

# Sequoia Elementary School Parent Handbook



Be Kind  
Be Respectful  
Be Responsible

Sequoia Elementary  
277 Boyd Rd  
Pleasant Hill, CA 94508  
925-935-5721  
Website: <https://ses.mdusd.org>

## Sequoia Mission Statement

Sequoia Elementary School is a community dedicated to developing caring, critical thinkers who celebrate the diversity of the world around us as we learn and grow together. Through our rigorous, inquiry-based program we develop the full potential of all students.

### Mt. Diablo Unified School District Title IX Non-Discrimination Statement

The Governing Board is committed to providing equal opportunity for all individuals in education. District programs, activities, facilities and practices shall be free from discrimination, harassment, intimidation, and bullying based on actual or perceived ancestry, age, color, disability, gender, gender identify, gender expression, nationality, race or ethnicity, religion, sex, sexual orientation, actual or potential parental, family, marital status, or association with a person or a group with one or more of these actual or perceived characteristics ([Governing Board Policy 0410](#)).

Dear Sequoia Elementary Families,

We are excited to share with you our school-wide behavior system. We aim for excellence and reach for the STARS through our positive behavior expectations.

By following these expectations everywhere you go, everyone will be a STAR. We will learn, practice, and teach others respectful and responsible behavior for all school activities. Students who make good choices will be recognized throughout the year. Take special care of this book and use it as a reminder of our expectations. This will help you to make better choices and be a STAR. Remember that if we all work together to aim for excellence, all students at Sequoia Elementary will be a STAR!



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My Promise: The expectations in The Sequoia Elementary Handbook have been explained to me. As a good citizen of Sequoia Elementary School, I understand that I am responsible for being a STAR.

Teacher: \_\_\_\_\_ Grade: \_\_\_\_\_

Student Signature: \_\_\_\_\_

Parent's/Guardian Signature: \_\_\_\_\_

By signing this form, I acknowledge that I have received, read, understand, and will encourage/support this PBIS plan.

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### **ARRIVAL AND DISMISSAL ETIQUETTE**

School safety is one of our major concerns. Your help and support are needed to make entering and exiting our school a safe activity each day.

- Please say goodbye in the morning and greet your student in the afternoon at the Drop and Kiss Zone located outside the Multi-Use Room. Parents are not permitted to be on the playground or in the hallways before the start or at the end of the school day.

- Parents who are on campus need to check in at the office and receive a visitor's badge. ●
  - Parent parking is not allowed in the parking lot during school hours; parking spaces are reserved for staff only, including teachers, support staff, and district personnel. Each space is numbered and assigned for specific personnel. Please be mindful not to block staff parking spaces, as well.
  - Do not make left turns from eastbound Boyd Road into the school driveway or parking lot during drop off or pick up hours. You are likely to be ticketed by the Pleasant Hill Police Department (PHPD), who diligently watch for traffic violations in the area. Be mindful of your speed on Boyd Road and in the parking lot, as well.
  - The parking lot includes an inner and an outer driving circle. All traffic for both circles should be one way, entering at the east side of the lot (farthest from buildings) and circling around in front of the office. DO NOT stop your vehicle in the inner circle or use it for parking. Also, DO NOT drop off or pick up passengers in the inner circle. Do not leave your car unattended in the parking lot.
  - Please always pull as far forward as possible in the outer circle to make room for other people picking up or dropping off students at school. Failure to do so causes unnecessary delays as well as traffic complications all along Boyd Road.
  - Always follow the directions of school staff and volunteers guiding the parking lot procedures.
  - Whether you use the school's front entrance (Boyd Rd.) or the back entrance (Theo Ln.), please remember that you are part of a neighborhood and guide your child to respect the property of others.
  - If you use the back entrance (Theo Ln.), note that for security reasons the gate by the bridge is locked during school hours and there is no access to the school.
  - When parking on surrounding neighborhood streets, please be mindful of red curb zones and do not block driveways. Also, please be sure to pull as far forward or backward as possible in the available space, to maximize the number of cars that can park in a given area.
  - Please do not cross the street in front of the school; NO jaywalking. Using the crosswalks provides a good example to our students.
  - Do not walk across (or ask your child to cross) the parking lot; this is extremely dangerous. Please wait to drop off or pick up your child until you are on the side of the lot nearest the school buildings (the Kiss & Drop Zone).
  - Please do NOT use cell phones while you pick up and drop off your children. Save your cell phone use for after you have exited our parking lot. You need to pay your full attention to students and traffic at this time and abide by "hands-free" laws.
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- Please be courteous in the parking lots and remind your child to always follow safety rules. Sequoia Elementary definitely has a parking challenge, but everyone can help lessen the tension and ease the situation through cooperation.

### **ATTENDANCE POLICY:**

Regular attendance at school is extremely important for each student's learning. If your child will be absent, please call the main office at (925) 682 8000 ext. 85302 or email the office at [shayt@mdusd.org](mailto:shayt@mdusd.org). Include your student's name, teacher, and reason for absence.

Excused Absences include:

1. Illness or injury of the student
2. Student attendance at a medical, optometric or chiropractic appointment
3. Student attendance at the funeral service of an immediate family member
4. A quarantine imposed by a city or county health official
5. Exclusion from school due to head lice, lack of immunization, or physical examination
6. Appearance in court
7. Observance of a holiday or ceremony of his/her religion

Students out for 5 days or more can apply for an independent study contract and be given work, we need a minimum of 5 days to put this work together before leaving.

Students who arrive at school after the morning bell are tardy. Tardy students should report directly to the office. A tardy is defined as not a full day of school. Students are at a disadvantage when arriving late, class has started and they have missed important instruction.

### ***Student Illness***

Keeping our students and staff healthy is a priority.

### ***Release of Student During School Hours***

Parents must come to the office to sign the child out of school. The office staff will then call the classroom to ask that your child be sent to the office. For your child's protection, it is our policy not to release your child to anyone other than the parent, emergency contact, or guardian without your written permission. The office staff will request to see identification

### ***Volunteering or Visiting During School Hours***

For security reasons, all parents are required to sign in at the school office and pick up a visitor's pass when they are volunteering or visiting any campus location. This is for our children's protection; please adhere to this policy. In addition, all parents who plan on volunteering on campus or participating in field trips must be TB tested and fingerprint cleared through the school district. To make an appointment, you can contact the school district office at 925-682-8000. It is suggested that you get this done as soon as possible, because appointment times fill up quickly when school starts.

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## **DISCIPLINARY POLICY** (Check with your child's teacher for additional information)

Sequoia Elementary School will use consistent procedures for handling discipline. Teachers and Support Staff will address all minor infractions in the classroom or learning environment. Staff will document these minor infractions using the Fix-It Ticket.

Teachers or Support Staff will refer all major infractions to the office by completing the Office Referral Form. If a student receives an Office Referral, parents will be notified by

Administration. Parents must sign and return the Office Referral Form.

### **DRESS CODE:**

We believe appropriate dress and grooming contribute to a productive learning environment. Students are expected to give proper attention to personal cleanliness and to wear clothes that are suitable for the school activities in which they participate. Students may not dress in a manner or wear accessories that present a health or safety hazard or a distraction which would interfere with the educational process. Dress which is disruptive or contrary to school rules regarding drugs, alcohol, violence, and gangs is not permitted. Student clothing, jewelry, symbols, or other insignia which pose a danger or are likely to disrupt the orderly operation of the school are prohibited. All students should wear closed toed shoes and shoes may not be backless (such as a clog). Skirts and shorts should be long enough that when arms are down the shorts/skirts are not shorter than fingertips. No spaghetti straps are allowed. Tank tops shoulder straps should be at least two fingers wide. High heels are also not recommended, as students need to be able to run during PE. Students are encouraged to always wear tennis shoes.

### **EMERGENCY DRILLS**

Emergency drills are held monthly. Students practice safe evacuations in the event of earthquake, fire or other need to be out of the school buildings or grounds as well as a lock down. Students will ONLY be released to those listed on the Emergency Release Information Forms. In the event of an area disaster or a school evacuation event, parents are asked not to drive to the front of the school parking lot. All areas must be left clear for emergency responders and vehicles.

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### **HOMEWORK POLICY**

Mt. Diablo Unified School District Homework Policy Policy 6154

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.

Before leaving class for the day, your child should be sure he/she has everything they need to complete the 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.

### **LOST and FOUND**

Please label all student outerwear (sweaters, sweatshirts, hats, gloves, jackets, etc.), backpacks, lunch containers, and beverage containers with the child's first and last name. Lost or left behind items can be reunited more easily when labeled properly. Any items without names will be collected and left in our Lost and Found located inside the Multi-Use room. Items unclaimed at the end of each month will be donated to charity.

### **PARENT INVOLVEMENT**

Parent involvement is one of the things that makes Sequoia so special. Parents are encouraged to volunteer in the classroom, library, and Art Appreciation. Volunteers are required to have a current TB test and fingerprinting. Please be sure to sign in and get a visitor's badge at the office. Sequoia Parents Association (SPA) is an active group at Sequoia. SPA is a constant supporter of teachers, staff, and students through volunteerism and fundraising efforts.

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### **PLAYGROUND PROCEDURES**

Playground rules are posted near each play area. Rules and procedures will be explicitly taught the first few weeks of school. After each holiday break, students will have a formal review of school procedures at school wide assemblies. Students can refer to the rules as needed. If a student needs help during recess, look for a yard duty wearing a bright yellow or bright blue vest. Students must stay within the boundaries of the playground. Students should use the restroom and get drinks of water before the freeze bell rings. Students can earn Star Bucks for good choices. Playground "Fix-it Tickets" will be given to students breaking playground procedures.

### ***Friendship Bench***



There will be one bench on the playground called the “Friendship Bench”. If a student does not have anyone to play with, is feeling lonely, bored, or just wants to meet a new friend, they can sit on the friendship bench. Other students are encouraged to “pick up” students on the friendship bench and invite them to their games or to walk with them. They can also just sit and talk with students on the bench. Students on the bench can also befriend each other!

## **REFERRALS**

Referral letters for unacceptable behavior will be sent home for parents to see, discuss, sign, and return. Students cited with several referrals will be sent to the Principal for a conference and parent contact. Some behaviors are cause for immediate suspension. They include but are not limited to: fighting, physical aggression toward a staff member, and seriously damaging school property. The Principal has the right to determine consequences related to discipline matter.

## **PBIS**

### **OVERVIEW**

PBIS focuses on creating and sustaining school-wide, classroom, and individual systems of support that improve the educational environment for all children. Our aim is to explicitly teach behavioral expectations and then recognize the positive behaviors shown by students.

Our PBIS implementation is focused on clearly defined expectations, research-validated practices, supportive administrative systems, and information for problem-solving behaviors. All staff members at Sequoia Elementary School will establish regular, predictable, positive learning and teaching environments. The staff members will serve as positive role models to students as they teach expected school behaviors. Our school will also be utilizing a system for recognizing and rewarding expected behaviors. By improving the school environment, we work to increase

learning time and promote academic and social success for every student.

Your feedback matters at Sequoia Elementary School! Please take time to let us know how we can improve. You can also share concerns, voice opinions, and offer your ideas. We also love to hear successes and positive praise! We need and want your support to make Positive Behavior Interventions and Supports a success at Sequoia Elementary School. Thanks in advance, for your time and efforts!

## **BEHAVIOR EXPECTATIONS**

Sequoia Elementary will be focusing on 3 clear school-wide behavioral expectations

### **Sequoia STARS**

- 1) *Take Responsibility***
- 2) *Are Always Kind***
- 3) *Respect Others.***

These rules are posted throughout school. By following the STAR expectations, Sequoia students SHINE as STAR students. These rules teach life skills that encourage students to grow into productive citizens in their communities. We encourage parents to use the same language at home as well.

All staff and students in the school are expected to know the school-wide rules. Schools will be evaluated twice per year (Fall & Spring) to see if staff and students know the school-wide rules. The goal is that all staff and students know the school-wide rules. To be most effective, regular teaching using the school-wide rules should become part of the school culture.

Mt. Diablo School Unified District has started to implement PBIS in most grade levels throughout the district. Sequoia Elementary School hopes to increase consistency across staff, students and parents in creating a positive learning environment and school culture.

### **P.B.I.S. Behavior Matrix**

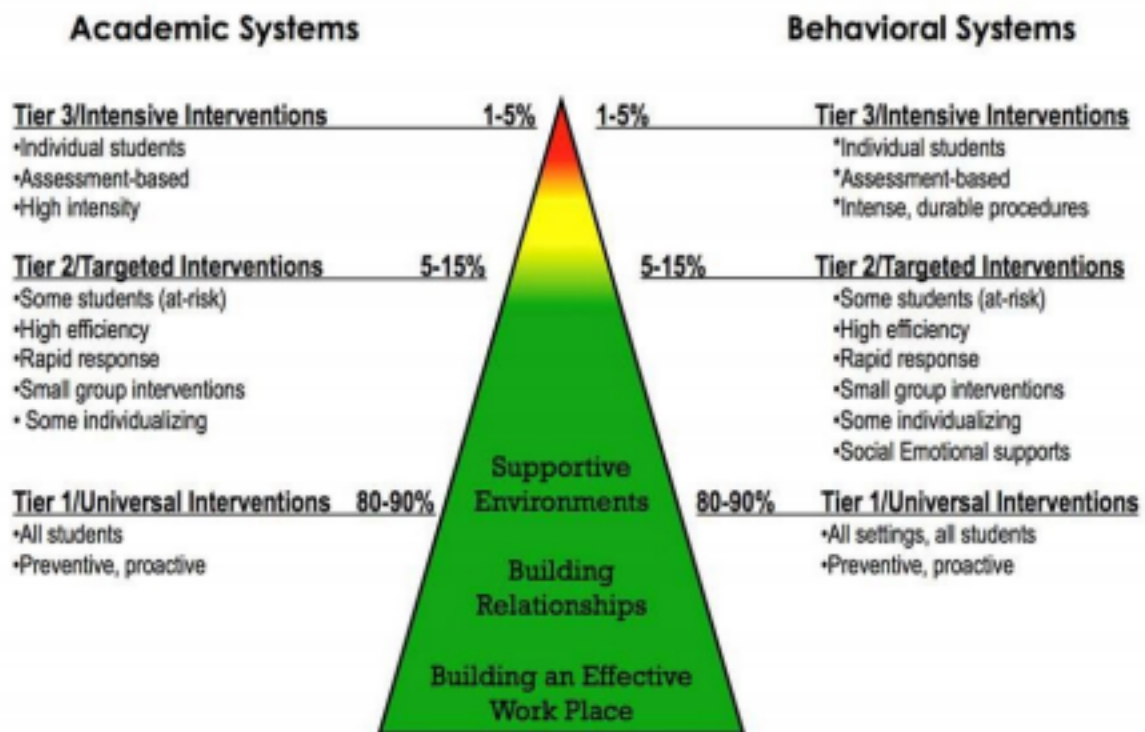
<b>Sequoia Stars</b>	Cafeteria	Hallways	Bathrooms	Classrooms	Playground	Office	Library/Labs	Assemblies	Arrival and Dismissal
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<p><b>Take RESPONSIBILITY</b></p>	<ul style="list-style-type: none"> <li>-Use bathroom before coming to lunch</li> <li>-Walk into MUR and stand in line quietly</li> <li>- Stay seated until dismissed</li> <li>-Leave your space clean</li> </ul>	<ul style="list-style-type: none"> <li>-Walk at all times</li> <li>- Go directly to your destination</li> <li>-Keep halls clean</li> </ul>	<ul style="list-style-type: none"> <li>- Wash your hands with only two pumps of soap</li> <li>- Keep water in the sink</li> <li>- Put towels in the garbage</li> </ul>	<ul style="list-style-type: none"> <li>- Come prepared</li> <li>- Do your best to learn</li> <li>-Use supplies safely</li> <li>- Push in chairs when leaving your desk</li> <li>-Keep your area clean</li> </ul>	<ul style="list-style-type: none"> <li>- Use restrooms &amp; drink water before the bell rings</li> <li>-Collect belongings off playground area</li> <li>-Use and return equipment properly</li> </ul>	<ul style="list-style-type: none"> <li>-Have a pass when going to the office</li> <li>- Walk into the office quietly</li> <li>- Ask before using the phone</li> </ul>	<ul style="list-style-type: none"> <li>-Place books and equipment back in its place</li> <li>-Only use school approved websites</li> <li>-Return books on time</li> <li>-No food or drinks</li> </ul>	<ul style="list-style-type: none"> <li>- Walk quietly in line with your class</li> <li>- Follow directions</li> <li>-Sit appropriately</li> </ul>	<ul style="list-style-type: none"> <li>- Use sidewalks and crosswalks</li> <li>- Wait safely in designated areas</li> <li>-Do not walk through parking lot</li> </ul>
<p><b>Are always KIND</b></p>	<ul style="list-style-type: none"> <li>-Say please and thank you</li> <li>-Help others at your table if they need help</li> <li>-Include others</li> </ul>	<ul style="list-style-type: none"> <li>-Assist friends in need</li> <li>- Yield to younger students</li> </ul>	<ul style="list-style-type: none"> <li>- Knock on stall door before entering</li> <li>- Give people privacy</li> </ul>	<ul style="list-style-type: none"> <li>-Use positive words, tone and actions</li> <li>-Work together</li> <li>-Say "Please" and "Thank you"</li> <li>-Agree and disagree with others' opinions politely</li> </ul>	<ul style="list-style-type: none"> <li>- Include others in all games</li> <li>-Play by the school rules</li> <li>-Look for others who need a friend</li> </ul>	<ul style="list-style-type: none"> <li>-Wait patiently</li> <li>-Say please and thank you</li> </ul>	<ul style="list-style-type: none"> <li>- Use hand sanitizer when you come in</li> <li>-Say please and thank you</li> <li>-Take care of materials when you take them home</li> </ul>	<ul style="list-style-type: none"> <li>-Applaud when appropriate</li> <li>- Watch the speaker and listen quietly</li> </ul>	<ul style="list-style-type: none"> <li>- Smile and greet others</li> <li>-Keep belongings with you</li> <li>-Leave others' belongings alone</li> </ul>
<p><b>RESPECT Others</b></p>	<ul style="list-style-type: none"> <li>- Listen to the staff</li> <li>-Raise your hand if you need something</li> <li>-Keep hands to yourself while in line and sitting down</li> </ul>	<ul style="list-style-type: none"> <li>- Follow staff directions</li> <li>-Stay in your own orbit</li> <li>-Enter classrooms quietly</li> <li>-Keep hands off of others' belongings</li> </ul>	<ul style="list-style-type: none"> <li>-Keep bathrooms clean</li> <li>-Flush toilet after use</li> <li>-Return to class quietly</li> </ul>	<ul style="list-style-type: none"> <li>- Follow directions the first time</li> <li>- Be a good listener</li> <li>- Honor the learning of others</li> <li>-Stay in your own space</li> </ul>	<ul style="list-style-type: none"> <li>- Listen and follow all directions and whistle signals</li> <li>-No playing around the equipment cart</li> <li>- Line up when the bell rings</li> </ul>	<ul style="list-style-type: none"> <li>-Nicely greet office staff</li> <li>- State reason for visit</li> <li>-Follow directions</li> <li>-If adults are speaking, wait until you are recognized</li> </ul>	<ul style="list-style-type: none"> <li>-Follow directions the first time</li> <li>- Be a good listener</li> <li>-Leave area neat and ready for others after you</li> </ul>	<ul style="list-style-type: none"> <li>- Stay in your assigned area</li> <li>- Keep your hands and feet to yourself</li> <li>- Sit and wait for dismissal</li> </ul>	<ul style="list-style-type: none"> <li>-Listen for your name when waiting to be picked up</li> <li>- Wait safely in designated areas</li> <li>- Be aware of traffic and surroundings</li> <li>- Walk with bikes, scooters and skateboards when entering school</li> </ul>
<p><b>Voice Level</b></p>	<p>-Voice Level 2</p>	<p>-Voice Level 1</p>	<p>-Voice Level 2</p>	<p>-Voice level 3</p>	<p>-Voice Level 4</p>	<p>-Voice Level 2</p>	<p>Voice Level 1</p>	<p>Voice Level 0</p>	<p>Voice Level 3</p>

The PBIS Committee consists of one teacher from each grade level, the school administrator and a parent representative that meets on a monthly basis. PBIS Committee representatives attend district PBIS meetings and PBIS Coordinator’s meetings monthly.

### **3 TIERS OF SUPPORT**

#### School-Wide Systems for Student Success: Conceptual Model of PBIS



### **TIER 1**

School- wide support for all students by establishing positive learning and teaching environments using our behavioral matrix throughout the school. Teachers will provide interesting and engaging instruction aligned with student’s needs and interests. Teachers and Staff will praise immediately by naming positive behavior observed and students can earn STAR bucks. Our main focus for Tier 1 support is to focus on relationship building. Positive teacher-student

relationships supports student adjustment to school, contributes to social skills, promotes academic performance, and fosters students resiliency in academic performance.

### Universal Interventions

- Address Sequoia Elementary School Behavior Matrix In All Settings throughout the school year
- Intercom messages: Morning Greeting and STAR Message
- PBIS Assembly
- IB Learner Profiles
- STAR Bucks
- Positive Reinforcement (Verbal Recognition and Praise)
- PBIS Classroom Meetings
- Classroom

### **TIER I Interventions**

Tier I interventions are provided for students in the general education classroom who need some additional instruction or support. These can include but are not limited to differentiated instruction in small groups and consistent communication with parents as we partner to support student growth and development.

### **TIER II**

Tier II identifies students who need additional support and offer supplemental targeted interventions. CARE Team referrals are completed by teachers in partnership with parents. The CARE Team reviews specific data concerning students and works with teachers in order to provide appropriate interventions for students. All data is shared with stakeholders that work with identified student(s) and together, we will implement interventions as appropriate.

### Some Interventions Implemented:

- Everything in Tier 1
- Care team referral
- Student Success Team
- Check-in/Check-out

### Care Team consists of:

- Principal
- School psychologist
- Reading intervention specialist
- School counselor
- Speech pathologist

- Resource specialist
- School Nurse \*
- Occupational Therapist \*

\* Attends if a student needs specific support.

### **TIER III**

Intensive intervention for students that may include the following

#### **Some Interventions Implemented**

- Continued supporting using Tier 1 & Tier 2
- Behavior Support Plans
- Behavior Contracts
- Administrative Support

### **PARENTS ROLE IN PBIS**

By working together, we can reinforce the necessary skills for productive citizenship. Home and school communication is a must when it comes to providing a consistent environment with high, but reasonable expectations. Your help with PBIS is very important and your support sends an important message to your child that we are working together as a team to help him/her be successful in school. We ask that you support the schools expectations in the following ways:

1. Please spend time reviewing the STAR behavior expectations with your student and remind them each day before he/she leaves for school:

#### **Sequoia STARS**

- 1) ***Take Responsibility***
- 2) ***Are Always Kind***
- 3) ***Respect Others.***

#### **Today is your day to SHINE**

2. Our system is consistent and predictable so if your student has earned a consequence please support the decision and do all you can to have your student take responsibility for his/her actions. Your student will be told the reason for the consequence and he/she should be able to tell you what occurred. If you have any questions regarding the situation please speak with your child(s) teacher or any school administrator.
3. When your student arrives home from school, talk with them about their day and ask if their behavior was acknowledged with a STAR buck. Ask your student what they did to earn a STAR buck. Please offer your student extra praise and reinforcement for these behaviors.

4. If your student did not meet the school expectations that day, use the matrix as a tool to go over and reinforce specific expected behaviors.
5. You might try to use the same language at home. You might even add additional behavior expectations for your home.

### **STUDENT RECOGNITION SYSTEM**

School Wide incentives encourage and praise positive behavior. Students will be awarded “Star Bucks” by staff for making wise choices. Once a week, the Star Store will be open where students can trade in their Starbucks for the incentives below. Prizes are cumulative. The Star Store Shopkeeper will keep a record of the number on Star Bucks turned in. Once a student reaches 100, s/he is invited to a Celebration party. After 100 Star Bucks are turned in, students begin the incentive choices again. This list is a sample of reward items. Items will periodically change to keep the interest of the students.

**10 Star Bucks**  
STAR Pencil or eraser

**25 Star Bucks**  
STAR bracelet

**50 Star Bucks**  
Scented highlighter pen

**75 Star Bucks**  
Tech Free Choice Time OR  
Homework Pass

**100+ Star Bucks**  
Celebration Party

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## **CLASSROOM INCENTIVES**

### **Class Star Bucks**

Teacher keeps track of whole-class behavior. When the class earns enough points, they earn a group prize. The needed points and the prizes vary by class.

### **Cafeteria Points**

Each week grade levels are awarded stars every day they follow the rules and leave a tidy table. If they receive 4 stars, Friday is a free choice day (students do not have to sit by class).



