



2011-2012
PARENT-STUDENT
HANDBOOK

277 Boyd Road, Pleasant Hill, CA 94523

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David Franklin, Ed. D., Principal

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PRINCIPAL'S MESSAGE

Dear Parents and Guardians,

On behalf of the Sequoia Elementary School staff, it is truly my pleasure to extend a warm and heartfelt welcome back to you as we begin the 2011-2012 school year. To those students and parents who are new to Sequoia, we extend our best wishes for a stimulating and productive year in your new school. To our returning students and parent, welcome back.

As this is my first year at Sequoia, I will be joining you on this exciting journey. We hope that you will quickly feel at home and become involved in the activities of our school through the Sequoia Parent Association (SPA) and your child's classroom program.

The Parent-Student Handbook is intended to provide you with an overview of some the procedures and policies of our school. It also contains additional information regarding the programs and activities that are available to parents and students.

At Sequoia, we strive to create a community dedicated to setting high expectations for student academic achievement, involvement, and citizenship. We look forward to partnering with you to teach academic content standards, self-discipline and leadership skills necessary to be successful at school and in life. If we can work together as an educational community, then we will be better able to provide a supportive learning environment where every child can best meet their potential.

Again, I am very excited about this journey we are about to embark upon. There is much we can accomplish together and I look forward to working with you and your children.

Sincerely,

Dr. David Franklin

Principal

GENERAL INFORMATION

Parking Lot Procedures

School safety is one of our major concerns. We request your help and support to make entering and exiting our school a safe function of the school day.

Staff Parking Lot

This lot is reserved for use by Sequoia staff, including teachers, support staff and district personnel. Each space is numbered and assigned to personnel.

Visitors/parents doing business at the school should park in the limited time visitor's parking located in front of the office wing, by the flag pole.

Do not use the inside circle for parking.

Do not drop off or pick up passengers in the inside circle.

Do not leave your car unattended in the parking lot.

Please always pull forward to make room for other people picking up students at school.

Save your cell phone use for after you have exited our parking lot. Full attention needs to be paid to students and traffic at this time. Please abide by the hands free law effective 7-1-08,

Always follow the directions of school personnel guiding the parking lot procedures.

Do not cross (or ask your child to cross) the parking lot. This is extremely dangerous. We are requesting that everyone cross the lot at the crosswalk.

Do not cross the street in front of the school. This is extremely dangerous. Please go to the nearest crosswalk to safely cross.

Due to safety issues, this year the front area of the school will be closed before school is out for the day. This area has been problematic for student safety, supervision, a traffic flow.

Let's remember that we all are responsible to set the example for students. Safety is our concern.

Visitor Parking

The parking lot is reserved for staff parking only. Visitors and parents must use street parking or the parking area by the flag pole.

School Property

A school is public property. It belongs to the citizens (students and families included) and is for the use of everyone in the community. Take pride in caring for our school.

Students that damage school property, including books, will be expected to pay for repair or replacement.

Restrooms

Restrooms are available throughout the school day. We ask everyone to do their part in keeping the restrooms clean and remembering to wash their hands after every use. Students are often sent to the restroom accompanied by a buddy, as per classroom policy and age of student. Students that have been found vandalizing the restrooms will be appropriately disciplined. Students will have access to restrooms as needed. The teacher will explain his/her classroom restroom policy. If a problem arises with a student using the restroom, during instructional time, the teacher will confer with the parent.

Cell Phones

Cell phones must be turned off and out of sight during the school day. This means they need to be in a backpack. Phones and text messaging may not be used on campus at anytime during school hours. Students who use or have their cell phones out on campus during school hours will have the phone confiscated by school personnel and it will only be returned to the parent. Cell phones are the responsibility of the child and the parent. Lost and/or damaged cell phones will not be replaced by the school. This procedure applies to all electronic devices.

Emergency Information

An Emergency Card with up-dated information is required for each child enrolled in the school. If a child becomes ill or is injured, the office needs the names, addresses and telephone numbers of two persons that can be contacted locally if the parents cannot be reached. Keep this information current by notifying the school office of any changes in employment, addresses, telephones, etc. We cannot release a child to someone for pick up during the school day if they are not listed on the Emergency Card.

Immunizations

California law requires that at the time of first enrollment in California Schools, students shall have had the following immunizations;

- 3 Hepatitis B Vaccine
- 4 Polio dates, last after second birthday
- 5 Diphtheria dates, last after second birthday
- 2 Measles, Mumps and Rubella (MMR) dates must be after first birthday
- 1 Varicella (V2V) or doctor verification of chicken pox

Physical Examinations

California law requires a physical examination for all first grade students. It can be done up to 18 months before entry into grade 1; must be done by 6th birthday. A Report of Health Exam form must be on file prior to the first grade entry.

Nursing Services

A district nurse periodically visits the school to up-date student health records. Kindergarten students are given a vision and hearing screening test, and parents are advised if there are concerns. Full time nursing services are not available at the school.

Medication at School

Listed below are the requirements for a student who must take medication while in school.

- Parents must furnish the school office with the appropriate form signed by the physician and parent. This form must be completed by the physician, giving permission for the school to give the medication.
- The medication must be in the original container, with the label giving the prescription and instructions.
- Students are not to carry or take any medications (over the counter or prescribed) with them or in their backpack. All medication must be held in the office.
- While the school will make every effort to cooperate, the child must assume the responsibility of going to the office for the medication.
- It is the parent's responsibility to have the doctor complete a new form if there are any changes in the medication order.

Animals at School

Animals may not be brought to school. Individuals may be allergy sensitive. Animal behavior may be very unpredictable. This includes before and after school times. This also includes field trips. **No animals are allowed at school or school functions. If you must bring your animal to pick up your child, you will need to remain in the car with your animal or wait for your child off campus. This is a safety issue.**

Lost and Found

Lost and found articles are kept in storage at the school. Valuable articles such as money, wallets, charms, glasses, etc. are kept in the office. Parents are urged to carefully label all clothing items such as sweaters, hats, jackets, etc. so that they can easily be returned. Students should accept responsibility for the care of their articles. Articles left unclaimed are given to a charity organization at the winter break, spring break, and close of the school year. Items brought to school are the responsibility of the student and the parent. This includes, but is not limited to: musical instruments, cell phones, Ipods (or the like) bikes, jackets and other items of clothing.

Classroom Assignments

Class articulation involves teachers and the principal. The final decision for the student placement rests with the principal. Students are assigned to classes based on the following:

- Equal boy/girls distribution
- Heterogeneous grouping (balance of ability level)
- Special needs students
- Language considerations
- Behavior concerns

Student Progress Reports

Student Progress Reports are issued at the close of each trimester. They are intended to give you a report of your child's achievement, meeting standards and progress. Students are also evaluated in citizenship, attitude, effort and study habits.

School Lunches

Student lunches include a half-pint of milk. Should you wish to purchase lunch credits, checks are payable to the Mt. Diablo Unified School District (MDUSD).

Free or reduced price lunches are available to qualifying families. The eligibility scale is included in the Parent Information Packet distributed in September and it is also available in the school office.

We try to keep lunchtime pleasant. We ask students to walk to and from the eating area. We ask that they remember their table manners while eating. We ask that they clean up all wrappers, straws, milk cartons, and paper sacks. A healthy body needs a balanced diet; keep this in mind as you pack your child's lunch or they pack their lunch. Food may not be shared or exchanged with other students. We do not allow carbonated drinks or liquids in glass bottles or containers. Student must raise their hands to be excused from their tables for any reason.

If you come to school to eat lunch with your child, please check in at the office and get a visitor's badge. A parent table has been setup in the back of the Multi Use Room. This is open to parents and their child only, please do not ask your child to invite a classroom friend to the parent table. Please stay for only your child's lunch period thus making room for other parents. Please help us by supporting our lunchtime rules.

Procedures

Attendance Procedures

Please review the Appendix page ix regarding attendance procedures.

Whenever a child is absent from school, the parent/guardian must send a note to the teacher the day the student returns to school. Documentation of each absence is required. The note regarding an absence should include:

- The child's name
- The date(s) of absence
- The specific nature of the illness
- The parent/guardian's signature

A parent may also call and notify the office of their child's absence in lieu of a note.

While we do not advocate sending sick students to school, school attendance is very important. When a student misses a day at school, it can not be replicated on paper. They miss valuable instruction time. At Sequoia, we focus on maximizing the instructional minutes, so those minutes lost cannot be regained. The school also loses funds due to student absences. If your child is really ill, please keep him/her home. Otherwise please send them to school whenever possible. Even attending a portion of the school day is better than missing a whole day.

Tardiness

We need our assistance in making sure your child arrives at school on time. If your child is late, he/she should have a note of explanation (signed by a parent/guardian) to give to the office upon arrival. Tardiness is monitored directly by the principal. Tardies are documented and become part of the student's records. Excessive tardies will be consideration for a change in school placement to your child's school of residency. A part of your commitment to come to Sequoia Elementary is to get your child here on time.

Home/Hospital Instruction

Parents may apply for home instruction. Students must have a medical condition, verified by a physician, which requires the need for home instruction for a minimum of three

weeks following verification by the physician. Applications for this service are available through the school office.

Make up work for Children Out Ill

Parents may request homework on the first day of the child's absence. Contact the school office before 11:00 am. Assignments may be picked up at the close of the regular school day.

Celebrations and Personal Invitations

Invitations to birthday parties, over-night stays, etc, are not to be delivered to school. Please use regular mail for this purpose. Gifts, balloons, and/or flowers are not to be delivered to classrooms.

OFFICE PROCEDURES

Early Release From School

Children who must leave school during the regular day, must have a note from their parent or guardian giving the date, time, and reason. Parents picking up their child before the close of the regular day must come to the office and sign out the child.

Students will be released to persons designated on the Emergency Card only.

Office Telephone

The office telephone is for the purpose of school business. In case of an emergency or illness, students may use the telephone. It may not be used to call home for parents to bring books, instruments, money, lunches, arranging to be picked up, etc.

Phone Calls to School Personnel

If you find it necessary to talk with your child's teacher during the day, please telephone either prior to school starting or after school is out. Teachers cannot leave their classrooms unattended. Therefore, it is extremely difficult for them to come to the phone during class time. All other school personnel are available between 8:00 am – 3:00 pm. Please do not hesitate to call the school during these hours.

Messages to Students

To protect our precious instructional minutes, we request your cooperation in limiting messages to emergencies only.

Visitors

Visitors are required to sign-in at the office and receive a visitors ID pass. Please state your designation for visiting and make sure the teacher is expecting you. Do not drop by another classroom unannounced, this interrupts instructional time. For students and employees safety, it is imperative that we know who is on campus at all times. Visitors must sign out before leaving campus. On occasion, visitor passes will be handled by the classroom teacher. For safety and supervision purposes, no visitors are allowed on the playground unless it is a prearranged activity with permission. Siblings are not allowed during classroom time throughout the school day.

Confidential Pupil Records

Information contained in each child's cumulative record is confidential. The only persons with access to these records are school personnel and the student's parents or legal guardians. Release of school records requires a signed authorization.

Transfers

If you are moving and are withdrawing your child from school, please call or come by the office a few days prior to the withdrawal date. This will give ample time to complete the necessary paperwork.

CONDUCT AND DISCIPLINE POLICIES

Code of Student Conduct

In accordance with the California Education Code, the Mt. Diablo School Board has adopted a code of Student conduct prescribing the rules and regulation for the control, discipline, suspension, and expulsion of students. These rules and regulations are intended to promote an atmosphere within the school which is conducive to learning as well as insure the protection of the rights of students. Inherent to a democratic society is the fact that rights entail responsibilities. Self-respect and respect for others are major goals of the Code. Students have the right to avail themselves of a free public education; however, students have a responsibility not to interfere with the education of other students.

Discipline Policy

Teachers, parents and students work as a team at Sequoia Elementary. Each team member has to make a commitment to the program to achieve the stated goals. The academic growth of the child and progress of the school depend on the attitude of support, the communication and cooperation between home and school.

Sequoia Elementary School has established rules to create a safe and orderly learning environment and protect the rights and safety of all. Discipline is fair and consistent. Students receive an orientation to the school rules yearly. Each teacher posts their individual classroom rules.

School Rules

1. We respect others feelings, others rights and others property.
2. We keep our hands, feet and objects to ourselves.
3. We use appropriate language.
4. We walk quietly in the classroom, in corridors and around the school buildings.
5. We care for our school books, materials and school building.
6. We play safely in designated areas.
7. We listen to those in charge.

Referrals

Referrals for unacceptable behavior will be sent home for parents to see, discuss and sign for return. Students cited with several referrals will be sent to the principal for a conference and home contact. Some behaviors are cause for an immediate suspension. There are not limited to, but do include, fighting, physical aggression toward a staff member, knowingly seriously damaging school property. The principal holds the right to decide consequences related to discipline matters.

A discipline referral is issued when severe and/or repeated misbehavior occurs. Parents are asked to accept this notification as a sign that home intervention is necessary.

When a student is sent to the office the following will occur.

1. The student explains behavior to the principal. A referral is sent home and filed at school. Appropriate consequences will be assigned.
2. If behavior continues, the parents, teacher, student and principal will meet to discuss difficulties. Appropriate consequences will be assigned.
3. In accordance with the Board Policy and the California Education Code, more serious misbehavior or continued misbehavior can result in periods of suspension.

Some grounds for suspension and expulsion are as follows:

1. Caused or attempted to cause, or threatened to cause physical injury to another person.
2. Possessed, sold, furnished any firearm, knife, explosive or other dangerous object.
3. Possessed, used, sold, furnished, or been under the influence of any controlled substance, alcoholic beverage/intoxicant.
4. Offered or arranged or negotiated to sell any controlled substance, alcoholic beverage, or and intoxicant, and then either sold, delivered, or otherwise furnished

- another liquid, substance, or material and represented as a controlled substance, alcoholic beverage, or intoxicant.
5. Committed or attempted to commit robbery or extortion.
 6. Caused or attempted to cause damage to school property or private property.
 7. Stole or attempted to steal school property or private property.
 8. Possessed or used tobacco, or any products containing tobacco or nicotine products.
 9. Committed an obscene act or engaged in habitual profanity/vulgarity.
 10. Unlawfully possessed or unlawfully offered, arranged, or negotiated to sell any drug paraphernalia, as defined in Section 11014.5 of the Health and Safety Code.
 11. Disrupted school activities or otherwise willfully defied the valid authority or supervisors, teachers, administrators, school officials, or other school personnel engaged in the performance of their duties.
 12. Knowingly received stolen school property or private property.
 13. Possess an imitation firearm.

In addition, a student in grades 4 and 5 may be suspended from school or recommended for expulsion if the pupil has:

1. Committed sexual harassment.
2. Committed or attempted to commit a sexual assault (Penal Code 261, 266C, 286, 288, 288a, 289).
3. Has caused, attempted to cause, threatened to cause, or participated in an act of hate, or violence.
4. Has intentionally engaged in harassment, threats, or intimidation, directed against a pupil or group of pupils.

For persistent or more severe cases, a School Review Board maybe convened with a possible recommendation to the Mt. Diablo Unified School District Board for expulsion.

POLICIES

Student Recognition

Research shows that an articulated school wide student recognition program is one variable of an effective school. Our goal during the school year is to recognize the achievements and contributions of each of our students. This may be done within the student's classroom as well as outside of the classroom.

Special Recognition

During the school year, Sequoia School will honor its students for their accomplishments. Teachers will give frequent awards in their own classrooms as earned. An award is given for excellent attendance, which have no absences or unexcused tardies.

Care of Textbooks, Library Books

Students are responsible for all textbooks, CD of textbooks and library books issued to them during the school year. All lost or damaged books must be paid for.

Dress Code

We expect students to come to school dressed appropriately, neat and clean. Students must wear comfortable clothes and closed toe shoes with socks that are good for jumping, running, and climbing. Appropriate athletic footwear should be worn for PE activities. Clothing with inappropriate language or graphics should not be worn to school. Length of clothing must be around the knee area. "Dress Code" applies to the student body.

Do not wear:

- Shoes with cleats, spikes, heels higher than 1 ½", platforms or wheels. Clogs, sandals, open back, heeled, flip flops or bare feet are not permitted.
- T-shirts with slogans in "poor taste" such as those with prohibited substances, suggestive comments, obscene words, alcohol beverages, huge arm hole cut-outs, etc. or undershirts.
- Tank tops, see-through shirts and blouses, shirts and blouses cut low the back or front, less than 2' straps only over the shoulders, bare midriffs.
- Hats inside the buildings.
- Long dresses, except for special occasions, mini skirts.
- Length of shorts must be at about the knee. No short shorts worn over leggings.

Grooming:

- Do wear your hair clean, and combed.
- Do not comb your hair or do personal grooming in class.
- Do not wear make-up.
- Do not wear *colored* hair products.

The following procedures will be followed for violations of the Dress Code:

1. If the student is in the teacher's classroom, the teacher may:
Talk to the student and give him/her a referral
Send a form letter home with the referral
The student will be sent to the office to call the parents to bring a change of clothes.

In all cases, the classroom teacher is responsible for keeping track of the number of times a student has violated the Dress Code. Due to change in fashion, the principal reserves the right to determine appropriate dress. Guidelines will be in the best interest of all students.

Homework

The purpose of homework is to reinforce skills, teach good study habits, responsibility and self-discipline. Homework is an assignment to be completed by the student with parent assistance only as needed. Homework is an important part of a child's total education. Assignments may be different by grade level, teacher, and/or individual student. The home will be contacted if homework is not consistently completed.

Parents may help their children with homework by:

1. Providing a quiet place to work on a regular basis.
2. Showing an interest in the assignment.
3. Helping to gather materials if needed.
4. Checking the work to be sure your child has understood.
5. Notifying the teacher if there is a question about the work.

Before leaving class for the day, your child should be sure he/she has everything they need to complete the homework. Please do not ask our night custodian to open the door for you or your child. Responsibility is one of our goals with homework. It is a good idea for your child to find someone in the class to exchange phone numbers with to call for homework directions.

Disaster Drill Procedures

Students participate in one disaster drill per school year. This consists of a command over the "All Call" to "DUCK AND COVER". At that time, all students are to get as far under their desk or table as they can in a crouching position facing away from the window.

Fire Drill

As required by law, schools are to conduct one fire drill monthly. When this drill procedure is conducted, all occupants of the school are required to vacate the buildings. Every student is directed to a particular place on the campus during this drill.

The school has special supplies set aside for use in case of an emergency.

During the drill, we ask that students:

1. Follow the directions of the supervising adult.
2. Walk quietly to your designated area.
3. Calmly await further instructions.

Library

All students visit the library, with their class, at least once a week, to check out reading material. Students may checkout two books. Extra reading is encouraged and students may checkout books at various other times throughout the day. Materials are circulated for one week. No fines are charged for overdue materials; however, students are expected to pay replacement cost for all lost or damaged materials.

Parents can help their children by encouraging them to return library materials promptly, by providing a safe place in the house where school materials are kept, and most of all, by showing an interest in the library material brought home.

While in the library, we ask that students keep their voice low or to a whisper. There are others working in the library. We ask that they take care of the books, magazines, and other materials they use or borrow. We ask that they return everything they checkout on time, because other students may be waiting to borrow the materials.

Rules

1. If a student wishes to go to the library during the day, a library pass must be used unless the teacher has arranged for the whole class to go. If a library class is being held, please be extra quiet.
2. Maintain a quiet atmosphere. The library is a place for individual study, reading and research.
3. Put magazines and encyclopedias in proper places when leaving library.
4. Push your chair up to the table when you leave.
5. Do not eat in the library.
6. All materials taken from the library must be signed out at the desk.
7. No students may borrow materials for anyone except himself.
8. Library materials should be kept clean and in good condition. Any damage noted in books should be reported to the librarian.
9. All books should be returned to the library within the dates due.

Bicycles

Children may ride bicycles to and from school with these provisions:

1. Bikes should be locked in the bicycle rack at the front of the school during school hours.
2. Each bicycle should be licensed.
3. Good safety rules and traffic regulations must be followed. Courtesy must be extended to walkers as they have the right of way.
4. Bicycles must not be ridden on the blacktop, in the school corridors, across the lawns, through the parking lot or in front of the school.

5. Helmets must be worn when riding a bike.

Walking:

If you are walking to school, it is important to obey traffic rules. For your protection, a crossing guard and marked crossings have been provided for you at Boyd and Patterson. If you must cross where you do not have any help, be certain it is safe to cross before proceeding.

- If you walk with your friends, make sure there is room on the sidewalk for others to pass by.
- Respect private property. Stay on sidewalks and don't take shortcuts across lawns.
- If you are crossing with a crossing guard, follow his/her instructions.

Here are some things to remember to help you get to school and back home safely:

- Whenever possible, walk or ride your bike with friends.
- Go directly to and from school. Don't change your plans by stopping somewhere unless your parents have given permission.
- Don't accept a ride with anyone unless your parents have given their permission.

PLAYGROUND AND GAME RULES

Behavior/Discipline Procedures

Students are expected to behave properly and follow all the rules for the classroom, playground and cafeteria. For consistency, teachers and supervisors will follow these procedures:

1. When a rule is broken, the person on duty shall issue a referral and give it to the student's classroom teacher.
2. The classroom teacher shall send these referrals home with the students. The parent is to sign the referral, acknowledge that he/she has seen it, and return it to the teacher.
3. The teacher will keep these on file for future reference, if necessary.
4. If a student receives several referrals within a period of time, a discipline referral shall be written to the principal.
5. If the teacher/supervisor deems the misbehavior to be of a very serious nature, a yard referral may be bypassed and the student is referred directly to the principal via the discipline referral process.

General Playground Rules

1. Games should be open to all students.
2. Do not play on school apparatus unless a teacher or playground supervisor is present.

3. Do not engage in body contact sports.
4. Do not bounce or throw balls against the buildings, fences, people, or into the creek. If a ball accidentally gets into the creek or on the roof, do not retrieve it, call a yard supervisor or teacher.
5. Absolutely no throwing of rocks or other objects.
6. No food or drinks on the playground.
7. For students' safety, observe rules of courtesy when using playground structure, and/or equipment.
8. All playground equipment is removed from the playground at the end of recess, noon period and P.E. period.
9. Observe the respective campus playground boundaries; each PE class or general playground activity is geared to its respective age level.
10. Kindergarten through fifth grade students shall line up quickly and quietly on the playground after recesses. All lines must include boys and girls.
11. When using the single bars, both hands must be on the bars. Students are not to sit on top of these bars.
12. Do not run through the play structure areas.
13. Follow the school rules for all games. These will be taught at school.

STUDENTS WITH SPECIAL NEEDS

The Student Study Team (SST)

The Student Study Team is comprised of the principal, resource specialist, speech specialist, school psychologist, a referring teacher and the student's parent. Students may be referred to the SST for academic or behavioral considerations. The purpose of the SST is to review the programs of referred students. The SST plans strategies and organizes resources for addressing problems and concerns. This process is a function of regular education.

English Language Learners (ELL)

A screening is conducted to determine a student's proficiency in speaking, reading and writing English. Classroom teachers provide EL instruction.

Special Education Program

Special education programs are available at the school and throughout the district for students with identified special instruction needs. Student assessment precedes placement in an appropriate program. Parent permission is required for assessment and for student participation in a program. Each student in a special education program has a written individual educational plan. (IEP)

Gifted and Talented Education (GATE)

The GATE program is intended to provide special educational opportunities to students who, after consideration of all pertinent data, evidence exceptional intellectual and scholastic capacity. GATE instruction is provided by the classroom teacher.

Speech Therapist

The speech therapist assists teachers in diagnosing students' speech problems, screens classes for speech and language difficulties, and works with individual students who have speech difficulties. Each student in speech has a written individual education plan.

School Psychologist

The major goal of the school psychologist is to help children achieve their optimal levels of social, emotional, and academic functioning in school. Relative to this goal the School Psychologist will test and observe children, consult with parents and teachers, develop individual educational programs and place children in special educational programs.

ACTIVITIES AND PROGRAMS

Vocal Music

Students in grades 1 through 5 participate in a vocal music program. Students in fourth and fifth grade have the opportunity to participate in chorus. This group meets outside of classroom hours (before school and lunch). Student concerts are scheduled for chorus during the year to give students the experience of performing for an audience.

School Site Council

School Site Council provides parents and teachers the opportunity to participate in a leadership role at the school. Their involvement contributes to the effectiveness of a school wide improvement program. School goals are discussed and progress toward these goals is monitored.

Sequoia Parent Association (SPA)

The Sequoia Parent Association plays a very important role at Sequoia Elementary. Every parent and member of the faculty belongs to SPA. Its activities are administered by a Board of Directors and led by an Executive Committee made up by the President, Vice

President, Secretary and Treasurer. The SPA contributes to the school by providing financial support to enhance the school environment and educational program.

SIBLING PRIORITY

Sibling Priority is for kindergarteners only. This applies to siblings that are younger than the kindergarten student. The following criteria must be met in order for a child to be identified as a sibling on the sibling priority lists:

1. Student must attend Sequoia Elementary with their older sibling for a minimum of one year.
2. Student must be put on the waiting list between Dec. 3 and Dec 2 of the following year, in the year they turn four.

In the event that a family has two children on the waiting list, the second being an incoming kindergartner, it is the parent's responsibility to inform the office when the older student has entered Sequoia Elementary that the second child should now be identified as a sibling. If a sibling criterion has been met, that child will then be moved to the sibling waiting list for their particular Kindergarten year only in the date order that he/she was put on the general waiting list.

SPECIAL EVENTS

Fall

Back to School Night is an evening program enabling parents to meet their child's teacher in the classroom. This is held within the first month of school. The Book Fair is held as a means to promote a love of reading. Family events are sponsored by the Sequoia Parents Association for all students and their families.

Winter

The Spell a Thon is a major fundraiser of the SPA.

Spring

The Science Fair is designed to promote interest in science and the scientific process. A spring event such as a barbeque or ice cream social will be held by the parent club

Classroom Parties

No more than three classroom parties are held each year. These parties are under the direction of the classroom teacher. No balloons may be brought to school for any event, including parties. Siblings are not allowed during classroom parties.

DAY CARE

Child care is provided through the Dianne Adair program on campus for a limited number of students. This is an independent day care provider.

Tenents

Attached in the appendix are the tenents that were signed when you put your child on our waiting list. They serve as a reminder to the commitment you made in choosing our school

SINGLE PLAN FOR STUDENT ACHEIVEMENT (SPSA)

Previous to the Single Plan for Student Achievement, Sequoia was a School Based Coordinated Program. SPSA grants are competitively funded by the California State Board of Education to schools with a demonstrated need and ability to administer the funds in prioritized academic areas. The purpose of the School Site Council is to adopt a budget and monitor and evaluate the SPSA Plan. This means that the majority of the funds are to be spent in designated areas. The amount of money will vary yearly depending on the state budget. SPSA funds cannot be used for capital improvements as mandated by the Board of Education.

APPENDIX

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