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Our Mission

The Mission of the Balboa City School is to effectively educate and support students who are gifted and learning challenged.

We are committed to exploring avenues of creativity and accomplishment, which students may have never considered, and to nurture the giftedness of the individual.

We focus on academic strengths and teach life long skills and strategies that will enable remediation of problem areas, both social and academic.

Student Learning Expectations:

At Balboa City School, we expect each student to be the following:

An **Academic Achiever** who:

- Makes the best use of their learning style
- Works at or above grade level in all academic subjects
- Shows the ability to generate thoughtful grade level writing

A **Self-Directed Achiever** who:

- Works effectively in a variety of classroom settings
- Learns how to advocate for themselves

A **Cooperative Worker** who:

- Interacts in a group setting to reach individual and collaborative goals
- Makes valuable contributions in the classroom
- Works or volunteers in the community

Directory

Administration

Executive Director

Stephen Parker, Ph.D.
Email: sparker@balboaschool.com
Tel: 619.298.2990 Ext. 207
License #12542
M.T.S. Harvard University 1979

Administrative/Accounting Assistant

Annabelle Janaban
Tel: 619.298.2990 Ext. 200
Email: receptionist@balboaschool.com

- Attendance Issues
- Messages
- Bus Roster
- Transportation
- School lunch program
- Accounting/reimbursements
- Payroll

Registrar

Monica Castro
Email: mcastro@balboaschool.com
Tel: 619.298.2990 Ext. 208

- Transcripts and credit analysis
- Class scheduling
- IEP scheduling
- Records
- Visitation scheduling

Accounting

Jeanie Lindfelt
Email: jlindfelt@balboaschool.com
Tel: 619.298.2990 Ext. 223

- Tuition Contracts
- Foundation donations
- Credentialing & Licenses
- Insurance and employee benefits

Administrator

Natalie Clark Addleson
Email: nclark@balboaschool.com
Tel: 619.298.2990 Ext. 222

- Daily Operations/ School events/Yearbook

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- Teacher/student support

Directory

Counseling and Services

Lower School Counseling

Arielle Lugn Clemmons

Email: alugn@balboaschool.com

Tel: 619.298.2990 Ext. 204

- Student counseling/support
- Social skills programs
- BIP

Upper School Counseling

Andrew Fletcher

Email: afletcher@balboaschool.com

Tel: 619.298.2990 Ext. 225

- Student counseling/support
- Social skills programs
- Transition plans
- WorkAbility

Serina Torres

Email: storres@balboaschool.com

Tel: 619.298.2990 Ext. 226

- Student counseling/support
- Social skills programs
- Transition plans
- WorkAbility

Occupational Therapy

Sonya Redican

Tel: 619.298.2990 Ext. 203

- IEP Goals/Recommendations

Speech and Language

Lauren Intravia

Tel: 619.298.2990 Ext. 202

- IEP Goals/Recommendations

School Calendar

- September 6, 2011:** First day of fall semester
- November 11, 2011:** Veteran's day – SCHOOL CLOSED
- November 21-25, 2011:** Thanksgiving Break – SCHOOL CLOSED
- December 19-30, 2011:** Winter Break – SCHOOL CLOSED
- January 16, 2012:** MLK, JR. Holiday – SCHOOL CLOSED
- February 17 & 20, 2012:** Lincoln & Washington Holiday – SCHOOL CLOSED
- April 2 – 6, 2012:** Spring Break – SCHOOL CLOSED
- May 28, 2012:** Memorial Day – SCHOOL CLOSED
- June 6, 2012:** Lower School Talent Show
- June 18, 2012:** Upper School Awards Ceremony
- June 19, 2012:** Lower School Awards Ceremony
- June 19, 2012:** Last day of school & Graduation

School Hours

Monday, Tuesday, Thursday, Friday: 8:20 a.m. – 2:25 p.m.
 Wednesday: 8:20 a.m.– 12:50 p.m.

Lower School Schedule

Period 1	8:20-9:07 (8:20-8:55) Wednesdays
Period 2	9:07-9:54 (8:55-9:30) Wednesdays
BREAK	9:54-10:02 (9:30-9:37) Wednesdays
Period 3	10:02-10:49 (9:37-10:12) Wednesdays
Period 4	10:49-11:36 (10:12-10:47) Wednesdays
Lunch Period 5	11:36-12:00 (10:47-11:22) Wednesdays
Period 5 Lunch	12:00-12:51 (11:22-11:42) Wednesdays
Period 6	12:51-1:38 (11:42-12:16) Wednesdays

Upper School Schedule

Period 1	8:20-9:12 (8:20-8:59) Wednesdays
Period 2	9:13-10:00 (9:00-9:34) Wednesdays
Period 3	10:01-10:48 (9:35-10:09) Wednesdays
Period 4	10:49-11:36 (10:10-10:44) Wednesdays
Lunch Period 5	11:36-12:02 (10:45-11:19) Wednesdays
Period 5 Lunch	12:02-12:49 (11:19-11:41) Wednesdays
Period 6	12:50-1:37 (11:41-12:15) Wednesdays
Period 7	1:38-2:25 (12:16-12:50) Wednesdays

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Period 7 1:38-2:25
 (12:16-12:50) Wednesdays

Attendance Policies

To ensure the safety of our students, the following guidelines must be followed by all families:

Absences

- Please encourage consistent, on-time school attendance. Schedule appointments and trips during non-school time whenever possible.
- Parents must call the school and notify the receptionist by 8:00 a.m. if their child is going to be absent from school on a given day. If absences are not excused by a parent, the student will be considered truant.
- For planned absences of 5 consecutive days or more, parents must notify the receptionist in advance of the absence. A Work Contract will be assigned, which must be completed and returned by the student on the first day he/she returns to school.

Arrivals

- Parents may drop-off their child at school between the hours of 7:50 a.m. - 8:20 a.m.
- Lower school students may enter the school through the doors located on 5th Avenue. Upper school students may enter through the gates on Hawthorn Street.
- Students who arrive at school after 8:20 a.m. must check in at the front office and receive a pass.

Pick-up

- Parents must call and notify the front office in advance when a student needs to leave school early.
- Parents must sign the Early Pick-up Log located in the front office before picking up their child.
- Parents must pick up their child by 2:45 p.m., as we do not have supervision after this.
- Lower school students must be picked up through the doors located on 5th Avenue. Upper school student should be picked up on Hawthorn Street.

After School Program

Balboa City School offers a fun, interactive After School Program for students in grades K-8. The program's goal is to provide an environment where children can unwind, play, learn new skills, and socialize after the long, structured day in the classroom. Some of the program activities include sports and physical recreation, crafts, and motor lab activities. The After School Program is available from 3:00 p.m. to 5:00 p.m. daily, with extended hours on Wednesdays starting at 1:00 p.m. The cost to attend the After School Program is \$18.00 per day, which includes snacks

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and bottled water. Applications will need to be on file before a student can begin the program. Parents may pick these forms up in the front office.

School Rules

Medication Policy

Students are not allowed to keep any medication in their possession while they are on school property.

All medications, including prescription medication and over the counter medications, must be turned in to the counselor.

The student's parents and prescribing physician **must** complete and sign a medication form in order for the medication to be dispensed to the student.

School Counselors will be responsible for administering the medication once a completed and signed medication form has been completed and delivered.

School Rules for Students

Come to class prepared to learn

- Be on time
- Bring required school supplies, including pens, pencils, paper, homework planner, backpack, and binder/folder for bringing work to and from home.

Respect the learning environment

- Speak with appropriate volume and language
- Raise your hand before speaking

Treat others with dignity

- Always be polite and helpful
- Help others feel good about themselves

Follow these rules for personal items:

****BCS cannot assume liability for the loss of any personal property.***

- Leave your electronic video games at home. They are not permitted at school.
- iPods and Mp3 players are not permitted in class.
- Cell phone use is NOT permitted in the classroom (for calls or texting). If students need to use their phones, they may do so before or after school. Upper school students may also use their phones at lunch time. Using your cell phone any other time is prohibited.

Follow the Dress for Success policy

- See the chart on the next page for appropriate dress/grooming standards.

Student Dress for Success Policy

Balboa City School is committed to helping our students be competent and successful contributors to their world and community. To support this goal, it is our policy that student dress, grooming and personal hygiene must be appropriate to the “workplace.”

In order to promote a successful learning environment, students at Balboa City School must comply with the following personal appearance standards:

Hair	<ul style="list-style-type: none">• Must be clean, combed and neatly trimmed or arranged.• Shaggy, unkempt hair is not permissible regardless of length.
Tattoos and Body Piercing	<ul style="list-style-type: none">• Tattoos should not be visible.• Body piercing, other than earrings, should not be visible.
Shirts and Tops	<ul style="list-style-type: none">• Shirts must not display any offensive words or images and must be appropriate for school and/or work.• Revealing tank tops are not permissible.
Shorts and skirts	<ul style="list-style-type: none">• Must be no shorter than mid-thigh when seated.
Hats, hoods, and sunglasses	<ul style="list-style-type: none">• Must be taken off upon entering the school campus.
Pants and jeans	<ul style="list-style-type: none">• Pants and jeans must be clean and in good repair.• Bagging/sagging is not permissible.• Pajamas and sweatpants are not permitted, as they are not acceptable in the workplace.
Shoes and sandals	<ul style="list-style-type: none">• Shoes and sandals should be appropriate for the workplace.• Slippers are not permissible.
General	<ul style="list-style-type: none">• Clothing is to be neat, clean, in good repair and appropriate to a typical work place.• Clothing should not be stained, ripped, or torn.

Computer Use Policy

The use of computers and the Internet provides great educational benefits to students. Unfortunately, some material accessible via the Internet may contain items that are illegal, defamatory, or potentially offensive to some people. Access to the Internet is given as a privilege to students who agree to act in a considerate and responsible manner.

1. Students are responsible for good behavior on the Internet just as they are in school. General school rules for behavior and communications apply.
2. Network administrators may review files and communications to maintain system integrity and ensure that users are using the system responsibly. Users should not expect that files will always be private.
3. We require that students and parents/guardians accept the following rules for acceptable on-line behavior.

- Student will use the school Internet access only for educational purposes.
- Student will use respectful, appropriate language at all times.
- In written and oral reports, student will give proper credit to all programs, books, articles, and data obtained from the Internet.
- Student will respect the rights of copyright owners and will not reproduce any work protected by copyright.
- Student will not try to gain unauthorized access to any other system.
- Student will never give out personal information (such as their address or telephone number), send pictures that are personally identifiable, or agree to a personal encounter with someone they meet online.
- Student will promptly report any messages/communications that are inappropriate or make them feel uncomfortable to the teacher.
- Student will not attempt to bypass or shut off the security measures on the school's computers or network.
- Student will obey the Computer Usage rules posted in the classroom.

4. Violations will result in a loss of access as well as other disciplinary or legal action.

Sexual Harassment Policy

Sexual harassment of or by any student shall not be tolerated. Balboa City School considers sexual harassment to be a major offense that will result in disciplinary action up to and including dismissal of the offending individual, and may lead to personal legal and financial liability.

Pursuant to Education Code section 212.5, unwelcome sexual advances, requests for sexual favors and other verbal or physical conduct of a sexual nature made by someone from or in the educational setting constitute sexual harassment when:

1. Submission to the conduct is made either explicit or implicit condition of employment, status or promotion.
2. Submission to or rejection of the conduct is used as the basis for an employment or academic decision affecting the harassed individual.
3. The harassment substantially interferes with an individual's work, academic performance or creates an intimidating, hostile or offensive environment.
4. Submission to, or rejection of, the conduct is the basis for any decision affecting an individual regarding benefits and services, honors, programs, or other available activities at or through the work or educational setting.

Harassment can take many forms. Everyone must be sensitive to the feelings of others and must not act in a way that might be considered harassment by someone else. Forms of sexual harassment include, but are not limited to the following:

1. Verbal Harassment: Derogatory comments, jokes or slurs, deprecating sexual remarks, inappropriate slang references to women or men or unwelcome sexual advances.
2. Physical Harassment: Unnecessary or offensive touching, or impeding or blocking movement.
3. Visual Harassment: Derogatory or offensive posters, cards, cartoons, graffiti, drawings or gestures.
4. Textual & Virtual Harassment: Derogatory comments, jokes or slurs, deprecating sexual remarks, inappropriate slang references to women or men, unwelcome sexual advances and/or pictures, via computer or cell phone.
5. Sexual Favors: Unwelcome sexual advances, requests for sexual favors carried out verbally or physically. The illustrations stated above are not to be construed as an all-inclusive list of prohibited acts under this policy.

A written record of each action taken regarding a student who is determined to have engaged in prohibited conduct pursuant to the policy and complaint procedure will be placed in the offending student's file, provided, in accordance with education Code 44031, the report shall not be entered or filed unless and until the student is given notice and an opportunity to review the comment thereon. A student also shall have the right to enter, and have attached to any derogatory statement to be placed in the file, his or her comments thereon. The record to be placed in the file will reflect the conduct, or alleged conduct, the nature, scope, and findings of the investigation, the warning given, or other discipline imposed.

An individual who feels that he/she is being harassed should immediately report such incident to a counselor. There will be no retaliation against an individual by the administration for making a complaint of sexual harassment. The administration will resolve these complaints in as thorough and confidential a manner as possible.

Important Parent Information

Lunch

- Upper School students may bring a lunch or purchase items at the BCS snack bar. Microwaves are available for student use, but refrigerators are not.
- Upper students are to remain on the upper side during lunch.
- Lower School students must bring lunch and a snack.
- No caffeinated beverages are permitted for students during school.
- No glass bottles please.
- Candy, soda, and high sugar foods promote poor learning and should not be sent to school.
- As a precaution against food allergies and food reactions, we discourage all students from sharing foods.

Lunch Schedule

Monday, Tuesday, Thursday & Friday:

Upper School: 11:36 a.m. – 12:02 p.m.

Lower School: 11:36 a.m. – 12:00 p.m.

Wednesday:

Upper School: 11:19 a.m. – 11:41 a.m.

Lower School: 11:22 a.m. – 11:42 a.m.

Lower School Lunch Rules

- Students sit at a picnic table or the grassy area for the first 15 minutes to eat lunch.
- Students are expected to clean up after themselves.
- Students are expected to remain on the lower school side at all times during lunch, unless permission from a staff member.
- Students can choose from the following activities:
 1. Board games
 2. Blocks, Legos
 3. Card games
 4. Drawing
 5. Reading
 6. Organized staff led activity (when an option)
 7. Basketball (4 students at a time)
- When lunch is over, students line up outside of the suite to their next class and wait for their teacher.

Study Hall/Lunch Detention

- Study Hall is given to lower students for incomplete homework or a class work assignment.
- Lunch Detention is given to lower students if they have received a red card from a staff member.
- Students can also receive detention for other behavior infractions determined by staff.

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- Students who have received study hall or lunch detention report to the counseling area with their needed materials and lunch.

Important Parent Information (continued)

Homework

Homework is assigned to both Lower and Upper School students **every** night (Monday-Thursday).

Lower School Parents:

Each Thursday, a folder will be sent home with your child. Please review graded work, announcements, etc. Sign the folder and any permission slips requiring your signature and return the folder with your child to school on Friday.

Upper School Parents:

Please email your child's teacher(s) with any questions or concerns regarding homework.

Student Behavior

Our teachers and faculty are qualified professionals and have your child's best interest in mind. They will work with each student to help him/her be successful. Students are expected to follow our teachers' directions in order to be successful at our school.

Students who are not able to follow directions in class will be given a pass to the counseling office where they will be taught strategies they can use to enable them to make better choices to deal with the challenges they are facing. The counselors will help the student problem solve in order to get the student back to class in a timely manner and prepared to learn.

Communication Between School and Home

Communication between school and home is an integral part of Balboa City School's program. Your assistance with the following will facilitate your child's school success:

- Make sure the Registrar has your current contact information, including your email address and telephone information. **Contact the Registrar immediately if your contact information changes in any way.**
- Balboa City School frequently sends out information regarding upcoming events and requests for assistance via email. Please be sure you are receiving these email newsletters about school events and make sure your web browser does not filter them out. If you are not currently receiving these emails, please email Buffy Bennett at newsletter@balboaschool.com.
- Please respond in a timely manner to all emails and other communications that require action on your part. Some examples of these items are field trip permission slips, RSVPs, attendance questions, etc. Inaction and delays impede the success of your child's school experience.

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- Parents are encouraged to call or email their child's teachers if they have questions or concerns at any time. Please notify counselors of any problems or changes (medications, family dynamics, sleep patterns, etc.) that may affect your child's school performance.
- Parents are also encouraged to visit our school website for useful information: www.balboaschool.com.
- Please get involved with PTO events when you are able. Studies have shown that children perform better academically and socially when their parents are actively involved at school. You may contact Natalie Clark Addleson for more information at nclark@balboaschool.com.
- Communicate your ideas, suggestions, and concerns to the appropriate school personnel. We are interested in and value your input.