Zamora Elementary School Handbook



2024-2025

Version August 2024



Home of the Zamora Zoonies

School Colors: Green and Gold

Principal
Amanda Walsh

1716 Cottonwood Drive
Woodland, CA 95695
530-666-3641
http://www.zamora.wjusd.org

August 2024

Dear Zamora Elementary Community:

It is my honor to welcome you to the 2024-2025 school year. I hope you all enjoyed a wonderful summer break. I truly enjoyed my first year at Zamora Elementary and look forward to continuing to support you, your students, teachers and staff in the coming years. I am lucky to have an engaged Parent Teacher Association, School Site Council, English Learner Advisory Committee, and hard working staff. In true Zamora fashion, I have been welcomed to this community with open arms.

Zamora is rich with traditions and history that I have enjoyed learning about and participating in. As we move through the new year, I am excited to create new memories and experiences for our students.

I am a strong believer in parent, student and staff involvement, please do not hesitate to reach out if you have questions or concerns. I want to build strong relationships with our students and families and ensure that your voice is heard. I have one goal for our staff, students and families, and that is a commitment to high quality, engaging, classroom instruction. I saw the dedication and hard work of teachers and students throughout last year and I anticipate another year of learning and growing for us all.

Please make sure that you have access to Parent Square as I will be sending out a weekly parent newsletter every Sunday so that you and your child can prepare for the week ahead.

Our annual Back to School Night is scheduled for August 12th at 5pm. Please meet in the cafeteria/multipurpose room at 5pm before heading to your child's classroom. This is an important event as you will learn the policies and procedures for your child's classroom. ***We are super excited to welcome your students back to school on Wednesday, August 14, 2024, however Back to School Night is for parents only.***

I am thrilled to be a part of the Woodland Joint Unified School District and more specifically Zamora. I know we are going to have another wonderful year! Go Zoonies!

Warmly,

Amanda Walsh
Principal

WOODLAND JOINT UNIFIED SCHOOL DISTRICT
MISSION AND GOALS

MISSION STATEMENT

Woodland Joint Unified School District's mission is to prepare and empower all students for a future of endless possibilities.

DISTRICT GOALS

1. College and Career Ready: Each student will meet the skills and competencies of the graduate profile in order to be college and career ready through a rigorous, intellectually rich, and culturally relevant environment.

2. Meet Social-Emotional and Academic Needs: Each student's individual social-emotional and academic needs will be met through quality first instruction, enrichment, and intervention in a safe, supportive, and inclusive environment.

3: Accelerate English Learner Achievement: Accelerate the academic achievement and English proficiency of each English learner through an assets-oriented approach and standards-based instruction.

4: Engagement and Leadership Opportunities for Youth: Provide meaningful engagement and leadership opportunities for youth to directly and significantly shape each student's education and school community.

ZAMORA ELEMENTARY SCHOOL
PLEDGE

As a Zamora Zoonie, I pledge to be safe, respectful and responsible too. I will put forth my best effort to be an active learner and achieve my personal best academically and socially.

HOME/SCHOOL RESPONSIBILITIES COMPACT

The school community of Zamora Elementary School believe that all students should participate in an academically focused curriculum which is challenging and enables all students to achieve. For this to occur we all agree to the following:

TEACHERS AND SCHOOL STAFF: We understand the importance of the school experience for every student and the importance of our role as educators and models. Therefore, we will carry out the following responsibilities to the best of our abilities:

- Provide an atmosphere that fosters learning, provides opportunities for success and helps to develop responsible, caring, safe, independent, students;
- Provide an integrated, balanced curricular program using standards based materials
- Strive to address the individual needs of all students at all levels;
- Communicate with parents in a timely manner regarding student progress;
- Communicate classwork, homework, and discipline expectations;
- Teach necessary concepts before homework is assigned;
- Correct and return work in a timely manner;
- Communicate with parents regarding long-term changes that may affect the classroom or school environment.

STUDENTS: We understand our education is important, and know that we play an important part in our own success. Therefore, we will carry out the following responsibilities to the best or our abilities:

- Be active participants in our own learning;
- Be cooperative and responsible learners;
- Complete all classwork and homework on time;
- To make positive choices to ensure a safe environment for myself and others;

- Be accountable for our own behavior;
- Attend school regularly and on time;
- Ask for help when needed.

PARENTS: We understand our participation in our children's education will help their achievement and attitude. Therefore, we will carry out the following responsibilities to the best of our abilities:

- Participate in school activities and events including parent/teacher conferences;
- Actively monitor and encourage our children to complete homework;
- Provide a quiet place for our children to work;
- See that our children get enough sleep and have a healthy diet;
- Support the school and district's homework, discipline and attendance policies;
- Encourage our children to engage in appropriate reading activities for at least 30 minutes every day;
- Communicate with the classroom teacher regarding significant changes that may affect our children;
- Work closely with the classroom teacher to ensure the success of our children;
- Encourage our children to be safe by showing model behavior and safe actions at school and home.

TEACHING STAFF

Amanda Walsh	Principal
Culien Anderson	TK
Jolie Hagopian	Kindergarten
Jennifer Richter	Kindergarten
Randi Nannini	1st
Tina Imbach	1st
Ashley Timothy	2nd
Lea Mentink	2nd
Nicole Anderson	3rd
Hilda Herrera	3rd
Genifer Little	4th
Laura Ziegler	4th
Sandra Crough	5th
Joseph Sais	5 and 6th Combo
Katie Balukoff	6th
Eron Ast	SH
Melissa King	SH
Stephanie Olvera	SH
Nichole Romero	SH
TBD	RSP
Jackie Leary	PE
Jeremy Smith	Music
Jean Davis	Music/Strings

SUPPORT STAFF

Victoria Ferrendelli	Speech Therapist
Jennifer Sheehan	Nurse
TBD	Psychologist
Maria Guillen	Office Coordinator
Lori Lacy	Attendance Clerk
AnnAdele Lawler	Library Clerk
Tung Nguyen	Lead Custodian
Carmen Trejo	PM Custodian

Zamora Bell Schedule 2024-25

Grade TK

Wednesday			Mon-Tues-Thurs-Fri			Minimum Days		
8:30 AM	10:00 AM	Class	8:30 AM	10:00 AM	Class	8:30 AM	10:00 AM	Class
10:00 AM	10:15 AM	Recess	10:00 AM	10:15 AM	Recess	10:00 AM	10:15 AM	Recess
10:15 AM	11:30 AM	Class	10:15 AM	11:30 AM	Class	10:15 AM	12:00 PM	Class
11:10 AM	11:40 PM	Lunch	11:10 AM	11:40 PM	Lunch			
12:10 PM	1:35 PM	Class	12:10 PM	2:25 PM	Class			

Grade K/1

Wednesday			Mon-Tues-Thurs-Fri			Minimum Days		
8:30 AM	10:00 AM	Class	8:30 AM	10:00 AM	Class	8:30 AM	10:00 AM	Class
10:00 AM	10:15 AM	Recess	10:00 AM	10:15 AM	Recess	10:00 AM	10:15 AM	Recess
10:15 AM	11:30 AM	Class	10:15 AM	11:30 AM	Class	10:15 AM	12:00 PM	Class
11:30 AM	12:10 PM	Lunch	11:30 AM	12:10 PM	Lunch			
12:10 PM	1:35 PM	Class	12:10 PM	2:25 PM	Class			

Grades 2/3

Wednesday			Mon-Tues-Thurs-Fri			Minimum Days		
8:30 AM	10:00 AM	Class	8:30 AM	10:00 AM	Class	8:30 AM	10:00 AM	Class
10:00 AM	10:15 AM	Recess	10:00 AM	10:15 AM	Recess	10:00 AM	10:15 AM	Recess
10:15 AM	12:00 PM	Class	10:15 AM	12:00 PM	Class	10:15 AM	12:00 PM	Class
12:00 PM	12:40 PM	Lunch	12:00 PM	12:40 PM	Lunch			
12:40 PM	1:35 PM	Class	12:40 PM	2:25 PM	Class			

Grades 4/5/6

Wednesday			Mon-Tues-Thurs-Fri			Minimum Days		
8:30 AM	10:00 AM	Class	8:30 AM	10:00 AM	Class	8:30 AM	10:00 AM	Class
10:00 AM	10:15 AM	Recess	10:00 AM	10:15 AM	Recess	10:00 AM	10:15 AM	Recess
10:15 AM	12:30 PM	Class	10:15 AM	12:30 PM	Class	10:15 AM	12:00 PM	Class
12:30 PM	1:10 PM	Lunch	12:30 PM	1:10 PM	Lunch			
1:10 PM	1:35 PM	Class	1:10 PM	2:55 PM	Class			

SPECIAL PROGRAMS AND SERVICES

SPECIAL EDUCATION PROGRAMS

Students in the Resource Specialist Program, Special Day Class and Language, Speech and Hearing are enrolled in regular homeroom classrooms and receive support services as needed. The RSP and SDC programs provide additional and specific instructional support.

STUDENT STUDY TEAM

The Student Study Team (SST) is an effective way to bring together all resources to support students having difficulties in regular classes (a group problem solving method). The team gathers, at the request of the teacher, for a concentrated problem solving meeting where all involved persons are present. The parent may be asked to participate in person, or provide input via phone conference or a written questionnaire. During an SST meeting, either recommendations or a comprehensive action plan is formulated to support student achievement. If necessary, a follow-up meeting is scheduled to review the results of diagnostic testing, report progress, or make further recommendations. The SST is a teacher/student support system and is an expression of the school's concern for students and their academic success.

PSYCHOLOGIST

The psychologist administers psychological testing, consults with teachers and parents on emotional, behavioral and learning problems, acts as a liaison to community services, counsels students, and provides parent education.

COUNSELOR

Our school counselor works with individual students as well as leads small group sessions for students. They help coordinate programs on campus and work to maintain a positive climate on school grounds. If your student is having a hard time adjusting to school here at Zamora please talk to the school counselor.

GIFTED AND TALENTED EDUCATION (GATE)

In past years, guidelines for developing GATE/Accelerated programs have changed significantly. Both gifted and accelerated students are offered a variety of educational opportunities to challenge them and ensure they meet their maximum potential. These opportunities occur both within the regular classroom, through differentiated instruction, and in other settings.
https://www.wjusd.org/Programs/More-Programs/GATE/index.html

ART PROGRAMS

The Art Programs are implemented in grades K-6 with the help of our PTA and parent volunteers. This program is one of the ways our school ensures that the standards for Visual and Performing Arts (VAPA) are covered for all students. Lessons allow students the experience of developing artistic skills through various art projects.

MUSIC PROGRAM

The music program is implemented in grades 4-6 through the support of our District Office and School Board. This program is an additional way our school ensures that the standards for Visual and Performing Arts (VAPA) are covered for intermediate students.
https://www.wjusd.org/Departments/Educational-Services/Teaching--Learning/Visual-and-Performing-Arts-Program/index.html

STUDENT LEADERSHIP

Student Council

Students in grades 5 and 6 are elected as representatives to the school's Student Council. These students represent their individual classes and promote various activities throughout the year.

PARENT/COMMUNITY INVOLVEMENT

https://zamorapta.square.site/

Parent involvement is an honored and valued tradition within the Woodland Joint Unified School District. We enjoy active participation from our community and encourage this partnership in learning. We welcome any help from parents, grandparents, guardians, and community members. Many volunteer tasks can be done at home. Following are some suggested methods to volunteer:

- Classroom assistance and Library assistance
- School beautification or event assistance
- PTA Committee(s)/Office
- Field trip chaperone/Driver
- School Site Council or English Learners Advisory Committee

FINGERPRINT AND TB TEST POLICY FOR VOLUNTEERS AND FIELD TRIP DRIVERS

All volunteers working with children or chaperoning on a field trip must submit their fingerprints for a criminal background check by the Department of Criminal Justice and have a TB test prior to working with students. All forms for fingerprints, TB tests and chaperoning on a field trip are available on our district and school website and must be completed at least four weeks prior to the scheduled event along with a copy of your driver's license.
https://www.wjusd.org/Families/Parent-Involvement/Volunteer/index.html

SCHOOL SITE COUNCIL

The School Site Council is composed of parents, teachers, and administrators. Its purpose is both decision-making and advisory and it is responsible for developing/updating the School Improvement Program (SIP) on a regular basis. Funds are allocated by a plan developed and evaluated by the School Site Council. Each year, a plan for academic growth is developed and funds allocated to reach program goals. The committee plans, reviews and approves this plan.

PARENT TEACHER ASSOCIATION

The PTA is a vital part of the school community and is composed of parents, school personnel, as well as other community members. Through the PTA, parents, teachers, administrators, and others work for quality education and the establishment of a true partnership between home and school. The PTA sponsors activities for families in the evening and during the school day throughout the year. Parents are asked to support the PTA by joining ($24 membership), volunteering to help with activities, attending PTA meetings, and supporting the fund-raisers. PTA meetings are held in the Library in the evening. All are welcome to attend. We look forward to, and encourage, all parents to become involved in the PTA.

ENGLISH LANGUAGE ADVISORY COMMITTEE (ELAC)

The EL Advisory Committee is a parent group of Zamora's second language student parents. The committee is chaired by a parent representative. This representative works with the site administration to communicate District information to EL parents regarding services, progress, procedures, and policies as they affect second language learners.

SCHOOL POLICIES AND PROCEDURES

ADMINISTRATION OF MEDICATION TO PUPILS

No medication (PRESCRIPTION OR OVER THE COUNTER) will be dispensed to students or allowed on the school site without the appropriate form completed and on file in the school Office. **Medication needs to be in the original prescription bottle and doctors orders must match orders on the bottle**. Forms are available in the Office and are completed by physician and

parent(s)/guardian(s). The completed form and the medication in the original container will be kept securely locked in the Office. Dispensing of the medicine will be done by staff and recorded. Written notification from the physician on any changes in medication and/or dosage **must** be given to the Office staff as they occur. Prescriptions/forms must be updated yearly. **Students may not carry their medicine on their person.**

ILLNESS/INJURY

Students reporting illness or injury are sent to the School Office and parents are notified. Notification will occur for items related to their student including, but not limited to: head injuries, fever, vomiting, rash or irritation to the skin/eyes or breaks to the skin.

HEARING AND VISION SCREENINGS

Hearing and vision screenings are performed on all students in Transitional Kindergarten, Kindergarten, 2nd grade, and 5th grade during the school year. Parents of students who do not pass these screenings are notified by letter and encouraged to have their child examined by a doctor.

ATTENDANCE POLICY

Under Education Code 48200, each person between the ages of 6 years and 16 years is subject to compulsory full-time education. Good attendance is extremely important for academic success. Please see that your child is at school on time every day. When your child is absent, please call the Office **(530-666-3641)** that day and let us know the reason for the absence. If this is not possible, please send a note with your child the day he/she returns and have them bring it to the office. Any excused absence must be cleared by phone or in writing within 3 days or it is considered unexcused. After 14 days of excused absences, the administrator will support next steps for student success.
Please note: The school must know the reason for your child's absence. Absences of more than ten days will need a doctor's note provided to the school upon the student's return to class.

TARDY POLICY

Students arriving late to school go directly to the Office for a Tardy Slip before going to their respective classroom. Under the California Education Code, a child is considered truant and may be given an unexcused absence if they are tardy **FOUR** times in one trimester. Absences and tardies will disqualify your child from the Perfect Attendance award and any other benefits associated with attendance incentives.

INDEPENDENT STUDY

In the event of students needing to take an extended time off from school an independent study contract can be set up so that students can receive an excused absence. The following process must be followed:

- Absence must be a minimum of five days and no more than 20 days.
- Contract should be filled out by the parent (not teacher) at least two weeks prior to the absence and approved by the school principal.
- Replacement school work must be picked up from the teacher prior to absence.
- Replacement school work must be completed **before** the student returns to school and turned in to the office the morning you return.

OFFICE PHONE USE

Office phones are not for student use. Special arrangements for after-school activities should be made prior to the beginning of the school day. Students will not be called out of class for telephone calls unless it is an extreme emergency. Parents and guardians should be prepared to be asked about the nature of the emergency if a need arises that makes it necessary to call a student out of class to receive a telephone call. Students are given permission to use the phone **ONLY** by the Office staff or by a written request from the teacher.

RELEASING STUDENTS DURING THE SCHOOL DAY

Any release of students during the school day must be verified and documented with a parent or guardian signature. Please plan ahead as the office is a busy place, especially at lunch time and morning recess.

Students must be signed out in the office by a parent, guardian or an individual that is noted on the student's emergency card. Students will not be released to individuals not on the student's emergency card.

LOST AND FOUND

Most children keep good track of their clothing, however, each year NUMEROUS jackets, sweaters, shirts, lunch pails, etc. remain unclaimed in the Lost and Found. Please mark your child's possessions with first and last names in permanent marker. At the end of each trimester (when report cards go out) Zamora donates unmarked and unclaimed items to charitable organizations. Students and parents are welcome to check before and after school for lost articles.

BICYCLES, SCOOTERS, SKATEBOARDS, ROLLER BLADES, AND SKATE SHOES

Students who ride bicycles to and from school are required to wear helmets. Students not using helmets will receive a "Helmet Reminder" to take home to alert parent(s)/guardian(s) about this safety issue. Bicycles and scooters are to have bike locks and are locked in the gated bike area. Bikes/scooters are to be walked at all times while on the school campus. **Please note the school is not responsible for stolen or vandalized items**. **Rollerblades, skateboards, and skate shoes are prohibited on the school grounds.**

CELL PHONES/PAGERS/Smart Watches:

Cell phones are allowed at Zamora, HOWEVER, students must follow District guidelines concerning their use. Phones may be used **ONLY** before (earlier than 8:10 a.m.) and after school (after 2:55 p.m.) and students need to be near a supervising adult when they are in use. Phones are to remain turned off *(e.g."off" means no power; the phone is not on the "vibrate" setting or used to text message*) while students are in school and are stored in backpacks not in pockets. Students choosing to use their phones at times other than these will turn the item over to their teacher or an administrator. **The phone will be returned only to a parent/guardian.** Guidelines for pagers/smart watches are the same as for cell phones. **Please note the school is not responsible for stolen or vandalized items**.

PERSONAL ITEMS/ELECTRONICS

Materials or objects that distract from instruction must be left at home. Toys, cameras, iPods/CD/tape players, MP3, PSP players, video games or any objects not requested by the teacher or school personnel, are not permitted on the school grounds. These items can create problems of distraction, ownership, loss, and damage. ***School personnel may confiscate inappropriate items that have been brought to school. Staff will secure such items until parent(s)/guardian(s) claim them.*** We encourage parents that wish to celebrate their students' birthday at school to contact your students' teacher prior to the day to make sure that it is not a distraction to the classroom and to talk about food allergies students may have. Large bouquets of balloons, invitations to parties, and such should be held until after school as they can be a distraction to the school day.

STUDENT RECOGNITION

It is important to recognize and honor student accomplishment. Students are recognized through: Zoonie Bucks (positive behavior), Academic/Citizenship awards, and Excellent Attendance (no unexcused absences or tardies per trimester). Students are also recognized for achievement in school competitions, Student Council events, and with special classroom awards. Zamora holds assemblies where awards for citizenship and academic achievement are announced for improvement or outstanding performance. Watch for notes home from your teacher giving the exact dates of the Primary and Intermediate assemblies. ***Parents are always welcome to attend these events if they check in at the front office when entering campus.***

HOMEWORK POLICY

Students are expected to engage in daily homework. *Unassigned homework could be daily reading, writing or computing*. Assigned homework will be tasks that are an extension of the day's curriculum. Material assigned as homework is work that the student can complete independently without major errors, discomfort, or confusion.

The following daily homework minutes are used as a guideline by staff:
Kindergarten 15-20 minutes/30 minutes maximum
First grade 30 minutes/40 minutes maximum
Second grade 35 minutes/45 minutes maximum
Third grade 45 minutes/60 minutes maximum
Fourth grade 1 hour/90 minutes maximum
Fifth grade 1 hour/90 minutes maximum
Sixth grade 1 hours & 15 minutes/2 hours maximum
These times include reading with or to parents, or by themselves for at least 20 minutes. *Credit for makeup work will be determined by the teacher.*

VISITORS ON CAMPUS AT SCHOOL

Parents are welcome at Zamora School after they have been cleared by the district to work in the classroom and attend field trips. Your participation is encouraged in any school activity that is of interest to you. Along with our open door policy, we have a commitment to student and staff safety, so the following is presented for your assurance and information. Please note the following policies.
We ask that all visitors register in the Office and wear a visitor's badge while on campus.

COMMENDATION/COMPLAINT/FEEDBACK PROCEDURE

Your input/feedback is desired at Zamora Elementary School. If you have a compliment for a hard-working staff member, a suggestion that will improve the school, an idea or a question about a procedure, a concern, or a complaint, please let us hear from you. The procedure is outlined below:
1. Write the comment or idea down and send it to your child's teacher (please include a phone number).
2. Call and request a return call from your child's teacher.
3. Meet with and discuss the concern with your child's teacher.
3. After talking with your child's teacher you may call the principal and discuss it on the telephone.
4. Schedule a conference with the teacher and an administrator.

DRESS CODE

The following guidelines shall apply to all regular school activities:
1. All garments must fit. Clothing should be within one size of the student's measurements and worn in the manner in which they are designed.
2. Footwear must be worn at all times. For safety reasons, high heels, thongs, or backless shoes/sandals are prohibited; however, sandals may be worn if they have heel straps.
3. Clothes shall be sufficient to conceal undergarments at all times. See-through or fishnet fabrics, halter tops, off-the-shoulder or low-cut tops, tank tops, torn off sleeves, bare midriffs and skirts or shorts shorter than mid-thigh are prohibited.
4. For outdoor activities: Sun-protective clothing, not limited to hats (Ed. Code 35183.5), shall be allowed. Hats, caps and other head coverings shall not be worn indoors. Bandanas, scarves, hairnets, hair rags, etc. will not be allowed. Students may wear head coverings in observance of their religion.
5. Clothing and jewelry shall be free of writing, pictures or any other insignia which are crude, vulgar, profane or sexually suggestive or which advocate racial, ethnic or religious prejudice or the use of drugs or alcohol. Jewelry, accessories, or ornaments that may be considered dangerous objects are prohibited.
6. Any apparel, jewelry, accessory, school materials or manner of grooming which by virtue of its color, arrangement, trademark, or any other attribute denoting membership in a gang is prohibited. Tattoos or piercings/body adornments that are obviously gang related, i.e. name of a gang, gang language, or reference to a gang are forbidden.

SAFETY/TRANSPORTATION/ANIMALS

SUPERVISION

Before School

The campus is open to students beginning at 8:10 a.m. The Lunch Room is open for all students beginning at 8:10 a.m. (On rainy or windy days when all students should report to the Lunch Room before the bell rings.) Students may enter the playground after the 8:10 bell rings. There is no supervision in the morning before 8:10 a.m.

During School

Staff is on the playground during all recesses. All students are to remain on the school grounds for the entire school day. Pupils are not to leave the grounds unless signed out through the Office by their parent(s)/guardian(s).

After School

Students are dismissed to go home at 2:25 p.m. (K-3) and 2:55 p.m. (4-6). Students are to go immediately home or to child care. Staff members supervise dismissal times in designated areas only. **Students are not allowed to play on the playground after school.**

Field Trips

Teachers may request assistance from parents for field trips. We are happy to accept parent volunteers who are willing and available to chaperone. Please see your child's teacher to volunteer to supervise field trips. A few details to keep in mind are as follows:

1. No verbal permission may be given to allow student attendance on a field trip in lieu of a signed permission slip.
2. The official permission slip must be used.
3. Non-parental chaperones must be at least 23 years of age.
4. Chaperones must be in continuous contact with students.
5. Chaperones must have a Volunteer Information Clearance form, be fingerprinted, and have a TB test done and the results on file with the office **two weeks prior** to supervising students.
6. Volunteer drivers must have a signed WJUSD Volunteer Driver form, copy of their driver's license, and their Insurance Declaration page on file with the office **two weeks prior** to the trip.
7. Siblings may not accompany the adult chaperone.

DROP OFF/PICK UP

Zamora Elementary School is served by several buses that transport students with disabilities and therefore, families that are dropping off by car must give right of way to these vehicles for student safety. Parking on the street and at the park adjacent to the school, then walking students in, will alleviate much of the traffic congestion encountered in our school parking lot. The school needs **ALL** adults to help with traffic safety by following the traffic flow plan for Drop-Off and Pick-Up. These plans are in place to keep pedestrians safe. Therefore, parent(s)/guardian(s) are asked to please:

1. Consider carpooling whenever possible.
2. Organize adult-supervised walk-to-school clusters.
3. **Follow** the traffic patterns established by the school.
4. Use cautious and courteous behavior when walking or behind the wheel.
5. A few traffic and safety reminders for adults and students:
    - **DO NOT make U-turns during high traffic volume times.**
    - Respect the "Cone Zones" as traffic-restricted areas.
    - Use a crosswalk to cross the street; do not attempt to cross in the middle of the block.
    - Do not leave the car unattended except in a designated parking stall.
    - Have student(s) exit the car on the sidewalk side of the street or parking lot.
    - Be sure students are ready to exit when the car is in the Drop Off zone.

- Follow the directions of school personnel in Drop Off zones.

The safety and security of Zamora students is of primary importance, and EVERYONE is needed - parents, guardians, family members, staff, students, and community people - to help make sure students are in a safe and productive environment. School safety announcements are published in the school's newsletter. If you would like information concerning committee meetings, please feel free to contact the Office and ask for the principal.

PET POLICY

We all enjoy pets, but some children have NOT been around them much. Children who are not accustomed to animals are sometimes alarmed or do not know how to act in a safe manner around them. Also, animals can become alarmed by sudden movements, reacting in out-of-the-ordinary ways when placed in unfamiliar situations or around large groups. The school cannot take responsibility for controlling/monitoring pets and the possible impact their presence on campus may have with students. Pets add a dynamic that can trigger excitement or an emotional reaction with a child which carries through the day, causing a significant distraction/disruption to the educational purpose of the school. The school's policy on pets respects both the needs of pet owners while taking into consideration the needs of students and those who do not own animals. Please **help us by supporting the following:**

- **NO pets on the interior of the campus:** blacktop and playground areas, Quad, or Office. Please stop at the fence line of the school if you have a dog with you when dropping off/picking up student(s).
- **Pets/animals** are not allowed on campus except for educational purposes. Animals brought onto campus for teaching purposes must follow these guidelines:
  - The presence of the animal supports and can be directly related to the curriculum for that grade level.
  - The animal(s) are appropriately crated and handled ONLY by adults that are trained for that task.
  - Permission by an administrator is obtained in advance of the animal(s) being brought on campus.

EMERGENCY PROCEDURES

Zamora Elementary School has an Emergency Plan that specifies action for any emergency situation (e.g. fire, earthquake, intruder alert). Parents are advised that, in the event they are picking up students or visiting school in the middle of an emergency drill, they will be asked to wait until the drill is over to pick up their student. Additionally, any individuals on campus during an emergency drill are subject to participate in the emergency drill. Students will discuss and practice emergency procedures periodically throughout the year.

Dear Zamora Zoonie Families,

I wanted to take a moment to connect with you as a way to inform you about our safety drills here at Zamora. We have a standard of practice that we hold monthly drills to practice for a variety of emergency situations. These include fire drills, earthquake drills, shelter in place drills and lockdown drills. For clarity, I would like to explain our processes:

Our **fire drills** include us exiting the classroom and meeting as a school in the field area away from buildings.

Our **earthquake drills** include a duck and cover in the classroom and then an exiting of the classroom to the same meeting area in our field.

Our **shelter in place drills** are for a medical emergency on campus where we would need to have an ambulance or first responder on campus to care for a student or adult. This would require our students to simply stay in their classrooms and continue their learning as normal until the medical personnel and vehicles are off campus. A **shelter in place drill** is for a non-threatening situation such as, a rabid dog on campus, a car chase nearby, something questionable at the park or in a nearby neighborhood that requires us to be indoors. Much like our medical emergency lockdown – students remain inside and learning continues as normal.

A **lockdown** is the most severe when there is a direct threat to campus safety. This may include any type of direct threat to student safety as a dangerous intruder on campus – many of us may liken this to be an active shooter situation. During this type of lockdown, we expect the following: classroom lights are off, doors are locked, students are away from windows and huddled together behind a series of desks or in a classroom office. Please know that in all lockdown situations that are not a drill, families would be informed as to why and the duration of the drill.

It is impossible to name every type of potential threat and detail what our course of action would be - but I am hoping the above explains our framework from which to ensure the safety of our students and staff.

As always, please contact me or your child's teacher with questions you may have.

Thank you,

Amanda Walsh
Principal

FOOD SERVICE PROGRAM

BREAKFAST
Breakfast service is available for Zamora students. The Lunch Room opens at 8:10 a.m. for service and remains open until 8:25 a.m. Students enter the Lunch Room through the side door on the north side of the building. There is no back and forth between the LunchRoom and the playground. When students are dismissed, they go directly to the play yard for morning line up or recess. Milk and juice are available for students. To preview upcoming menus, visit the school or district website.

HOT LUNCH
Hot lunches are provided by the District and served in the Lunch Room during scheduled lunch sessions. The following procedures are followed in the lunchroom.

1. Each child is assigned a Personal Student Identification Number (PIN). They punch this number into the keypad at the end of the lunch service line. Newly registered students are assigned a PIN the first day of school, before lunch.
2. Breakfast and Lunch Prices- Meals are currently FREE for all WJUSD students. Please check the District website for any changes to current prices.

HOME LUNCH
Home lunches should be arranged before school. If this is not possible, please drop off home lunches in the office before student's lunch time and office staff will do their best to get lunches to students, but will not be held responsible if a student does not receive his/her lunch, as the office is very busy during the lunch periods.

BEHAVIOR EXPECTATIONS

The general rules for all conduct anywhere on campus at Zamora are:

- **Be Safe**
- **Be Respectful**
- **Be Responsible**

REWARDS FOR POSITIVE BEHAVIOR

Students who follow school rules, and demonstrate good citizenship/work habits will be recognized in the following ways:

- **Positive Communication Home**: The teacher/administrator will communicate with parents regarding compliments on a child's performance.
- **Zoonie Bucks**: Students receive Zoonie bucks for positive, helpful, and courteous behaviors or work habits.
- **Academic and Citizenship awards**: The student may be recognized at Assemblies for positive academic and behavior performance.
- **Special Awards**: Students will receive acknowledgement of achievement in many special areas.
- **Attendance awards**: Recognition is given to those who are at school on time every day.
- **Music and PE Awards**: Our Music and PE teachers will give awards to students that display high levels of achievement and citizenship in their programs.

BEHAVIOR MANAGEMENT

Every student shares the responsibility for maintaining a safe and productive environment at school. Students are expected to inform a Zamora staff member of any situation that would pose a danger to self or others. If a student chooses to be disruptive to the learning environment or violates school expectations, measures will be taken to inform parents and work with them to correct the student's behavior. Conferences may be required to develop a behavior contract or Behavior Support Plan (BSP). Consequences for violation of school rules include but are not limited to:

- **Reset**: Time out of class spent in a teacher's buddy class or the Office. The student goes directly to the designated location. The student may not disrupt the environment to which he/she is assigned. Disruption will result in further consequences.
- **Intervention**: Loss of free-time privileges. The student eats and spends his/her free time under adult supervision in a designated location. The child will be given time for a break.
- **Contracts:** From time to time, contracts are established to train behavior and focus on behavioral changes which will support the student in reaching his/her educational goals. Contracts may be written for an individual student or a group of children and may include accommodations to the students educational day.

ZAMORA BEHAVIOR EXPECTATIONS

Following you will find the Zamora Behavior Expectations for students throughout the school. Please go over these expectations with your student. They will be taught by staff during the beginning of the year and will be reviewed throughout the year. You will also see them posted in areas around the school.

Setting	Be Safe	Be Responsible	Be Respectful
Bathrooms	Walk Wash hands Keep water in sink Leave lights on	Use quiet voices Give others privacy	Flush toilet Wash hands Throw trash away Return to class promptly Problem? Inform an adult
Cafeteria	Keep hands and feet to self Sit in the chairs Walk at all times Keep and eat own food Remain seated while eating	Use quiet, positive voices Allow anyone to sit next to you Wait your turn Clean up after yourself Follow adult directions	Wait in line patiently Have your ID number ready Go directly to a seat once you have your lunch Use good manners Clean up your area School lunches stay in cafeteria
Line-up/Hallways	Walk facing forwards Keep hands and feet to self Get an adult to help with accidents or spills	Maintain Personal Space Keep hands and feet to self Use quiet voices Use appropriate language Use kind words and actions Wait your turn	Maintain personal space Face forward Listen for directions Take care of personal belongings and school equipment
Playground	While playing, always keep hands to yourself Stay within fences What is on the ground, stays on the ground Play fighting is prohibited	Accept everyone Be honest Be considerate of others games Use good sportsmanship Use appropriate language	Walk to/from playground When the bell rings, “freeze” Play fairly Use Ro Sham Bo to resolve conflicts If help is needed, find a conflict manager Take care of equipment Return balls to the ball cart
Arrival	Earliest arrival is 8:10 (for breakfast) 8:15 (for playground) Remain in the cafeteria until 8:15 Walk quietly to playground	Use appropriate language Keep hands and feet to self	Be on time Come prepared Know your after school plan See an adult? If no, return to blue benches
Dismissal	Use crosswalk Be aware Walk straight home	Use appropriate language Keep hands and feet to self	Gather all necessary materials Follow your after school plan
Office	Come to the office with a pass	Use please and thank you Use appropriate language Be patient	Enter with a purpose Use a whisper voice Know your phone number
Special Events	Enter/exit orderly Keep walkways clear	Use audience manners Appropriate applause	Be attentive Wait for directions
Library	Line up straight and quiet Walk in slowly and quietly Listen to Librarian’s instructions Have a pass if coming to library without your teacher	Line up quietly for checkout Keep hands and feet to yourself while waiting to check out books Be courteous Leave the library orderly and quietly	Use shelf marker while selecting library book Push chair under table when leaving Help keep the bookshelves neat Take good care of all books Return all books on time