

Herbert Ibarra Elementary School



Student and Parent Handbook 2019-2020

Herbert Ibarra Elementary School
4877 Orange Ave.
San Diego, CA 92115
(619) 641-5400
Principal: Mariclaire Patton

Our common vision for teaching and learning holds that members of the Herbert Ibarra Learning Community are:

THINKERS

Investigators

- Know where to go to find information
- Resourceful

Readers

- Make meaning from fiction and non-fiction
- Read for pleasure
- Talk about their reading
- Read fluently
- Use and identify strategies

Writers

- Uses a writers' notebook to express their thoughts
- Uses own personal style with good structure and grammar

Communicate ideas orally and in writing

- Use eye contact, speak clearly and with appropriate tone

Computer literate

CONFIDENT

Goal setters

Risk takers

Self-motivated

Celebrates others

RESPECTFUL – *Everyone has an opportunity to express their thoughts and opinions and can be a role model for the community.*

Embraces diversity

Listeners

Team players

RESPONSIBLE

Organized

- On time
- Materials ready
- Completes assignments

Problem solvers

Self-extending learners

- Wonders
- Questions

Independent



**Ibarra Elementary
"HI 5" Values**

Accountable to others

- Accepts responsibility for actions

HEALTHY LIFESTYLE – *Comes to school physically and mentally ready to learn.*

Good character

- Courteous
- Helpful to others

Use good judgement

- Talk out conflicts
- Active
- Healthy food choices
- Good hygiene and appropriate dress.
- Knowledgeable about risks of negative behavior



Bell Schedule

Gate opens for students at 8:30 a.m.

School Starts at 8:40 a.m.

School Ends at 3:10 p.m.

Minimum Day Every Wednesday

8:40 a.m. - 12:40 p.m.

Office Hours 8:00 a.m. – 4:00 p.m.

When picking up your child early for an appointment for any reason please bring your **identification** with you. Students will not be released to adults without proper identification and if not on the registration card.

SCHOOL CALENDAR 2019 – 2020

Thursday, September 19..... 5:00 – 6:30 pm Open House & Book Fair
Tuesday, September 24.....Refugee Tutoring Begins
Tuesday, October 22.....Picture Day
Monday, November 11.....Veteran’s Day (**NO SCHOOL**)
Monday-Friday, November 18-22..... Parent conferences -
Student Dismissal at 12:40 p.m.
Monday-Friday, November 25-29.....Thanksgiving Break (**NO SCHOOL**)
Wednesday, December 11.....Winter Festival 1:30 – 3:30
Thursday, December 19..... Awards Assemblies 9:00 (TK-2nd) 10:00 (3rd – 5th)
Friday, December 20.....Minimum Day -
Student Dismissal at 12:40 p.m.
December 23-January 24.....Winter Break (**NO SCHOOL**)
Monday, January 27..... School Resumes
Monday, February 3..... Picture Day
Friday, February 14..... Lincoln’s Birthday (**NO SCHOOL**)
Monday, February 17.....Washington’s Birthday (**NO SCHOOL**)
Monday-Friday, March 23-27Parent Conferences -
Student Dismissal at 12:40 p.m.
Thursday, March 26.....Awards Assemblies 9:00 (TK-2nd) 10:00 (3rd – 5th)
Student Dismissal at 12:40 p.m.
March 30-April 24.....Spring Break
Monday, April 27.....School Resumes
May 4-8.....TEACHER APPRECIATION WEEK
Friday, May 22.....Non-instructional Day (**NO SCHOOL**)
Monday, May 25.....Memorial Day Holiday (**NO SCHOOL**)
Wednesday, June 24Talent Show (1:00)
Friday, July 3.....Independence Day (**NO SCHOOL**)
Friday, July 21.....Awards assemblies 9:00 (TK-2nd) 10:00 (3rd – 4th)
5th grade Promotion 11:30, Last Day of School
Student Dismissal at 12:40 p.m.

IBARRA ELEMENTARY SCHOOL STUDENT RULES

BE HERE ON TIME EACH AND EVERY DAY!!

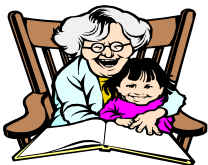
1. Students will respect and obey all adult personnel at Ibarra Elementary.
2. Students will respect the rights and property of others.
3. Respectful language and behavior are expected at all times:
 - *Keep your hands, feet and objects to yourself
 - *Follow playground, cafeteria and lunch arbor rules
4. Toys, gum, candy and personal audio equipment are not allowed at school.
5. Students will walk on the school grounds and sidewalks at all times unless participating in a supervised game.
6. Students must have an authorized pass to leave the school grounds.
7. Students will remain silent and orderly during emergency drills.
8. Homework will be completed and returned according to each teacher's instructions.
9. Only school authorized equipment is to be used on the playground. Skateboards, roller blades, skates or scooters are not allowed at school at any time.
10. Those allowed to ride bicycles to and from school must obey the rules of the road, wear a helmet and walk their bicycles on campus.
11. Name calling, bullying, sexual harassment, threatening others and fighting are not acceptable behaviors.
12. San Diego Unified School District's Zero Tolerance policy prohibits weapons of any kind!

Children who show good behavior on a regular basis will continue to receive privileges and positive recognition.

CONSEQUENCES of not following the rules may include:

- | | |
|-----------------------------|---------------------------------|
| * Time out | *Parent notification/conference |
| * Conference with principal | *Afterschool detention |
| * In-School suspension | *Home suspension |

Ibarra Elementary School Homework Guidelines



- Grade K: 20 minutes per night
Grade 1-3: 40 minutes per night
Grade 4-5: 1 hour per night

Each student attending Ibarra Elementary School should read for a minimum of 20 minutes each night. The above are recommended guidelines.

Breakfast and Lunch



Making sure that students have a nutritious breakfast and lunch is an important component in preparing for each school day. Ibarra Elementary School participates in that effort by joining San Diego Unified School District in offering breakfast and lunch on our site. For those bringing their lunch, milk will be available for .50 cents. Each meal is balanced and appetizing. Please contact our Food Services website at <https://www.sandiegounified.org/food-nutrition-services> for further information.

Morning Schedule for all children:

Classroom teachers will meet students on the black top daily at 8:40 a.m. to escort children to their classroom for breakfast.

Students are not allowed on campus before 8:30 a.m. unless they are enrolled in the Primetime Program.

MISBEHAVIOR GOING TO AND FROM SCHOOL – Students are subject to disciplinary action for any form of misbehavior in the process of going to and from school. (District Procedure 2619)



DISMISSAL POLICY

Part 1: GOAL

Students will exit school in a safe, calm and respectful manner following the established rules and procedures, with the support of staff, family members, and caregivers in order to arrive home safely.

Part 2: EXPECTATIONS FOR STUDENT BEHAVIOR

- Walk to the gate in a safe and quiet manner with your class.
- Keep hands, feet and objects to yourself.
- Walk “hands-free” as much as possible in a straight line (i.e. backpacks on shoulder/back, all items in backpack, sweaters/jackets on body or inside backpacks).
- Walk to designated dismissal area for your grade level.
- Wait with teacher until gate is open.
- Stand or sit quietly, but quiet conversations are permitted.
- Upper grades (3-5): Pick up siblings, if needed.
- Primary grades (K-2): Wait with teacher until parent, sibling, or caregiver comes.
- Students who attend Prime Time will walk with their class, be dismissed by their teacher once the class is on the playground, and enter the auditorium through the door to the left of the outdoor stage.
- Go directly home or to after school activities.
- Do not loiter in front of the school, on steps, or wall.

- Walk on the sidewalk or pavement, not in the bushes or landscaping on the hill by the field, or through the parking lot.
- Cross the street using the crosswalk.
- Go to the office when the gate closes (10 minutes after dismissal time) if parents have not arrived.
- Wait quietly in the office after signing in.
- Stay inside the office until a parent comes and signs student out.
- Students who go to after-school activities (after-school math, etc.) will find that teacher and walk to class together.

LATE PICK UPS:

- When the gate is closed, (10 min. after dismissal time), the students will be taken to the office.
- Parents will need to sign the late pick up notebook before taking their students.

Phone Policy

Students can call home 15 minutes after dismissal time.

Students will not call home for permission to go to a friend's house.

If students need to call home to confirm after-school activities (tutoring, Girl Scouts, etc.) try to make calls from the classroom.

TEXTBOOKS and CLASSROOM LIBRARY BOOKS

Textbooks will be issued through the classroom teacher. **Although all textbooks and classroom library books are furnished free of charge, students are required to pay for any lost or damages beyond "normal wear."** If a book is lost, the student should see his/her teacher to request a "loaner" textbook.

TOYS – Toys such as (lasers, kenndamas, yoyos, darts, stuffed animals, Game Boys, baseball cards, game cards, iPods, finger boards, Walkman radios, water guns, squirt bottles, squirt guns, pacifiers, marbles, etc.) are not to be brought to school. Confiscated items will be retained by the teacher and returned to parents via an appointment.

Every Day Counts! Student Attendance Policy Notification



Attendance is critical for students to be successful at Herbert Ibarra Elementary School. Therefore, it is important that parents and students understand the following State and District guidelines. Be advised that parents must call or send a note to clear all absences **within 72 hours** or the absences will be marked as unexcused.

Excused absences

Absences or tardies are considered excused for the following reasons only:

- Illness such as vomiting, fever or contagious disease
- Medical, dental, optometric or chiropractic appointments
- Court appearances
- Attending the funeral of immediate family member (parent, grandparent, sibling, or family member residing in their home).
- Religious Holiday

Medical / Dental Appointments

Please make medical appointments on **Wednesday afternoons** (our minimum day) or before or after school hours to avoid lost instructional time.

- All students who leave school for a medical appointment **should** provide proof of such an appointment upon returning to school.

Unexcused Absences

Unexcused absences or tardies are recorded for reasons other than those listed above. The following are examples of unexcused absences: “Going out of town”, “Family celebrations”, etc....

Leaving School Early

If a student leaves school early for a **Medical, Dentist, Court appointment, or personal reasons** it will be marked as an excused absence.

Independent Study Contract

Students who will be absent for 5 days or more due to religious or personal reasons should obtain a Contract for Independent Study from the attendance office **1 week prior** to the absence. **All classroom assignments provided by the teacher must be completed by the date of return to school or the absences will be unexcused.**

Excessive Absences/Truancy

Excessive absences due to illness will require a Doctor’s note

Truancies are defined as follows:

Absences by a student from school without valid excuse for three(3) full days in a school year, or tardiness or absences without a valid excuse in excess of (30) minutes on each of three occasions in one school year.

(Education Code Section 48260)

- Truant students may be referred to the District Student Attendance Review Board, (“SARB”).

HEALTH SERVICES

The Health Office is available to students during school hours every day.

- All on campus injuries must be reported to the nurse.
- All students must have a current Health Card on file in the Health Office.
- If it is necessary for you to take medication at school, the medication is kept in the Health Office with a note from your parent and physician prescribing the dosage and time to be administered.
- All doctor excuses and “five minute” passes are generated through the Health Office.

Asthma and the use of Inhalers at School:

Students who have asthma and use inhalers as prescribed by their physicians should have a duplicate inhaler brought to school to be kept in the Health Office. The permission form for inhalers at school, Authorization for Asthma Medications to Be Taken During School Hours, may be obtained in the Health Office.



LOST AND FOUND

Anything of value should not be brought to school!

- If you have lost something valuable such as a wallet, watch, purse, jewelry, etc. check with the Office.
- If you have lost an article of clothing or a notebook, check the Lost and Found in the community Room.
- If you have lost a textbook or a library book, check at the Library/Media Center.
- If you should find anything of value, please turn it in to the Office.
- If your child has lost anything, please check in the appropriate places as soon as you realize the loss.
- Our lost and found will periodically be purged and the items donated.

THEFTS

Students are advised **never** to leave personal property or objects of value unattended in backpacks, even for a few seconds. The school is not responsible for lost or stolen items. If you must bring money on campus, please keep it in your pants pockets. **Do not leave money in your backpack or in your desk.**

FOOD AND DRINKS IN CLASSROOMS

Food is not allowed in the classroom. Please check with your child’s classroom teacher to see if he/she allows bottled water to be used during class time. No other types of drinks are allowed in classrooms (soda, juice, milk, etc.)



GUM –Gum is not allowed on campus (not in pockets, backpacks, purses, etc.) This means no gum at lunch. Perpetual violators will be referred for disciplinary action.

LUNCH AND SNACKS

At Ibarra, we encourage nutritious eating habits. In keeping with that practice, below is a list of the foods that can be packed for lunches or snacks, which encourage and promote good health while satisfying hunger during the school day:

- *Fruits *Vegetables *Nutrition Bars *Bagels *Nuts
- *Low sugar baked goods *Cheese and Crackers *Low salt pretzels

SDUSD has a new district Wellness Policy and framework for wellness which you can read @<https://www.sandiegounified.org/health-and-wellness>. Ibarra has implemented a **no cupcake** policy at school, even for celebrations.

STUDENT TRANSPORTATION– Skateboards and roller-blades are not allowed on campus at any time. All bikes must be locked in the bike racks. Students are responsible for securing their bikes with a personal lock. Bicycles are not to be ridden in front of or on campus. Students must use the crosswalk at all times.

SKATEBOARDS, ROLLERBLADES, SCOOTERS, AND RAZORS ARE NOT ALLOWED!

STUDENT FUNDRAISING– The only fundraising allowed on campus is that for school sponsored activities. No other candy or food can be sold on campus.



MOVING –If you move during the school year please contact the main office as soon as possible so that we can assist you in securing the proper paperwork to make registration easier at your new school.



IN THE EVENT OF AN EMERGENCY:

The safety of our students is a primary concern of the staff at Ibarra Elementary. We have developed a disaster Preparedness Plan, and we hold practice drills for safe entry and exit of the students during the school year. Please assist us by instructing your children to follow adult directions and remain at school until they are released to their parents or guardian in the event of an emergency. Please be certain that accurate and complete emergency information for your child is given to the school and that the office is notified promptly of any changes. You may ask at the school office if you would like to review a copy of the school's Disaster Plan.

**The Crime Stoppers Hotline number
for emergency use is:**

1 (619) 235-TIPS

CRIMESTOPPERS



Volunteer Services

Being a volunteer will make you smile! ... and it will definitely add a smile to the faces of those you help. Ibarra Elementary will have many volunteer activities for parents and community members to become involved in throughout the course of the school year. A volunteer form for you to fill out and return to the school office will be sent out at the beginning of the year. We will ask each of you to share your areas of expertise and whether you are available to volunteer. We want you to feel free to help at times convenient to you. If you have any questions, don't hesitate to call the school at (619) 641-5400 ext. 3011.

School Visits

Teachers are pleased to have parents visit the classroom. Please call the school office to make advance arrangements with the teacher. Because of security requirements, all visitors must come to the office, sign the visitor's book and pick up a visitors badge!

NO ANIMALS ARE ALLOWED ON CAMPUS



No matter how soft...

No matter how cuddly...

No matter how smart...

**NO ANIMALS ARE ALLOWED ON
SCHOOL GROUNDS AT ANY TIME.**

PRIMETIME PROGRAM AT IBARRA ELEMENTARY

Ibarra offers a Primetime program that is sponsored by SAY San Diego. For questions you can reach them at (619) 641-5466.

The Primetime Mission is:

- To provide academic enrichment and homework assistance
- To provide a safe place where children can have fun and learn new skills while in a supervised setting.
- To provide arts, crafts, recreation and sports activities.

2019 – 2020 Parent Conference Dates

November 18 – 22, 2019

March 23– 27, 2020

Students will be *dismissed at 12:40 pm* on these days.

Ibarra Elementary has a School Site Council (SSC). If you are interested in joining SSC, please call the school at (619) 641-5400!

Traffic and Safety

- **It is important to remember that double parking is illegal and dangerous.**
- **You may park in the school parking lot in a visitor's spot or on any street around the school. However, you may NOT park in the passenger-loading zone when picking up your child, and you must NOT leave your car unattended or you will receive a parking ticket.**
- **Let your child know where you will be so she/he can meet you.**
- **California law requires vehicles to stop when the red lights of a school bus are flashing. Be careful; this applies to traffic going in both directions.**
- **Do not park in the school bus loading and unloading zone in front of the school.**
- **Watch for children in the parking lot before and after school-they sometimes dart out into traffic. Remember the safety of the children is the most important thing to be thinking about when driving on or near campus!**

DRESS CODE

All clothing worn to school should be clean, practical, and modest. Clothing should not be distracting from the learning environment. Students will be required to change the clothing item that does not meet our dress code, which may include calling home for a change of clothing or shoes. Students will NOT wear the following on campus:

- Short-shorts or short, tight skirts
- Clothing which leaves the waist (tummy area), or shoulder bare. Girls should not wear shirts with spaghetti straps, or low cut tops.
- Saggy trousers or oversized clothing; all pants/shorts/skirts should be worn at the waist.
- Clothing items depicting alcohol, drugs, tobacco, nudity and /or obscenity.
- Gang related articles of clothing; dog collar type chains attached to wallets, bandanas, etc.
- Make-up
- Excessive jewelry and /or large, dangling earrings.
- Sandals, flip-flops, high-heeled shoes, shoes with wheels (Heelies), open-backed, tie shoes without laces, or any shoe inappropriate for Physical Education.
- No hats, scarves, dude rags or headbands.

STUDENT NONDISCRIMINATION AND SEXUAL HARASSMENT POLICY:

The San Diego Unified School District Board of Education is committed to equal opportunity for all individuals in education. District programs and activities shall be free from discrimination based on sex, race, color, religion, sexual orientation, national origin, physical or mental disability or any other unlawful consideration. The district shall promote programs, which ensure that discriminatory practices are eliminated in all district activities.

Any student who engages in discrimination of another student or anyone from the district may be subject to disciplinary action up to and including expulsion. Any employee who permits or engages in discrimination may be subject to disciplinary action up to and including dismissal

Any student or parent who feels that discrimination has occurred should immediately contact a teacher or the principal for resolution at the site.

PLAYGROUND RULES:

Students are expected to know and adhere to the following playground rules:

- Follow the directions of any staff member on campus, yard duty personnel and other supervisory staff.
- Play all games according to school rules.
- No running on the blacktop
- Foul language, pushing, fighting, kicking, etc. are not allowed on campus, and will result in a referral to the administration or school counselor.
- **Freeze immediately and stop playing when the recess bell rings. Then walk to your classroom number on the blacktop and wait quietly until your teacher meets your class after the whistle is blown.**
- No food or drink is allowed on the playground; snacks are eaten in the lunch arbor.



Personal toys, athletic equipment (including personal balls), cell phones, skateboards, radios/cassette/CD players, iPods, Game Boys, playing cards, and card games, etc., are NOT allowed on the playground or on campus and will be confiscated and will need to be picked up by an adult.

Playground “problems” are to be reported to the teacher in charge, the yard duty personnel, or administration.

Cafeteria/Lunch Arbor rules

Students are expected to know and adhere to the following cafeteria and lunch arbor rules:

- Teachers walk their students to the lunch line.
- Students will use soft voices in line, in the cafeteria and in the lunch arbor
- Students will keep their hands and feet to themselves. NO cutting in line!
- Students not following the rules may be asked to go to the end of the line, receive a counseling referral, or other appropriate consequences.
- Keep tables and area clean.
- Pick up your own tray and trash.
- Leave the cafeteria in an orderly manner once you’ve been excused by the supervising personnel.
- **No Candy, gum or soda is to be brought to school, even in lunches or snacks.**

Uniform Discipline Plan:

The Board of Education has approved this policy concerning students who possess weapons or engage in repeated fights and acts of violence (see the attached District Facts for Parents). The Uniform Discipline Plan Policy is designed to ensure the safety of those attending the San Diego Unified School District and to provide an appropriate learning environment for all students.

The Uniform Discipline Plan Policy defines a weapon as a firearm, pistol replica, starter pistol, stun BB or pellet gun, knife of any size/type, dirk, dagger, razor, slingshot, explosive and all fireworks. Any object used in a threatening manner and not usually considered a weapon will be considered a weapon under the Uniform Discipline Policy.

