures which must be followed if school staff are to accept the responsibility for administration of medication: Notwithstanding the provision of Section 49422, any pupil who is required to take during the regular school day, medication prescribed for him/her by a physician, may be assisted by the school nurse or other designated school personnel if the school receives (1) a written statement from such 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. (E.C. 49423)

- a. NO medication (prescription or non-prescription – including aspirin, cough drops, etc.) will be dispensed to students or allowed on the school site without the appropriate form being completed and on file in the school office. If the physician requires a portion of a tablet, pill, etc. be dispensed, the parent(s) is responsible for dividing the tablet into the prescribed size.
- b. Student requiring medications at school shall be identified to the school by parent/guardian and physician. Students observed by school personnel administering unauthorized medications to themselves, or other students, will be reported to their parent/guardian (A.R. 4141.21 (a))
- c. All student medication **MUST BE IN THE ORIGINAL CONTAINER**, clearly labeled with the student's name, type of medication, dosage, etc. and will be kept securely locked in the school office.
- d. Students may not carry medication on their person, although exception may be made for students who need medication for potentially life threatening conditions. Such exceptions require physician, parent and principal authorization.
- e. Parents are required to provide written verification from physician to the school of any change in the medication or dosage. Physicians may fax forms to the school to authorize medication changes.
- f. The "Authorization for the Administration of Medication by School Personnel" must be updated annually or whenever any changes are made in the treatment plan.

Student Insurance

The Board of Education has authorized the principal of each school to send out information on a school accident insurance policy. Since the school district, by law, cannot pay for the medical and hospital expenses incurred as a result of an accident at school, we recommend this insurance policy. These policies are sent with each student at the beginning of the school year.

Head Lice Policy

Head lice are tiny bugs that live on the hair and scalp. They are transmitted from one person to another by direct contact or on shared combs, hair brushes or hats. Head lice cannot hop or jump!

If your child is found to have head lice:

- Parents are contacted immediately

- A letter explaining treatment and care will be sent home with the student

- All students in the class will be given a treatment and care letter

- Students should only return to school when all nits (eggs) have been removed with proper treatment

Ringworm Policy

Ringworm is a shallow fungal infection of the skin, scalp and feet. Ringworm is generally, but not always, ring shaped. It is a contagious fungus infection that is spread by direct skin-to-skin contact with an infected person or pets, or by contact with contaminated items such as combs, hats, unwashed clothes, and shower floors. If it appears that your child has ringworm they will be sent home due to its being contagious.

After treatment begins, students are not considered contagious and may return to school. Please contact your physician for further information.

Conjunctivitis or “Pink Eye”

Conjunctivitis, or pink eye, is fairly common. It is an inflammation of the eyes. Only bacterial and viral Conjunctivitis are contagious; they may be spread from person to person by direct contact with the discharge from the eyes. **The only way to know for certain whether your child’s eye infection is of this highly contagious variety is to have your child seen by a health care provider. Due to the highly contagious nature of some types of Conjunctivitis, students exhibiting symptoms will be sent home.**

Students cannot come to school until they have been on medication and medical clearance is given by the physician.

Expectations for Student Conduct



Longhorns LEAD!

BE SAFE!

Leaders are “HANDS FREE” at all times.

Leaders use only safe objects and stay away from objects that can injure other students, cause a fire, or frighten other students.

Leaders run only while playing a game. We use “walking feet” in the quad, hallways, and inside all buildings on campus.

Leaders wear a helmet while riding a bike, a skateboard, or a scooter.

BE RESPECTFUL!

Leaders are courteous. We greet each other.

Leaders use appropriate language.

Leaders listen to our friends at school. If they don't like it, we don't do it or say it.

Leaders listen to adults who are helping us make smart choices.

BE RESPONSIBLE!

Leaders bring a backpack every day.

Leaders get in line and stay in line before school and after recess bells.

Leaders report behavior that is unsafe, disrespectful, or irresponsible.

Longhorns are Leaders. If you see something, know something, say something.

Harassment & Mistreatment

So what is bullying?

Pattern behavior is the best description of bullying. This means, it **happens more than one time**. There is a big difference between an “incident” and actual bullying. An incident means something bad happened one time. Bullying means there are incidents on a regular basis, more than one time, and the behavior is making you afraid of school.

Longhorns are expected to report mistreatment and harassment from a peer or an adult. The report will result in an immediate meeting with the Principal to review the district and site guidelines for harassment. One warning is offered in writing for the child to their parent by phone and in writing. Any further evidence based complaints after warnings from the Principal will result in a home suspension.

***Verbal:** Name calling, threatening, nasty or hurtful comments, racial slurs, and rude remarks.

***Emotional:** Spreading rumors, leaving people out, gossiping, harming someone’s reputation, ignoring.

BULLYING

***Cyberbullying:** Using the internet to: send nasty messages, spread rumors, send inappropriate emails, and share private information and post inappropriate photos.

***Physical:** Hitting, kicking, pushing, punching, hurting, slapping.

Recess Game Rules

BASKETBALL

- All games are 3 on 3. More than 3 on 3 is not allowed
- “Ro Sham Bo” determines who has first possession of the ball
- No “traveling”. The ball must be dribble down the court or the ball goes to the other team.
- No “reaching in”. Students must block or steal the ball while it is in use by the other team.
- Use of elbows to defend the ball will get you removed from the game.
- No free throws when a student claims “foul”. A Yard Supervisor who witnesses a foul may give the ball to the other team.
- Keep score and practice counting by 2s. First team to score 10 wins the game.
- Allow students who are waiting to play the winning team.
- Demonstrate good sportsmanship whether you win or lose. Good sportsmanship includes not bragging or making others feel bad over a game. Good sportsman use kind words to encourage fair play.

Four Square

- The ball is served by dropping it and serving it underhand off the bounce.
- The player receiving the ball must keep it in play by striking the ball underhand after it has bounced once in his or her square.
- The receiver directs it to any other square with an underhand hit.
- Play continues until one player fails to return the ball or commits a fault. (See faults listed below.)
- When a player misses or commits a fault, he or she goes to the end of the waiting line and all players move up.
- The player at the head of the waiting line enters the game after a fault.
- The player at the head of the waiting line will call the game in the case of a disagreement.

The following are faults:

- ✓ Hitting the ball sidearm, overhand or a fist.
- ✓ Winding the arms up past the waist/body.
- ✓ Ball landing on a line between the squares. (Ball landing on an outer boundary is considered good.)
- ✓ The first 2 players in line will draw lots (Ro Sham Bo, pick a number between 1 and 10, flip a coin, etc.), and the winner will chose whether he or she wants to be the server or the receiver. The receiver then chooses 'sides' and 'ways'.
- ✓ The server puts the ball into play by standing in his or her square and hitting the ball in his/her direction. A throw (bottle cap) is not permitted.
- ✓ The receiver may not strike the ball on the first time around the pole, but after it has traveled around the pole once, or he/she hits the ball back in the opposite direction.
- ✓ If the receiver does not hit the ball on the second time around, the server may continue to hit the ball and wrap it around the pole in his/her direction.
- ✓ The game is won by the player who hits the ball until the rope is wrapped around the pole in their direction and above the line on the pole or whose opponent commits a foul. (See fouls listed below.)
- ✓ Players must wait for their turn behind the white line without interfering with the game, either physically or verbally.
- ✓ A player may hit the ball in their opponent's direction to give him or herself a better shot, but not to prolong the game.
- ✓ After winning 3 games, a player must go to the end of the line or to another pole. There will be no saving places or cutting in the line.
- ✓ The first person waiting in the line will act as the referee and is the only person allowed to call fouls.

The following are fouls:

1. Catching or carrying a return volley.
2. Allowing the ball to touch any part of the body except the hands.

TETHERBALL

1. Hitting the ball with any part of the body other than the hands or forearms.
2. Catching or holding the ball during play.
3. Touching the pole.
4. Hitting the rope.
5. Stepping over the line between the sides of the court.

SOCCER

1. No more than 11 students on each team.
2. Ro Sham Bo for first possession.
3. No use of hands or arms during the game.
4. Game ends and new game starts once one team reaches 2 points.
5. Allow students who are waiting to take the field once the game is over.
6. The winning team plays the team of students who are waiting to play.

Schoolwide Routines & Procedures

Classroom Routines:

- Respect the teacher and your peers
- Follow directions quickly
- You represent your families and your teachers. Show great respect for guest teachers.
- Use kind words. No profanity. Students will be asked to call home and repeat the word they used at school to a parent.
- We line up in number order
- Follow and respect all classroom/building rules, routines, and procedures

Lunchroom Routines:

- No sharing food.
- Do not ask for other students' food.
- Always walk in MP: entering, lunchline, exiting
- Do not talk in the kitchen while choosing food. You will be sent to the end of the line.
- Lunch is a fun time. However, five minutes before it is time to leave we go into "Quiet Lunch" with no talking so that each student can focus on eating their food before going to play.
- Lunch monitors will remain in the MP to assist with tables for the next class
- Students will be seated in number order, at their tables and then transition to open seating
- 6th grade will be able to sit by choice starting trimester 1

Assembly Routines:

Zerotalking during performances or any assembly - respect the speaker(s)

Stay seated flat on your bottom so that students behind you can see

Wait to be seated by the Principal or Vice Principal

Follow the quiet signal and go to "zero noise" when you see/hear the signal

No talking during dismissal when exiting the building - Safety is the focus

Follow award assembly expectations when name are called (3 claps)

Recess Routines:

- Balls are meant for group play - no exclusion.
- Wood chips are not toys. They are meant to buffer a fall.
- Students are not to build with the chips as they can be subject to getting splinters.
- Wood chips are also not to be thrown.
- Everyone freezes wherever they are without moving when the bell sounds.

- Students do not scoot to get in line first.
- We line up in number order.
- Do NOT leave the play structure when the bell sounds. Stay wherever you are, take a knee, and freeze.
- Do not return the balls until the whistle blows.

Computer Lab Routines:

The district is immediately alerted when any person on a school campus attempts to use the district server to search or look at inappropriate material. The Principal is immediately contacted by Tech Services and the student or adult will be subject to not being allowed to use site technology. The lab is reserved for learning not playing. Students should not share their password or use anyone else's password. Students who access a computer with a password that does not belong to them will not be permitted to use the lab.

Library Routines:

- Return books to the library that you borrow.
- Everyone is not the best at remembering things. If you know that about yourself---don't take the book home. Leave it in your desk and then you will not have to worry about losing it.
- Students who do not return a book will not be able to borrow another book until they return the missing book or pay for it.
- Follow all guidelines outlined by the Librarian for browsing and checking out books.
- Libraries are quiet areas. Please keep your voice to a minimum.

Quad, Outdoor Stage, and Breezeway Routines

- No running in the breezeways. Breezeways are the sidewalks near the classroom door openings.
- There is no reason for any student to be in the quad area without adult supervision.
- Students are not to play on the stage at anytime. Students are to walk around the stage.
- Playing on the ramp of the stage is also not permitted.

Administration Office Routines

Students should only be in the administrative office if they are injured, leaving for an early dismissal, or speaking with an administrator. Students are not “sent to the office” by teachers at ZRES. Administrators are called and students are escorted to the office.

Morning Line-Up Routines

- 1st grade lines up in quad
- First days of school - 2nd -6th line up on black top - look for teacher names
- Students in 2nd - 6th grade lines will transition to line up in quad
- There is no playing on play equipment by ZRES students in the morning
- All students are to be lined up, no visiting to other classes
- Students are free to talk in line and socialize until their teacher comes and calls them to attention
- Students line up in number order in grades 1-6
- Kindergarteners line up in the kindergarten areas
- Older siblings are allowed to wait with their kindergarten brother or sister until 8:30, but must report to their morning line after their sibling arrives.

Drop Off & Pick Up Routines:

- Students wait in valet line if they are being picked up by a car in the front of the school. In front of gate 2, between MP and Office building.
- We need parents to pull up as far as possible so that we can fit all cars in the pick up/drop off area and clear our parking lot as quickly as possible.
- Students are NOT to walk across the open driveway at Winkle. No running or playing in the pick up area.
- Students cannot walk into the second lane in front of the school for pick up. Parents must use the pick up line or park and walk to pick up their student when picking up students at the front of the school in a vehicle.

Dismissal Routines

Walkers	Bike Riders	Car Transportation
<ul style="list-style-type: none"> ● We hope to have an agreed upon routine of not allowing first grade students to walk home. <i>First graders will be dismissed at their classroom doors and await pick up by a sibling or an adult.</i> ● Walkers may exit at the large gate to right of the MP room to walk home via Denali. ● Walkers may exit at the gate next to the E wing to walk home via Elston or Horseshoe Park bridge ● Walkers may use the gate at the back of the school that meets the neighborhood walking trail as an exit at dismissal 	<ul style="list-style-type: none"> ● Students will walk with their classes to the front of the school, head straight to the bike rack area, and exit nearest gate ● Students must walk their bikes at all times when on the sidewalks of campus and entering/exiting campus 	<ul style="list-style-type: none"> ● Students in grades 2-6 will be escorted by their teacher to the gate between MP and Office ● Students will wait in valet line for their ride to pull up the “Valet Area” which will be coned off ● Students may walk to their car once their car reaches the Valet Stop ● Students will not be permitted to cross parking lot to get to car

Electronic Devices

Students at Zehnder Ranch are NOT permitted to use electronic devices on school grounds. Electronic devices are often lost and/or stolen by students and if a student chooses to bring a device it then becomes the student's responsibility to keep the device turned off and inside of his/her backpack. Teachers will not hold devices for students and students may not keep them in their pockets or inside of their desks. This includes, but are not limited to:

- Cellphones
- Airpods, Ear buds/phones, Beats
- iPads, Tablets
- Handheld games
- Personal electronics

These items will be confiscated and given to the Vice Principal. It will then become the responsibility of the student to inform their parents of the confiscated device as ZRES staff will not call home. The device will remain in the possession of the Vice Principal until a parent (no siblings) can come and retrieve the device. ZRES staff will also not conduct investigations for lost or stolen devices.

Dress Code

All dress code guidelines are for safety and to ensure that students wear garments that promote personal privacy. The following garments, headwear, and footwear are not permitted:

- Flip flops, slippers
- High heeled shoes
- Spaghetti strapped shirts
- Tank tops must be at least 2-3 inches regardless of gender of student
- Shorts and skirts must be a length that ensures privacy for the student when standing upright or when leaning forward. Shorts must cover a student's thighs. This is determined by having the student stand upright with hands downward and his/her fingertips must be longer than the shorts. Regardless of gender, students are expected to have full coverage to their thigh area while wearing shorts.
- Students wearing dresses are advised to wear shorts underneath to ensure privacy while on play equipment
- All pants must be pulled up and cover undergarments. Students with exposed undergarments will call home for a change of clothes. It is respectfully requested that adults on our campus also pull up their pants and not expose their undergarments.
- Traditional or religious headwear is appropriate attire. We ask that students not wear bandanas to school.

DRESS CODE FOR 6TH GRADE PROMOTION:

Students are expected to dress in age-appropriate attire, following ZR dress code guidelines:

1. Our regular guidelines on skirt and short lengths that are expected during the school year - skirts are no shorter than mid thigh.
2. Students are asked to wear a sweater, shrug, or shawl if they are wearing strapless, backless, or spaghetti strap tops. Cover shoulders and chest area. No low tops.
3. Students will be walking stairs-flat sandals or wide heeled. It is advised that students not wear heels that are higher than 1 ½ inches.
4. Ties, collared, button shirts with slack/dockers. Dress shoes or casual shoes. No hats.

Equitable Discipline Practices

All Zehnder Ranch students will be treated with respect. Fair and logical discipline practices will be the standard.

Discipline, or consequences, have one focus: Helping students make better choices. This requires a partnership between families and the ZRES Staff.

ZRES will:

- Conduct thorough investigations of incidents.
- Students will not be removed from instruction if they have not injured another student or themselves as part of the incident.
- Students will be required to give written statements.
- Families will be contacted any time a student meets with an Administrator.
- Progressive discipline practices will be used for students who struggle to consistently meet behavior expectations. Parents will be an integral part of encouraging change for these students.

PROGRESSIVE DISCIPLINE

Violations of school rules are recorded as “incidents” in student profiles. Incidents can be and are not limited to the violations of the expectations for conduct listed above. The following outlines the progressive discipline policies of ZRES. Progressive discipline means that students are not immediately given the highest form of consequence with a violation of our expectations of conduct. Instead, effort is taken to TEACH students how to make better choices.

Action by ZRES Staff	Documentation
<p>TIER 1: Intervention: Action taken to intervene or redirect behavior. This is NOT disciplinary action. This is help given to the student to understand behavior expectations.</p>	<p>Entered in student profile as intervention.</p>
<p>TIER 1: 2nd Intervention</p>	<p>Entered in student profile as intervention.</p>
<p>TIER 1: Phone contact with parent to inform that interventions have been ineffective in promoting change.</p>	<p>Documented as phone contact with parent</p>
<p>TIER 2: First written contact with parent</p>	<p>Documented as written contact with parent</p>
<p>TIER 2: Second written contact with parent</p>	<p>Documented as 2nd written contact with parent</p>
<p>TIER 3: Administrative Conference with site administration (Vice Principal) - not a phone call, an in-person meeting</p>	<p>Documented as admin conference. Site administration (Vice Principal) will review expectations for conduct and progressive discipline plan.</p>
<p>TIER 3: Principal Meeting</p>	<p>Documented as administrative intervention prior to a home suspension.</p>

PROHIBITION OF DISCRIMINATION, HARASSMENT, INTIMIDATION AND BULLYING, AND RELATED COMPLAINT PROCEDURES

PROHIBITION OF DISCRIMINATION, HARASSMENT, INTIMIDATION AND BULLYING, AND RELATED COMPLAINT PROCEDURES

District programs and activities shall be free from discrimination, including harassment, intimidation and bullying based on a student's actual or perceived disability, gender, gender identity, gender expression, nationality, race, ethnicity, color, ancestry, religion, sexual orientation, age, marital or parental status, or association with a person or group with one or more of these actual or perceived characteristics. The district has a policy of nondiscrimination in accordance with federal law and Title IX, and also prohibits sexual harassment of or by any student or by anyone in or from the district. More detailed information regarding the district's prohibition of discrimination, harassment, intimidation, and bullying or the prohibition against sexual harassment is contained in the district's Parent & Student Handbook and is also available on the district's website.

Parents, students and staff should immediately report incidents of alleged discrimination, harassment, intimidation and bullying or sexual harassment to the Principal or designee. Students, parents, guardians or any other individuals having questions or concerns or who may wish to file a complaint are urged to first contact the Principal or designee, but if your concerns are not resolved, you may also contact the Associate Superintendent for Human Resources, at (916) 686-7795, for matters involving a potential complaint or concern regarding a district employee. You may contact the Associate Superintendent for Pre-K-6 Education, at (916) 686-7704 regarding a potential complaint or concern related to a PreK-6 student (or students); and you may contact the Associate Superintendent for Secondary Education, at (916) 686-7706, regarding a potential complaint or concern related to a student (or students) in grades 7-12. No one shall be retaliated against for reporting any incident of alleged discrimination or harassment, and complainants' identities will be kept confidential to the extent practical in the course of investigating the incidents of alleged discrimination, harassment, intimidation and bullying or sexual harassment.

Uniform Complaint Procedures

UNIFORM COMPLAINT PROCEDURES

The Elk Grove Unified School District has the primary responsibility to insure compliance with applicable state and federal laws and regulations and has established procedures to address allegations of unlawful discrimination, harassment, intimidation, and bullying, complaints alleging violation of state or federal laws governing educational programs, and complaints alleging the district's failure to comply with the prohibition against requiring students to pay fees, deposits, or other charges for participation in educational activities.

The district shall use the uniform complaint procedures to resolve any complaint alleging unlawful discrimination, harassment, intimidation, or bullying in district programs and activities based on actual or perceived characteristics of race or ethnicity, color, ancestry, nationality, national origin, ethnic group identification, age, religion, marital or parental status, physical or mental disability, sex, sexual orientation, gender, gender identity, gender expression, or genetic information, or any other characteristic identified in Education Code 200 or 220, Penal Code 422.55, or Government Code 11135, or based on association with a person or group with one or more of these actual or perceived characteristics.

Uniform complaint procedures shall also be used to address any complaint alleging the district's failure to comply with the prohibition against requiring students to pay fees, deposits, or other charges for participation in educational activities, the requirements for the development and adoption of a school safety plan, and state and/or federal laws in adult education programs, consolidated categorical aid programs, migrant education, career technical and technical education and training programs, child care and development programs, child nutrition programs, and special education programs.

More detailed information regarding the Uniform Complaint Procedures, including the timeline for resolving complaints and the complaint appeal process, is contained in the district's Parent & Student Handbook. If you have questions regarding the Uniform Complaint Procedures, you can contact the district's Legal Compliance Specialist in Human Resources at (916) 686-7795.

California Education Codes for Discipline

SUSPENSION

If a student's behavior is a threat to the safety, health or emotional well-being of others, and previous methods of prevention and intervention have not been successful, that student may be suspended in accordance with state law and district policy. Suspension may be imposed upon a first offense if the Superintendent, principal or designee determines the student violated Education Code section 48900(a)-(e) or if the student's presence causes a danger to persons. [E.C. 48900.5]