PARENT/FAMILY HANDBOOK

2026 - 2027

BURBANK ELEMENTARY BEARS

BUILDING COMMUNITY

Revised 8.5.2026

LUTHER BURBANK ELEMENTARY SCHOOL

2146 Julian Avenue ■ San Diego, CA 92113
Office: 619.652.4500 ■ Fax: 619.652.4590
www.burbank.sandiegounified.org

We would like to extend a warm welcome to each of you.It is our hope that this handbook will provide you with useful information about Luther Burbank Elementary School. The education of your children is a partnership between home and school. It is in everyone's best interest to know about our school and seek ways to become involved. The secret of Burbank Elementary School's success is the collaboration among all members of our school community and its long history of parent involvement.

Burbank Elementary School exists to provide all students with an enriched educational program that assists all children in reaching their fullest potential. A strong academic focus is supported by the knowledge that each child develops intellectually, socially, emotionally, and physically in the course of a school year. We also know that children do not develop at the same rate. Our staff and support services assist children through this process. Attendance, good citizenship, high standards, active participation, and encouragement are critical factors to student success. It is the intent of this handbook to provide you with information that will assist you in supporting your child in this process.

Communication is the key to a successful school. During the school year, you may have questions or concerns about your child's classroom. Your primary relationship with the school is with the classroom teacher. Contact the teacher first should you have questions about your child. If you have questions or need information regarding the school, programs, or activities, please call the office at (619) 652 - 4500. Or visit the school website at www.burbank.sandiegounified.org/. Our office hours are as follows:

School Hours	
Office Hours Mon | Tue | Thu | Fri Wed	 7:30 - 3:30 7:30 - 1:00
Instructional Day (Full Day) Monday | Tuesday | Thursday | Friday	8:00 - 2:30 Dismissal @ 2:30
Instructional Day (Minimum Day) Wednesday	8:00 - 12:10 Dismissal @ 12:10

This handbook is sent home the first week of school (digitally and available in hardcopy upon request). It is meant to provide basic information and contains some basic information about the school district and explains your rights and responsibilities as a parent/family member. It also contains information we are required by state and federal law to provide to all parents or guardians.

We look forward to continuing our partnership with everyone associated Burbank Elementary School. We are truly honored to work with our community.

Please do not hesitate to call the school if you have any questions or concerns.

Respetuosamente,



Francisco Solís, Principal
Burbank Elementary School
fsolis@sandi.net | 619.652.4500

ALLERGY-AWARE CAMPUS

We are an allergy-aware campus which means we accommodate pupils with food and other allergies and take extra precautions to reduce the chance of students coming in contact via cross-contamination with their allergens. Due to the enrollment of pupils with unpredictable allergies to nuts, we strongly recommend that all students, staff, and visitors refrain from consuming food prepared with nut products while on campus. We are a NUT-FREE campus.

We must also practice handwashing after snacks and meals to reduce the chance of accidental contamination of shared play equipment and other surfaces. Parents of students with a doctor's statement verifying food allergies can make special diet requests with the cafeteria.

ANIMAL-FREE CAMPUS

In accordance with Administrative Procedure 5150 and related Municipal and Civic Codes, pets/animals (other than service animals) are not permitted anywhere ON SCHOOL GROUNDS at any time except for living specimens and those utilized for instructional purposes. This includes bringing an animal to drop off or pick up your child at the end of the day - on school grounds. Animals can be unpredictable in new situations. Some students and/or staff may be allergic to them. It is for these reasons that district policy dictates that we not have pets on campus during school hours. Thank you for your cooperation.

ARRIVAL/DISMISSAL

Arrival Procedures

This year, we will begin the academic school year with a passive screener conducted at home prior to coming to school each morning. That is, at home, ensure that your child is not sent to school if the child is experiencing any COVID-like symptoms. We also encourage taking at-home COVID tests to confirm any potential of having COVID,

In order to provide a safe arrival, students should arrive between 7:30 – 7:55am at their designated areas (UTK & Kinder in their specific playground area and Grades 1st - 5th on the blacktop under their designated line - see pictures below. Staff will greet them and they will then proceed to their classroom zones. This year, we will begin with allowing parents to accompany their child(ren) to the UTK/Kinder and blacktop area in the mornings ONLY. At the moment, we will not be opening up the campus at dismissal, only in the mornings. Also, although not mandated, we encourage parents, family, and community members that go on campus to exercise precaution in order to be respectful of others (i.e., masks, distancing, etc.). Students who participate in PrimeTime should check in via the MPR. If students need to arrive earlier, and are not in PrimeTime, we encourage you to apply to Primetime.

Gates are closed at 8:10am. Once the gates are closed, students will enter through the office. If a child arrives after 8:15am, they will be tardy and will need to get a late slip from the office. Once instruction begins, it is very disruptive to the class when students come in late. However, most importantly, your child misses out on valuable instruction even if they arrive a few minutes after instruction has begun. Please help support your child and our school by making sure your child is in their class line before the 7:55 a.m. bell rings.

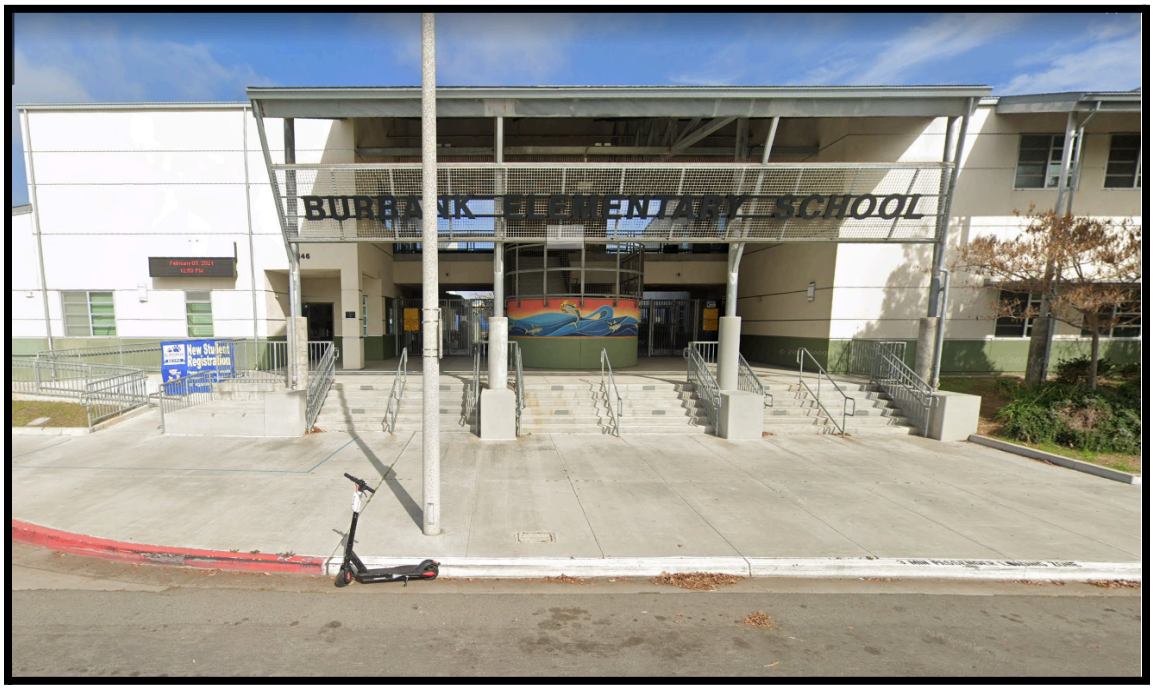
Parents/families/visitors are encouraged to adhere to the face mask use including in school parking lots and families waiting for pick-up/drop off of students on the sidewalk as well as at the school gates. Again, not required, but encouraged.

Dismissal Procedures

Dismissal is at 2:30pm daily with the exception of Wednesdays at 12:10pm. Children MUST be picked up after school within 10 minutes of dismissal time. Students will be quietly escorted by their teacher to the exits. Please pick up your child promptly as there is no supervision for students after dismissal with the exception of afterschool programs, such as PrimeTime, Girl Scouts, Chavista Club, etc. They are not allowed to stay on the grounds as there is no supervision and teachers are in their classrooms working. If at 3:00pm students are not picked up, staff has the right to contact school police in order for them to be escorted home. Please do everything in your power to not allow this to happen, as this puts many people in an uncomfortable situation, but most importantly, your child.

ARRIVAL - DROP OFF

Drop Off in the mornings will be via the gates at the front of the school ONLY, for ALL students. Please note the pictures below to indicate the areas for drop off.



Upon being dropped off, students are to go to the blacktop and line up behind their classroom number (painted on the blacktop in yellow). Please see picture below:

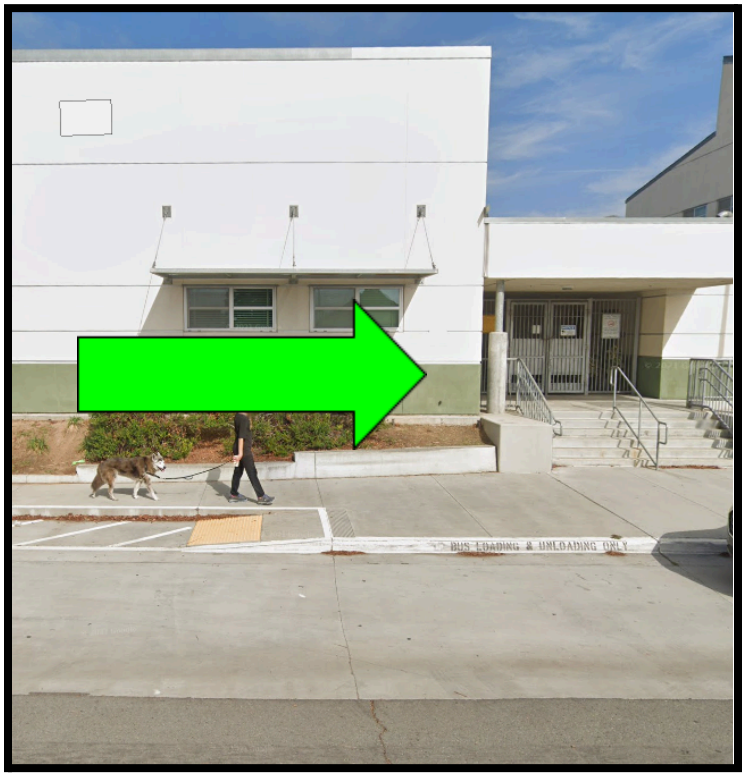




DISMISSAL PICK-UP

Pick-Up in the afternoons will be via the front gates for UTK/Kinder and Grades 3rd-5th, in addition to the Irving Ave. Gate for Grades 1st - 2nd. Please note the pictures below to indicate the areas for drop off & pick-up.

UTK & Kindergarten Pick-Up ONLY
(Front of School - Julian Ave.)

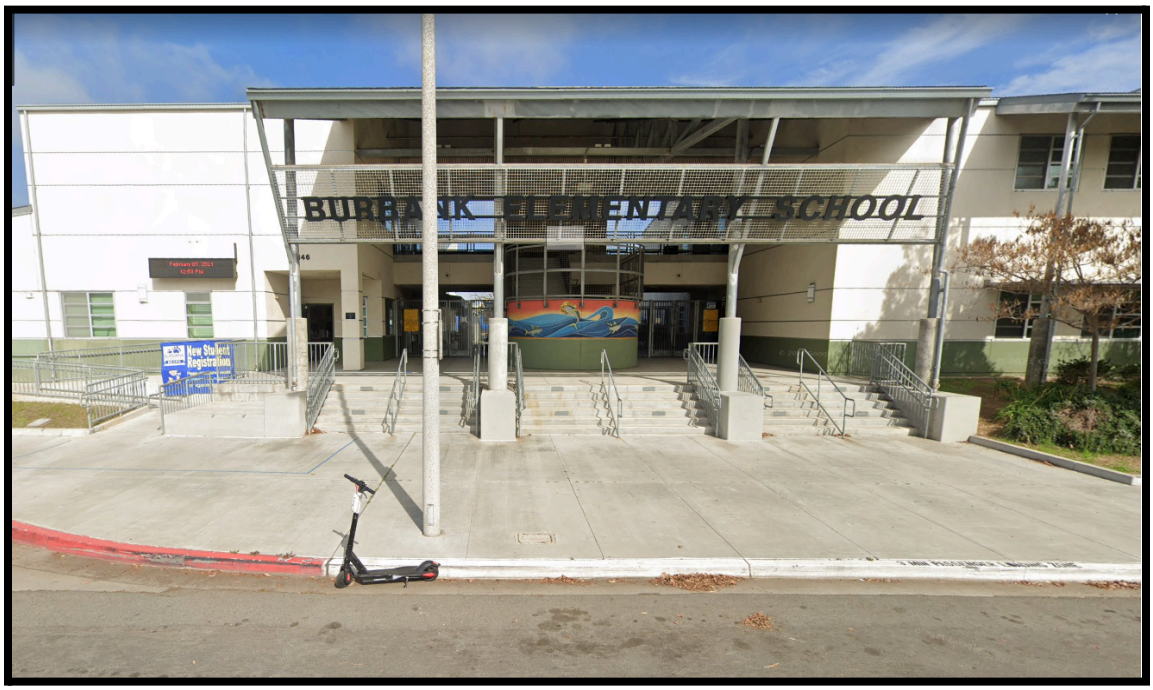


Parents/Family can drop off/pick-up children via walking or car. Please note, there is NO drop off or pick-up in front of the UTK/Kinder Gate because it is a Bus Loading Zone (see picture below). Please pull further forward to drop off or proceed to drop off in general drop off zone in front of the school





(Front of School - Julian Ave.)



Parents/Family can drop off/pick-up children via walking or car. In order to make the drop off quick and efficient via car drop-off, **please refrain from waiting until the student goes through the gates**, as this creates a longer wait for other parents and can cause a backup of cars. As soon as the child exits the car, and is directed by an adult, please follow through with pulling out of the drop off/pick-up zone.

WALKING TO & FROM SCHOOL

Students who walk to school are expected to use the sidewalks and cross at crosswalks. *Please instruct your child not to cross in the middle of the block, get out on the street side of the car, or run out between parked cars.* Parents can assist in this important safety matter by not calling their children from across the street.





Please respect the positioning of the cones. They allow for safety and maintaining orderly drop off & pick-up. School staff will be able to safely move the cones for car passage as necessary.

Student Pick-Up ONLY (1st & 2nd Grades)
(Back of School - Irving Ave.)



Parents/Family can pick-up children via walking or car. The Irving Ave. Gate is only a pick-up gate in the afternoons.

****If you have multiple students in Burbank, please send your older child to their designated grade level gate. Similarly, please pick up your youngest child first and then your older children. They will not be released together.**

How to Avoid Traffic Citations

Please know that San Diego Police frequently patrol the areas around schools. As such, it is important to follow traffic laws. In order to avoid a traffic citation, please follow the suggestions below. Please know that although Burbank has an excellent rapport with SD Police, Burbank staff cannot, and will not, interfere with traffic violations outcomes. Please be respectful of the traffic laws and ensure our community's safety (as citations have been given in the past).

DOUBLE PARKING



Avoid any double parking.

NO U-TURNS



Please prevent making U-turns, as they put students, community members, and staff members in danger. Please find another alternative to U-turns.

UNLAWFUL PARKING



Please know that we have a bus loading zone for picking up and dropping off our students. In order for their safety, buses are designated their own area. Please ensure not to interfere with their area.

SPEEDING

As a school, there is a significant amount of foot and car traffic. Please ensure that we maintain appropriate speeds near school streets.

BICYCLES

Students in grades 4 and 5 may ride their bikes to school. The San Diego Police Department discourages this for lower grades. Students must have a lock and helmet. Bikes must be walked onto (and off) campus and locked in the bike rack area on the north side of the library. Students may not ride on campus. The San Diego Unified School District is not responsible and assumes no liability for theft, damage, or loss of use to any bicycle equipment or article left on the campus. All such risk is assumed by the student. Skateboards, skates, and scooters are not permitted.

RECOMMENDATIONS

Staff at Burbank encourages the following safety measures:

- Parents, students, and staff use sidewalks, crosswalks and obey all traffic laws when walking to school.

- Students who ride bicycles to school are reminded of bicycle laws and asked to always walk their bicycles on campus. Bicycle helmets are the law for children under the age of 18.
- For parents who drive their students to school, please adhere to all traffic laws, including dropping students off and picking them up in the 3-minute passenger loading zones.
- Parents review the announced and published times students should arrive on campus and review with students the procedures for entering and leaving campus

ATTENDANCE

Student Passive Screener: Every morning before school, each family is to conduct a passive health screening of their child(ren). It is imperative that if a child is exhibiting any illness symptoms they do not come to school AND let the school know. As we work together to open our school year and keep our schools open, we ask that our families cooperate with this expectation. To keep staff and students safe and healthy, please follow the daily symptom screening and conduct this protocol each day BEFORE sending your child to school. Protocols can be found in the Back To School Guide on pages 12-13. At this moment, we are not requiring masks, but we are encouraging their use.

Asymptomatic COVID Testing: this year the District will continue with providing free regularly scheduled COVID testing for students and staff. Please visit SDUSD COVID Testing website for more information. Burbank Elementary School's designated testing day & times are Thursdays from 12:00-2:00pm. If you'd like your child to participate, please have them sign up HERE.

Leaving School at Times Other Than Dismissal Time:
Under state law, we must have a signed permission slip for children to leave school at times other than regular dismissal time. If it is necessary for your child to leave school before dismissal time, please come to the office for an early dismissal slip. For your protection and the safety of your child, no one may legally pick up a child unless their name is on the enrollment registration form that you complete each year. You must provide picture identification at the time of pick up, even parents. Students will NOT be released by telephone requests. Please see the section above on attendance.

Independent Study Contract:
With COVID still present in our communities, the potential need for students to isolate and quarantine at home due to being a close contact or as a result of a positive COVID test is ever-present in our schools. As a learning organization, we remain committed to providing our students with quality education and connection to the school community throughout the pandemic, while minimizing disruptions in learning for both students and educators.

The state recently adopted AB 130 for the 2021-2022 school year, which adjusts Independent Study (IS) requirements and provides guidance to local education agencies. AB 130 now allows students to participate in an Independent Study (IS) contract if the absence will extend beyond three days, instead of requiring a minimum five-day absence. Contracts are recommended for family emergencies or deployments that are outside of the parents' control. *Families are discouraged from using this option for non-essential reasons.* In the past few years, we have noticed families have been planning family vacations during school days and seeking to use the CIS. *Staff highly discourages this as every day at school is essential to your child's educational success.*

Excessive Absences:
Excessive absences due to illness may require a doctor's note in order to be excused.

Truancy:
Truancies are defined as follows: California Education Code 48260 requires that we notify parents if a child is considered to be truant. Truancy refers to the absence by a student from school without a valid excuse (see Excused Absences above) for three (3) full days in a school year, or tardiness (lateness), or absence without a valid excuse for more than thirty (30) minutes on each of three times in one school year. It is important to note that an unexcused absence may include an absence for which a parent did call the school (e.g. for a family vacation or family business), but that does not meet the definition of an excused absence and, therefore, must be recorded and counted as unexcused.

Please be sure to bring your child to school every day, on time. We know that students get ill, but for most children, getting ill is a rare occurrence. Please help our school get back on track as absences also affect our school funding. The loss of funding directly affects your child's academic program.

Tardiness:
Please make every effort to see that your child arrives at school on time. Children need to be in their classroom line at 7:55am. At this time, teachers take students to class. Students will be in their seats (or on the rug, or on the blacktop for fitness) by 8:00am. Being tardy is very disruptive to your child's learning and morning routine, as well as those of their classmates and teacher. Please keep this in mind, because every minute of instructional time missed cannot be replaced. Students who arrive late to school miss out on valuable instructional time and daily class meetings with their peers. If your child is arriving at school after 8:15am, they are considered tardy. A parent/guardian must bring the student to the office to sign in. A late pass will be issued and the student can return to class. Parents will be notified if their child has frequent tardiness to assure prompt arrival to school. Burbank's parents are super at modeling prompt attendance for students, which students will carry into their careers.

Students with excessive tardies or absences will be referred to the site's School Attendance Review Team (SART) or the district's School Attendance Review Board (SARB).

SART Team:
The School Attendance Review Team, or SART, is composed of the principal, counselor, health technician, and school clerk. The team meets at least one time per month for operational purposes. During these meetings, discussions include reviewing and contacting the parent(s) of families whose children have excessive absences/tardies. Three (3) absences/tardies per month are considered excessive.

During a SART meeting, the team brainstorms ideas for the parent to improve their child(ren)'s attendance. A plan is developed and an attendance contract is signed. Should the child(ren) continue to have excessive absences/tardies, the team will decide whether or not an additional SART meeting is held or to refer to the case directly to the district School Attendance Review Board (SARB).

Whether an absence is excused or unexcused, we lose funding. Attendance intervention begins in the classroom; we impress upon students and parents the importance of being in school <u>all</u> day, <u>every</u> day.

CELL PHONES

Cell phones are not necessary for elementary school. If phones are brought to school, they should be given to the teacher at the beginning of the day to be returned at the end of the day. Cell phones should not be used during the day between the hours of 8:00am - 2:30pm. Any cell phone that is used or rings during school hours will be confiscated by the teacher or staff member. The cell phone will need to be picked up by the parent in person from the teacher or the front office. We are not responsible for lost or stolen phones, or other electronics. Social arrangements need to be made at home.

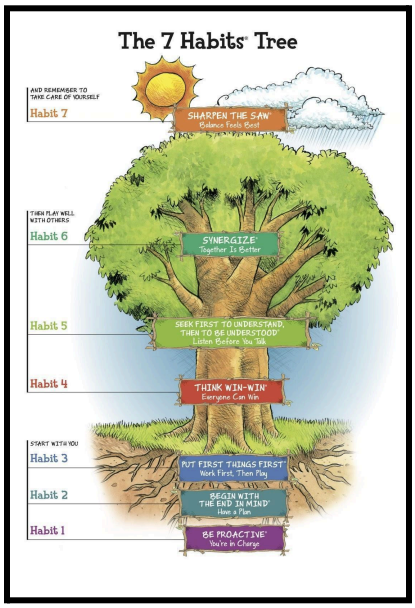
Theft or loss of such devices will not be investigated by school personnel. Students bring such devices at their own risk. Burbank will not be liable for any thefts.

Unauthorized use of these devices disrupts the instructional program and distracts from the learning environment. Repeated unauthorized use of such devices may lead to disciplinary action or may lead to prevention of bringing these devices to school, depending on the case.

Students and parents are reminded that during an emergency situation, cellular sites may be overwhelmed due to a high volume of calls. Should this occur, emergency communication could also be affected. It is important that cell phones and other devices be used sparingly so that emergency services have priority to assist the students and staff on the site.

CHARACTER DEVELOPMENT

In addition to being responsible for a strong academic program, the staff works with students to develop their sense of self-discipline, self-direction, and a strong commitment to good citizenship. Our goal is to instill a sense of community in a learning environment that is safe, caring, and academically enriching. One way we promote “The Burbank Way” is by holding Morning Assemblies (days to be determined). During this time, we will focus on character and reinforce positive student and staff actions that model those character traits. We also use this time as an opportunity to build a sense of school community and pride.







CLASSROOM ASSIGNMENTS

It is not a practice of the district and Burbank Elementary to accept parent requests for a student placement with ‘preferred’ teachers. All teachers at Burbank are highly trained professionals who meet students’ instructional needs. Students whose primary language is not English, participate in the Dual Language Immersion Program, or students who receive Special Education Services are placed in classrooms with teachers holding the appropriate credentials and/or the support of teachers credentialed appropriately. Other factors such as gender, ethnicity, and ability levels are also considered when forming classrooms.

Please be aware that due to the continuous enrollment of students, class and teacher assignments are tentative. It is during September that the most necessary reorganization takes place; however, it can happen at any time during the year. If your child's room must be changed, it is our policy to let you know in advance. We appreciate your cooperation in accepting changes if and when they become necessary.

CODE OF CONDUCT

Burbank Elementary is a public school dedicated to the education of the whole child. In addition to being responsible for a strong academic program, the staff works with students to develop their sense of self-discipline, self-direction, and a strong commitment to good citizenship. Our goal is to instill a sense of community in a learning environment that is safe, caring, and academically enriching.

This code of conduct holds true for our site visitors and volunteers, as well. By being aware of the contents of this document, visitors and volunteers will be able to make the most of their campus visits.

COMMUNICATION

The Burbank Team is proud of our many venues for communicating with parents and our community. Some of them include packets of materials that go home the first week of school and additional days throughout the year (hard copy and PeachJar), parent letters and weekly school updates, School Messenger (automated phone messaging sent directly to your home and email), PTO meetings, Cafecito with the Principal/Director meetings, SSC meetings, and multiple family events throughout the school year. The most active and up-to-date method of communication will be ClassDojo. Please ensure to check this daily, if possible. Much communication & information will be delivered through this platform.

When issues arise in school, we would like to be able to help, assist you and your child, and to continue to support students' social-emotional well-being. However, if we do not know, we cannot help. As such, if there's a conflict between students, let the teacher know. They should be able to handle it. If not, then we will go through the appropriate process to address it and involve the needed personnel. Also, please do not approach a child directly if there has been a conflict. That can cause you legal issues and is definitely an imbalance of power, bullying behaviors.

DAILY SCHEDULE

The daily schedule is as follows.

School Hours	
Instructional Day (Full Day) Monday | Tuesday | Thursday | Friday	8:00 - 2:30 Dismissal @ 2:30
Instructional Day (Minimum Day) Wednesday	8:00 - 12:10 Dismissal @ 12:10

Recess Monday | Tuesday | Thursday | Friday	
Grade Level	Recess Times
TK	9:45 - 10:45
Kindergarten | 1st Grade	10:00-10:15
2nd | 3rd Grade	10:15 - 10:30
4th | 5th Grade	10:30 - 10:45

Recess

Students are scheduled for a 15-minute recess in the morning on regular school days and should report to the playground unless otherwise directed by the classroom teacher. Students with *healthy snacks* may sit or stand along the fenced area next to the playground or the tables, and enjoy their snacks, returning to the playground when finished eating. Candy, soda, and other high-sugar foods must not be brought to school for a snack. Recess and lunch supervision will revoke these snacks. Students will not be allowed to eat them. Students will be allowed to take them home. Upon hearing the whistle, students line up on the playground in their designated line-up area. During inclement weather conditions, students are kept inside for their recess period.

Lunch & Recess			
Grade Level	Regular Day Mon | Tues | Thurs | Fri	Minimum Day Wed (includes Rainy Day)	Rainy Day Mon | Tues | Thurs | Fri
TK	11:20 - 12:00	10:30 - 10:50 (MPR)	11:20 - 11:50
Kinder & 1st	11:20 - 12:00	11:00 - 11:20 (MPR)	11:20 - 11:50
2nd & 3rd Grade	12:00 - 12:40	2nd | 11:10 - 11:30 (Lunch Arbor) 3rd | 11:30 - 11:50 (Lunch Arbor)	12:00-12:30
4th & 5th Grade	12:40 - 1:20	11:50 - 12:10 (Lunch Arbor)	12:45 - 1:15

Lunch

We are pleased to announce that due to recent legislation, SDUSD will be providing all students daily breakfast and lunch at no charge for the 2026-27 school year. The Child Nutrition Services team remains committed to offering freshly-prepared and healthy meal options to all students. Meals include an entree, fresh fruits and vegetables, and milk. Menus can be found on the District's website.

- Regular School Day - students will be eating with their classmates during their assigned lunch period. While there is no requirement to physically distance students while outdoors, Burbank Elementary students will be 3' distanced whenever possible from each other. In order to facilitate expanded stable groupings, we will continue staggered eating and playing lunch schedules until further notice.
- Inclement weather - students will eat outside wherever possible under covered areas during mild to moderate weather conditions
- Severe inclement weather - in the event weather conditions prevent students from eating outside, students will be inside and physically distanced 6' whenever possible in well-ventilated areas.

Every Wednesday, as well as days set aside for parent-teacher conferences, are minimum days. *Students are dismissed at 12:10 pm every Wednesday. Supervision is not available after school. It is the parents' responsibility to pick up their child on time on a daily basis.*

- Every Wednesday
- November 23-27, 2026 (Fall Parent-Teacher Conferences)
- March 22-26, 2027 (Spring Parent-Teacher Conferences)

DAMAGE/LIABILITY

The California State Education Code states that students and parents are liable for damages caused by students. This refers to damage to books, equipment, materials, or to buildings.

DRESS CODE

Burbank Elementary respects students' rights to express themselves in the way they dress. All students are also expected to respect the school community by dressing appropriately for a UTK-5 educational environment. Student attire should facilitate participation in learning as well as the health and safety of students and the adults that supervise them. This policy is intended to provide guidance for staff and parents.

Children must wear clothing and shoes which are safe, comfortable, and appropriate for classroom and playground activities. Clothing and/or shoes that may hinder movement or endanger safety are not to be worn at school. Our daily recess times as well as our PE schedule require shoes that children can run in comfortably.

Minimum Requirements:

- Clothing must cover areas from one armpit across to the other armpit, down to approximately 3 to 4 inches in length on the upper thighs. Tops must have shoulder straps. Rips or tears in clothing should be lower than 3 to 4 inches in length.
- Shoes must be worn at all times and should be safe for the school environment (pajamas, bedroom shoes, or slippers shall not be worn, except for school activities approved by the principal).
- See-through or mesh garments must not be worn without appropriate coverage underneath that meets the minimum requirements of the dress code.

Additional Requirements:

- Clothing may not depict, imply, advertise, or advocate illegal, violent, or lewd conduct, weapons, or the use of alcohol, tobacco, marijuana, or other controlled substances.
- Clothing may not display or imply vulgar, discriminatory, or obscene language or images.
- Clothing may not state, imply, or depict hate speech/imagery targeting groups based on race, ethnicity, gender, sexual orientation, gender identity, religious affiliation, or any other protected classification.
- Sunglasses may not be worn inside the building.
- Clothing and accessories that endanger student or staff safety may not be worn.
- Apparel, jewelry, accessories, or manner of grooming that, by virtue of its color, arrangement, trademark, or any other attribute, denotes membership in a gang that advocates illegal or disruptive behavior is prohibited.

We encourage you to observe your child before she/he comes to school to be certain she/he meets the school's dress code approval, and cleanliness, and is appropriate for the weather. To prevent an article of clothing from becoming lost or stolen, it is important to label all sweaters, jackets, coats, etc., with the child's full name.

Additionally, we also request that parents adhere to an appropriate dress code. This includes:

Condition and Wear of Clothing

- Nothing that distracts or poses a safety hazard

Safety

- No clothing that can pose a safety problem
- No jewelry or chains that can cause injury (this may include hanging chains on wallets/pants

Shirts/Skirts/Dresses:

- Shirts must cover the upper and middle torso at all times
- Shirttail and T-shirt lengths must not extend below the hands
- Skirts must cover the lower torso with no skin showing between top and skirt
- Skirts and dresses must be at least mid-thigh in length; no mini skirts
- No exposed undergarments
- No halter, tank or tube tops; no transparent, half, or muscle shirts
- No low cut necklines, exposed cleavage, or spaghetti straps

- No pajamas, loungewear, bathrobes, or blankets

Pants/Shorts

- Must cover lower torso with no skin showing between top and pants/shorts
- No exposed undergarments
- Pants must fit at the waist
- No mini-shorts or mini skirts

Footwear

- You must wear proper footwear at all times; no flip-flops or slippers

Language/Illustrations on Clothing

- No obscene, vulgar, profane, or derogatory language or illustrations on clothing
- No sexual overtones or anything that promotes weapons, alcohol, drugs, tobacco, gang membership or violence.

The dress code will be fully and fairly enforced in accordance to Ed. Code 35294.1

EMERGENCY PREPAREDNESS

Our school has a Comprehensive School Safety Plan that is coordinated with other federal and city safety plans. Fire drills, earthquake drills, and lockdown drills are conducted on Burbank's campus on a schedule in compliance with district policy. A district-wide disaster drill is conducted once a year. These drills ensure students and staff are aware of procedures to follow should an emergency occur.

FIELD TRIPS

Classes often go on instructional field trips throughout the school year. A parent or guardian must provide signed, written permission to participate. Without authorized written permission, the student is not permitted to participate. *PHONE PERMISSION IS NOT ACCEPTABLE*.

If a student has difficulty maintaining safety, a parent may be required to accompany their child on a field trip. If this is needed, the teacher will notify the family *by phone and in writing two weeks prior* to the trip date. If the parent is not able to accompany the child, the child will remain at school in another classroom with grade-appropriate work.

If a parent wants to accompany their child on a field trip, *a Volunteer Application and a negative TB test will be required*. Oftentimes, only a certain number of parents will be allowed to attend due to the number allotted by the venue. Therefore, lotteries will sometimes occur to decipher which parents attend. Parents need to be sure to let the classroom teacher know, well in advance, that they want to accompany their child on a field trip so that ample time is available to secure the TB test results.

GUM

Students are expected to take pride in Burbank's cleanliness. *Gum chewing is not allowed at school*. Students and adults alike are expected to help maintain the appearance of Burbank's buildings and grounds at all times. We appreciate everyone's effort in keeping our physical environment worthy of our children, staff, and parents.

HEALTH OFFICE

A school nurse, a health tech, or a health assistant will be on campus at Burbank 5 days per week during school hours. Office staff will address the needs of children at times when health office staff is unavailable.

Frequently young children have "accidents." If your child is at risk of this happening, please send extra underwear and clothing to school with them. If you have any children's small-size clothing that you could donate, please send them to the health office.

When a Child Becomes Ill or Injured at School
Parents will be notified and requested to pick up the student at the Health Office in the event of an illness. In case parents cannot be contacted, the emergency number on the registration card will be called. It is imperative that you keep the school informed of any change in your home address, phone number, or emergency information. If there is an emergency and no one can be reached, the office will contact our School Police department. If there is a 911 emergency, parents will be notified immediately after the 911 call is placed.

Taking Medication at School
State law prohibits school staff from dispensing medication (prescription or over-the-counter) unless the proper paperwork (Physician's Recommendation for Medication) form has been completed by the parent and the physician. Containers must have the child's name, name of the medication, dosage, and doctor's name. Children may not have any medication in their custody at school, this includes over-the-counter medications such as cough drops. Please contact the health office if you feel your child needs minor medication during the school day such as cough drops so that

arrangements may be made with the health technician. Our health technician and our district nursing and wellness staff are available for your questions and concerns regarding your child's health care.

Accident Insurance
Accidents do occasionally happen at school. The district does not carry medical insurance for students; however, a voluntary student accident insurance program has been approved by the Board of Education. Insurance enrollment information will be sent home and is available in the school office.

INSTRUCTIONAL PROGRAM

Common Core State Standards
Each year, we continue to evolve in our learning in grounding our instruction in standards, building bodies of evidence to support our assessment of student learning, and working closely with peers to improve our work. We will continue to increase our learning and practice as our teachers participate in ongoing professional development and do their own classroom-based teacher research.

As we continue our focus on literacy, Burbank teachers and parents should model a reader's and writer's life for their students in order to engage them in the responsibility and privilege of lifelong learning. At Burbank, students learn strategies for doing mind work, and students are taught intentional ways of thinking and doing. Students are continuously working towards attaining high levels of intellectual rigor.

All content areas integrate approaches that support the reading and writing process and student mastery of monitoring comprehension while they engage with texts. Read aloud, Shared and Guided readings, as well as Interactive, Shared, and Guided Writings, and opportunities for authentic accountable talk, all support this endeavor. Lively, engaging, collaborative classroom conversations increase student comprehension, help our English learners make gains toward academic fluency, and push all students to the Depth of Knowledge Levels 3 and 4. We will continue our work with reading and writing strategies, writing conventions, and establish Reader's and Writers' Workshop strategies in all of our classrooms.

HOME/SCHOOL COMPACT

The staff of Burbank Elementary School, parents of the enrolled students, and students participating in activities, services, and programs funded by Title I (part A) of the Elementary and Secondary Education Act (ESEA), agree that this compact outlines how the parents, the entire school staff, and the students will share responsibility for improved student academic achievement and the means by which the school and parents will build and develop a partnership that will help children achieve

California's high standards. Please find the hyperlinks to the two required documents for Burbank below:

- Title I Parent & Family Engagement Policy - **ENGLISH | SPANISH (forthcoming)**
- School Family Compact - **ENGLISH | SPANISH (forthcoming)**

HOMEWORK

Regularly assigned homework is an official policy that the San Diego Unified School District's Board of Education has for all students. We recognize that a reasonable amount of homework and preparation is necessary for the academic growth of all students. Homework is:

- designed to help students reinforce concepts presented in the classroom
- designed to develop organizational and time management skills
- appropriate for the grade and ability levels
- graded
- given in all subject areas

Teachers are committed to

- sending home information explaining homework expectations at the beginning of the school year
- explaining and clarifying assignments with students
- monitor student homework
- inform parents when students consistently fail to complete assignments

Parents are encouraged to

- give support of and attention to your child's completion of homework.
- create a cozy and quiet area in your home for your child to do homework.
- contact your child's teacher when you find yourself having any concerns (including quantity or quality) about your child's homework, as the sooner concerns are addressed, the sooner support for your child can be appropriated.
- assist and supervise children's home learning, they should not do it for them. We appreciate your support in making sure that your child completes all homework assignments and returns them on time.

Students are expected to:

- Inform parents when assignments are made
- Bring necessary materials home and return materials on time
- Complete the assignments neatly, accurately, and on-time

Home Reading
Burbank Bears are readers! All students are expected to read at home every evening as recommended by grade-level teachers.

- Reading with a family member counts!
- Reading for fun counts!
- Reading for information and for imagination counts!

LOST AND FOUND

In order to minimize the number of items lost at school, we are asking parents and guardians to consider sending items that are disposable. Also please take the time to label your children's jackets, sweaters, water bottles, backpacks, lunch boxes, and other personal items. Our lost and found items are kept on a rack in front of the school. It is the students' responsibility to check for lost items. Additionally, the lost and the found cart will be made available in the mornings and afternoons. Items such as jewelry (which is discouraged) and eyeglasses that become lost are kept in the office. The school is NOT responsible for personal items brought by children. If a child must bring something valuable, please have them check the item into the main office until it is needed. All unclaimed items will be periodically donated to a charitable organization.

PARENT-TEACHER ORGANIZATION

Get Involved – Join PTO! The Parent Teacher Organization is a wonderful opportunity to

- get involved
- hear about and plan upcoming events
- make new friends
- discuss the opportunities our PTO has each year to make a difference in your child's educational program
- provide feedback on the events that are happening around campus.

We invite all parents, grandparents, Burbank staff members, etc., to become PTO members. Everyone is welcome to attend the general meetings which are held monthly. Check the school calendar for specific dates. We need many volunteers for our PTO events this year, and you can be one of them! Come and see what all the excitement is about!

PARENT'S RIGHTS AND RESPONSIBILITIES

- After contacting the classroom teacher at least 24 hours in advance to arrange a mutually agreed-upon date/time to visit, parents and other authorized visitors are welcome and are required to check in the office, sign in, and obtain a Visitor or Volunteer pass.

- Parents are authorized to see their child's records. We ask that you make an appointment through the school office before coming in.
- We do attempt to contact parents for serious discipline problems.
- Parents have the responsibility of ensuring that their children are in school, unless ill, and are on time each morning.
- Parents are encouraged to set aside a quiet place for children to study and to see that homework is completed by the student.
- We appreciate your cooperation in dealing with any issues involving your child. Questions regarding your child's academic progress, behavior, or classroom routines should be brought to the classroom teacher. If further clarification becomes necessary, a conference with the parent, teacher, and site administrator may be arranged.
- Parents are advised that all children are permitted to take part in all activities offered at their grade level and no child is denied the opportunity to participate on the basis of gender or lack of funds.

PARENT CONCERNS

The San Diego Unified School District and your site administration ask that individuals and groups who have concerns about anything occurring in your child's classroom or at your school site please follow this procedure:

1. Speak with your child's teacher first
2. Contact the principal if you would like additional support to resolve an issue
3. The teacher and/or principal will help you access additional resources as needed

Please note that district staff expects parent concerns to first be addressed at the site level before forwarding concerns to the district level. With the additional budget cuts upon our school, district, and state, it is essential that we work even closer as a school community to address any issues openly and with those involved at the site level. Most concerns are easily resolved when all parties are honest, open, and willing to work through whatever is at hand. It is also an excellent example for our students when they see grown-ups working through issues in an open and fair fashion.

Informal and friendly "Cafecito with the Principal/Director" meetings are held on a regular basis where parents and the administration chat about school events and any items of concern that may arise. School Site Council, Site Governance, and ELAC (English Learner Advisory Committee), are all great venues for getting involved and helping to address needs at the site.

The "FACTS for Parents Handbook" given to all families in the San Diego Unified School District states, "Parents/guardians may contact their school's area superintendent for assistance in resolving concerns *that have not been resolved at the site level*."

Burbank Elementary is in Area 5 of the San Diego Unified School District. Our Area Superintendent is Gabriel Nunez-Soria, PhD for Area D in our district.

Students, parents, employees, or others who wish to obtain information about a District's Uniform Complaint procedure, nondiscrimination policies, sexual harassment policy, the Williams' Act, or who wish to file a complaint should refer to the district website for procedures on this process. You may also obtain and file a complaint with the Office of Investigations, Compliance, and Accountability at (619) 725-7211 (phone); (619) 725-8097 (fax); ICA@sandi.net. The Facts for Parents brochure is issued to every student each August/September by the District and is included in the *First Week Packet*. Please keep the Facts for Parents handy and this Parent/Student Handbook for reference throughout the school year to learn about school and district policy and procedures.

PARENT-TEACHER CONFERENCES AND REPORTING STUDENT PROGRESS

We feel that ongoing, positive communication between home and school is tremendously important, and we encourage conferences between parents and teachers. Since it is not possible for the teacher to talk with you during the time class is in session, we ask that you arrange for conferences via note, telephone, or email requesting a time either before or after school. Planned, scheduled conferences are part of our first and second pupil progress reporting periods. It is vital to your child's academic achievement that you attend scheduled conferences.

Report cards are distributed three times a year: November, March, and June. Minimum days are scheduled during the first two reporting periods for parent conferences. Every student and family will be asked to attend both conferences. Although parent conferences are scheduled during November and March, a conference to discuss your child's progress may be scheduled with the teacher anytime.

PHONES

Student use of school phones is for emergencies only. This is up to the teacher and/or office staff discretion. Students are encouraged to bring all needed materials and assignments to school without the need to call home for forgotten items. Therefore, please make sure to make arrangements with your child before leaving home in regards to transportation, lunch, homework, childcare, and after-school activities. If they are going home with a friend after school, arrangements need to be made before they come to school as calling to make last-minute arrangements will not be allowed.

If an urgent personal message is necessary for your child or your child's teacher, please call the school office and office staff will assist you. It is not appropriate for parents to be calling or texting staff on their cell phones during the instructional day. Phone calls will not be put through to the classroom during instructional time. At Burbank, instruction takes first priority, thus our office staff has been instructed not to interrupt classrooms during instruction, and therefore, will not put phone calls through to the classrooms. Therefore, messages will be put through at our office staff's earliest convenience.

REGISTRATION CARD

The student registration card is an important source of information and is routinely used by teachers, administrators, office staff, and health personnel for parent contacts, the release of students, and in the case of an emergency. It provides the child's address, phone number, emergency contact numbers, and much more. It is *imperative* that a new card is completed each year for each child in attendance and that it be done in a timely fashion at the beginning of the school year. Cards for students who are new to Burbank this year will be filled out at the time of enrollment. All students returning from the preceding year also need to return a new card completed by a parent. These computer-generated cards will be sent home on the first week of school in the First Week Packets. *Please return them the following day.* During the school year, you may move, change telephone numbers, or need to update emergency phone contacts. Please come into the office with updated information and phone numbers as they change and we will update your child's enrollment form. Please be sure to sign the form and do not forget to update your emergency contact information as this information is essential for the office to have should your child have a health emergency or if there is a site emergency.

RELEASE OF INFORMATION

The school is not permitted to release information regarding students (including telephone numbers and addresses) to unauthorized persons. Please refer to the Facts for Parents brochure, Parents' Rights and Responsibilities, for full particulars of the Family Educational Rights and Privacy Act.

SERVICE OPPORTUNITIES FOR STUDENTS

The Burbank Elementary staff encourages student participation in service activities as a necessary ingredient for social development and academic success. Many extra-curricular activities are available to students at different grade levels. Participation in these activities requires outstanding citizenship. Activities include Chavistas, Girl Scouts, science opportunities, sports, peer buddies, and cross-age tutors.

STUDENT AWARDS/RECOGNITION

The staff has developed many opportunities to reward students for their appropriate behavior and academic success. Here are some examples:

1. Bear Awards Assemblies take place quarterly to honor students in the areas of academic achievement, citizenship, and academic and social improvement/achievement.
2. The counseling team has several attendance award programs to include: certificates, coupons for freebies.

SCHOOL RULES

Luther Burbank's discipline policy & behavior management is based on our school's Student Code of Conduct. The Burbank Student Code of Conduct includes the school's expectations for student conduct on campus. This includes the following:

Burbank Student Code of Conduct	
We are Burbank **BEARS** ● We **B**elieve in Ourselves ● We **E**xpect Excellence ● We **A**ct Responsibily ● We **R**espect Othrs ● We **S**how Self-Control We are Burbank **BEARS**	Somos los **OSOS** de Burbank ● Creem**O**s en nosotros ● Esperamo**S** excelencia ● Actuamos c**O**n responsabilidad ● Respetamos a lo**S** demás ● Demostramos auto-control Somos los **OSOS** de Burbank

The resolution of problems originating in the classroom will begin with the classroom teacher. The teacher may use a variety of techniques and strategies including the consistent implementation of the classroom positive behavior support plan to resolve the problem and to determine when further assistance or parent contact is needed. All teachers are strongly encouraged to keep a journal to record student conduct issues. In addition, individual student behavior agreements and specific behavior plans must be developed and implemented for students requiring this type of support. If the classroom teacher is unsuccessful in resolving the situation, the teacher will contact the parents to alert them to the difficulty and offer suggestions or seek assistance in solving the problem.

Students may not be kept in the classroom during recess for disciplinary reasons as per Ed Code. However, they may have time out or an alternative activity outside during recess.

There are times when the resolution of a specific problem requires additional involvement from the principal, school counselor, nurse, or special education staff, etc. in managing the cause of the problem. In this case, a written **Student Referral Form needs to be used to record discipline concerns and resolutions.** Referrals must be submitted for review by the counselor and/or the

principal/designee. In more serious cases, referrals will be handled by the principal, designee, or counselor with the student during recess, before and after school, or during instruction depending on the severity of the incident. Once the referral has been handled, the referral will be recorded automatically via the Google form and also entered into PowerSchool by the counselor, principal, or designee. Should a record of the incident be needed, it may be retrieved in PowerSchool.

Please keep in mind, any student referred to the principal (or requiring attention from the principal) for any reason, also requires the completion of the Google form/Student Referral Form so that the incident can also be recorded in the student's behavior record in PowerSchool. The principal or designee may exercise the following disciplinary actions:

- Require that the teacher contact the parents
- Denial of special privileges, such as assemblies, play time, films, and free activity
- Require a conference with the parent before the child is readmitted to class
- Scheduled student timeout
- Alternate restorative activity
- Out-of-classroom suspension
- Formal suspension
- Transfer
- Recommendation for school in lieu of expulsion or expulsion (for extreme cases only)

According to District Student Discipline Guidelines Procedure #6290- Suspension should be the **last** resort after other interventions have failed. The Education Code requires that each school implement interventions prior to recommending expulsion.

Please be advised that consequences issued by the principal will be enforced consistently at the discretion of the Principal or Administrative Designee on a case by case basis.

To facilitate and provide support regarding behavior management and discipline, please note the Burbank Elementary School - Tiers of Intervention.

Burbank Tiers of Intervention

Valuables, Toys, and Weapons
Valuables should not be brought to school. Toys, jewelry, trading cards, play equipment, and electronic equipment are not permitted at school except when approved by the teacher. Such approved items should be kept in backpacks when the child is out of the classroom. Weapons, explosives of any kind, or toys that could cause harm to others are forbidden. Toys resembling weapons are not permitted. Students possessing these items are subject to disciplinary action under

the District's "Zero Tolerance" Policy. A copy of this policy, which is in accordance with California state law, will be supplied to parents at the beginning of the year.

Teachers Reinforce Rules

Teachers will make certain that students understand the school and classroom rules and will consistently reinforce appropriate behavior. If a problem occurs on the school site or in the classroom, each teacher will use various strategies to resolve the problem. At the Back to School Night, teachers will outline classroom standards of behavior, daily coursework, homework standards, and other matters that will help to ensure a successful year for your child. It is important that you attend this meeting and become an active/supportive partner in your child's education.

Consequences for Breaking Any School Expectations

If a student chooses to disregard the school and/or classroom rules, consequences will follow. Listed below are some of those consequences. Severe infractions of school rules or endangerment to oneself or others will result in consequences that will be determined by the principal or staff member. These can include restrictions from school activities, such as field trips, assemblies, or special events. Normally, the following steps will be pursued:

- Verbal warning at teacher's or supervisor's discretion;
- Conference with child and teacher;
- Brain Break in the room;
- Classroom discipline consequences occur;
- The child may be sent to the "fence" area during recess/lunch playtime for a "time out". (Fence areas are designated areas on the perimeter of our playground.) Students at the fence may not visit with other students at the fence or students playing;
- A phone call and/or child sent home to parent/guardian;
- Referral to the principal/counseling center;
- Temporary placement in another classroom for quiet work;
- Behavior contract;
- Denial of special privileges;
- Conference with parent/guardian and teacher;
- Conference with Principal, child, and/or parent;
- A suspension (informal) to the office;
- Formal suspension home.

Referrals to the Principal

A referral to the principal may be made because of the serious nature of the following:

* Injury to others
*Profanity
*Drug /Alcohol Use

* Direct insubordination to an adult/supervisor
*Theft
* Property Damage
*Weapons

It is the policy of Burbank to use suspension only when all other alternatives have been exhausted or when district procedure or state law mandates a suspension.

Principal Involvement
Except in emergency situations, students will be referred to the administration only after teacher interventions and parent contact have not been successful. The teacher will send a referral slip with appropriate information to the Counselor, Principal, or Designee. The student(s) will be counseled and provided guidelines and/or consequences for future behavior. The parents will be contacted, if necessary. It is the policy of the San Diego Unified School District that we have ZERO TOLERANCE for weapons of any kind and for fighting.

The following will not be allowed and may lead to immediate suspension from school, as stated in the San Diego Unified School District's Discipline Policy:

1. Physical injury to another person	8. Tobacco on school premises
2. Weapons/explosive devices	9. Obscenity
3. Alcohol/intoxicant/controlled substance	10. Drug paraphernalia
4. Robbery or extortion	11. Disruption/defiance
5. Damage to school/private property	12. Knowingly receiving stolen property
6. Stealing of school/private property 7. Hate violence/harassment	13. Throwing rocks and/or other potentially dangerous objects

TIPS FOR READING WITH YOUR CHILDREN

- Begin reading to your children when they are infants and don't stop when they have learned to read on their own.
- Try to read a book, story, or chapter to your child every day.
- Sit close together when you read. Books are best shared in a warm, supportive environment.
- Ask questions to build interest. While reading, occasionally asks, "What do you think is going to happen next?"
- Sometimes leave out words or parts of sentences for your child to fill in.
- After reading, allow time for your child to describe the pictures and tell the story to you.
- When your child becomes interested in written words, point out words as you read them, and have your child point out words, too.

- Remember the art of listening develops gradually. Reading to your child is a good way to encourage listening skills.
- If there are more than two years between your children, each child would benefit greatly if you read to him or her individually.
- Have fun with reading. Show delight, enthusiasm, and curiosity as you read. It's contagious.
- Seeing adults read with enjoyment increases the likelihood of your children becoming lifelong readers.

Six Things to Remember About Television and Your Family

1) Less is better when it comes to television. Preschoolers should watch no more than one hour of TV daily; school-age children, no more than two hours daily.
2) Children who spend four or more hours watching TV daily often don't work as hard in school, don't read as well, and don't play as well with friends.
3) By age 18, the average child has seen 25,000 murders on television.
4) Researchers say children who view TV violence may become less sensitive to the pain of others and may fear the world around them.
5) Children may get a flawed view of life when it's viewed through television. Children have a tough time telling the difference between fantasy and reality.
6) Commercials bombard children and they may see more than 100 per day! Young children can't distinguish easily between ads and programs – and they trust ads too much.

What Parents Can Do

- Encourage family members to choose a program before turning on the TV. Turn it off when the show is over.
- Watch television and discuss any displays of violence with your children. Ask them to think of ways to solve the conflict peacefully.
- Tell younger children what is real and make-believe on TV.
- Be aware of what your child is watching – many programs are for adult viewing only.
- Talk about commercials – explain how people make money selling toys from their favorite cartoons.
- Choose educational programs – including public television and educational cable channels.

VISITORS ON CAMPUS

Parents are welcome to visit the school after contacting the classroom teacher at least 24 hours in advance and setting up a mutually agreed-upon date and time for your visit. The teacher may not be able to accommodate all requests due to in-class testing or other crucial instruction that needs to be uninterrupted. We encourage visits since they help build a mutual understanding of your child and the school's instructional program. Classroom instruction cannot be interrupted during classroom visitations. All visitors must sign in and sign out at the front office, and obtain a school-assigned

Visitor identification badge visibly on the front of their shirt before proceeding onto campus. The sign-in policy during school hours is standard for all schools and is strictly enforced for the safety and security of our students. Persons violating this procedure are subject to further action by the principal and School Police.

VOLUNTEERS ON CAMPUS

All persons wishing to volunteer at our school site must complete a volunteer application each school year even if you have completed one in the past. This is a district-mandated procedure and no exceptions are allowed. We appreciate your cooperation to recognize the value of the new procedure and support it cheerfully on behalf of the safety of all students. Volunteers are screened to see if they are volunteering for one of five categories of volunteer activities. All volunteers must provide proof of TB clearance. The school conducts a "Megan's Law" background check. Fingerprinting will be required of volunteers who serve in any position where they might be alone with students without a staff member present. For complete information, please go online to: http://www.sandi.net/domain/281 or contact our school office.

The term "volunteer" applies to anyone not employed by the school district and who is helping on campus or helping for off-site school events where students are involved. For example, parents who chaperone during field trips must complete a volunteer application. Visitors and Volunteers may not "drop-in" on school field trips as all persons attending school field trips must be cleared through the mandatory district volunteer procedure and scheduled to attend with the classroom teacher prior to any field trip.

As a VISITOR/VOLUNTEER: Personal Phone Messages and Phone Use
Please put your cell phone in silent mode when you are on campus during the school day and conduct cell phone conversations away from instructional areas.

We look forward to a wonderful school year!



_____

I have read and understood the Burbank Elementary School Parent Handbook. I have spoken with my child about policies and procedures within.

_____ _____

Parent Signature Date

_____ _____

Student's Name – Please Print Teacher Name