

Elliott Ranch Elementary School



Parent/Student Handbook 2020-2021

<http://blogs.egusd.net/elliotttranch/>

Mission Statement

Elk Grove Unified School District

The Elk Grove Unified School District
will provide a learning community that challenges **ALL** students
to realize their greatest potential.

ELK GROVE UNIFIED SCHOOL DISTRICT CORE VALUES:

1. Outcomes for Students

- ◆ Achievement of Core Academic Skills
- ◆ Confident, Effective Thinkers and Problem Solvers
- ◆ Ethical Participants in Society

2. Commitments about How We Operate as an Organization

- ◆ Support Continuous Improvement Of Instruction
- ◆ Build Strong Relationships
- ◆ Find Solutions

3. High Expectations for Learning for ALL Students and Staff

- ◆ Instructional Excellence
- ◆ Safe, Peaceful, and Healthy Environment
- ◆ Enriched Learning Atmosphere
- ◆ Collaboration with Diverse Communities And Families

District Administration

Mr. Christopher Hoffman
Superintendent

Mark Cerutti
Deputy Superintendent
Education Services and Schools

Robert Pierce
Deputy Superintendent
Business Services and Facilities

Bindy Grewal Ed.D.
Associate Superintendent
Elementary Education (PreK-6)

David Reilly
Associate Superintendent
Human Resources

Board of Education

Beth Albiani
Nancy Chaires Espinoza
Carmin S. Forcina
Chet Madison, Sr.
Dr. Chrystal Martinez-Alire
Anthony "Tony" Perez
Bobbie Singh-Allen

School Administration

Catherine Van Housen
Principal

Important Phone Numbers

District Office	686-7797
School Office	683-3877
Transportation	686-7733



Elliott Ranch Elementary School

ELK GROVE UNIFIED SCHOOL DISTRICT

10000 East Taron Drive
Elk Grove, CA 95758
Phone (916) 714-3700
Fax (916) 683-3862

Catherine Van Housen, Principal

Dear Students and Families,

Welcome to Elliott Ranch Elementary School for the 2020-21 school year! Even though we are beginning our school year from a distance, we continue dedicating ourselves to providing an educational atmosphere that is challenging, enriching, and fun. We are excited to greet our dear friends from last year and we look forward to meeting new families joining the Elliott Ranch family this year.

Our amazing staff is working tirelessly to provide rigorous Distance Learning (DL) classrooms. We all look forward to the day that we can all be on campus together again. But in the meantime, we are confident that, while working hand-in-hand with our families and community, we can help our students enjoy success and high-level learning. This handbook has been developed to provide you with the information you and your children need to thrive at Elliott Ranch.

As we enter a new school year, we are looking forward to maintaining the high standards that we have set for ourselves and our students. We will use online tools such as Google Classroom and Zoom, plus regular assessments and research to adapt our instructional program to meet the needs of all of our students. We are proud of the relationship we have built with the Stonelake community, and know that it is only with your support that we are able to accomplish all that we do. We are confident that you will enjoy watching and supporting our Rockets as they soar this year, and together, we'll make this year another awesome one!

We are sending this Parent Handbook to you through a live link which means it can be updated when there is a return to the physical campus. Please make sure you save this somewhere on your desktop. A strong home-school connection is of paramount importance in this educational journey we are embarking on together. Please feel free to reach out to me or the office with any comments, questions or concerns. I can be reached through email at cvanhous@egusd.net or by phone at 916-683-3877.

Sincerely,

Catherine Van Housen
Principal



GRADES 1– 6 FULL DISTANCE LEARNING – MODIFIED TRADITIONAL/TRADITIONAL

Students on a Mod-T/Traditional calendar will have a minimum 240 daily minutes of instructional engagement throughout the school day; total minutes of student engagement will vary based on instructional need and pace of independent practice.

Monday (Early Out)		Tuesday - Friday	
7:50 a.m. – 8:00 a.m.	Set up	7:50 a.m. – 8:00 a.m.	Set up
8:00 – 11:00 (MT/T) <i>(includes 20 min. of break time)</i>	<p>Student Instructional Engagement: (Delivered via Zoom or Google Meet)</p> <p>Synchronous instruction and assessment to include:</p> <ul style="list-style-type: none"> • Focused instruction • Guided instruction • Collaborative work • Formative and Summative Assessment • Intervention/RSP supports • Designated ELD (30 min.) <p>Asynchronous instruction and assessment to include:</p> <ul style="list-style-type: none"> • Independent work • Projects and long-term assignments • Formative and Summative Assessments <p><i>(Asynchronous activity not to exceed 40 min. in this block period only.)</i></p>	8:00 – 12:00 (MT/T) <i>(includes 20 min. of break time)</i>	<p>Student Instructional Engagement: (Delivered via Zoom or Google Meet)</p> <p>Synchronous instruction and assessment to include:</p> <ul style="list-style-type: none"> • Focused instruction • Guided instruction • Collaborative work • Formative and Summative Assessment • Intervention/RSP supports • Designated ELD (30 min.) <p>Asynchronous instruction and assessment to include:</p> <ul style="list-style-type: none"> • Independent work • Projects and long-term assignments • Formative and Summative Assessments <p><i>(Asynchronous activity not to exceed 60 min. in this block period only.)</i></p>
11:00 – 12:00 (MT/T) (60 min.)	<p>Professional Learning: Distance Learning (Ed Services)—optional</p> <p>Distance Learning Planning, and Lesson Development</p> <p style="text-align: center;"><u>Students:</u></p> <p>Asynchronous instruction and assessment to include:</p> <ul style="list-style-type: none"> • Independent work • Projects and long-term assignments • Formative and Summative Assessments 		
12:00 – 12:35 (MT/T)	LUNCH (35 min.)	12:00 – 12:35 (MT/T)	LUNCH (35 min.)
12:35 – 1:25 (MT/T) (50 min.)	<p>**Collaboration per the Late Start/ Early Out Pilot Agreement</p> <p>Ed Services training available for Professional Learning Communities and other collaborative groups</p> <p style="text-align: center;"><u>Students:</u></p> <p>Asynchronous instruction and assessment to include:</p> <ul style="list-style-type: none"> • Independent work • Projects and long-term assignments • Formative and Summative Assessments 	12:35 – 1:45 (MT/T) (70 min.)	<p>Synchronous intervention to include:</p> <ul style="list-style-type: none"> • Small group focused and guided instruction as needed • Designated ELD <p>Asynchronous instruction and assessment to include:</p> <ul style="list-style-type: none"> • Independent practice • Collaborative work • Formative and Summative Assessment <p>Family communication</p>
1:25 – 2:10 (MT/T)	Prep (45 min.)	1:45 – 2:30 (MT/T)	Prep (45 min.)
2:10 – 3:20 (MT/T) (60 min.)	<p>-Distance Learning Management, Planning, and Lesson Development</p> <p>-Family communication</p> <p>-Synergy updates</p> <p>-*Staff will be released as necessary for attendance at IEPs/ 504 Student Support Meetings.</p>	2:30 – 3:20 (MT/T) (50 min.)	<p>-Distance Learning Management, Planning, and Lesson Development</p> <p>-Family communication</p> <p>-Synergy updates</p> <p>-*Staff will be released as necessary for attendance at IEPs/ 504 Student Support Meetings.</p>

All Rockets in grades K-6 are expected to attend Distance Learning each day during the scheduled times. Chromebooks are provided to students to facilitate their learning. Students not in attendance will be marked absent. Teachers will communicate using Google Classroom, accessible through the EGUSD Portal. Parent-to-Teacher communication will happen outside of the listed learning blocks.



TRANSITIONAL KINDERGARTEN/KINDER FULL DISTANCE LEARNING – MT/TRADITIONAL

Students on a Mod-T/Traditional calendar will have a minimum 180 daily minutes of instructional engagement throughout the school day; total minutes of student engagement will vary based on instructional need and pace of independent practice.

Monday (Early Out)		Tuesday - Friday	
7:50 a.m. – 8:00 a.m.	Set up	7:50 a.m. – 8:00 a.m.	Set up
8:00 – 11:00 (MT/T)	<p>Student Instructional Engagement: (Delivered via Zoom or Google Meet)</p> <p>Synchronous instruction and assessment to include:</p> <ul style="list-style-type: none"> • Focused instruction • Guided instruction • Collaborative work • Formative and Summative Assessment • Intervention/RSP supports • Designated ELD (15 min.) <p>Asynchronous instruction and assessment to include:</p> <ul style="list-style-type: none"> • Independent work • Projects and long-term assignments • Formative and Summative Assessments <p><i>(Asynchronous activity not to exceed 60 min. in this block period only.)</i></p>	8:00 – 11:00 (MT/T)	<p>Student Instructional Engagement: (Delivered via Zoom or Google Meet)</p> <p>Synchronous instruction and assessment to include:</p> <ul style="list-style-type: none"> • Focused instruction • Guided instruction • Collaborative work • Formative and Summative Assessment • Intervention/RSP supports • Designated ELD (15 min.) <p>Asynchronous instruction and assessment to include:</p> <ul style="list-style-type: none"> • Independent work • Projects and long-term assignments • Formative and Summative Assessments <p><i>(Asynchronous activity not to exceed 60 min. in this block period only.)</i></p>
11:00 – 12:00 (MT/T) (60 min.)	<p>Professional Learning: Distance Learning (Ed Services)—optional</p> <p>Distance Learning Planning and Lesson Development</p>	11:00 – 12:00 (MT/T) (60 min.)	<ul style="list-style-type: none"> • One on one or small group targeted engagement and coaching that is scheduled the same time every week. • Focus of this block would be for re-teach, extension, focusing on IEP goals, ELD intervention with individual students and their parent.
12:00 – 12:35 (MT/T)	LUNCH (35 min.)	12:00 – 12:35 (MT/T)	LUNCH (35 min.)
12:35 – 1:35 (MT/T) (60 min.)	<p>**Collaboration per the Late Start/ Early Out Pilot Agreement</p> <p>Ed Services training available for Professional Learning Communities and other collaborative groups</p>	12:35 – 1:45 (MT/T) (70 min.)	<ul style="list-style-type: none"> • Afternoon (PM) group of students whose parents chose this time block (same lesson as the morning AM group). • Formative and summative assessment • Feedback to and from parent/guardian/student • Student/Parent support
1:35 – 2:20 (MT/T)	Prep (45 min.)	1:45 – 2:30 (MT/T)	Prep (45 min.)
2:20 – 3:20 (MT/T) (60 min.)	<p>-Distance Learning Management, Planning, and Lesson Development</p> <p>-Family communication and engagement</p> <p>-Synergy updates</p> <p>-*Staff will be released as necessary for attendance at IEPs/ 504 Student Support Meetings.</p>	2:30 – 3:20 (MT/T) (50 min.)	<p>-Distance Learning Management, Planning, and Lesson Development</p> <p>-Family communication and engagement</p> <p>-Synergy updates</p> <p>-*Staff will be released as necessary for attendance at IEPs/ 504 Student Support Meetings.</p>

All Rockets in grades K-6 are expected to attend Distance Learning each day during the scheduled times. Chromebooks are provided to students to facilitate their learning. Students not in attendance will be marked absent. Teachers will communicate using Google Classroom, accessible through the EGUSD Portal. Parent-to-Teacher communication will happen outside of the listed learning blocks.

STUDENT RESPONSIBILITIES

The Professional Student

Be Safe

Be Responsible

Be Respectful

Please refer to the Parent Handbook on the EGUSD website for a full description of Education Codes related to discipline: <http://www.egusd.net/students-families/district-handbook/>

At Elliott Ranch, we ensure a safe learning environment for all students. That means disruptions to the classroom during Distance Learning are regarded seriously. Following are our DL discipline protocols.

- I. Cyberbullying or Inappropriate Social Media Activity (no warnings):
 - a. Notify principal / parents / conference / Synergy

- II. Minor Disruption (whether in a day, a week, or a month)
 - a. First Offense: A verbal warning from teacher to student
 - b. Second Offense: Another verbal warning from teacher to student **AND** parent notification via email
 - c. Third Offense: Another verbal warning from teacher to student **AND** principal notification **AND** virtual parent conference with teacher and student. *Note discipline incident in Synergy.*

- III. Major Disruption (whether in a day, a week, or a month)*
 - a. First Offense: A verbal warning from teacher to student **AND** parent notification via email
 - b. Second Offense: Another verbal warning from teacher to student **AND** principal notification **AND** virtual parent conference with teacher and student and principal. *Note discipline incident in Synergy.*

*Major disruption could include, for example, profanity, obscene gestures, cyber bullying.

- Counselor referral / MTSS
- Restorative Practices / Interventions
- Suspension

Attendance/Tardies

The importance of regular, daily attendance cannot be over-emphasized. State law requires mandatory attendance and research shows that student success is dependent on good attendance. Please call the front office if your records show a discrepancy. **If your child is going to be absent from school because of illness or for a personal reason, please call the office on the day of the absence to let us know.**

1. Students are expected to report to class on time.
2. If attendance is a recurring problem, parents will be asked to meet with an administrator and teacher for the following reasons:
 - a. Excessive Absences
 - b. Unexcused tardiness
 - c. Truancy, i.e., absence without parental permission
 - d. Please refer to EGUSD parent handbook for further details

Back-to-School Night

Elliott Ranch families are invited to a virtual Back-to-School night, with teachers reaching out August 11, 2020 to share classroom procedures and expectations. Please make time to review these important slide or zoom presentations.

Communications between Home and School

Teachers welcome your notes and calls. Virtual conferences can be easily arranged. Teachers may be available to accept phone calls when synchronous or asynchronous learning is not taking place with students. The office will take messages anytime, and the teacher will return the call as soon as practical. You may also email a teacher by going to www.egusd.net, selecting Elliott Ranch in the "Select a School" box, and then clicking on the Elliott Ranch website. Once on our website, click on "Staff," and then click on the name of the teacher you would like to leave a message for. Communication between teachers and parents is extremely important.

If you have concerns, talk to the teacher first. If concerns are not resolved, please talk with an administrator. Instruction will not be interrupted for phone calls or deliveries from parents/guardians.

Front Office Protocols

We are here in the front office, but ask that you call first to make an appointment (916-683-3877). Our staff are all complying strictly with social distancing standards, including keeping six feet apart and wearing face masks while on campus. We ask that you not visit the office if you:

- Recently tested positive for COVID-19;
- Have recently been in close contact with someone who tested positive in past two weeks (close contact is defined as spent more than 15 minutes within 6 feet, with or without mask);
- Have any symptoms of illness, including cough, sore throat or fever;
- Someone in your home has symptoms.

Homerom Assignments

Student's classroom assignments are based on a variety of criteria. The numbers of students enrolled in school dictate to a large extent the organization of grades and levels within the school and classroom. State law and District policy set the number of students in a classroom.

Each classroom consists of a group of diverse students. Teachers effectively group and regroup students for learning based on mastery of skills. Whether a combination class or single grade-level class, we are confident that student success will be maximized. **Requests for specific teachers will not be honored.**

Meal Service

Beginning August 13th, our Food Service personnel will provide meals for school-aged children enrolled in Elk Grove Unified.

- Curb-side meal service will be every day 11:15 – 12:45.
- Lunch and breakfast will be provided.
- A non-meat entrée is on the menu and milk is optional only.
- Parents may pick up meals without their children present.
- Proof of enrollment for the *initial* pick-up will be required.
- Only children who qualify for free or reduced meals will be no charge.
- All others will be charged for meals at \$2.75 for lunch, \$1.75 for breakfast.

Opportunities to Volunteer

Elliott Ranch has an active PTO that will continue to sponsor such events as a virtual APEX Fun Run and E.R. Eats Out on designated evenings at local restaurants to earn a percentage of profit. Parents are an important part of the Elliott Ranch School family. We strongly encourage parents, guardians, grandparents, and other interested community members to join for an annual membership fee of \$5.00 per person. These dues help support the school in many ways such as: additional teacher materials needed for special projects, computer programs, library books and needed library materials, custodial equipment, and additional maintenance agreements for the school's copy machines. Please consider joining and supporting PTO, as the need to come together as a strong community is more important than ever during the pandemic. To connect with PTO, email membership@elliotranchpto.com.

The School Site Council assists in the planning and evaluating our Local Control Accountability Plan (LCAP), which focuses on enhancing targeted areas of our curriculum and other key aspects of our school environment. This is done through collaborative decision making on the allocation of funds received annually from the state. Our School Site Council is comprised of our principal, three teachers, one support staff member, and four parents who serve in an advisory capacity. PTO and SSC meetings are open to the public.

Progress Reports/Report Cards

Progress reports are provided periodically to keep parents informed of their child's academic and behavioral progress. Report cards are available on ParentVUE for each trimester. If you have a question or concern regarding your child's progress, please do not hesitate to contact your child's teacher. Deficiency notices inform parents when a child is working below grade-level expectations, and is at risk of receiving a failing grade. Deficiency notices are sent at the end of the sixth week of the trimester. ParentVUE can be accessed by calling the front office at 916-683-3877 for an activation code and then following these instructions: <http://www.egusd.net/wp-content/uploads/2018/08/ParentVUE-Activation-Quick-View.pdf>

Photos

Photos are not to be taken of children, other than your own, during school hours for any purpose. Photos of children during zoom meetings is prohibited to protect privacy and security.

Reading Counts!

The Scholastic reading Counts Program provides teachers and children an exciting way to promote reading at home and in the classroom. Software installed in the classrooms and computer lab allows students to take in-class quizzes on books they have read for points. Each book has a designated reading level as well as point value.

Scholastic Reading Counts:

- Helps kids get excited about books.
- Helps students focus attention on careful reading of books, which improves students' critical thinking skills and builds the intrinsic love of reading.
- Provides teacher with reliable, objective information.
- Enables teachers to monitor both the quantity and the quality of student reading practice.
- Helps to keep students challenged.
- Using Scholastic Reading Counts students can read appropriate books within their zone of proximal development (ZPD). This ensures that every student is challenged without being frustrated.

Student Academics

We want you to thoroughly understand your child's educational program. Our "Back to School Night" allows us to better acquaint you with this year's program. A summary of student programs follows:

Language Arts - *Reading Wonders* by McMillan McGraw-Hill

Mathematics - *Go Math* published by Houghton Mifflin Publishers

Social Studies – *Impact* published by McGraw-Hill,

Science Exploration - Grade K-5 by MacMillan McGraw-Hill, following Next Generation State Science Standards

Grade 6th Holt, Rinehart and Winston

Along with: NGSS - Mystery Science - Project Lead the Way

Physical Education - Our PE coach will continue to offer lessons and skill challenges every week for all grade levels.

Computer Technology - Grades K – 6 will receive computer instruction from our Computer Resource Teacher once he has ensured connection and access for all children to our online platforms.

Student Recognition

Students of Character receive special recognition in their classrooms, as well as in our monthly *Ranch Round Up* newsletters. These awards are intended to promote and recognize a variety of academic and citizenship achievements. Students will also be given a variety of opportunities to showcase their work and talents.

These activities welcome those with disabilities to participate fully. If you need a disability-related modification or accommodation, including auxiliary aids or services, to participate in this or any program, service or activity offered you, please contact Elliott Ranch Elementary School Administration, (916) 683-3877, at least 48 hours before the scheduled event so that we may make every reasonable effort to accommodate you. {Government Code Section 54953.2; Americans with Disabilities Act 1990, Section 202 (42 U.S.C. Section 12132).}

Textbooks

Each student has been issued a numbered copy of the textbooks for his/her grade during drive-through pick-ups of Rocket Boxes. Students are individually responsible for these books for the year. If a book is lost or damaged, the student will have to pay the full or partial price, depending on the original condition of the book when issued to the student. It is very important that you and your child discuss his/her responsibility for these textbooks. We recommend that your child keep textbooks in his/her Rocket Box and care for school supplies. Designating an area in the home for school will be helpful for consistency and routine, two hallmarks of excellent educational practices.