



# Handbook

## 2006-2007

3730 Lincoln Avenue  
Oakland, CA 94602

(510) 879-1510

[www.sequiaschool.net](http://www.sequiaschool.net)

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## 2006 - 2007 Sequoia Calendar

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All Wednesdays are Minimum Days - Dismissal at 1:10 for K - 5

<b>August 2006</b>					
F • 08/25	<b>Teacher Planning Day, School Closed</b>	T • 10/17	<b>Multicultural Parents' Group Meets,</b> 7:00-8:00PM, <i>Library</i>		
F • 08/25	<b>Kindergarten Orientation,</b> 3:00-5:00PM, <i>Library and/or Primary Yard</i>	W • 10/18	<b>4th Grade Potluck,</b> 6:30 & 8:00, <i>Cafeteria</i>		
M • 08/28	<b>First Day of School</b>	Th • 10/19	<b>Friends of Sequoia School Meets,</b> 6:30-8:30PM, <i>Parent/Teacher Lounge</i>		
M • 08/28	<b>Welcome Tea, 8:30-9:30, School Library</b>	F • 10/20	<b>School Portrait Day,</b> <i>details will be sent home 10/19</i>		
<b>September 2006</b>		Sat • 10/21	<b>Pumpkin Sales, 10:00AM- 1:00PM, Garden</b>		
M • 09/04	<b>Labor Day Holiday School Closed</b>	Sat • 10/21	<b>Dads' Club Sponsored Work Day,</b> 10:00AM-1:00PM, <i>Meet in Garden</i>		
Th • 09/07	<b>Fundraiser Planning Mtg</b> 7:00-8:30PM, <i>Library</i>	W • 10/25	<b>5th Grade Potluck,</b> 6:30 & 8:00, <i>Cafeteria</i>		
M • 09/11	<b>Family Education Night: Question &amp; Answer with Kyla Trammell,</b> 7:00-8:30PM, <i>Auditorium</i>	Sat • 10/28	<b>Pumpkin Sales,</b> 9:00AM-2:00PM, <i>Garden</i>		
T • 09/12	<b>SSC Meets, 6:00, Library</b>	Sat • 10/28	<b>Harvest Festival,</b> 11:00AM-2:00PM, <i>School Yard &amp; Cafeteria</i>		
Th • 09/14	<b>Dads' Club Meets, 7:00PM, World Ground Cafe</b>	Sun • 10/29	<b>Daylight Savings Time Ends</b>		
Sat • 09/16	<b>Dads' Club Sponsored "Welcome Back Picnic"</b> 11:00AM-3:00PM, <i>Diamond Park</i>	T • 10/31	<b>Halloween Parade &amp; Classroom Parties,</b> time TBA, <i>School Yard &amp; Classrooms</i>		
M • 09/18	<b>Room Parents Meeting,</b> 6:30-8:00PM, <i>Library</i>	<b>November 2006</b>			
T • 09/19	<b>Multicultural Parents' Group Meets,</b> 7:00-8:00PM, <i>Library</i>	11/xx	<b>Family Education Night,</b> <i>details to come</i>		
Th • 09/21	<b>Friends of Sequoia School Meets, 6:30-8:30PM, Parent/Teacher Lounge</b>	M • 11/06	<b>Dads' Club Fall Fundraiser Begins</b>		
W • 09/27	<b>Back-To-School Night,</b> 6:45-8:45PM, <i>Classrooms &amp; Auditorium</i>	W • 11/08	<b>Prospective Parents Night,</b> 7:00PM, <i>Library</i>		
<b>October 2006</b>		Th • 11/09	<b>Dads' Club Meets, 7:00PM, World Ground Cafe</b>		
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Th • 10/05	<b>3rd Grade Potluck,</b> 6:30 & 8:00, <i>Cafeteria</i>	Th • 11/16	<b>Friends of Sequoia School Meets, 6:30-8:30PM, Parent/Teacher Lounge</b>		
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W • 10/11	<b>Kindergarten Potluck,</b> 6:30 & 8:00, <i>Cafeteria</i>	11/20-11/24	<b>Thanksgiving Recess No School</b>		
Th • 10/12	<b>Dads' Club Meets, 7:00PM, World Ground Cafe</b>				
F • 10/13	<b>Staff Development Day No School For Students</b>				
				<b>December 2006</b>	
				F • 12/01	
				<b>School Portrait Make-Up Day</b>	
				Th • 12/07	
				<b>Dads' Club Meets, 7:00PM, World Ground Cafe</b>	
				T • 12/12	
				<b>SSC Meets, 6:00, Library</b>	
				Th • 12/14	
				<b>Holiday Concert,</b> 10:40-11:30AM, <i>Auditorium</i>	
				Th • 12/14	
				<b>Holiday Concert, Bake Sale &amp; Bazaar, 7:00PM, Auditorium &amp; Cafeteria</b>	
				T • 12/19	
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				12/25-12/29	
				<b>Winter Recess School Closed</b>	
				<b>January 2007</b>	
				01/01-01/05	
				<b>Winter Recess School Closed</b>	
				M • 01/08	
				<b>School Resumes</b>	
				01/xx	
				<b>Family Education Night,</b> <i>details to come</i>	
				T • 01/09	
				<b>SSC Meets, 6:00, Library</b>	
				W • 01/10	
				<b>Prospective Parents Night,</b> 7:00PM, <i>Library</i>	
				Th • 01/11	
				<b>Dads' Club Meets, 7:00PM, World Ground Cafe</b>	
				M • 01/15	
				<b>MLKing, Jr. Day Holiday, School Closed</b>	
				T • 01/16	
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				Sat • 01/20	
				<b>Parents Groups' Retreat,</b> 10:00AM-2:00PM, <i>Library</i>	
				W • 01/24	
				<b>Room Parents Meeting,</b> 6:30-8:00PM, <i>Library</i>	
				<i>continued on Page 2</i>	



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**Committee Leaders:** Always consult this calendar when scheduling meetings and events.

Always watch your newsletter for upcoming events & date changes!

# Faculty & Staff

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<b>Trammell, Kyla</b>	<b>Principal</b>	<b>Office</b>
Larson, Wendy	Secretary	Office
Cordisco, Cathy	Attendance Clerk/Noon Supervisor	Office

<b>Teachers</b>	<b>Grade Level</b>	<b>Room Number</b>
Holland, Heather	K	6
Fleischman, Karl	K	7
Rasler, Lisa	K	8
Pancho, Carol	1	10
Roth, Jackie	1	9
Woodard, Jessica	1	3
Donnelly, Jan	2	5
Young, Cindy	2	2
Caploe, Anne	2/3	12
Nichols, Evan	3	15
Whittington, Anna	3	17
May, Monica	4	16
Lloyd, Diane	4	18
Kim, Sonny	5	11
Schmidt, Barbara	5	13
Estrella, Summer	SBDT	23
Riechmann, Anne	Full Inclusion Teacher	Teacher/Parent Lounge/Annie's Office!

*\* Betty Olson-Jones is serving as OEA President for two years... she'll be back!*

## **Support Staff**

McKinley, Mason	Resource Specialist	RSP Room 19
Gjestson, Scott	Psychologist	Speech Room
Low, Ann	Speech Therapist	Speech Room
Inclan, Jesse	Prep Teacher (PE)	PE Office
Rayford, Bill	Music Teacher	PE Office
Delgado, Allison	Healthy Start Director	Healthy Start Office
Lal, Reka	Healthy Start Director	Healthy Start Office
Arizmendi, Jenine	Social Worker	Healthy Start Office
Weeks, Christian	Clinician	Portable 23
Luster, Anita	Instructional Assistant	Portable 23
Schennek, Linda	Instructional Assistant/Noon Supervisor	RSP Room 19
Dela Cruz Jr., Don	Aide to Handicapped	
Gaines, Gloria	Aide to Handicapped	
Kaye, Judith	Aide to Handicapped	
Taper, Christy	Aide to Handicapped	
McWhorter, Jackie	Aide to Handicapped	
Harteneck, Ruth	Volunteer Librarian	

## **CDC**

Estell, Cathy	Teacher	Portable 22
Meadows, Michele	Instructional Assistant	Portable 22
Lowe, Taneka	Instructional Assistant	Portable 22

## **Custodial**

Jackson, Ronald  
Redolfo Reynoso

## **Food Service**

TBA

## Important Dates

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First day of school:	Monday, August 28 <sup>th</sup> , 2006
Last day of school:	Wednesday, June 13 <sup>th</sup> , 2007
No school:	Friday, October 13 <sup>th</sup> , 2006 (Staff Development), Friday, November 10 <sup>th</sup> (Veteran's Day) Monday, January 15 <sup>th</sup> (M. L. King Jr. Day) Monday, February 19 <sup>th</sup> (President's Day) Friday, March 30 <sup>th</sup> (Cesar Chavez Day)
Thanksgiving:	November 20-24, 2006-08-19
Winter recess:	December 25 <sup>th</sup> 2006, through January 5 <sup>th</sup> , 2007
Spring break:	April 9 <sup>th</sup> —April 13 <sup>th</sup> , 2007
Memorial Day:	May 25 <sup>th</sup> —May 28 <sup>th</sup> , 2007
Minimum Days:	October 31 <sup>st</sup> , January 23 <sup>rd</sup> , June 11 <sup>th</sup> and June 12 <sup>th</sup>

## School Policies

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### Absences

If your child is absent, you are required to either call Cathy Cordisco, our Attendance Clerk at 879-1510, fill out a verification of absence form in the office, or send a note to the office with an explanation for the absence. You will also receive a phone call from Mrs. Cordisco each time your child is absent. Please remember that you have only 24 hours from the time you receive a phone message to confirm your child's absence. If you do not confirm your child's absence, the absence will be marked unexcused. Plans for getting homework can be arranged with your child's teacher, with at least 24-hour notice. It is essential the school office have accurate phone numbers on file. If your phone numbers change during the school year, please call the office so we can update your emergency cards.

### Change of Address

For your child's safety, it is essential the school office have current information. Please notify the office regarding any changes in your address or phone numbers for both work and home. Address changes require three (3) items showing proof of residency.

### Communication

At Sequoia, we communicate among the staff, teachers and parents in many ways:

- **Weekly Newsletter** – which includes a letter from the principal, highlights from the students, messages from the teachers, calendar of events and community announcements. Submit newsletter items to the principal or to Kelly McGrath at [kellyandkids@earthlink.net](mailto:kellyandkids@earthlink.net).
- **Student Directory** – this annual publication includes contact information for students, class lists and other information

- **Website** – our new school website, <http://www.sequoiaschool.net>, has something for everyone: teachers, students, parents and prospective parents.
- **Email** – We encourage everyone with computer access to join the community email group at <http://groups.yahoo.com/group/sequoiacommunity>.
- **Phone Tree** – our emergency notification list is set up through the room parents. Please be sure your room parent has your correct phone number.
- **Flyers** – attached to newsletters, flyers about important events are distributed on Mondays. Contact the principal to send a flyer out.
- **Marquee** – Weekly announcements of upcoming activities are posted on our marquee on Lincoln Avenue.
- **The Sequoia Sentinel** – All members of the Sequoia community can publish stories, poems, or essays in the student newspaper and online. Put submissions in the mailbox of Mr. Nichols in the school office, or email them to [maestroevan@yahoo.com](mailto:maestroevan@yahoo.com).

## Contacting Your Child During the School Day

If you need to contact your child during the school day due to an emergency or last minute change of plans, please call the school office and request that a note be given to your child. As a general rule, students may not leave the classroom for phone calls. The office telephone is available for school business and emergencies only.

## Driving on Field Trips

If you are driving on a field trip, you must have a current copy your driver's license and proof of insurance on file in the office. Please call our school secretary, Wendy Larson, if you have any questions about this policy.

## Earthquake Procedure

In case of a major earthquake, children will be kept safe at school until they are picked up. The school has adequate disaster kits for each child with supplies for 3 days. As always, students may only be released to adults listed on their emergency card. However, in case of a disaster, students in all grades must be signed out. Sign-out stations will be set up at the safest places on the site.

## Emergency Cards

You must fill out an emergency card for each child at Sequoia. It is essential you list the names of ALL adults who have permission to pick up your child. If an adult is not listed on the emergency card, (s)/he will not be allowed to pick up your child from school. You must fill out a new emergency card anytime you need to: change your address, phone number or add/remove an adult from your child's emergency card.

## Lost and Found

Lost clothing and lunchboxes are collected in bins—one in the hall of the primary building, and one in the auditorium. Parents may look through these bins at any time. Unclaimed clothing is donated to charity at the end of each year. Toys and other confiscated items are sent to the office, where they may be claimed by student or parent at the end of the day.

## Medications

Please ensure that all medical conditions for your child are listed on the emergency card. If your child is taking any medication for any condition, even a cold, there must be a contract filled out by you and your doctor on file in the office. Contracts are available in the office. Stop by and pick one up or contact the school office at 879-1510. Please remember, children may not take any medicine, even over the counter medication, nor can we administer any medicine without a contract.

## **Parking**

The drop-off/pick up location for students is along Hearst Avenue. The front of the school is not a loading zone. No parking is permitted along Hearst Avenue during school hours. You may be cited. There is a 12-minute parking zone (marked green) for kindergarten parents at the end of the no parking zone.

Please show your respect for other parents when driving around the school. Always pull as far forward as you can, pull all the way into the curb, and NEVER double-park. Always escort your children across streets. Children are not able to make safe judgments about traffic until they are at least 10 years old.

When picking children up, treat Hearst Ave. as an airport loading zone. If you do not see your child, go around the block.

Be kind and courteous to all adults and children—it can make a big difference. Foul language within 10 feet of a schoolyard is illegal.

## **Picking up a Child During the School Day**

When picking up a child during school hours, come to the office and tell office staff you are picking up your child. Office staff will call the classroom, and the child will be sent to the office. Office staff will issue an official dismissal slip. Do not go into the classroom to pick up your child. Children are NEVER allowed to walk home during the school day. Please remember, only adults listed on the emergency card may pick your child up in the office. NO EXCEPTIONS!

## **Playground Supervision**

The playground is supervised only from 8:20-8:30am and during recesses and lunch hours. Please do not let your children play on the yard before or after school unless you are there to supervise them.

## **School Rules**

1. Children are to respect ALL people at Sequoia.
2. Children are expected to use the Conflict Resolution process.
3. Children are to respect the space, privacy and belongings of others
4. Aggressive behavior and racial slurs are not tolerated.
5. Play fighting is not allowed.
6. Children are not allowed on the playground before 8:20 as there is no supervision.
7. Children are not to enter the building before school or during recess without the written permission of a staff member.
8. Children must have a pass or illness card to be in the hallways.
9. Children are not to congregate in the bathrooms.
10. Children are to leave toys, cell phones and electronic games at home. These items will be taken away and kept in the principal's office for return when called for by the student, at the end of the school day. If a child brings an item to school repeatedly, his/her parents will be notified to pick up the item.
11. Only personal basketballs, kick balls and jump ropes may be brought to school. These must have the child's name clearly marked on them. Children who bring this equipment to school must share with all other children at their grade level.
12. Children must not bring candy, gum, glass bottles or soft drinks to school. These items will be taken away if found at school.
13. Student must respect the playground boundaries.
14. At the sound of the bell, students are to FREEZE immediately until their yard teacher blows the whistle. Without playing, the children are to walk quickly to their line.

15. Children must obey the crossing guard.
16. Children may bring money to school for lunch, milk, or the bus only. Money should be secured in a pocket or given to the teacher for safe keeping.

These rules must be understood and agreed to by all students.

## **Tardies**

If your child is more than 5 minutes tardy, (s)he must go to the office to obtain a tardy slip before going to his/her classroom. If your child is 25 minutes late or more, (s)he will be marked truant.

## **Visiting school and classrooms**

**Visiting school:** As per Education Code and Sequoia policy, all school visitors must go directly to the office, sign in and put on a name tag. When leaving the school, visitors must come back to the office to sign out.

**Visiting classrooms:** If you wish to observe/visit classrooms, you must give the teacher 24 hours notice, by note, in person or a phone call to the office. Uninterrupted instructional time is extremely important to academic achievement. Even if you have arranged a visit with the teacher, you must come to the office, sign in and put on a name tag. Office staff will then call the teacher to inform her/him of your arrival.

**Coming Early for Pickup:** If you are in the school hallways before dismissal to pick up your child, you must report to the office and wear a badge. Please follow this procedure so that we can be aware of all adults on the school site to keep the children safe. While in the hallways, please refrain from using your cell phone or holding conversations as hallway conversations are disruptive to classroom instruction.

## **Volunteering in the Classroom**

Volunteering in the classroom is an enriching experience for parents, students and teachers alike. Please speak to your child's teacher or the principal if you would like to help out. Parents who will be in classrooms MUST have a current TB test on file. Testing locations are posted in the lobby outside the office.

# **School Programs**

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## **Art Instruction**

Our Artist-in-Residence program with Debbie Koppman is now in its 8<sup>th</sup> year, supporting literacy and social studies through hands-on visual art projects. Students gain skills in drawing, painting, bookmaking, and sculpture, with an emphasis on puppet and mask-making. Our end-of-the-year Mask Parade through the Dimond Business District is one of the highlights of our school year.

## **Child Development Center (CDC)**

The CDC provides before- and after-school care for students K -3. This model program with certificated teachers presents a rich and challenging curriculum in a caring environment. Call teacher Cathy Estell at 879-0406 for more information.

## **Computer Lab**

3<sup>rd</sup>-5<sup>th</sup> graders receive instruction in our state-of-the-art Computer Learning Lab. All students in school have their own personal page to post art and writing. Teacher Evan Nichols leads the Website club on Tuesdays and Fridays during lunch. Parents with any skill level may come and volunteer!

## **Healthy Start**

Our after-school program offers classes and homework help to 3<sup>rd</sup> through 5<sup>th</sup> graders. Students gather in the auditorium until 5:45 on M-T-Th-F and 4:45 on W, choosing topics to study that interest them such as chess, gardening, computers, percussion, art, and sports. Contact Allison Delgado at 879-2455 for more information.

## **Inclusion Program**

The Sequoia Elementary Inclusion Program is a special education program offered through the O.U.S.D. that places students with disabilities (such as Cerebral Palsy, Autism and Asperger's Syndrome, Down Syndrome and Traumatic Brain Injury) in classrooms with their same-age, typically developing peers. This program provides these students with opportunities for both academic and social learning, and teaches all other students to be accepting of and value others regardless of their abilities and differences.

## **Music Programs**

4<sup>th</sup> and 5<sup>th</sup> grade students may study a musical instrument with instruction by Bill Rayford, our music teacher, and students in 3<sup>rd</sup> through 5<sup>th</sup> grade can sing in our school choir, led by teacher Jackie Roth, and accompanied by Sequoia neighbor Amy Martin. Please support all our school musicians by attending concerts throughout the year and appreciating their hard work and beautiful music.

## **Physical Education**

P.E. teacher Jesse Inclán gets our kids in shape through creative games and exercises such as Caroms, Field Hockey, Frisbee Golf, Greek Dodge, the Stinky Sock Game, Obstacle Courses and bowling. His goal is to have all Sequoia students exceed state and national averages, so they can all run a mile and still feel good.

## **School Social Worker/Counselor**

In keeping with our commitment to the healthy development of all students, our full-time social worker Jenine Arizmendi offers support to students and their families with one-on-one, group, and family counseling. Services are free and confidential. Call 290-7042 for more information.

## **Second Step**

In addition to academic instruction, all of our classes teach inter- and intra-personal skills to help avoid and resolve conflicts. Developing Empathy for others, Anger Management, and Impulse Control, as well as Problem Solving and Conflict Resolution all are taught to help our students demonstrate positive behavior in the classroom, on the playground, at home and everywhere.



# **Friends of Sequoia School**

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*Like the twigs and branches on the mighty Sequoia in front of our school, every parent, child, grandparent, neighbor, guardian, sibling, auntie, uncle, teacher, staff member and friend is an important part of our school community.*

Adults at Sequoia support the children here in many ways. They are generous with their time and money, and find ways to work together to accomplish what they can't do alone. Whether you have three hours to spare or three hundred, we hope you can find a way to contribute at Sequoia that gives you the satisfaction of having made a difference.

## **Organizations**

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*Please check the calendar for dates of meeting times for these groups.*

### **Steering Committee**

Committee chairs who organize volunteers, plan events and fundraisers, and track finances meet to collaborate, coordinate and support school-wide activities and goals. The steering committee meets the third Thursday of each month in the Parent/Teacher Lounge 6:30-8pm and is open to all.

### **Dads' Club**

The Dads' Club has been going strong at Sequoia for at least sixty years. Social and fundraising traditions include the annual Pumpkin Patch, Variety Show, and Pancake Breakfast. Dads' Club meets at World Ground Café (at 3726 MacArthur in the Laurel) on the 2nd Thursday of each month.

### **Multicultural Parents' Group**

This group works to enrich the community by increasing awareness and discussion of cultural issues, diversity and understanding. This group meets the third Tuesday of each month from 7 to 8pm in the library.

### **Room Parents Network**

Room volunteers, leaders, and grade leaders work with teachers and each other to provide classroom assistance and connect with all parents. Room leaders create the emergency phone tree and gather information for school directory and volunteering.

### **School Site Council**

The SSC is the district-mandated management team, comprised of administration, faculty, parents, and community members, and responsible for ensuring that our students' educational needs are met and budgets are kept. It is. Any interested person may attend and participate in SSC meetings and discussions. The SSC meets monthly at 5:45 in the library.

### **Yahoo! Group**

Anyone who uses email is welcome to join the Yahoo! group, where members can share opinions and information. Go to [groups.yahoo.com/groups/sequoiacommunity](http://groups.yahoo.com/groups/sequoiacommunity) and click "Join this Group."

# Volunteering

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*Sequoia parents are a diverse group, made of a variety of ethnicities, religions, beliefs, languages, and income levels. Almost all our parents work, and finding time to volunteer can feel like taking time away from our families. But there are many reasons and many ways to get involved.*

## How to Volunteer

Getting started is easy! You can:

- Register to volunteer online at [www.sequoiaschool.net](http://www.sequoiaschool.net) > parents > volunteer sign-up
- Talk to your child's teacher
- Come to an event and talk to the organizers

## Levels of Commitment

Choose the one that feels right to you.		
<b>1</b>	<b>participate</b>	Your presence at school means so much to your child. Whenever possible, come to all events where your child performs, and classroom events to which you're invited. Attend monthly community events, bring snacks to your child's class, drive on a field trip, donate something to a bake sale or auction, and/or participate in fundraisers.
<b>2</b>	<b>support</b>	Young children need a lot of individual attention, so classroom support is essential, particularly in kindergarten. Volunteer from one hour to one day per week in the classroom. Volunteer to do a bite-sized task for an event, such as creating a flyer, selling raffle tickets, making phone calls, or mopping a floor afterwards. A little bit of support can go a long, long way.
<b>3</b>	<b>join</b>	Is there an event you particularly love? Is there a skill you can share? Are there people you click with? Join a committee, attend a meeting, take on a special project or ongoing task. Teamwork, besides being the best way to get things done, is also its own reward.
<b>4</b>	<b>lead</b>	What are you passionate about? Chair a committee or start one. The steering committee will help you with planning, communicating, and connecting with the people to help you make a difference.
<b>5</b>	<b>steer</b>	Every group needs officers to keep their momentum going. If you can commit to monthly meetings and enjoy the democratic processes of planning, taking minutes, keeping books, or facilitating, any group would love to have you!

# 10 Reasons to Get Involved

1

## **Your child benefits.**

When parents get connected to the school, children do better. Research shows children whose parents are involved get better grades, do better on tests, and have fewer discipline problems at school.

2

## **We make a difference.**

Our mission is to create the kind of school community where teachers and administrators can do their best work—and so can our children. We provide support for teachers in and out of the classroom. We provide resources they need. We help create learning opportunities for children. And we try to build the kind of supportive, caring atmosphere that makes school fun.

3

## **We pledge to honor your time constraints.**

People are often reluctant to participate because they're afraid they'll get pulled into a black hole of never-ending time commitment. That won't happen here. An hour or two a semester really makes a difference. And we won't push you to commit more than you want to or are able to.

4

## **We have fun.**

Volunteer work shouldn't be drudgery. We accomplish a lot, and not everything we do is easy. But we know we're not balancing the national debt, either. We don't take ourselves too seriously, and we try to enjoy ourselves along the way whenever possible.

5

## **Meet nice people who share your concerns.**

We all have a common bond. We care about creating the best possible educational experience for our children. We are neighbors and peers who share many of the same experiences. And many friendships have developed as a result of those connections.

6

## **There's a lot to be done.**

These days, schools are asked to do more with less. Our help is needed more than ever to fill the gaps.

7

## **We can match jobs to your interests and abilities.**

The work we do covers a broad spectrum: filing and photocopying, planning and executing events, writing and editing, working directly with children, managing a budget and cash flow, and lots more. We encourage creative ideas, and we're thrilled to have people take on tasks that meet their skills and interests.

8

## **We're welcoming.**

To us, there are no "outsiders." We are people who have come together to work toward common goals. We couldn't be happier to have you join us in working toward those goals.

9

## **We're about parent involvement, not fundraising.**

In these times of tight budgets, parent groups everywhere are having to fill in the gaps, and so are we. But our number one goal is to get more parents connected to the school. That's because more than 500 independent research studies show that building parent involvement in education is the number one thing we can do to create a great school and improve student performance.

10

## **This work is very rewarding.**

It's seeing the bright light of learning sparkle in a child's eye. It's seeing the smile that shows we're making school a little more fun—and a child feel a little more comfortable in a learning environment. It's learning that test scores have risen and knowing we played a role. There are lots of rewards, both big and small, for those who get involved. Won't you join us?

Contact:

# Fundraising

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Fundraising is fun at Sequoia. All donations go towards enriching the education and experience of all our students through various programs, such as the Field Trip fund, Art Program and Playground. Please support all of our fundraisers, and join us in planning them. Some of them are:

## Art Cards

Notecards featuring our students' famous masks keep the art program alive and well at Sequoia. \$1 per card, \$10 per pack. Buy at least one pack per year. Makes a great gift!

## Bake Sales

Snacks and drinks are for sale at many events to support PTO programs.

## Box Tops for Education

Save the box tops from specially marked General Mills and other brands of packaged foods – each one is worth 10¢ to the school.

## Car Washes

Twice a year the fifth graders hold a car wash to raise money for their week-long trip to Science Camp in the Spring.

## E-Scrip

Sign up your Safeway card and credit cards with E-scrip, and a percentage of your purchases is automatically donated to Sequoia. It's free, it's secure, and you can help the school by making everyday purchases. Register yourself, grandparents, friends and neighbors online at [www.escrip.com](http://www.escrip.com), or contact the PTO treasurer to sign up.

## Fruit Bars

Every Friday, kids can buy delicious fruit bars after school from the Fifth Graders at \$1 each. All proceeds go toward Science Camp.

## Pizza/Wrapping Paper Sales

On occasion, students have the opportunity to sell food or merchandise to friends and neighbors. Kids win prizes, the Dads' Club raises thousands to support our school programs.

## Rummage Sale

The PTO and the Multicultural Parents Group sell donated items in the auditorium the weekend of the pancake breakfast. Clean out your closets and come find great deals at the giant rummage sale!

## T-Shirts

Sequoia t-shirts and sweatshirts are on sale at most of our community events. Wear some community spirit!

## UPS

Sequoia thanks the employees of UPS who donate to our school each month via the United Way. Their support continues to help fund our art program and other services vital to our community.

# Events

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## Welcome Tea

Parent organizations all work together to provide coffee, tea and breakfast for parents on the first day of school, and to hear the principal's welcome.

## Back to School Picnic

The Dads' Club cooks hot dogs and burgers and provides games for kids to play with new and old friends at this community potluck at Dimond Park.

## Back to School Night

Every parent should attend this event, to learn about your teacher's educational goals. Children of parents who attend BTS night tend to get better grades, teachers report.

## Grade-Level Potlucks

Meet your children's friends and their parents at these fun events that unite the community.

## Work Days

Get to know other parents while helping the Dads' Club with repairs and gardening.

## **Harvest Festival**

Have some fall fun with the kids playing carnival games, purchase pumpkins and baked goods, and have your car washed by fifth-graders raising money for science camp!

## **Winter Concert/Holiday Bazaar**

Applaud the efforts of our school orchestra, shop for baked goods and gifts made by kids and their parents, and sing holiday favorites from around the world together.

## **Martin Luther King Oratorical Fest**

Visit school during the day to hear each class present their version of MLK's dream. Bring tissues—it's moving. Every year students go on to city and sometimes state competitions.

## **Family Reading Night**

Reading is fundamental – and fun. Children bring their parents to school to eat dinner, read together and get a free book.

## **Variety Show**

This event is truly a highlight of every year, when students show their stuff and the Dads' Club surprises us with a hilarious skit.

## **Spring Work Day**

Spend Earth Day digging in the earth and enjoying the company of parents and neighbors while beautifying our school.

## **Spring Concert**

Visit school during the day to appreciate the sounds of the school orchestra

## **Pancake Breakfast**

Every May the Dads' Club flips hundreds of pancakes and serves the community a delicious breakfast. Invite your friends and neighbors, shop at the Rummage Sale afterwards—and get your car washed, too!

## **Open House**

Visit your child's classroom to appreciate the work they've done since Back-to-School night. Then go visit other classrooms to meet next year's potential teachers.

## **Multicultural Potluck**

Celebrate every aspect of our school's diversity through the delicious ethnic foods, and entertaining songs and dances prepared by Sequoia's parents, children and community members.

## **Art Show**

Students parade their works of art through the Dimond district—colorful paper-maché masks from their rich imaginations.

## **Healthy Start Showcase**

Students from our after-school program show off their talents and new skills at this fun evening event.

## **Fundraising Event**

Parent volunteers can plan a fundraising event each year, such as a silent auction, spaghetti feed, read-athon, etc.

# **Community Organizations**

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## **Sequoia Neighbors**

There is a neighborhood Yahoo group of parents with toddlers (many of whom are future Sequoia students!) Contact Coolidge street neighbor Annelisa Hedgecock to be invited to join this list. Phone 482-3575 or email [annelisah@comcast.net](mailto:annelisah@comcast.net)

## **Dimond Improvement Association**

Since 1953, the mission of the **Dimond Improvement Association (DIA)** or **Dimond Neighborhood Association (DNA)** has been to make Oakland's Dimond neighborhood a vital, safe, and beautiful place for everyone. DIA is a community-based volunteer group that accomplishes these goals by building communication among neighbors, organizations, and local government to undertake community-benefiting projects.

General meetings take place first Wednesdays every other month, 7:30pm, Dimond Library.

Contact the DIA at [dia@dimondnews.org](mailto:dia@dimondnews.org) or 333-8022.

For neighborhood news, visit [www.dimondnews.org](http://www.dimondnews.org). There is an informative and vibrant email list that is useful to join.

**Dimond Library** phone number is 482-7844. Renew your books online at [www.oaklandlibrary.org](http://www.oaklandlibrary.org).

## **Jean Quan**

The City Councilmember for District 5 is Jean Quan, who is a big supporter of Sequoia. Visit her website for local information at [www.jeanquan.org](http://www.jeanquan.org).

## **MacArthur Metro**

The MacArthur Metro is the community newspaper for the MacArthur neighborhoods and regularly carries news articles about our school. Pick one up in the school office or visit the Metro online at [www.macarthurmetro.org](http://www.macarthurmetro.org).

# **Parent Resources**

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## **Adult Literacy**

### **Second Start (Oakland Public Library)**

Second Start offers a confidential setting in which adults who cannot read and write at a fifth grade level are able to get a free "second start" at learning. Since 1984, Second Start has been successfully matching volunteer tutors and adult students. In that time, they have provided services to over 5,000 adults, helping them with the basic skills they need to improve the quality of their lives through literacy.

Call 238-3432 for more information, or see [www.oaklandlibrary.org/services/SecondStart/](http://www.oaklandlibrary.org/services/SecondStart/)

## **Child Care**

### **Childcare Organizations:**

Sequoia CDC 879-0846

Dimond Recreation Center 482-7831 or [www.oaklandnet.com/parks/facilities/rc\\_dimond.asp](http://www.oaklandnet.com/parks/facilities/rc_dimond.asp)

Jewish Community Center 530-92222 or [www.opjcs.org](http://www.opjcs.org)

### **Information Networks/Sitter referral:**

Bananas 658-0381 or [www.bananasinc.org](http://www.bananasinc.org)

Berkeley Parents Network <http://parents.berkeley.edu/recommend/childcare>

### **Qualified, independent childcare providers:**

O'Dell Lewis 531-7069

Carmen Sims 530-4745

## **Community Policing**

Renee Sykes, Neighborhood Services Coordinator, can be reached at (510) 777-8718, [RSykes@oaklandnet.com](mailto:RSykes@oaklandnet.com) to help solve neighborhood problems.

## **Crisis Support**

**Crisis Support Services** of Alameda County - 24-hour hotline – 800-309-2131