

BALBOA SCHOOL

Elementary Parent & Student Handbook 2020-2021



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Our Program

VISION STATEMENT

Balboa School students are creative, successful members of a global society.

MISSION STATEMENT

The mission of Balboa School is to provide a diverse educational environment that promotes high academic standards, cultivates creativity, and builds the skills necessary for student to be successful in a changing global society.

CORE VALUES

- DIVERSITY
- CREATIVITY
- MASTERY
- GROWTH

STUDENT LEARNING OUTCOMES

At Balboa School, we expect each of our students to:

- Achieve high academic standards.
- Create work that demonstrates innovation and originality.
- Cooperate in the classroom and community.
- Develop a growth mindset.

PROGRAM

The program is designed for optimal achievement in Mandarin/Spanish and English languages, where students can achieve sophisticated language development through direct instruction, engaging classroom activities, and songs, in a caring environment with active student involvement and participation.

Classroom instruction is divided between two high quality, classroom teachers following the dual languages model. The English-speaking teacher uses part of the instructional day to teach English language arts curriculum. The language teacher uses time of the day to teach language arts, including reading, speaking, writing and listening, while integrating elements of literature and culture. Both teachers teach core subjects such as math, social studies, science, and other topics from the California Core Curriculum.

Students will conduct hands-on activities in fundamental science and engineering, along with reading, writing, and literature. You will be amazed at how quickly your child becomes a comfortable and competent speaker!

Dual language schools have plenty of benefits for students and parents. “In the last 20 years or so, there's been a virtual explosion of research on bilingualism,” says Judith Kroll, a professor at the University of California. Research has found the benefits include enhanced:

1. **Attention**
2. **Empathy**
3. **Reading comprehension**
4. **School performance and engagement**
5. **Diversity and integration**

Other benefits to language learning and bilingualism, some of which are unique to dual language schools, include:

- **Math skills:** Studies indicate that learning a language can help children acquire early math skills. In particular, students learn both basic number concepts and calculation skills (e.g., addition, subtraction, etc.). At Balboa School, students can accelerate their math skills as they learn using Singapore Math®.
- **Learning music:** Mandarin is a tonal language that can naturally help with music abilities. Exposing them to musical tones as young children, can help them learn and develop music skills faster than others. In fact, studies show that learning a tonal language helps kids to better perceive pitch.

<https://www.sciencenewsforstudents.org/article/speaking-mandarin-may-offer-kids-musical-edge>

- **Cognitive development:** Studying a language opens pathways in the brain which can help improve a wide range of intellectual and academic skills, such as logical reasoning, reading comprehension, and focus. Studying languages stimulates different parts of the brain because it is very different than English in sound, tone, and script.
- **Cultural literacy:** Learning a new language exposes students to new cultures. As we become a more global society, students can use their cultural literacy to teach tolerance and help others recognize the importance of treating other cultures equally and fairly.

Balboa School is a fully accredited private school that has been teaching students from across the county, including GATE and gifted students, for over twenty years. Students at Balboa School are challenged while being provided the guiding support necessary for high achievement. We are accredited by the Western Association of Schools and Colleges (WASC) and Cognia, the world's largest education organization.

Administration Directory

Executive Director

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Vice Principal & International Program Director/PDSO

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Accounting & Human Resources

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Tuition/Billing
Enrollment contracts

Counselor

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College & Transition Counseling
Student Schedules & Transcripts/ NCAA Eligibility

Office Manager/Admissions Coordinator

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International & Domestic Admissions
Attendance & School Information

Director of Strategic Planning

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Athletic Director

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School Calendar

Balboa School Calendar 2020 - 2021*

Month	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	
AUGUST	3	4	5	6	7	10	11	12	13	14	17	18	19	20	21	24	25	26	27	28	31					
SEPTEMBER		1	2	3	4	7	8	9	10	11	14	15	16	17	18	21	22	23	24	25	28	29	30			
OCTOBER				1	2	5	6	7	8	9	12	13	14	15	16	19	20	21	22	23	26	27	28	29	30	
NOVEMBER	2	3	4	5	6	9	10	11	12	13	16	17	18	19	20	23	24	25	26	27	30					
DECEMBER		1	2	3	4	7	8	9	10	11	14	15	16	17	18	21	22	23	24	25	28	29	30	31		
JANUARY					1	4	5	6	7	8	11	12	13	14	15	18	19	20	21	22	25	26	27	28	29	
FEBRUARY	1	2	3	4	5	8	9	10	11	12	15	16	17	18	19	22	23	24	25	26						
MARCH	1	2	3	4	5	8	9	10	11	12	15	16	17	18	19	22	23	24	25	26	29	30	31			
APRIL				1	2	5	6	7	8	9	12	13	14	15	16	19	20	21	22	23	26	27	28	29	30	
MAY	3	4	5	6	7	10	11	12	13	14	17	18	19	20	21	24	25	26	27	28	31					
JUNE		1	2	3	4	7	8	9	10	11	14	15	16	17	18	21	22	23	24	25	28	29	30			
JULY				1	2	5	6	7	8	9	12	13	14	15	16	19	20	21	22	23	26	27	28	29	30	

Special Dates

August 10	Student orientation
August 10	Staff in-service
August 11	First day of Fall Semester
December 8-11	Final exams – early dismissal (noon)
December 11	Make-up Finals – early dismissal (noon)
January 4	Teacher Professional Development (no students)
January 5	First day of Spring Semester
May 25-27	Final exams – early dismissal (noon)
May 28	High School Graduation
	Teacher check-out day
June 1 – June 30	2021 Summer School

Holidays – School Closed

September 7	Labor Day
November 11	Veteran's Day
November 23 - 27	Thanksgiving Break
December 14 – January 5	Winter Break
January 18	Martin Luther King, Jr. Day
February 12	Lincoln's Birthday
February 15	President's Day
March 29 – April 9	Spring Break
May 31	Memorial Day
July 4	Independence Day

Only students who need to make-up a final exam must attend on 12/11/2020.

*Please note that Winter Break & Spring Break have been extended.

School Hours & Bell Schedule

School Hours:

8:30 am – 2:45 pm: M-TH

8:30 am – 1:45 pm: Fridays

Drop-off: The classroom door will be open at 8:15 am daily. If students arrive before then, they must wait outside of the classroom with parental supervision until the door is opened. Parents will sign in for each child each day after they have been health screened. Any student that arrives after 8:30 will go to the front office and sign in.

Sample Elementary School Schedule M-TH

Grades TK – 2:

8:30 am – 10:00 am: Language Arts/Math

10:00 am – 10:15 am: Recess

10:15 am – 11:30 am: Science/Social Studies/Art/PE

11:30 am – 12:15 pm: Lunch

12:15 pm - 2:15 pm: Chinese*

12:15 pm – 2:15 pm: Spanish*

2:15 pm- 2:45 pm: Music/Drama

Grades 3-5:

8:30 am – 11:30 am: Art/PE/Chinese/Math

10:00 am 10:15 am: Snack & Recess

11:30 am – 12:15 pm: Lunch

12:15 pm – 2:15 pm: Language Arts/Science/Social Science

2:15 pm – 2:45 pm: Music/Drama

Student Dress Code

In order to promote a successful learning environment, students at Balboa 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.
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 not be worn indoors.
Pants and jeans	<ul style="list-style-type: none">• Pants and jeans must be clean and in good repair.• Bagging/sagging clothes are not permissible.
Shoes and sandals	<ul style="list-style-type: none">• Shoes and sandals should be appropriate for the workplace.
General	<ul style="list-style-type: none">• Clothing is to be neat, clean, in good repair and appropriate to a typical workplace.

Attendance Policy

ABSENCES

Balboa School encourages consistent, on-time school attendance. Please try to schedule appointments and trips during non-school time.

- Students will have their temperature checked upon entering campus and any student showing ANY signs of illness will be asked to go home. In that case, the student would be required to attend virtual classes until he/she has been cleared to return, either from a doctor or after 14 days of being symptom-free.
- Parents or guardians must call the school and notify the Administrative Office by 8:15 a.m. if their child is going to be absent from school on a given day. A student may be excused from school when the absence is due to:
 - Personal illness or injury.
 - Medical, dental, optometric, or chiropractic services rendered.
 - Attendance at funeral services for a member of the immediate family.
 - Exclusion for failure to present evidence of immunization.
 - Exclusion from school because student is the carrier of a contagious disease.
 - Pre-approved sporting competition.
- Any student who is absent in excess of 5 consecutive days for the above reasons will need to provide a medical/legal note.

Arrivals & Pick-up

ARRIVALS / PICK-UP

- Parents may drop off their child at school between 8:15 a.m. - 8:25 a.m. and must be picked up by 2:45 p.m. and 1:45 p.m. on early dismissal days, unless your child is enrolled in an afterschool program.
- Students who arrive after 8:30 a.m. must check in at the Administrative Office to receive a pass after the health screen.
- Parents must call and notify the Administrative Office in advance when a student needs to leave school early. Parents must sign the Early Pick-up Log located in the Administrative Office area before picking up their child.

School Rules & Policies

ENROLLMENT/DIS-ENROLLMENT

- Enrollment contracts are required to be signed and submitted annually for each student before the start of the school year.
- Written thirty-day notice is required upon departure of the school program before the end of the enrollment contract.
- Enrollment contract will be terminated upon dis-enrollment
- Deposits received will be forfeited.
- No refunds

ELECTRONICS

- Electronics, including but not limited to cell phones, lap tops, iPods and Mp3 players are not allowed in class. **Balboa School will not assume liability for the loss of any personal property.*

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 Counselor will be responsible for administering the medication.

SCHOOL PROPERTY

- All students are expected to respect school property, which includes student textbooks.
- Students and parents will be expected to cover the charges for any damaged property.

COVID-19 Policies*

**Balboa School follows the guidance of the San Diego County Health Department and the CDC. These policies may be modified at anytime to adhere to local safety standards. Balboa School is in compliance with the COVID-19 Industry Guidance: Schools and School-Based Programs.*

- In effort to maintain a safe, secure campus, we will not be allowing visitors on campus.
- All students and staff are to stay home if showing any flu-like symptoms and will be sent home if noticed on campus. If/when a student is sent home or working from home due to symptoms, they will be able to participate in virtual classes, if they are well-enough to participate.
- Upon entering campus, staff and students will have their temperature checked.
- All staff are required to wear masks.
- Classrooms will be arranged for social distancing, with the option of moving classes outdoors, when possible.
- If local agencies determine that school campuses must close, all students taking classes on campus will transition to real-time virtual classes.

Academics

SUPPLIES

Students are responsible for bringing their own school supplies during the entire school year. Students should always be prepared with:

- Pencils/pens
- Homework folder
- Backpack/school bag
- Additional supplies requested by each teacher

GRADING SCALE

93-100=A	87-89=B+	77-79=C+	67-69=D+	below 59=F
90-92=A-	83-86=B	73-76=C	63-66=D	
	80-82=B-	70-72=C-	60-62=D-	

GRADE TERMS

1st Semester: August 11, 2019 - December 11, 2020

2nd Semester: January 6, 2021 – May 27, 2021

**Progress reports are sent home every 6 weeks.*

Parent Information

COMMUNICATION

Communication between school and home is an integral part of Balboa School's program of success.

- Balboa School provides parents/guardians with access to their student's grades and attendance through PowerSchool's Parent Portal. We encourage parents/guardians to regularly login and communicate with teachers. To obtain access, contact the Administrative Office.
- Your assistance with the following will facilitate your child's school success:
 - Make sure the office has your current contact information, including your email address and telephone information. **Contact the office immediately if your contact information changes in any way.**
 - Balboa 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 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.
 - 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.
 - Facebook: www.facebook.com/balboacityschool

LUNCH & NUTRITION BREAK

- Students should bring a ready-to-eat lunch and snack or money to purchase items from the Balboa Bodega.
- Balboa Bodega is open at Nutrition Break and lunch, where students can purchase chips, cookies, soups, hot dogs, and drinks.
- As a precaution against food allergies and food reactions, we discourage all students from sharing foods.