

*Sequoia Elementary School
Family Handbook & Calendar
2023-2024*



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Sequoia Elementary School
Policies/Procedures
23/ 24 School Year



Together with the community, we will create a supportive learning environment, where all students are successful in their social, emotional and academic lives which enables them to communicate and participate in a global society that we have yet to imagine.

We work to create a positive learning environment that supports a goal of increasing achievement levels for all children. Thank you for your support.

ZERO TOLERANCE

Our school supports the district's **Zero Tolerance** policy.

No weapons/drugs on campus. Action will result in suspension/expulsion.



Dear Sequoia Families,

You are active partners in your child’s education. Research shows that a combined effort by the administrator, teachers, parents and community members results in a child truly succeeding in school. Using recommendations from the State Department of Education and the San Diego Unified School District Superintendent, Sequoia School’s Governing body (SGT) modified the original School-Home Partnership Agreement to meet the needs of our students. The purpose of this partnership agreement is to emphasize the importance of working together to assist our children in reaching their highest potential for intellectual and social growth. All district schools re-implement School-Home Partnerships Agreements that meet the individual needs of their schools.

Please review the attached School-Home Partnership Agreement in the back of this booklet with your family. Please acknowledge your acceptance of the partnership by completing the form on the back page. Please return the form to your child’s teacher. The form will be kept at the school site.

In order to support this agreement, the school will continue to inform parents on their child's progress and to provide materials to support classroom instruction and student learning at home. Parents are always encouraged to attend the School Site Council meetings (SSC) which take place the first Monday of each month. Parent meetings will continue to be arranged to discuss such topics as school accountability and district standards.

Thank you for your cooperation,

Ryan Kissel
Principal

BELL TIME SCHEDULE

Teacher report times: 7:25 – 2:30

Line-up bell 7:40

School day K-5 7:45 - 2:15

WEDNESDAY 7:45 - 11:30
Modified Day K-5

**

Breakfast 7:20 - 7:40

Recess (M, T, Th, F) 10:10 - 10:25

Lunch (M, T, Th, F)
40-minute session 11:30 – 11:50
Gr. K-3 eat
Gr. 4-5 play
11:50 – 12:10
Gr. 4-5 eat
Gr. K-3 play



Wednesday Lunch 20 Minutes

School Rules and Guidelines

1. BEFORE SCHOOL

- Students should follow a safe route to school. No loitering.
- Children should not arrive prior to 7:20 a.m. (with the exception of PrimeTime children at breakfast). Upon arrival on campus, all children will go directly to the lunch arbor area and await dismissal to class. In case of rainy weather, children will wait quietly in the Auditorium.
- Breakfast will be served from 7:20 a.m to 7:40 a.m.
- Unless a permit has been obtained from the office, once children have entered the grounds, they are not to leave school until dismissal.
- If late to school, students must come to the office for a tardy slip.
- The parking lot is reserved for staff only. (handicapped placards exempt)
- For your safety, children and parents should NOT walk through the parking lot.
- A school-wide Flag Ceremony is conducted each Monday morning. Parents are encouraged to attend.

2. DURING SCHOOL

- Students should follow directions from all teachers and staff.
- During lunch, students will use good manners.
- Food is to be eaten only in designated areas. No food on the playground. All snacks to be eaten at the snack table.
- Friends and visitors (of students) cannot spend the day at school due to legal liabilities.

3. AFTER SCHOOL

- Designate a meeting place for siblings in front of the school.
- Students need to have clear directions from parents regarding after school plans. School phones cannot be used to arrange after-school activities.
- All parents and children will cross at designated crosswalk areas (corner crosswalk with crossing guards).



General Procedures and Procedures for Special Areas

1. Site and Playground

- No pets on campus
- **Students should not:**
 - Bring gum, candy, carbonated drinks, sunflower seeds, or glass containers.
 - Bring any electronic equipment, rollerblades, skateboards and toys.
 - Climb on roofs, fences, or emergency shed.
 - Play with drinking fountains.
 - Leave school grounds.
- No spinning or jumping from kindergarten swings or any playground equipment.
- No supervision is provided after school for upper grade playground equipment.
- Student recess activities are allowed only on the playground, in clear view of supervision. Playing is not allowed between buildings.
- Tampering with fire alarms is prohibited and will result in suspension.
- Food is permitted in the lunch arbor only.



- No spinners allowed on campus.

2. Procedures for Equipment

- Only school supplied play equipment shall be used. No “personal” equipment or toys should be brought to school (baseball mitts are permitted when classroom teachers will be supervising special activities). The school does not assume responsibility for reimbursement of personal equipment which is lost or broken.
- Students in grades 4-5 may ride their bicycles to school. This is a privilege which can be suspended. The school cannot assume responsibility for lost, loaned, or damaged bicycles.

Bicycle rules:

All bicycles must be locked, and parked in bike racks.

Helmets must be worn as required by State law.

Riding bikes is never permitted on school grounds by adults or children. Please report missing bicycles to the police at once.

3. Homework/Assignments/Projects

- Homework and home reading are required in most classes by the district.
- Students who do not complete nor turn in homework will have a variety of consequences, ranging from: Loss of privileges, grades will be affected and/or staying after school.

4. Student Dress Code – Students will be sent to the office to call parents for a change of clothes or they will be given a loaner.

Sequoia Elementary encourages an appropriate dress code that emphasizes safety, comfort, and cleanliness.

- Shoes should be closed-toed. For safety reasons, no flip-flops, high heels, open-toed sandals, clogs, platform, roller skate shoes, slippers, or backless sneakers.
- Keeping with what is acceptable for elementary school children, clothing should be comfortable



and appropriate for school activities (i.e., dresses, skirts, blouses, pants, shirts, mid-thigh shorts). Clothing should be worn appropriately and hair neatly groomed.

● Inappropriate clothing and accessories include:

- Clothing with inappropriate or negative messages (including morbid insignias and alcohol and tobacco advertisements).
- Short shorts – length of shorts should be where fingertips rest against the child's leg.
- Pajama pants.
- Shorts or pants with lettering across the seat.
- Bare midribs, off the shoulder blouses, tube tops, halter tops, or spaghetti straps.
- Long, dangling earrings.
- Hats/caps worn inside the classroom or in other school buildings.
- Gloves and bandanas.



5. Dealing with problems (usually with another student)

- W Walk Away
- I Ignore the person
- T Talk to the person
- T Tell an adult

Always tell an adult if it's an emergency.

6. Cell Phones

Cell phones may be brought to school, but they will be collected by the teacher during instructional time. Students are not permitted to use their cell phones during the instructional day. If students need to call home for any reason during the day, they may ask to use the classroom phone or the office phone.



7. Procedures for Parents

Parents/Guardians will be available to discuss students' progress and behavior outcomes. Parents will...

- Make initial contact with classroom teachers should you have concerns or questions.
- Communicate with staff (at planned time before or after instruction) on their child's progress and behavior at school.
- Assist by providing reinforcement at home to help their child at school.
- Monitor completion and return of homework.
- Help maintain consistent, punctual daily attendance.
- Follow traffic and bicycle safety rules.
- Help children observe dress code.
- Support procedures regarding student cell phones at school
- Monitor what your child brings to school.



8. ATTENDANCE

Every minute, every day is what is necessary for your child to receive an education and prepare him/her for a successful future. Regular attendance is **REQUIRED** at Sequoia Elementary. California Education Code mandates that students attend school daily and arrive on time. Parents play a major role in developing the strong importance of regular attendance.

All medical or dental appointments should be made after school or during winter or spring breaks. If it is necessary for your child to be absent from school, please call our front office at 858-496-8240. Any absence not cleared by phone requires a note written by a parent/guardian and delivered to the attendance office.

Please remember that the only excused absences are:

1. illness
2. medical or dental appointment (please try to schedule late in the day)
3. attendance at the funeral of an immediate family member



All other reasons for absences are **UNEXCUSED** and result as a truancy on your student's attendance record. Serious attendance issues will be referred to the School Attendance Review Board (SARB) and can eventually lead to court prosecution.

INDEPENDENT STUDY CONTRACTS

Although we discourage that your child is out of school for any length of time, if this circumstance cannot be avoided you can arrange for a Contract for Independent Study (CIS) for your child's schoolwork. This enables your child to receive attendance credit while keeping up with schoolwork during the absence from school. Please notify the attendance office and/or your child's teacher **two** weeks in advance (or as far in advance as possible) so an independent contract may be arranged for your child.



NOTICE OF STUDENT NONDISCRIMINATION

San Diego Unified is committed to making schools free from unlawful discrimination and providing equal opportunities for all individuals in education.

The district prohibits discriminatory practices whose purpose or effect has a negative impact on the student's academic performance, or of creating an intimidating, hostile or offensive educational environment. The district promotes programs that ensure that discriminatory practices are eliminated in all district activities.

Any student who engages in discrimination of another student or anyone from the district may be subject to disciplinary action up to and including expulsion. Any employee who permits or engages in discrimination may be subject to disciplinary action up to and including dismissal.

A student or parent/guardian who believes that discrimination has occurred may contact the principal for immediate resolution at the site. A student or parent/guardian is not required to attempt resolution through the school site before contacting the District Title IX Coordinator.

If not, students or parents/guardian may contact: Michelle Crisci, Title IX Coordinator, Eugene Brucker Education Center, 4100 Normal St., Room 2129,, San Diego, CA 92103. For questions or additional information please call (619)725-7225.

HARASSMENT POLICY

San Diego Unified is committed to making the schools free from sexual harassment. This means that the district prohibits harassment made by someone from or in the educational setting. Sexual harassment can be such actions as unwelcome sexual advances; requests for sexual favors; or verbal, visual, or physical conduct of a sexual nature made by someone from or in the educational setting.

The district prohibits conduct that has the purpose or effect of having a negative impact on the student's academic performance, or of creating an intimidating, hostile, or offensive educational environment.

The district further prohibits sexual harassment in which a student's grades, benefits, services, honors, program or activities are dependent on submission to such conduct.

Students should report any sexual harassment to their school principal, vice principal, counselor, or teacher. Students who violate this policy shall be disciplined appropriately. This includes suspension or possible expulsion. Employees who violate this policy shall be disciplined according to personnel procedures (AP 7110).

This district believes that it can resolve issues of harassment and discrimination at the school site.

Student Nondiscrimination and Sexual Harassment Policy

TO FILE A DISCRIMINATION OR SEXUAL HARASSMENT COMPLAINT

1. **Filing a Complaint:** A complaint may be filed by a student or parent/guardians by obtaining a copy of the Uniform Complaint Form and Administration Procedure 0112 from the school or the district's Legal Office. Remedies available outside of the district are listed in this procedure. The complaint should be filed with the principal at the complaining student's school.
2. **Investigation:** San Diego Unified School District will immediately undertake an effective, thorough, and objective investigation of the harassment allegations and provide a written report within sixty (60) days of when the complaint is filed.
3. **Action:** If the district determines that its policies prohibiting sexual harassment or discrimination have been violated, disciplinary action, up to and including expulsion will be taken.

The person filing the complaint may also pursue action in civil court.

Complaints will be kept confidential.

The district prohibits retaliation against any participant in the complaint process. Each complaint shall be investigated promptly and in a way that respects the privacy of all parties concerned.

A student who has a complaint of discrimination or sexual harassment should contact a teacher or principal for resolution at the school site. If the complaint cannot be resolved, the student should contact:

**Michelle Crisci
Title IX Coordinator
Eugene Brucker Education Center
4100 Normal Street, Rm. 2129
San Diego, CA 92103**

For questions or additional information please call (619)725-7225.

Good News – Positive Incentives

We want to “Catch kids being good”. Site personnel will use a variety of positive reinforcement procedures with students. Activities will be planned to recognize students who consistently maintain positive school behavior and attendance.

Procedures for Inappropriate Student Behavior

When inappropriate or unsafe student behavior occurs, the following consequences may be implemented by classroom teachers, district counselor, and/or principal.

- Verbal warning, often with school service.
- Counseling/low level referral/Restriction in another classroom.
- Parent notification/Student Study Team/Individual Contracts.
- Office referral.
- RTI
- In-school suspension.



- Parent attendance with child at school.
- Suspension (parents will be required to pick up the child or the child may be brought to the place of employment).
- Expulsion

Immediate Offenses

School needs to be a safe place for all students and staff.

Therefore, some offenses require immediate action by the site principal or teacher.

- Fighting and threats of violence.
- Defiance/unacceptable language.
- Stealing.
- Vandalism.
- Leaving school grounds during the day
- Rock throwing.
- Specifics including in the State Education Code.
- Bullying.

Know the Rules



return this form to the office.

Through this form, I agree to fulfill my roles and responsibilities in the learning process, and commit to achieve district academic and citizenship standards.

I, _____ have read and discussed the Sequoia Policy and Discipline Plan included in the Family Handbook and Calendar with my parents/guardian.

Student Signature

Date: _____

I, _____ have read and discussed the Sequoia Policy and Discipline Plan included in the Family Handbook and Calendar with my child.

Parent Signature

Date: _____

Sections to go over with your child :

- | | |
|--|---|
| 1. School Rules and Guidelines | 3. Homework/Assignments/Projects |
| • before school | 4. Student Dress Code |
| • during school | 5. Dealing with problems (usually with another student) |
| • after school | 6. Cell Phones |
| 2. General Procedures and Procedures for Special Areas | 7. Procedures for Parents |
| • Site and Playground | 8. Attendance |
| • Procedures for Equipment | 9. Procedures for Inappropriate Student Behavior |
| | 10. Immediate Offenses |

