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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.

School Hours

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

Lunch Schedule

Monday, Tuesday, Thursday & Friday:

Upper School: 11:29 a.m. – 12:01 p.m.

Lower School: 11:32 a.m. – 12:07 p.m.

Wednesday:

Upper School: 11:18 – 11:38 a.m.

Lower School: 11:11 – 11:44 a.m.

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 Assistant/Receptionist

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

- Attendance Issues
- Messages
- Bus Rosters
- Transportation
- School lunch program

Registrar

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

- Transcripts and credit analysis
- Class scheduling
- IEP scheduling
- Records
- Visitation scheduling
- Information regarding acceptance/student placement

Accounting

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

- Tuition
- Foundation donations
- Accounting/reimbursements
- Payroll
- Insurance and employee benefits

Administrator

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

- School events
- Yearbook
- Teacher/student support

Directory

Counseling and Services

Lower School Counseling

- Student counseling
- Social skills programs

Arielle Lugn

Email: alugn@balboaschool.com

Tel: 619.298.2990 Ext. 204

Upper School Counseling

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

Andrew Fletcher

Email: afletcher@balboaschool.com

Tel: 619.298.2990 Ext. 225

Jamie Copperman

Email: jcopperman@balboaschool.com

Tel: 619.298.2990 Ext. 201

Erin Brown

Email: ebrown@balboaschool.com

Tel: 619.298.2990 Ext. 226

Occupational Therapy

Sonya Kluk

Tel: 619.298.2990 Ext. 203

- IEP Goals/Recommendations

Speech and Language

Jennifer Leavell

Tel: 619.298.2990 Ext. 202

- IEP Goals/Recommendations

School Calendar

Balboa City School 2009-2010 Calendar

Balboa City School Calendar
2009/2010 School Year

525 Hawthorn Street
San Diego, CA 92101

(619)298-2990 voice
(619)295-8886 fax

	M	T	W	Th	F	M	T	W	Th	F	M	T	W	Th	F	M	T	W	Th	F	M	T	W	Th	F	
SEPTEMBER (17)		1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25
OCTOBER (22)				1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23
NOVEMBER (15)	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25	26	27
DECEMBER (14)		1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25
JANUARY (19)					1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22
FEBRUARY (18)	1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25	26
MARCH (20)	1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25	26
APRIL (20)				1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23
MAY (20)	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25	26	27	28
JUNE(15)(3)		1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25
JULY (21)				1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23
AUGUST(5)	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25	26	27

Holidays-School Closed

September 7
November 11
November 23 - 27
December 21- January 1
January 18
February 12
February 15
March 29-April 2
May 31

Labor Day Holiday
Veterans Day Holiday
Thanksgiving Week
Winter Break
Martin L. King Holiday
Lincoln Holiday
Washington's Day
Spring Break
Memorial Day Holiday

Special Dates

July 31, 2009
September 8, 2009
June 21, 2010
June 28, 2010
August 6, 2010

Last Day Summer Session 2009
First Day of Fall Semester
End Spring Semester
First Day Summer Session 2010
Last Day Summer Session 2010

School Hours

Monday, Tuesday, Thursday & Friday: 8:20 a.m. – 2:25 p.m.

Wednesday: 8:20 a.m. – 12:50 p.m.

Absences, Late Arrivals, and Early Pick-up

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

Absences

- 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.
- 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 Ave.
- Students who arrive at school after 8:20 a.m. must sign the Attendance Log at the receptionist's desk, which is located in the administration building.
- The receptionist will provide the student with a pass, which the student must take to their teacher.

Pick-up

- Parents must call and notify the receptionist in advance when a student needs to leave school early.
- Parents must sign the Early Pick-up Log located at the receptionist's desk in the administration building 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 Ave.

After School

Balboa City School offers a fun, interactive After School Program for grades K-7. 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 3:00PM to 5:00PM daily with extended hours on Wednesdays starting at 1:00PM. Cost to attend the After School Program is \$15.00 per day, which includes snacks and bottled water. The program is available to students in grades K- 8th. Applications are located in the office.

Student Learning Expectations and School Rules

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

School Rules for Students

Come to class prepared to learn

- Be on time
- Be prepared

Respect the learning environment

- Speak with appropriate volume and language
- Raise your hand before speaking
- Help make the teacher's job easier

Treat others with dignity

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

Follow the Student Dress for Success Policy

Follow these guidelines for personal items

- Leave your electronic games at home. They are not permitted at school.
- Leave your CD players, iPods, and Mp3 players stored and turned off while you are in the classroom. They are not permitted in class
- Use your cell phones before 8:20 a.m., after 2:25 p.m. and at your designated lunch hour. Using your cell phone any other time is prohibited.
- Caffeinated beverages are not allowed at school. Please leave them at home.

*Parents will be notified if these rules are not followed, and students may be asked to leave cell phone at home.

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.”

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"> • Earrings are permissible. • 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 words or images. Only plain shirts are acceptable. • 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. • Flip-flops 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.

Important Parent Information

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.
- 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 impedes the success of your child's school experience.
- Lower School Parents should review your child's Thursday Folder. Each Thursday, Lower School students will bring home a Thursday Folder in their backpacks. In addition to your child's work, the Thursday Folder often contains important school information that may require your action.
- Upper School Parents are encouraged to sign on to the Homework Site each night to be aware of assignments that are required of your child.
- Parents are also encouraged to visit our school website for useful information- www.balboaschool.com
- The PTO 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. Please volunteer to support PTO events when you are able.

Student Behavior Improvement Process

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.

Students who sexually harass or intentionally cause physical harm to another individual will be suspended. Repeated behavior of this nature may result in the student being expelled.

Important Parent Information

Homework

Homework is an important part of Balboa City School's successful program. Homework is assigned **every** Monday-Thursday nights to Upper School students and Lower School students. In the unlikely even that there is an exception to this routine, the teacher will notify parents.

Lower School Parents:

Homework is assigned to students **every** Monday-Thursday nights. 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:

Math and English homework is assigned to students **every** Monday-Thursday night. Please check The Homework Site each night for a list of your child's homework assignments. Please email your child's teacher(s) with any question.

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 given to the Registrar.

The student's parents or 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 delivered to the Registrar.

School Rules for Students and Dress for Success Polices

Balboa City School is committed to helping our students be successful in school and develop into competent and successful contributors in the larger world. Our School Rules for Students and Dress for Success Policy help us attain the goals. We ask that you familiarize yourself with these guidelines, which can be found in this Guide, so you can help support your child's success. Please contact the school should you have any questions.

Important Parent Information

Lunch

The school does not have a lunch program. Please provide proper nutrition for your child before school and for lunch.

- Upper School students may bring a lunch or purchase food from a catering truck that stops in front of the school during the lunch period.
- Lower School students must bring lunch.
- No caffeinated beverages are permitted for students during school.
- 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: 11:29 a.m. – 12:01 p.m.

Lower School: 11:32 a.m. – 12:07 p.m.

Wednesday:

Upper School: 11:18 – 11:38 a.m.

Lower School: 11:11 – 11:44 a.m.

Tips for Parents

- Notify the Registrar immediately of any changes to your contact information, such as a new email address, new telephone numbers, or new address.
- Notify us of any changes or problems (medications, family dynamics, etc.) that may affect your child's school performance.
- Encourage and promote on-time and regular school attendance. Schedule appointments and trips for non-school time whenever possible.
- Students are assigned homework on a daily basis. Because homework is an important part of our program, BCS provides all students with an assignment book. Please encourage your child to use and keep track of his/her assignment book. There is a \$5 fee to replace lost assignment books.
- Help ensure that your child gets enough rest. Please inform us if he/she is having difficulty sleeping.
- Get involved with our PTO. Studies have shown that children perform better academically and socially when their parents are involved with their school.
- Communicate your ideas, suggestions, and concerns to the appropriate school personnel. We are interested in and value your input.

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. 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 a thorough and confidential a manner as possible.