GARDEN VALLEY ELEMENTARY SCHOOL

2026 California Positive Behavioral Interventions and Supports Recognition

Parent Handbook

2026-2027

3601 Larchwood Drive
Sacramento, CA 95834
916-566-3460
School Office Open Daily 7:30 AM – 3:00 PM

Dr. Ana Segoviano, Ed.D., Principal

Ms. Kristi Lopez, Assistant to the Principal

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School Hours

Monday, Tuesday, Thursday, Friday 7:30 AM – 2:12 PM

Wednesday 7:30 AM – 12:12 PM

Students may enter school grounds for breakfast at 7:00 am.

Adult supervision on the playground at 7:10 am.

SCHOOL TO HOME COMMUNICATION

Garden Valley Gazette and Character Counts Newsletter

The Garden Valley Gazette and Character Counts Newsletter will be combined this school year. The newsletter will be emailed home, as well as posted on our website, on a monthly basis. We communicate school news and important dates through this newsletter.

Garden Valley Webpage

Garden Valley's website contains practical information about our school. The web address is www.gardenvalley.trusd.net

Aeries Parent Square and Class Dojo

Parent Square is an app available on i-phone and android devices that allow communication between parent and teacher, the school site and the district. Information and general school wide reminders are shared on Parent Square, as well as ClassDojo. Please make every attempt to sign up and register. You will miss vital information if you do not sign up for either of these free applications.

IMPORTANT PARENT INFORMATION

Parent Involvement at Garden Valley Elementary

There are many ways parents can get involved at Garden Valley. Parents can join the School Site Council (SSC) or our English Language Advisory Council (ELAC). Garden Valley also has fun events throughout the school year as well! Parents/guardians can also volunteer in the classroom and chaperone field trips. Volunteers must complete protocols on the TRUSD website. All visitors must report to the Garden Valley front office to check in and receive a visitor's badge prior to reporting to the classroom. Please contact the front office for additional information at 916.566.3460.

Important Annual Events at Garden Valley

We encourage all of our parents to attend Back to School Night in August, Parent – Teacher Conferences in November, Open House and Annual Art Show in the Spring and Science Night in May.

Garden Valley Student Behavior Standards

We believe that the development of our students into socially aware and well-disciplined young citizens is accomplished by doing the following:

- ✔ Exhibiting mutual respect
- ✔ Encouraging and maintaining mutual effort between families and school to provide students with positive and productive ways of developing social skills
- ✔ Establishing and communicating reasonable standards of behavior
- ✔ Communicating with students and families our behavior expectations and consequences of inappropriate behavior.

Staff Expectations

- The Garden Valley staff will continue to maximize student achievement for all students.
- The Garden Valley staff are committed to character development and strive to integrate character education throughout the core curriculum.
- The Garden Valley staff will ensure a respectful, safe, and positive learning environment.
- The Garden Valley staff will have open and ongoing communication with parents regarding a student's behavior and academic progress in the classroom.

Student Expectations

Show Respect
Make Good Decisions
Solve Problems

POSITIVE BEHAVIORAL INTERVENTION & SUPPORTS (PBIS)

Garden Valley Elementary has embraced a school-wide system to support positive student behaviors known as PBIS. This system of support includes proactive strategies for defining, teaching, and supporting appropriate student behaviors to create a positive school environment. Part of the system requires explicit teaching of student behaviors. The matrix is included here for your information:

	SCHOOL RULES		
AREA/SETTING	Show Respect	Make Good Decisions	Solve Problems
Assembly	● Show Respect to visitors ● Use Appropriate voice/noise level ● Pay attention to speaker ● Applaud the presenter ● Participate when asked to participate	● Enter/exit assembly quietly ● Sit quietly with your class ● Keep hands and feet to self ● Remain in your seat until dismissed by teacher in charge	● Ask permission to move if seating around you may cause problems. ● Handle restroom issues before entering cafeteria
After School Procedures	● All students walk to the appropriate release area in a straight line with their teacher ● Stay with teacher until released	● Students are to clear the campus as soon as possible and go directly to their after school destination. ● Students may not return to the campus without being accompanied by a family member.	● Students are to report to the office if they are not picked up within 5 minutes after being dismissed from class.
Restroom	● Use bathroom for its intended purpose ● Put toilet paper in toilet ● Flush the toilet when needed ● Throw paper towels away in the trash can ● Keep personal space and privacy ● Respect property (Yours and others) ● Use appropriate language ● Keep water in the sink	● Clean up after yourself ● Walk directly to and from the restroom ● Wash hands after using restroom ● Return straight to class after using the restroom ● Use bathroom during recess or lunch ● Recess time is to be used first for restroom trips and drinks then play	● All students using the restroom during class have a pass. ● Let teacher know if you see a problem in the restroom. ● Inform adult of vandalism. ● All trips during class time will be kept to a minimum
Library	● Inform Staff of vandalism or damaged books ● Walk to, from, and inside the library ● Take hats and hoods off when entering the library	● Treat books with care ● Allow others to read without interruption. ● Use a whisper voice. ● Sit appropriately in a chair or on the carpet.	● Be in an assigned location at all times. ● Return books to appropriate locations. ● Leave library as it was when you entered.

AREA/SETTING	Show Respect	Make Good Decisions	Solve Problems
Playground	● Use appropriate sounds, language and body language. ● Show good sportsmanship ● Pay attention to surroundings ● Show Respect to all adults ● Respect school boundaries and surrounding homes and yards.	● Stay in line until dismissed ● Walk on playground ● Eat snacks at a table/bench ● Use equipment properly ● Share Equipment ● Refrain from chasing or tag games	● Let supervising teacher know if there is a problem you cannot safely solve on your own.
Office	● Use polite and appropriate language ● Use appropriate inside voice/noise level ● Use kind words and actions ● If an adult is on the phone, or speaking with someone, wait your turn, patiently and quietly, say “excuse me” and do not interrupt.	● Walk in and out of the office quietly ● Ask teachers permission and bring a note. ● Sit in chairs appropriately	● Wait your turn and ask politely ● State your problem and purpose politely ● Use manners when speaking.
Before A.M Bell	● Students can enter playground at 7:15 when supervision begins	● Go from cafeteria directly to Walk and Talk ● Participate in Walk and Talk until school begins ● use playground restrooms only	● Stay on playground unless you have an emergency
Flag Salute	● Stand quietly ● Face the flag ● Remove hats and hoods ● Stop where you are and join the pledge when you hear it has already begun.	● All students will pledge or salute using a respectful voice.	● Set a good example for those around you.
Cafeteria	● Use appropriate language ● Use kind words and actions ● Use garbage cans and throw away trash before leaving your seat ● Clean up your area	● Be Prepared and have lunch card ready to hand in ● Walk inside Cafeteria ● Wait in line patiently ● Eat at tables/ designated area ● Sit while eating ● Eat only the food on your own tray or lunch you brought from home ● Stay seated and raise hand if you need help with anything or need to get up ● Make a good choice when selecting who you sit near	● Use indoor voices ● Ask an Adult for help

Student Behavior Referral Process

Student Behavior Report

If a student makes a poor choice he/she will receive a warning. If the behavior continues, a student behavior report/PBIS referral will be created and logged. Parents will also be informed. An example of the behavior report is on page 9 of this handbook. These expectations are clearly communicated to all students at the beginning of each school year. Consequences might include campus beautification or loss of other on-site privileges. Behaviors that may result in a warning/think sheet/behavior report include the following:

Rough Play: *play fighting, wrestling, etc. are prohibited.*

Restroom Abuse: *using the restroom for unattended purposes such as: throwing paper on the floor, standing on the toilets, locking the doors when not in them, writing or drawing on the walls, etc. Putting anything in the sink or toilet to cause it to flood.*

PLEASE NOTE: DAMAGE DONE TO ANY PART OF A SCHOOL FACILITY THAT INVOLVES A COST FOR REPAIR MEANS THE PARENT OF THE STUDENT COULD BE HELD LIABLE FOR THOSE CHARGES

Improper use of equipment: *using the equipment (both indoors and outdoors) for unintended purposes, for example: running up the slide, standing on playground equipment, swinging jump ropes, throwing balls or other equipment at others, etc.*

Defacing school property: *any destruction of school property such as: writing on walls, breaking windows, tearing posters down, breaking soap or paper towel dispensers, etc.*

Verbal abuse: *profanity, racial comments, slurs and insults, as well as derogatory or disrespectful verbal attacks directed toward any member of the Garden Valley Learning Community, is prohibited.*

Riding bikes, scooters, or using skates on campus: *bikes, scooters, skateboards, and skates are not to be used on campus. If brought to school, they should be walked off campus before being used.*

Continued disruption of the learning process: *students are expected to come to school to learn and are expected to follow the directions given by the adults on campus who are responsible for them (teachers, paraprofessionals, office staff, principal, yard duty, cafeteria personnel, custodians, etc.)*

Out of class without permission or in the wrong place: *students are permitted to leave class only if they have a note or hall pass from the supervising adult stating it is okay. Students should not be in any areas that are considered off limits (hallways during recess, off campus, hiding in bathrooms, outer field, behind buildings, etc.)*

Bringing inappropriate materials on campus: *these items can include: electronic devices, trading cards of any type, cologne, make-up, toys, nail polish, etc. Cell phones are allowed on campus, however, are NOT to be turned on during the school day. The cell phone policy is explained in more detail on page 10 of this handbook.*

Garden Valley Elementary Behavior Reporting Form

Show Respect – Make Good Decisions – Solve Problems

3601 Larchwood Drive, Sacramento, CA 95834 (916) 566-3460

Student and Staff Information	Location
Student Name:_____ Date: _____ Time: _____ Grade: TK K 1 2 3 4 5 6 Referring Staff Name: _____ Referring Staff Title: _____	☐ Bathroom ☐ Hallway ☐ Bus Area ☐ Library ☐ Cafeteria ☐ Off-Campus ☐ Classroom ☐ Office ☐ Common Area ☐ Playground ☐ Special Event ☐ Other _____

Minor Problem Behavior	Major Problem Behavior	Perceived Motivation
☐ Defiance ☐ Disrespect ☐ Disruption ☐ Dress Code ☐ Inappropriate Language ☐ Physical Contact ☐ Property Misuse ☐ Forgery/ Plagiarism ☐ Technology Violation ☐ Other_____	☐ Abusive/ Inapp. Language ☐ Bullying ☐ Defiance ☐ Disrespect ☐ Disruption ☐ Fighting ☐ Theft ☐ Gang Display/Affiliation ☐ Harassment ☐ Lying/Cheating ☐ Property Damage ☐ Other _____ ☐ Use/Possession of: ☐ Alcohol ☐ Combustibles ☐ Drugs ☐ Tobacco ☐ Weapons	**Obtain:** ☐ Adult Attention ☐ Items/Activities ☐ Peer Attention **Avoid:** ☐ Adult ☐ Task/Activity ☐ Peer

Action Taken	
☐ Conference with Student ☐ Individualized Instruction ☐ Loss of Privilege ☐ Conference w/Parent ☐ Restoration	☐ Recovery Time ☐ Out-of-School Suspension (_____hours/days) ☐ Action Pending ☐ Other _____
Others Involved:	☐ None ☐ Teacher ☐ Substitute ☐ Unknown ☐ Peers ☐ Staff ☐ Other _____

Social Emotional Learning

Social and emotional learning (SEL) is an important part of education and human development. SEL is the process through which all young people and adults acquire and apply the knowledge, skills, and attitudes to develop healthy identities, manage emotions, achieve personal and collective goals, feel and show empathy for others, establish and maintain supportive relationships, and make responsible and caring decisions.

Social emotional learning on the Garden Valley campus includes classroom lessons on developing a growth mindset and setting personal goals, activities such as mindful moments and breathing exercises to support mental well-being and a focus on leadership and team building activities, such as community circles, to nurture a sense of community.

Character Education

At Garden Valley, we have implemented a plan which combines character education with our positive school climate, school spirit, and our student rewards. It is intended that this plan will continue to bring our school together creating a supportive, positive learning community that shares common goals.

We focus on one specific trait each month and each classroom recognizes two students each month who demonstrate that character trait. Those students are then recognized in the monthly Character Counts Newsletter.

September	***Respect***	***January***	***Caring***
October	***Responsibility***	***February***	***Citizenship***
November	***Honesty***	***March***	***Courage***
December	***Cooperation***	***April***	***Perseverance***
		May	***Excellence***

Chromebooks

Chromebooks are checked out to each student, along with their grade level textbooks. Chromebooks should be charged nightly and not used near food or drink. ***If a device is broken or damaged, families will be charged for the replacement of the device.*** Please verify that your student is handling their Chromebook with care and charging it, so it is ready for school each day. The history and website usage is tracked by the Twin Rivers Unified School District. We advise verifying what sites your child is visiting or what items they may be searching on the district owned device.

Classroom Treats, Birthday Celebrations, Snacks

Please make arrangements in advance, if you wish to send in treats for your child's birthday. Cookies or a non-edible treat, that can be distributed prior to dismissal, is best. Cakes and cupcakes are extremely messy and often end up on the ground or the carpet, so cakes and cupcakes **are prohibited**. Spicy or hot chips (Taki's, Hot Cheetos, etc.) often cause stomach aches and **are prohibited**. We encouraged healthy snacks from home.

DRESS CODE at GARDEN VALLEY

GARDEN VALLEY DRESS CODE - UNIFORMS ARE REQUIRED.

In order to promote a positive learning environment, comply with the provisions of the safe and violence-free school initiative, counteract the influence of the gang presences in the community, and equalize the effect of different family income levels, Garden Valley has adopted a ***SCHOOL WIDE UNIFORM POLICY.***

Students in grades PK-6 are expected to come dressed in our uniform EVERY DAY.

The uniform consists of khaki or navy pants, shorts, skirts, skorts, and jumpers. Students may wear a plain white top or a navy blue top, or Garden Valley spirit wear. This includes navy or white sweaters or sweatshirts. NO LOGOS OR WORDS ON APPAREL. Leggings worn under skirts must be khaki or navy. Winter coats or jackets can be colors other than white or navy. Please remember to write your child's name inside the tag of all sweatshirts and coats!

DENIM, LEGGINGS, SWEATPANTS OR PAJAMA BOTTOMS ARE NOT ACCEPTABLE DRESS CODE ATTIRE. SWEATPANTS OR PAJAMA BOTTOMS ARE NOT ALLOWED TO BE WORN EVEN ON FREE DRESS DAYS.

STUDENTS WHO DO NOT COME TO SCHOOL IN THEIR UNIFORM WILL BE ASKED TO CALL HOME AND HAVE THE CORRECT CLOTHING BROUGHT TO SCHOOL. IF NO ONE IS AVAILABLE TO BRING CLOTHING TO SCHOOL, A SMALL SUPPLY IS AT THE SCHOOL SITE AND A STUDENT WILL BE ASKED TO CHANGE. STUDENTS WILL HAVE A LOSS OF PRIVILEGES IF THEY CONTINUE TO BE OUT OF UNIFORM.

1. ***Clothing is to be worn in the intended manner:***
    - *Clothing is to be buttoned, fastened, tied, etc.*
    - *Students are to wear size appropriate clothing (no saggy or tight clothes)*
    - *Midriff is to be covered*
    - *Pants are to be worn at the waist and not at the hips*
    - *Holes or tears in clothing are unacceptable.*

2. ***Shoes and jewelry must be of the type to allow the student to participate fully in an appropriate developmental physical education program.***
    - *Shoes need to be fastened securely*
    - *Sandals, thongs, or other backless, toeless shoes are prohibited*
    - *Clogs, crocs, platform shoes, or other high heels are prohibited*
    - *Make-up, artificial fingernails, and dangly or hoop earrings are not to be worn for safety reasons.*

3. ***Jumpers, skirts, skorts, are to be not shorter than the length equal to the students' arms (finger tips) extended down to the students' side.***

4. ***The wearing of hats, caps or other head coverings by students indoors is not permitted unless for medical or religious reasons. Head gear must be in dress code. No logos other than Garden Valley.***

Uniform & Dress Code

Please make sure your student is prepared for the day by having them in full uniform. As a reminder, the guidelines for our uniform are below. Parents will be called and asked to come correct their student's uniform if their apparel is outside of our uniform dress code.

Pants, Skirts, Shorts

Plain, Solid colored navy and khaki pants, shorts, or skirts are appropriate. Students are **NOT** to wear sweats, jeans, or denim. Pants should not be overly tight or revealing.



Shorts should go to the knee. Skirts and dresses should be to the knee or longer.

Shirts

Solid colored white or navy polo shirt (short or long sleeved) without logos or embellishments.



GARDEN VALLEY SCHOOL

Garden Valley Elementary Cell Phone Policy

The Garden Valley staff realize that we are living in the 21st century and that many technologies, including cell phones, are readily available to our students. In order to make the best use of these technologies, while maintaining a rigorous educational environment, the following guidelines are to be used with all cell phones:

- Phones are to be turned off during the entire instructional day, NOT in vibration or silent mode but turned entirely off.
- The phone should be turned off immediately upon entering campus in the morning.
- Family / friends texting or calling during instructional time negatively impacts student learning and takes away from instructional activities.
- Students may always be reached via the office phone should parents or family wish to leave a message.
- Should there ever be an emergency, the office will immediately communicate with families via our phone outreach program.
- Students may use cell phones beginning at dismissal time once they are off of our campus.
- Students may also use cell phones **with staff permission**.
- Cell phones must be put away during the instructional day and are not to be used at any time. Turned off when entering campus and should remain off. If a student needs to contact a parent, a student may ask for permission to use a school phone.
- Cell phones will be taken away and given back to students at the end of the day as a result of the first infraction of these guidelines.
- If your child's cell phone is taken away for a second time, the classroom teacher shall place the cell phone in a secure area. Arrangements will need to be made with the classroom teacher in order to retrieve the cell phone.
- If infractions continue, staff members will conference with the student and family and make other arrangements for the cell phone.
- The school, staff, and district are NOT responsible for any lost, damaged, or stolen cell phones. The responsibility totally rests with the student should they bring a cell phone to school.

In addition, NO other electronic devices such as PSP's, Nintendo DS"s, IPODS, IPADS, tablets, etc. are to be brought to school without specific staff permission. Once again, the school and staff will NOT be responsible for lost, damage, or theft of any such items.

We appreciate your support in this matter.

Student Suspensions

Major Violations: According to the California Education Code No. 48900, there are twelve specific acts of misconduct, which may lead to suspension (1-5) days or expulsion. These disciplinary actions may be taken if the pupil has committed the following violations:

1. Caused or attempted to cause physical injury to another person. Mutual combat is an automatic suspension.

2. Possessed, sold or otherwise furnished any firearm, knife, explosive or other dangerous object unless, in case of possession of any such object, the pupil obtained written permission to possess the item from a certificated school employee, which is concurred in by the principal or designee of the principal; (Sacramento police will be notified-the student involved may be issued a citation, arrested or both)

3. Unlawfully possessed, used or sold or otherwise furnished, or been under the influence of any controlled substance, as defined by Section 11007 of the Health and Safety Code, an alcoholic beverage, or an intoxicant of any kind. Sacramento police will be notified-the student may be issued a citation, arrested or both.

4. Unlawfully offered, arranged or negotiated to sell any controlled substance, an alcoholic beverage or intoxicant: (Sacramento police will be notified-the student involved may be issued a citation, arrested or both)

5. Committed robbery or extortion: (Sacramento police will be notified-the student involved may be issued a citation, arrested or both)

6. Cause or attempted to cause damage to school or private property: (Sacramento police will be notified-the student involved may be issued a citation, arrested, or both)

7. Stolen or attempted to steal school or private property: (Sacramento police will be notified-the student involved may be issued a citation, arrested, or both)

8. Possessed or used tobacco

9. Committed an obscene act or engaged in habitual profanity or vulgarity or unlawfully offered, arranged, or negotiated to sell any drug paraphernalia as defined in Section 11364 of the Health and Safety Code.

10. Knowingly received stolen property or private property.

11. Possessed an imitation firearm. As used in this section, “imitation firearm” means a replica of a firearm that is so substantially similar in physical properties to an existing firearm as to lead a reasonable person to conclude that the replica is a firearm.

On the day that a student returns to school after a suspension it is REQUIRED that the parent and the child meet with the principal, or an administrative representative, before the student is readmitted to class. We want to make sure we help the student make a smooth transition back into the classroom.