

Sandburg Elementary School

11230 Avenida Del Gato, San Diego CA 92126-1235

Phone: 619-605-4700

Fax: 858-693-3896

Website - <https://sandburg.sandiegounified.org>

Parent's Guide 2025 - 2026

School Parent Compact
Parent and Family Engagement Policy
General School Information
Sandburg Restorative Discipline Policy



Lindsay Burningham, Principal Email: lburingham@sandi.net

Geniese Ligon, Associate Principal Email: gjones@sandi.net

August 2025

1 Kinder playdate, 9:00-10:00
1 UTK playdate, 10:30-11:30
2 Campus Beautification
8 Kindergarten Orientation - 11:00-12:00
8 UTK Orientation - 12:30-1:30
8 Class lists/self guided tours 3:30-5:00
11 First Day of School
11-22 UTK/K Modified Days - 12:05 Dismissal
14 Minimum Day - 12:05 Dismissal
15 Welcome Back Ice Cream Social
15 Friday Morning Assembly
15 Principal/AP Coffee Chat
21 Back to School Night
21 Minimum Day - 12:05 Dismissal
21 SGT/SSC Meeting
28 Minimum Day - 12:05 Dismissal
28 Foundation Board Meeting
29 Minimum Day - Site PD
29 Friday Morning Assembly

September 2025

1 NO SCHOOL - Labor Day
4 Minimum Day - 12:05 Dismissal
11 Minimum Day - 12:05 Dismissal
12 Friday Morning Assembly
12 Principal/AP Coffee Chat
18 Minimum Day - 12:05 Dismissal
18 SGT/SSC Meeting - 12:30 PM
18 Foundation Board Meeting
20 Back To School Dinner/Bingo
25 Minimum Day - 12:05 Dismissal
26 Friday Morning Assembly

October 2025

2 Minimum Day - 12:05 PM
6 Fall Pictures
9 Minimum Day - 12:05 Dismissal
10 Minimum Day - Early Interv Conf
10 Friday Morning Assembly
10 Principal/AP Coffee Chat
13 NO SCHOOL
16 Minimum Day - 12:05 Dismissal
16 Foundation Board Meeting
20 Make-up Picture Day
23 Minimum Day - 12:05 Dismissal
24 Friday Morning Assembly
25 Fall Carnival
30 Minimum Day - 12:05 Dismissal
30 SGT/SSC Meeting - 12:30 PM
31 Minimum Day - Site PD

November 2025

4 Career Day - 4th & 5th Grades
6 Minimum Day - 12:05 Dismissal
7 First Reporting Period Ends
10 NO SCHOOL
11 NO SCHOOL - Veteran's Day
13 Minimum Day - 12:05 Dismissal
14 Friday Morning Assembly
14 Principal/AP Coffee Chat
17-21 Minimum Days - Parent Conferences
20 Foundation Board Meeting
24-28 No School - Fall Break

December 2025

4 Minimum Day - 12:05 Dismissal
4 SGT/SSC Meeting - 12:30 PM
11 Minimum Day - 12:05 Dismissal
12 Friday Morning Assembly
12 Principal/AP Coffee Chat
12 Math and Science Night
18 Minimum Day - 12:05 Dismissal
18 Foundation Board Meeting
19 Minimum Day - Site PD
22-31 NO SCHOOL - Winter Break

January 2026

1-2 NO SCHOOL - Winter Break
5 School Resumes
8 Minimum Day - 12:05 Dismissal
12-14 Take a Tiger to Breakfast
15 Minimum Day - 12:05 Dismissal
15 Foundation Board Meeting
16 Friday Morning Assembly
16 Principal/AP Coffee Chat
19 No School - MLK, Jr. Day
22 Minimum Day - 12:05 Dismissal
22 SGT/SSC Meeting - 12:30 PM
26-30 Book Fair
29 Minimum Day - 12:05 Dismissal
30 Friday Morning Assembly

February 2026

5 Minimum Day - 12:30 PM
6 Promotion Pics & Spring Pictures
12 Minimum Day - 12:05 Dismissal
13-16 No School - Presidents Day
19 Minimum Day - 12:05 Dismissal
19 SGT/SSC Meeting 12:30 PM
19 Foundation Board Meeting
20 Friday Morning Assembly
20 Principal/AP Coffee Chat
20 2nd Reporting Period Ends
20 Sandburg Dance
26 Minimum Day - 12:05 Dismissal



March 2026

4	5th Grade BizTown
5	Minimum Day - 12:05 Dismissal
9	No School
10	Jogathon Kick-Off Assembly
12	Minimum Day - 12:05 Dismissal
12	SGT/SSC Meeting - 12:30 PM
13	Friday Morning Assembly
13	Principal/AP Coffee Chat
19	Minimum Day - 12:05 Dismissal
23-27	Minimum Days - Parent Conferences
27	Jogathon
30-31	No School - Spring Break

April 2026

1-3	NO SCHOOL - Spring Break
9	Minimum Day - 12:05 Dismissal
10	Friday Morning Assembly
10	Principal/AP Coffee Chat
16	Minimum Day - 12:05 Dismissal
16	SGT/SSC Meeting - 12:30 PM
16	Foundation Board Meeting
17	Minimum Day - Site PD
17	Multicultural Fair
23	Minimum Day - 12:05 Dismissal
24	Friday Morning Assembly
30	Minimum Day - 12:05 Dismissal
30	Open House/Leadership Event

May 2026

4-8	Staff Appreciation Week
4-15	State Testing
7	Minimum Day - 12:05 Dismissal
8	Minimum Day - Site PDI
8	Friday Morning Assembly
8	Principal/AP Coffee Chat
14	Minimum Day - 12:05 Dismissal
14	SGT/SSC Meeting - 12:30 PM
15	Volunteer Tea
15	Family Night
21	Minimum Day - 12:05 Dismissal
21	Foundation Board Meeting
22	Friday Morning Assembly
25	NO SCHOOL - Memorial Day
28	3rd Reporting Period Ends
28	Minimum Day - 12:05 Dismissal
28	Last Day of School



Dear Sandburg Families,

It is with great pleasure that I welcome you to the 2025-2026 school year as principal at Sandburg Elementary. I am excited to be continuing this year with the amazing staff, students, families, and community. I have truly enjoyed my first five years at Sandburg and it has been a joy seeing the smiles and excitement as our Tigers return to school each year. Every day I am at Sandburg, I am reminded of what an amazing school we have, full of enthusiastic students, caring educators and staff, and supportive families.

For those of you I have not met, I wanted to share a bit about myself. I was born and raised in San Diego and began my "career" as an educator from a very young age when I volunteered in my aunt's first grade classroom at Zamorano Elementary during school holidays. I went to UCLA where I earned my credential and Masters in Education focused on Urban Schooling. After my first year of teaching in Los Angeles, I returned home to San Diego and this will now be my 22nd year as an educator in San Diego Unified. Additionally, I am now a proud mom to an enthusiastic almost 8-year old, whom I had the honor to adopt at birth. We now live in Mira Mesa and I love running into our students on the ball field and throughout the community! Being a mom has put life in a different perspective for me and I now strive to ensure we have a top notch public education system that will support my son Stryker and all students that walk through our doors.

As a classroom educator, I worked hard to provide every student with what they needed to succeed and grow, not only in

academics, but also socially and emotionally. This year, I am excited as we continue Leader in Me from the first day of school. At Sandburg, we believe that leadership is for everyone, not just a select few. I believe parents are our children's first teacher and an integral part of our educational team. As your principal, I look forward to being a part of the team that will ensure all students are supported and grow academically and socially.

At Sandburg, we strive to create a warm, welcoming and inclusive environment for every student, staff member and family that walk through our gates. We have a unique and diverse community where we recognize that everyone has a gift to share and we strive to listen and learn from those within our community. At Sandburg, we have 2 important mottos "P.A.W.S. - Positive Attitudes Will Succeed" and "I can. I will." We believe positive attitudes can and will get us through the toughest days and most challenging assignments. As we return this school year, we will continue showing P.A.W.S. and will use our "I can. I will." mindset to help our students achieve great things in the year ahead.

Our families and community are our partners and without you, our Sandburg Tiger family is not complete. Please know that I am here to support you and your child every step of the way and do not hesitate to reach out if there is anything I can do!

Go TIGERS!

Lindsay Burningham

Lindsay Burningham
Principal Sandburg Elementary
lburningham@sandi.net



San Diego Unified School District
Strategic Planning for Student Achievement Department

School-Parent Compact (Title1) 2025-26
Sandburg Elementary

2.4 School-Parent Compact

As a component of the school-level parent and family engagement policy, each school served under this part shall jointly develop with parents for all children served under this part a school-parent compact that outlines how parents, the entire school staff, and students will share the responsibility for improved student academic achievement and the means by which the school and parents will build and develop a partnership to help children achieve the state's high standards. The school-parent compact shall carry out the following requirements: (20 U.S.C. § 6318[d])

- a) Describe the school's responsibility to provide high-quality curriculum and instruction in a supportive and effective learning environment that enables the children served under Title I, Part A to meet the challenging state academic standards, as well as the ways in which each parent will be responsible for supporting their children's learning; volunteering in their child's classroom; and participating, as appropriate, in decisions relating to the education of their children and positive use of extracurricular time. (20 U.S.C. § 6318[d][1])

Yearly, during our Back to School Night and Chats with the principal, the Sandburg staff review our curricular resources and the California Common Core Standards with parents and families. Parent-teacher conferences are held in the fall for all Sandburg students, with follow-up conferences for struggling students in the spring. During these conferences, staff discuss the grade level standards and how students are progressing. Plans are also discussed in regards to how the parents and staff can work together as a team to support the student. Sandburg's homework policy is distributed at the start of the year and parents are encouraged to review their child's homework and assist when needed. Regular review of homework helps parents to know what their child is learning and support them in areas that are difficult. Workshops/events are also held to bring families together connected to grade level and school-wide curriculum (Math Night, Science Night, Leader in Me, etc.).

- b) Address the importance of communication between teachers and parents on an ongoing basis through, at a minimum, the following: (20 U.S.C. § 6318[d][2])

1. Parent- teacher conferences in elementary schools, at least annually, during which the compact shall be discussed as the compact relates to the individual child's achievement. (20 U.S.C. § 6318[d][2][A])

Parent-teacher conferences are held in the fall for all Sandburg students, with follow-up conferences for all students in the spring. In between the conferences, staff will communicate with parents if concerns arise and parents are encouraged to communicate with school staff.

2. Frequent reports to parents on their children's progress. (20 U.S.C. § 6318[d][2][B])

In addition to progress reports that are sent to parents during November, March and June and discussed during conferences, regular communication about students' progress occurs by phone, email and online learning management systems.

3. Reasonable access to staff, opportunities to volunteer and participate in their child's class, and observation of classroom activities. (20 U.S.C. § 6318[d][2][C])

Multiple volunteer opportunities are provided throughout the year to all parents and family members to participate in their child's class and observe classroom activities. Our teachers and school staff value the role parent volunteers play, from preparing classroom materials, to working with individual and small groups of students.

4. Ensuring regular two-way, meaningful communication between family members and school staff, and, to the extent practicable, in a language that family members can understand. (20 U.S.C. § 6318[d][2][D])

Our Sandburg office staff working closely with parents to ensure they know the volunteer clearance requirements and application process. We utilize the Unified messenger system if needed, for families to receive communication in a language that they can understand. Once volunteers are cleared they have access to all opportunities to volunteer and participate in their child's classroom. In addition, uncleared volunteers can observe their child with previous approval of the teacher and school administration.



San Diego Unified School District
Strategic Planning for Student Achievement Department

Sandburg Elementary

PARENT & FAMILY ENGAGEMENT POLICY (Title 1) 2025-26

2.0 With approval from the local governing board, Sandburg Elementary has jointly developed with, and distributed to, parents and family members of participating children a written parent and family engagement policy, agreed upon by such parents, and updated periodically to meet the changing needs of parents and the school. (EC Section 11503; 20 United States Code [U.S.C.] Section [§] 6318[b][1-4])

Throughout the school year, information is gathered from parents and family members about their interests and needs in regards to family engagement at school. This information is gathered from Sandburg Foundation meetings, principal chats, SGT and SSC meetings and other events throughout the year. Each spring, that information is used to develop the Parent and Family Engagement policy for the subsequent year. This was done during the March SSC meeting.

2.1 INVOLVEMENT OF PARENTS IN THE TITLE I PROGRAM

The school-level parent and family engagement policy shall describe the means for how Sandburg Elementary school shall carry out the following requirements: (20 U.S.C. § 6318[b][1])

a) The school convenes an annual meeting, at a convenient time, to which all parents of participating children shall be invited to attend and encouraged to attend, to inform parents and family members of their school's participation in the Title I program and to explain the requirements, and the right of the parents to be involved. (20 U.S.C. § 6318[c][1])

Parents will be informed about the Title 1 requirements during a fall meeting of our SSC and/or during Back to School Night. Sandburg Foundation meetings, Chats with the principal, School Site Council meetings and Site Governance Team meetings also function as continuous meetings to inform parents about their rights to be involved in the school program. The school offers a flexible number of meetings for Title I, Part A parents, such as meetings in the morning or evening and via video conference. (ESSA Section 1116[c][2]).

b) The school offers a flexible number of meetings, such as meetings in the morning or evening, and may provide, with Title I funds, transportation, child care, or home visits, as such services relate to parental involvement. (20 U.S.C. § 6318[c][2])

The meetings mentioned above are held at multiple times throughout the day and week and provide opportunities for parent and community input. Foundation meetings are held in the evenings, SGT and SSC meetings are held in the afternoons and Principal Chats are held throughout the day and via video conference to provide these flexible opportunities.

c) The school involves parents in an organized, ongoing, and timely way, in the planning, review, and improvement of the school's Title I program, including the planning, review, and



improvement of the school parent and family engagement policy and the joint development of the schoolwide program plan. (20 U.S.C. § 6318[c][3])

The monthly SSC meetings are open to the public and all parents are invited to attend through our Sunday Messages that go out each week. Parents and family members may come to the monthly SSC meetings to discuss concerns and suggest amendments to the Parent and Family Engagement Policy. Between meetings, amendments can also be brought to the school principal to be presented at the next regular meeting.

d) The school provides parents of participating children with the following:

i. Timely information about the Title I program. (20 U.S.C. § 6318[c][4][A])

Invitations and agendas for these meetings are distributed in advance of the meetings to provide parents ample opportunity to attend. Input for adjustments to the school's policies and programs occur during the above mentioned meetings. In addition to attending meetings, parents and family members are encouraged to fill out a yearly needs assessment and complete the California Healthy Kids Parent Survey. The information gathered from these documents and meetings is used to amend the Family Engagement Policy and develop the schoolwide program plan.

ii. A description and explanation of the curriculum in use at the school, the forms of academic assessment used to measure student progress, and the achievement levels of the challenging state academic standards. (20 U.S.C. § 6318[c][4][B])

This information is provided to parents during each classroom's Back to School Night and through principal presentations during the regular Chats with the Principal. Parents can participate in decisions relating to the education of their children by attending one of the regular meetings mentioned above, through participation in parent-teacher conferences and through regular communication with the classroom teacher and other school personnel. The school provides parents with assistance in understanding the state's academic content standards, assessments, and how to monitor and improve the achievement of their children during our yearly Back to School Night, in the School Handbook and through regular communication between school staff and students/families.

iii. If requested by parents, opportunities for regular meetings to formulate suggestions and to participate, as appropriate, in decisions relating to the education of their children, and respond to any such suggestions as soon as practicably possible. (20 U.S.C. § 6318[c][4][C])

Parents may do so by attending the monthly SGT and SSC Meetings. If concerns cannot wait until the monthly meetings, the principal and AP may be contacted to address those concerns.

e) If the schoolwide program (SWP) plan is not satisfactory to the parents of participating children, the school submits any parent comments on the plan when the school makes the plan available to the local educational agency (LEA). (20 U.S.C. § 6318[c][5])

Parents or family members who find the plan not satisfactory may submit their concerns to the Sandburg SSC during our Spring meeting and they will be incorporated in the plan submitted to the LEA.

2.2 BUILDING CAPACITY FOR INVOLVEMENT



To ensure effective involvement of parents and to support a partnership among the school involved, parents, and the community to improve student academic achievement, each school and local educational agency assisted under Title I, Part A shall carry out the following requirements: (20 U.S.C. § 6318[e])

- a) The school provides assistance to parents of children served by the school or LEA, as appropriate, in understanding such topics as the challenging state academic standards, state and local academic assessments, the requirements of Title I, Part A, and how to monitor a child's progress and work with educators to improve the achievement of their children. (20 U.S.C. § 6318[e][1])

The annual meeting is held during one of the Fall SSC meetings and/or at Back to School Night, agendas are posted for this meeting and parents are encouraged to attend through classroom communication and communication through the school messenger system, Facebook, Class Dojo and other classroom communication systems.

- b) The school provides materials and training to help parents work with their children to improve their children's achievement, as appropriate, to foster parental involvement. (20 U.S.C. § 6318[e][2])

Materials and trainings are provided throughout the school year in connection with the SDUSD Family Engagement department, Back to School Night, Open House, parent conferences, coffee chats, Leader in Me parent workshops and as needed for topics that arise.

- c) The school educates teachers, specialized instructional support personnel, principals, and other school leaders, and other staff, with the assistance of parents, in the value and utility of contributions of parents, and in how to reach out to, communicate with, and work with parents as equal partners, implement and coordinate parent programs, and build ties between parents and the school. (20 U.S.C. § 6318[e][3])

Monthly staff meetings and professional development are provided to school staff and during these opportunities staff is supported in learning best practices in utilizing parent contributions, how to reach out to and communicate with parents and working with parents as equal partners.

- d) The school, to the extent feasible and appropriate, coordinates and integrates parent involvement programs and activities with other federal, state, and local programs, including public preschool programs, and conducts other activities, such as parent resource centers, that encourage and support parents in more fully participating in the education of their children. (20 U.S.C. § 6318[e][4])

In addition to welcoming parents as schoolwide and classroom volunteers, parents are also encouraged to participate with our Sandburg Foundation who plan enrichment and engagement opportunities for students and families during the school day, in the evenings and on the weekend. The Sandburg Tiger Den is provided to the parent community to use for

parent meetings and to store items to support family engagement.

e) The school ensures that information related to school and parent programs, meetings, and other activities is sent to parents of participating children in a format and, to the extent practicable, in a language the parents can understand. (20 U.S.C. § 6318[e][5])

Sandburg Elementary uses the School Messenger system and the Unified Messenger system which allows all communications to be easily translated into a parent's preferred home language. Sandburg also uses Facebook, Class Dojo and other classroom communication systems.

f) The school provides such other reasonable support for parental involvement activities under this section as parents may request. (20 U.S.C. § 6318[e][14])

When a need is raised by parents, families and/or school staff, our Sandburg community works together as a team to provide reasonable support for all parent involvement activities.

2.2 ACCESSIBILITY

In carrying out the parent and family engagement requirements of Title I, Part A, Sandburg Elementary, to the extent practicable, shall provide opportunities for the informed participation of parents and family members (including parents and family members who have limited English proficiency, parents and family members with disabilities, and parents and family members of migratory children), including providing information and school reports required under section 1111 of the ESEA (20 U.S.C. § 6311), as amended by ESSA, in a format and, to the extent practicable, in a language such parents understand. (20 U.S.C. § 6318[f])

The school uses district and site funds to translate materials when the need arises. In addition interpretation services are provided during parent conferences and other meetings as the need arises. Translation can also occur through the districtwide communication systems.

The school provides opportunities for the participation of all parents, including parents with limited English proficiency, parents with disabilities, and parents of migratory students. Information and school reports are provided in a format and language that parents understand.

This policy was adopted by 0219 Sandburg Elementary on 3/13/2025

This policy will be in effect for 2025-26

The school will distribute the policy to all parents of students on or before



SCHOOL GUIDELINES

VISION/MISSION

Vision Statement:

Our vision is to foster a supportive, inclusive school where every student grows academically, socially, and emotionally. Through Restorative Practices and *Leader in Me*, we promote positive behavior, develop student leadership, and prepare compassionate, responsible citizens.

Mission Statement:

We are committed to meeting students' diverse needs by promoting curiosity, creativity, and growth in a safe, supportive environment. Grounded in Restorative Practices and *Leader in Me*, we teach positive behavior, build student ownership, and develop empathetic, responsible leaders.

PHILOSOPHY

The Sandburg staff firmly believes all children can learn and show academic gains every year of instruction. All children benefit from a quality integrated learning experience. The amount of instructional time spent by students on their work and the extent of parent involvement can make a difference in achievement. School experiences and education do make a difference in the future lives of children. A high level of instructional quality can be maintained even in an environment of decreasing resources. Regular student attendance is vital if optimum achievement is to occur.

SANDBURG SCHOOL PARKING LOT

The School Parking Lot is reserved for Sandburg Staff & SDUSD Employees.

There are limited disabled spaces available. During dismissal, parents are not allowed to park in the school lot unless they have a valid disabled placard and only if there is a parking spot available. Vehicles will be subject to being ticketed by SDUSD School Police and/or may be towed.

All vehicles parked in the lot must be parked in designated parking spots and cannot be parked in red zones, loading zones, or block other vehicles.

SCHOOL VISITATIONS -

MANDATORY: All visitors must sign in at the office to obtain a pass.



Volunteers who are working with children must be cleared through the SDUSD volunteer clearance process.

RELEASE OF CHILDREN

Early child pick-up must be obtained through the Main Office Staff. Children cannot be released by telephone message. Individuals picking up a child must have proper identification and have his/her name listed on the school's data card. It is often difficult to locate students during recess time (9:10-10:05), lunch (11:25-12:40), and the end of the school day (1:45-2:05), so we kindly request that you pick up students outside of these times.

CELL PHONE / SMART DEVICES POLICY



All students may only use cell phones and smart devices on campus **before school begins and after school ends.**

Cell phones and smart devices must be kept out of sight and turned off during the instructional day. Smart watches may be worn, but may only be used for telling time. Unauthorized use of cell phones disrupts the instructional day and distracts from the learning environment. Therefore, unauthorized use is grounds for confiscation of the device by school officials, including classroom teachers. Repeated unauthorized use of a cell phone may lead to disciplinary action following the Sandburg Restorative Justice Plan. [SDUSD Cellphone Policy](#)

PERSONAL TELEPHONE MESSAGES

If personal messages are necessary, please contact the Main Office Staff at 619-605-4700 to leave a message for your child or their teacher.

PARENT-TEACHER COMMUNICATION

If a parent/guardian has a concern regarding a teacher's teaching and learning environment, then they will be directed to communicate with the teacher directly. If the issue doesn't reach a mutual resolution, then a meeting with the Principal, teacher, and parent may be arranged.

PARENT-TEACHER CONFERENCES

For the 2025-2026 school year, the conference dates are November 17-21 and March 23-March 27.

Parent-Teacher Conference days are MINIMUM DAYS. School ends at 12:05 pm

GENERAL SCHOOL INFORMATION

Office Hours

Monday to Friday 7:00 a.m. – 3:00 p.m.

KEY STAFF MEMBERS

Principal	Lindsay Burningham
Associate Principal	Geniese Ligon
School Secretary	Kristi Nevarez
School Clerk	Robyn Allen
Attendance Clerk	Rashmi Krishna
School Nurse	Anna Hensler
Health Technician	Tiana Taylor
Cafeteria Manager	Joy Abucay
Building Supervisor II	Omar Aguayo

SUPERVISION ON CAMPUS

Staff Supervision begins at 7:25 a.m.
Staff Supervision ends at 2:20 p.m.

**Children should not arrive
at school before 7:25 a.m.**

Parents are encouraged to pick up their child upon dismissal.

Children are not allowed to remain in the Main Office or be permitted to remain on campus after 2:20 p.m. when Staff Supervision ends.

MORNING ARRIVAL – 7:25 am

7:25 a.m. Entry for Breakfast

7:25 a.m. Entry for Running Club (Mon - Fri)

All students arriving before 7:35 a.m. can participate in the Walking/Running Club. Students arriving after 7:35 a.m. must line up at their room number on the blacktop or TK/K Playground.

AFTERNOON DISMISSAL

All parents wait off campus until the dismissal bell at 2:05 p.m. on regular school days and 12:05 p.m. on minimum school days (Thursdays). 1st-5th-grade Students will be missed at their designated dismissal gates. TK and Kindergarten students will be dismissed from the TK/Kindergarten playground.

DAILY SCHEDULE

Grades TK-5

Mon, Tue, Wed & Fri 7:45 a.m. – 2:05 p.m.
Thursday 7:45 a.m. – 12:05 p.m.

Office Hours

Monday to Friday 7:00 a.m. – 3:00 p.m.

Traffic Circle

Only parents using the traffic circle for drop off should pull into the parking lot...No parking in RED Zones.

Mornings Only – Monday to Friday

7:15 a.m. – 7:40 a.m.

Parking Lot Chain Times

Afternoon – Monday, Tuesday, Thursday, Friday

Chain up 1:45 p.m.

Chain down 2:15 p.m.

Afternoon – Thursday

Chain up 11:45 a.m.

Chain down 12:15 p.m.

ATTENDANCE



All Sandburg families will receive and are expected to sign our Sandburg Attendance Policy. Students are required to be in regular attendance at school. All children are to be in their line-up spot at 7:40 a.m. and in their classrooms by 7:45 a.m. A student is considered tardy if he/she arrives after the bell rings. All appointments and vacations are expected to be scheduled outside of school hours or on scheduled non-instructional days.

If a child is habitually tardy, parent contacts are made for those students.

When a child is absent for any other reason, parents/guardians are asked to inform the school by email sandelm@sandi.net or telephone (619-605-4700) with the cause of the child's absence. Students are expected to make up unexcused and illness absences by attending a Saturday Core Academy.

If you know that your child/children will be out of school for 3 consecutive days, you must make arrangements for an Independent Study Contract. You must advise the school of the absence 2 weeks before the absence occurs. The contract enables students to keep up their work while they are out, but does not replace the instruction they will miss. It also provides uninterrupted funding for the site and the school district.

Approval of Independent study contracts is at the school's discretion and will be based on the student's attendance record and the impact of missed time. Our school's policy allows for up to 1 contract per academic year, up to 14 days. Prior to getting approved for an Independent Study Contract, parents must meet with school staff to discuss the impact and contract requirements.

HEALTH OFFICE



Sandburg is assigned a School Nurse and a Health Technician. Emergency first aid is rendered when necessary.

Parents should keep sick children at home. Students are considered sick enough to stay home when they are not fever-free or free of diarrhea and vomiting without medication for 24 hours. Children who become sick suddenly at school or who are injured at school will receive appropriate care. Parents will be notified immediately.

It is the parents' responsibility to have accurate phone numbers on file at all times in the school's office and to respond to school calls.

CAFETERIA

Sandburg does have a breakfast program that begins on the first day of school. Breakfast is served at 7:25 a.m. daily and ends at 7:40 a.m. A hot lunch is served daily in the cafeteria. **School breakfast and lunch are free for all students.**

LOST ARTICLES

Lost articles can usually be returned if they are marked with the owner's full name. The Lost & Found box is located near the Main Office Safety Patrol Room. Please label all items you send to school with your child. Unclaimed items are donated regularly to those in need.



BICYCLES

Bicycles may be ridden to school if students are in **Grades 3-5**. Bicycles are to be licensed and must be securely locked in the bicycle racks. Students must wear helmets to ride their bikes to school. The school assumes no responsibility for bicycle security.

STUDENT BIRTHDAY CELEBRATION

Due to the numerous allergies to food by some students and wellness guidelines, individual student birthday parties with food, cupcakes, etc., are not allowed during school hours. Teachers may specially acknowledge student birthdays throughout the school day and may allow parents to bring non-food goodie bags to pass out to students in class.



HOMEWORK

The Board of Education has adopted a homework policy for the School District, which states: "All students at every grade level will have homework assignments each night. The assignments will range from a few minutes for primary grades to at least two hours for high school students." Teachers will explain the homework policy to their students in the first week of school. Parent support is appreciated in carrying out the homework plan. The Sandburg Homework Policy can be found on the school website. If parents are concerned about the amount of homework or the academic rigor of assigned homework, parents should contact the classroom teacher immediately to make an individualized plan to support the student.

HOMEWORK TIPS FOR PARENTS



The eagerness and energy with which a student approaches his or her homework are often determined by the encouragement and support given by the parents.

Provide favorable conditions for study.

Find a special study place with a minimum of distractions

and interruptions. Include basic study materials, such as paper, pencil, a ruler, a dictionary, etc.

Make homework a regular family routine. A well-established study time will build good study habits.

Encourage responsibility. Students must accept responsibility for completing and returning homework daily.

Encourage quality work. Make students feel that the quality of the work is important, and that you appreciate their efforts to do careful, neat, conscientious work.

Praise success. Show your satisfaction if students are moving from dependence to independence. Praise them when they succeed; encourage them when problems develop. Constantly assure them that you are supporting them and taking pride in their accomplishments.

Support the efforts of the teacher. Assist the teacher by supporting the need to complete assignments. The assignment of homework is designed to help students.

Communicate with school officials. Confer with teachers or the district counselor for suggestions on students' progress and how to develop good study habits.

Encourage students to seek assistance. When assignments are not well understood, students should ask for clarification and additional assistance.

Review assignments and encourage pacing. When assignments are completed on time, better homework assignments and projects result.

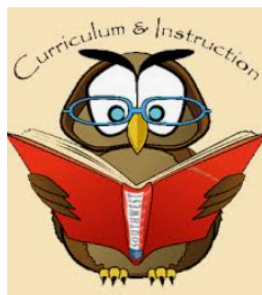
Makeup work is the responsibility of the student.

Remind students that they are responsible for asking their teacher for makeup work and completing it.

Academic Instruction Program

CALIFORNIA STANDARDS-BASED INSTRUCTION

Reading - Sandburg School implements San Diego Unified's literacy framework. We believe literacy is a fundamental right. San Diego Unified School District's approach to literacy centers student voices and stories while developing strong foundational reading, writing, speaking, listening, and language skills. Our program includes Read Aloud, Shared and Guided Reading, Independent Reading, and Writing, and incorporates explicit phonics and phonemic awareness instruction. **All students are expected to be reading at grade level or above by the time they exit third grade.**



Oral/Written Language - Sandburg utilizes an integrated approach to oral and written language. A strong emphasis on writing as a process and expressive and receptive communication skills is also included in the language program. Each classroom uses a skills-based language and grammar.

Mathematics -

Sandburg uses Eureka - Engage NY Curriculum modules in mathematics. These are marked by an in-depth focus on fewer topics. They integrate the CCSS, rigorous classroom reasoning, extended classroom time devoted to practice and reflection through extensive problem sets, and high expectations for mastery.



Science - Sandburg uses the SDUSD STEAM program in Grades UTK-5. Science kits and enrichment materials supplement the basic program and promote a hands-on approach to science.

Social Studies - Sandburg utilizes the District's History and Social Science State adoption textbooks. This program contains supplementary materials to foster the development of location skills, writing skills, and cooperative learning.

Music Program - General music instruction is provided for Sandburg students in grades 4 and 5 by the district's music teachers.

Instrumental music, orchestra, or choir is offered as an elective academic subject to students in the fourth and fifth grades. Students are taught to play an instrument, to read music, and to understand basic music theory. Students receive one group lesson per week throughout the year.

Sandburg students in grades TK-3rd grade will also receive Dance.

Physical Education (PE) - Physical education requirements are established by the California Education Code and are designed to ensure that students receive adequate physical education throughout their schooling. Elementary Schools are required to provide a minimum of 200 minutes of physical education every 10 school days. Sandburg provides a standards-based P.E. instructional program to all students. The program includes a TK-5 scope and sequence of physical education skills, fitness, health awareness, and overall well-being among students. Our physical education teachers are qualified to teach PE, ensuring that students receive proper guidance and support.

Art - Art instruction is embedded within the curricular program at Sandburg Elementary. Students develop artistic knowledge and skills, and art appreciation while continuing a strong basic skills instructional program. Students are exposed to a program that includes the learning of many different art mediums, and art history and appreciation.

Gifted And Talented Education (GATE) - Sandburg has GATE Cluster classes for students in Grades 3 to 5. Math and Science is the focus in Grades 3 and 4, while Grade 5 focuses on Language, Arts, and Social Studies. Private testing for identifying students in the GATE Program is no longer available. GATE testing at Sandburg will be announced in future parent newsletters.

Library Media Center

The goal of the Library Media Center is to be an enjoyable place to visit and to encourage all students to become excited about exploring the wonderful world of books.

In the Library Media Center, several varied activities are offered throughout the year. Our Sandburg Foundation has created a warm and friendly reading environment for all students and staff to enjoy.

Sandburg's Library is the home of over 5,000 books and non-print materials. The book collection includes easy picture books, fiction, non-fiction, reference, and a professional library for faculty and staff. A large assortment of non-print materials,

including filmstrips, cassette/book sets, and entertainment and instructional videos, is available for student and teacher use. Students may check out books, with parent permission, for two weeks.

LIBRARY MEDIA CENTER RULES

1. **Checking out books.** Students must have a signed parent permission slip on file in the library to check out books.
2. **Time limit for books.** Library books may be checked out for two weeks. Books may be renewed if they have not been reserved in advance.
3. **Overdue books.** When a student has an overdue book, he/she may not check out another book until the book is returned or a replacement book is provided..
4. **Lost books.** If a book is not returned after 4 weeks, it will be considered lost, and the parent will be expected to replace the book with the same or a similar book.

Sandburg Student Organizations

STUDENT LEADERS

Students have the opportunity to apply for our Leader in Me Student Lighthouse Team (SLT). Our SLT meets once per week and helps to plan activities for the student body. The SLT also discusses challenges on campus and works collectively to develop solutions. The SLT also leads our bi-weekly assemblies.

SCHOOL SAFETY PATROL

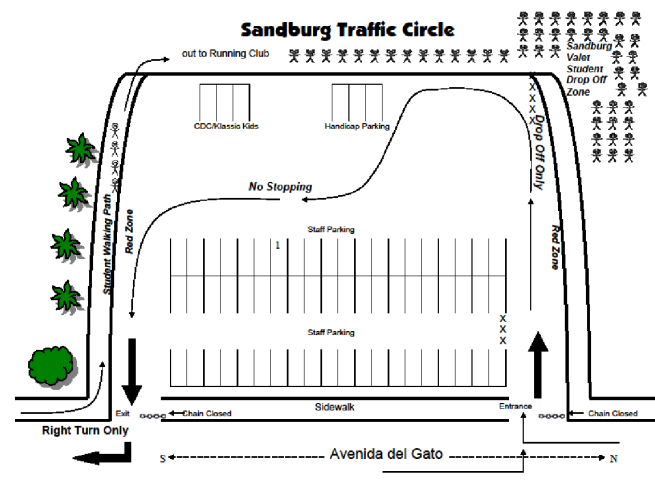
The Sandburg Safety Patrol provides our students safe crossing of Avenida Del Gato from 7:30 a.m. to 7:45 a.m. while they are coming to school and from 2:00 p.m. to 2:15 p.m. as they go home from school. The selected 5th-grade students show an honest effort in school and are positive role models for other students. They are selected on the basis of academic performance, citizenship, and maturity. They demonstrate the willingness to take responsibility and give our children the safety they need.

The San Diego Police Department provides incentives for all patrol members by scheduling monthly outings, which are either provided at no cost or at greatly reduced prices. These outings include trips to Pump It Up, the movies, ice skating, sporting events, etc.

SCHOOL TRAFFIC CIRCLE

To ensure that all students and parents arrive at school safely, morning drop-off can occur in the Sandburg Traffic Circle. The Traffic Circle is headed by community volunteers and assisted by student volunteers

The Traffic Circle will only take place before school starts in the morning:



Traffic Circle Directions

1. The parking lot will be open from 7:15 a.m. to 7:45 a.m. for dropping children off only. No parking will be allowed except for staff.
2. Drivers will drive up to the drop-off zone, prepared to send their children off to school.
3. Cars will be met at the zone by a greeter who will help the children out of the car. Make sure your children have their backpacks ready to exit the car. We will be moving the traffic along. Stopping will be for a very short time.
4. Drivers will not be allowed to get out of their cars. This is a valet service to keep children safe and traffic moving.
5. There will be no parking in the red zone in the parking lot or on the street.
6. The 3-minute loading and unloading zone in front of the school follows the same rules. Drivers are not allowed to park and leave their cars at any time. This is a violation and could result in a traffic ticket.
7. Students who enter the school from the park or along the sidewalk in front of the park will be directed to walk along the student path. There will not be any walking

path on the sidewalk that crosses over the driveways to the parking lot.

8. We will have adults and students on the patrol who will help everyone follow the rules.
9. We all work together in following the rules and guidelines of the Traffic Circle Patrol.

Violators of the parking lot procedures will be given a written notice that serves as a gentle reminder. We appreciate everyone using their Lifeskills when speaking with one another. Together, we can make our Traffic Circle successful.

Gentle Reminders:

- Students dropped off in the street should be **dropped off** between the loading zone signs at curbs that are before and after the crossing zone, NOT in front of driveways, red curbs, or handicap zones (unless you are authorized to park in them).
- U-Turns are not allowed anywhere near or in the Safety Patrol/Crosswalk Zone
- Please watch for the **stop signs** and adhere to the crossing guard's commands
- When exiting the parking lot, please make a right turn only.

Sandburg and SDUSD Restorative Discipline Policy

Restorative practices, while focusing on repairing harm and fostering community, do not mean a lack of consequences; instead, they aim to make consequences more intentional and focused on accountability and learning.

- Restorative Practices effectively foster supportive and safe school climates by preventing, addressing, and changing behaviors that hurt individuals, families, schools, and communities.
- Restorative Practices provide the structures and skills needed to create and maintain positive relationships.
- Restorative Practices help strengthen the communication between adults and students on campus as they reflect the importance of relationships among students and between teachers and students.

These approaches provide students with opportunities to develop self-discipline and positive behaviors in a caring, supportive environment. A restorative approach sees conflict or misbehavior as an opportunity for students to learn about the consequences of their actions, to develop empathy for others, and experience making amends in such a way that strengthens the community bonds that may have been damaged. (SDUSD Restorative Discipline Policy 6/2025)

PARTNER RESPONSIBILITIES

Family Responsibility: Families will ensure their child attends school daily and on time. They will be active partners in the

Sandburg school community by participating in school events and activities, maintaining open communication with staff, and collaborating with the school when restorative actions are needed.

Student Responsibility: Students are responsible for participating in their learning and being helpful members of our school. This means listening in class, staying focused, finishing work, and keeping materials organized. Students will also show the Leader in Me Habits by making good choices at school and in the community.

School Responsibility: School staff are committed to supporting each student's academic and social-emotional growth through equitable and inclusive practices. They will create consistent, caring classroom environments where every child feels safe, valued, and connected. Staff will provide rigorous Tier 1 instruction for all students and offer additional support when needed. A restorative approach will guide building relationships, responding to behavior, and maintaining a positive and supportive school community.

Shared Responsibility: Families, students, and staff will work together to maintain a safe, respectful, and inclusive school community. We will communicate with mutual respect and engage in collaborative problem-solving. By embracing restorative practices, we ensure that every member of our community feels heard, valued, and supported in their growth.

BEHAVIOR LEVELS AND RESPONSES

Level 1: Low-level behaviors that disrupt learning but can be addressed by the classroom teacher or support staff using proactive and restorative strategies.

Individual(s) Responsible: Classroom Educators and Parents/Guardians

Examples of Level 1 Behaviors:

- Minor Classroom Disruption (Not following classroom agreements or procedures, off task, Use of profanity)
- Not respecting physical boundaries (Touching someone without permission, Poking and nudging, Pushing or pulling)
- Minor conflict (Arguing or yelling, Making low-level threats, Mean or disrespectful words)
- Misuse of technology, materials, or property (Using devices for unauthorized websites or games, breaking the device while being neglectful)

Response examples:

Affective statements, redirection, restorative conversations, brief check-ins, and relationship-building strategies.

Level 2: Behaviors requiring more intensive intervention than

Level 1. Habitual level 1 behaviors. May involve administrator support, but are still primarily managed at the site level.

Individual(s) Responsible: Classroom Educators, Counselors, and/or RCL, Parents/Guardians, and perhaps administration

Examples of Level 2 Behaviors:

- Habitual property damage or stealing (Stealing school or personal property, Damage to school facilities, such as desks, walls, books, and devices)
- Habitual classroom disruption (Not following classroom agreements or procedures, Off task, Use of profanity)
- Habitual inappropriate use of technology (Using devices for unauthorized websites or games, breaking the device while being neglectful)
- Causes minor physical injury (Other students become injured by the act, Inflicts pain on purpose, Inflicts injury by being neglectful)
- Bullying is habitual (Purposefully causing distress to another student, One-sided, Mean-spirited, trying to hurt someone's feelings or make them feel they don't belong, picking on their characteristics)

Response:

Restorative dialogue or circle, reflective assignment, parent-teacher conference, and counselor/administrator consult.

Documentation:

Formal documentation through the **site referral process** is **required**. Parent/guardian communication may be **necessary** to support student growth. (Administrative decision)

Level 3: Serious behaviors that threaten safety, cause significant disruption, or violate school/district policy. Require **immediate administrative involvement**.

Individual(s) Responsible: Counselors and/or RCL, Administration, and Parents/Guardians

Examples of Level 3 Behaviors:

- Possessing a dangerous object
- Physical assault on staff
- Physical assault on students
- Willfully caused serious injury except in cases of self-defense.
- Caused major property damage
- Sexual harassment

Response:

Restorative conference with administrator, safety planning, multi-tiered support team involvement, and behavior contracts.

Documentation:

A PowerSchool incident log entry is required—formal written documentation of all interventions. Parent/guardian contact is **required**.

Level 4: Critical incidents that pose an extreme danger to students or staff, involve serious illegal activity, or require law enforcement or district-level action.

Individual(s) Responsible: Counselors/RCL, Administration, and Parents/Guardians

Examples of Level 4 Behaviors:

- Committed or attempted to commit a sexual assault *
- Possessed/ sold/furnished a firearm
- Possessed/ sold/furnished an explosive
- Brandished a knife at another person
- Unlawful possession or sale of a controlled substance

Response:

Immediate removal from the setting, district-level discipline process, restorative reentry planning (if applicable), and safety assessment.

Documentation:

PowerSchool entry and formal documentation are required.

Must involve district leadership and law enforcement if applicable. **Parent/guardian contact is mandatory.**

[Sandburg Site Discipline Plan](#)

The above discipline policy is being revised following SDUSD's discipline policy that was approved on 6/2025. Revisions will be worked on in coordination with the Sandburg Staff Equity team and the Sandburg Site Governance Team. Revisions may also be necessary as the new plan is implemented.

DRESS CODE

Students are to wear clothing that is appropriate for all school activities.

Footwear should be sturdy and comfortable with closed toes, shoe laces tied securely, and suitable for active kicking and running games (e.g., tennis shoes). Flip-flops, open-toed sandals, slick leather or plastic soles or heels, platform soles, high heels, and roller shoes (Heelys) are not appropriate. Hats and caps may be worn outdoors, providing shade from the sun. Hats are not to be worn inside classrooms, buildings, offices, or auditoriums. T-shirt messages or pictures that show violence or alcohol, or have meanings likely to invite unfavorable comments, should not be worn.

BEHAVIOR BEFORE AND AFTER SCHOOL

1. **Safest Direct Route.** Children are to go to and from school by the safest, most direct route. Do not accept rides or gifts from strangers. Report any problems to the school office.
2. **Street Crossing.** Children are to cross busy streets using the school crosswalk and at street corners.
3. **Arrive at School.** Children are to arrive at school between 7:20 a.m. and 7:45 a.m. Student supervision begins at 7:20 a.m.; therefore, students should arrive after this time. Students eating breakfast at school may arrive at 7:25 a.m. Upon arrival at the school grounds, pupils are to go directly to their line-up spots.

4. **After School.** Children are to leave immediately after school, unless they are taking part in a supervised school activity and have parental permission.

BEHAVIOR ON THE PLAYGROUND

An adult is on duty at all times to assist students with conflicts.

1. Walk to and from the playground.
2. Play in your designated area. Only approved games are to be played.
3. Keep your hands and feet to yourself.
4. Use equipment safely. (Jungle gym for climbing only)
5. Stay on the playground until the bell rings, unless you have a pass.
6. Students are encouraged to bring healthy snacks to school.
 - ✓ No gum or carbonated drinks allowed
 - ✓ No electronic games are allowed at school
7. Each student is responsible for returning equipment to the ball carts
 - ✓ The blue playground equipment is for Grades 1-2
 - ✓ The red playground equipment is for Grades 3-5
8. At the end of recess, students FREEZE, wait for the "Okay" signal, walk to the line-up areas and wait for their teacher.

BEHAVIOR DURING LUNCHTIME

1. Talk quietly to others while waiting in line
2. Eat your food. (No Sharing)
3. Dispose of waste in the proper places.
4. Help others at your table to keep your area clean.
5. Stay seated until you are excused.
6. When ready to leave, raise your hand and wait to be excused.

BEHAVIOR IN THE RESTROOMS

1. Use the restroom properly, and then leave.
2. There is no playing in or near the restroom facilities.
3. Toilet tissues and paper towels should not be misused. Towels and water should be used with cleanliness and conservation in mind.
4. Towels and waste paper should be placed in appropriate containers along with other trash.
5. Respect the privacy of others.

BUS BEHAVIOR

All students using a school bus for a field trip or daily transportation to and from school must follow rules established by city ordinance, state education code, and district policy.

- Students must remain seated.
- Excessive noise is not acceptable.
- Eating is not allowed.
- Arms, hands, and head are to be kept inside the bus.

- Nothing is to be thrown out of the bus.
- Driver's directions must be followed.

ITEMS NOT ALLOWED ON CAMPUS

The following items may not be brought to school: gum, soda, candy, skateboards, skates, rollerblades, roller shoes, any type of trading cards, electronic toys, and games. Other than the health and safety items, the last four items could be lost or damaged, and the school cannot assume responsibility for property loss.

Parent and Community Resources

SCHOOL SITE COUNCIL (SSC)

The SSC is comprised of five to seven active parent leaders and five to seven staff members. The staff members serve as representatives of the administration, faculty, and classified employees. Together, the team is responsible for the Single Plan for Student Achievement (SPSA) and the corresponding plan, which requires members to be knowledgeable about the school's instructional and support programs.

The SSC plans school goals and objectives, reviews and approves program modifications, monitors progress, and evaluates outcomes. The Council is charged with the legal responsibility to ensure services that meet the needs of special student populations. The SSC is also responsible for the categorical funding.

Meetings are held once a month on Thursday afternoons.

SITE GOVERNANCE TEAM (SGT)

SGT is comprised of SDEA members, parent/community members, and others, including California School Employees Association (CSEA) representatives

The SGT discusses and plans for all aspects regarding teaching and learning. They design and implement effective strategies for the continuous improvement of all students' achievements through quality teaching and learning experiences at school. SGT is a site-based, decision-making group created through a local agreement between the San Diego Unified School District (SDUSD) and the San Diego Education Association (SDEA).

Meetings are held once a month on Thursday afternoons.

SANDBURG FOUNDATION

The Sandburg Foundation is a registered 501(C)(3), non-profit organization, created by a dedicated group of parent volunteers. The objective of the Foundation is to assist in funding present and future programs or projects designed to benefit all Sandburg students.

COMMUNITY PARTNERSHIP

Sandburg is fortunate to have the MALS-11 Marine Unit from the United States Marine Corps Air Station, Miramar, as their Partners in Education.

The MALS-11 Marines focus on individual student success by tutoring and mentoring to support student achievement and social adjustment. This meaningful and loyal service to Sandburg students is provided every Friday throughout the school year

CONTACT INFORMATION

MAIN OFFICE – 619-605-4700

WEBSITE <https://sandburg.sandiegounified.org>

Principal – Lindsay Burningham
lburningham@sandi.net

Associate Principal – Geniese Ligon
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Attendance – Rashmi Krishna
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School Clerk – Robyn Allen
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Health Office Nurse – Anna Hensler
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Health Office Tech – Tiana Taylor
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Sandburg Maintenance – Omar Aguayo
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School Secretary – Kristi Nevarez
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School Counselor – Emily Nunez
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School Psychologists –
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School Special Education Resource

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Bill Kennedy - wkennedy@sandi.net
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San Diego Unified School District
4100 Normal Street
San Diego, CA 92103
619-725-8000
WEBSITE <https://www.sandiegounified.org/>

FACTS FOR PARENTS

https://www.sandiegounified.org/academics/facts_for_parents/overview



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lburningham@sandi.net

Sandburg Elementary School Parent's Guide 2025-2026 **ACKNOWLEDGEMENT OF REVIEW AND UNDERSTANDING**

This is to acknowledge that I have reviewed Sandburg Elementary School Parent's Guide 2025-2026, which includes the School Parent Compact, Parent & Family Engagement Policy, Restorative Discipline Plan, and General School Information.

Parent Signature

Date

I have discussed this information with my child. I have also explained the consequences for unacceptable behavior to my child, and he/she understands the actions for unacceptable behavior.

Student Signature
Grade

Room #

Teacher

After reading this Parent's Guide
Please sign and return this page as soon as possible to the office at Sandburg.