

# BALLINGTON ACADEMY

FOR THE

*Arts & Sciences*

School Handbook

## **Mission:**

***A Ministry of Service Providing Vulnerable Individuals and Families with the Tools to Improve their Quality of Life***

**Updated 2023**

# Ballington Academy School's Philosophy

Ballington Academy is committed to properly preparing children with a solid foundation of academic excellence and an appreciation of the power and importance of arts and sciences. The educational model created for Ballington has a strong foundation of quality teachers, quality curriculum, strong educational ideology, and a rigorous academic learning environment focused on educating students so they may become lifelong learners and scholars. Ballington enables students to become competent, self-motivated, lifelong learners by providing a multi-cultural, student-centered environment, where standards aligned curricula will be integrated with arts and sciences. Ballington is the school where students will reach their dreams and establish the foundation for their future.

## General Information

### Locations:

Ballington Academy for the Arts & Sciences San Bernardino  
799 Rialto Ave.  
San Bernardino, CA 92408  
Principal: Shannon Brandner

Ballington Academy for the Arts & Sciences El Centro  
1525 W Main Street  
El Centro, CA 92243  
Principal: William Anderson

### Hours of Operation: *(Subject to Modification)*

Office 7:30am-4:30pm

#### ***Student Instructional Times***

Transitional Kindergarten and Kindergarten Instructional Day 8:00am-3:00pm

1<sup>st</sup>-2<sup>nd</sup> Grade Instructional Day 8:00am-3:15pm

3<sup>rd</sup>-5<sup>th</sup> (San Bernardino only) 8:00am-3:30pm

3<sup>rd</sup>-6<sup>th</sup> (El Centro only) 8:00am-3:30pm

#### ***Early Release Wednesdays***

Transitional Kindergarten and Kindergarten 8:00am-1:00pm

1<sup>st</sup>-2<sup>nd</sup> Grade 8:00am-1:15pm

3<sup>rd</sup>-5<sup>th</sup> (San Bernardino only) 8:00am-1:30pm

3<sup>rd</sup>-6<sup>th</sup> (El Centro only) 8:00am-1:30pm

***After School, Tutoring, & Extended Learning Programs*** (Schedules & offerings are site specific, please access offerings at each school)

Program 3:15pm-6:00pm

(Wednesdays) 1:15pm-6:00pm

**\*Students will not be admitted into the building before 7:45 a.m.**

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## Admission

Ballington Academy is a public charter school that received its initial authorization in 2009 from the El Centro Elementary School District for the El Centro campus and in 2015 from the San Bernardino Unified School District for the San Bernardino campus. Charter schools are established to:

- Improve pupil performance,
- Increase learning opportunities for all pupils, with special emphasis on expanded learning experiences for pupils identified as low achieving,
- Encourage the use of different and innovative teaching methods,
- Create new professional opportunities for teachers, including the opportunity to be responsible for the learning program at the school site,
- Provide parents and students with expanded educational opportunities within the public school system without the constraints of traditional rules and structure,
- Provide schools a way to shift from a rule-based to a performance-based system of accountability, and
- Provide competition within the public school system to stimulate improvements in schools.

Ballington Academy admits students of any race, religion, color, gender, physical handicap, national or ethnic origin to all rights, privileges, programs, and activities made available at our schools. Ballington adheres to admission procedures which have been approved by the State Board for Charter Schools. If, by the enrollment deadline, the number of applications exceeds the capacity of a program, class, grade level or building, all applicants will be selected for the available slots through an equitable lottery, except preferences shall be given to returning students. After the application deadline, students will be accepted for any remaining slots or from a waiting list in the order they were received.

Students who have been placed on long-term suspension by another school or district are required to have a parent/student conference with administration as a mandatory part of the admission process. Students who have been expelled by another school or district **may not be admitted**. It is our belief that a motivated student, with parent support, will excel in an environment of high academic and character standards.

Ballington Academy operates full day **transitional kindergarten** and **kindergarten** programs at no cost to the families. We are excited to have your children as they embark on their first experiences with school. Placement in Transitional Kindergarten or Kindergarten will be based on current guidance from the CDE

### Custody and Restraining Orders

In cases where custody/visitation affects Ballington Academy, the school will follow the most recent court order held on file with Ballington Academy. It is the responsibility of the custodial parent or of guardians having joint custody to provide Ballington Academy with the most recent court order.

## Transportation

Ballington Academy does not provide transportation. Transportation to and from school is the responsibility of the parent and or legal guardian.

## Immunization Requirements

California law requires that children be up to date on their immunizations to attend school. Documented proof of required vaccinations is needed for students entering Ballington Academy. The School requires written verification from a doctor or immunization clinic for the following immunizations:

### *Immunizations Required*

#### a) Diphtheria, Tetanus, and Pertussis (DTaP/DTP/DT)

- 5 doses at any age, but 4 doses meet requirements for ages 4-6 years if at least one was on or after the 4th birthday.

#### b) Measles, Mumps, Rubella (MMR)

- 2 doses both on or after 1st birthday

#### c) Polio

- 4 doses at any age, but...3 doses meet requirement for ages 4-6 years if at least one was given on or after the 4th birthday; 3 doses meet requirements for ages 7-17 years if at least one was given on or after the 2nd birthday.

#### d) Hepatitis B

- 3 doses at any age

e) Varicella (chickenpox), (students already admitted into California public or private schools at the Transitional Kindergarten level or above before July 1, 2001, shall be exempt from the Varicella immunization requirement for school entry).

- 1 dose (required for Kinder)

## Physical Exam Requirements (Kinder and 1st Grade)

All transitional kindergarten, kindergarten and first grade students are to have completed a health screening examination and have **copy of a physical exam** on file on or before the 90th day after the students' entrance. Students can waive this requirement by completing a waiver pursuant to Health and Safety Code Section 124085 and must have a copy on file on or before the 90th day after the students' entrance. The copy of the physical exam must include blood, urine, vision, and audiometric testing. This examination can be obtained from your family physician or possibly through the services provided by your County Health Department. Information and forms are distributed to students enrolled in kindergarten. Failure to obtain an examination for your child or a waiver will result in your child being denied enrollment. *If your child's medical status*

*changes, please provide the teacher with a physician's written verification of the medical issue, especially if it impacts your child's ability to perform schoolwork in any way.*

The health screening exam for **transitional kindergarten and kindergarten** students must be **dated no earlier than 6 months prior to the first day of attendance at school** and, at the time of the exam the child must be at least 4 years and 3 months old.

In order to enroll in **first grade**, the health exam must have been given to the child within **18 months prior to the first day of attendance at school**.

### **Oral Exam Requirements (Transitional kindergarten, Kindergarten and 1st Grade)**

AB1433 allows for an oral health assessment to be completed as early as 12 months prior to school starting and as late as May 30th of a student's first year of school. The assessment, or dental evaluation, can be met in many ways. It may be a complete examination and treatment plan performed by a California licensed dentist or a more basic oral health evaluation, such as a dental screening, which can be performed by a California licensed dentist, a registered dental hygienist, or a registered dental assistant with supervision.

The oral health assessment, when given at transitional kindergarten, kindergarten or first grade entry, detects problems that may interfere with learning. Early identification and treatment of oral health problems are important and help a child reach his/her full development potential. AB1433 is specified in the California Education Code Section 49452.8

### **Authorization for Record Release**

The Record Release form gives the school permission to obtain all records pertaining to a given student from his or her previous school. This form must be completed by the parent/legal guardian and must include the telephone number and address of the previous school. Information regarding a student's progress will be shared only with parents/legal guardians, appropriate members of school faculty and staff and any professional consultants retained for the purpose of measuring or improving instructional quality. When information regarding a student performance is made public, it will be represented in such a way as to avoid the identification of specific individual students.

### **Re-enrollment**

To secure your child's enrollment at Ballington Academy for the next school year, you must officially complete the re-enrollment process. Re-enrollment forms along with the spring re-enrollment deadline will be sent home between April and May.

### **Withdrawals**

Parents requesting to withdraw their child are asked to complete an official withdrawal form, an exit interview form, and arrange the return of all school books, materials, and outstanding fees.

## Attendance

A strong correlation exists between student academic success and regular school attendance. School attendance is ultimately the responsibility of the student and his/her parents/legal guardian. Students should remain out of school only when necessary since much of the classroom activity cannot be replicated; the benefit of discussion and participation is forever lost to those who are absent. It must be emphasized that regular attendance is the key to much of the success a student may gain from his/her school program. Consistent and prompt attendance at school is imperative. While we understand that students occasionally become ill and may have appointments that interfere with the school schedule, it is important, especially in the highly collaborative nature of our program, to attend consistently. In the event your student must miss school, please speak with your student's teacher ahead of time for an Independent Study Contract. This will allow your student to not fall too far behind. Please be aware that a combination of more than 6 unexcused or excused absences can result in a student being dropped from Ballington and you will need to re-enroll. Admission is based on availability at time of re-enrollment.

In the event we need to reach you, it is vital that we have one or more current telephone numbers to contact you during the school day.

### Absences

Absence is defined as a student's non-attendance in his/her assigned classroom during an assigned period. When a child must be absent from school, the parent/legal guardian is to **call the school** before 8:30am, stating the reason for the absence or **send a note with the child the day** they return to school; and they deliver it to the school office. If the office does not receive a note or explanation of the absence within 3 days, the absence will be marked as "unexcused." We ask that you please let us know if your child will be out of school for an extended period of time. Doctor or dental appointments should be arranged outside of school hours when possible. **School Assignments:** In order for a student to receive credit for work missed, the assignments must be made up during the allowed time. The student must request assignments upon return. Making up work missed during unexcused absences is at the teacher's discretion and is vital to your child's continued academic progress.

### Excused Absences

Excused absences are granted for the following reasons:

- Personal illness
- Quarantine under the direction of a health officer
- Personal medical, dental, or optometric appointment (school may require verification)
- Funeral services for a member of immediate family (1 day in state, 3 days out of state)
- Personal court appearance (requires verification)
- Religious retreat or holidays (3 days advance notice, limited 4 hours/semester)
- To obtain required immunizations

### Unexcused Absences and Truancies

Absences that may have the knowledge or approval of the parent but not the school are considered unexcused. Unexcused absences could be deemed truancy after administrative review. Students may be placed on an attendance contract at the administrators' discretion for excessive absences and/or

tardies. Three or more unexcused absences in a school year or tardies might result in a referral to the local law enforcement. **Please be aware that a combination of more than 6 unexcused or excused absences can result in a student being dropped from Ballington and you will need to re-enroll.**

Unexcused absences include, but are not limited to:

- Baby-sitting, taking care of other family members
- Personal problems
- Out-of-town travel for unexcused reasons
- Car trouble-transportation difficulties
- Immediate family illness of a non-emergency nature
- Staying home due to a late awakening
- Unavailability of appropriate clothing
- Excessive absences without doctor verification

### **Tardiness**

Tardiness is viewed as a disruption to the classroom environment. Arriving late to class (after 8:00 a.m.) not only deprives the child of their opportunity to learn (as required by federal law), but also disrupts the education of other students. If a student is to learn, he/she must be in his/her classroom prepared to work when class begins. All tardy students must report to the front office **before** attending class. A parent/legal guardian must physically sign in their student in order for the student to be sent to class with a slip. In cases of excessive tardies (4 or more), a meeting will be held with the parent/legal guardian to develop a plan to improve punctuality.

### **Student Pick Up**

Students must be picked up within 15 minutes of dismissal (unless enrolled in the afterschool care, tutoring, or extended learning programs). No student is permitted to leave the school before school is dismissed or without permission from the office

### **Early Pick-Up/Dismissal**

If it is necessary to pick up your child before the instructional day comes to an end, the parent/legal guardian or pre-authorized adult must be prepared to provide a picture ID and sign out the student in the front office. Please be aware that students can only be signed out by those adults listed on the student's emergency card, or those having a legal right to do so. Students may not wait in the office unless they are ill. Students will remain in their classroom until they are signed out by their parent/legal guardian. *At no time should persons picking a child up early from school proceed directly to the classroom. You must proceed to the office, sign out the child, and the office staff will notify the teacher for student dismissal.* In the event that a child needs to be picked up early, we ask that early pick-up is limited to emergencies as every instructional minute is valuable to your child's educational success. Ballington Academy reserves the right to refer the child to SARB if early pick-up becomes excessive.

### **Minimum Days**

Early dismissals are scheduled for every Wednesday as well during parent/teacher conferences. Teachers will notify parents of the parent teacher conference dates in a timely manner.





## Health and Safety

Students' safety is the school's foremost responsibility during school hours. It is imperative that pertinent medical documents of any child with specific health-related needs are file in order for our school to provide the most appropriate accommodations. For the safety of all individuals, the school leadership and or designee(s) reserve the right to request that disruptive individuals leave the school property in a timely fashion. Failure to comply may result in notification to law enforcement.

In case of illness or injury during the school day students should report to class and obtain a pass to go to the school office. In the event that a student is injured or too ill to remain in school, the parent/legal guardian or emergency contact persons listed will be notified. Please be vigilant in keeping your child's school record for your child up-to-date. For the safety of your child, it is critical that the school be notified **immediately** of any changes in a student's name, address, telephone number, legal guardian, and any other information provided at the time of registration. Such changes must be communicated in writing.

### Administration of Medications

In accordance with the Education Code Section 49423, any student who is required to take, during the regular school day, medication prescribed for them by a physician, may be assisted by the school nurse or other designated school personnel if the school site receives (1) a written statement from such physician detailing the method, amount, and time schedules by which such medication is to be taken and (2) a written statement from the parent or guardian of the student indicating the desire that the school district assist the student in the matters set forth in the physician's statement. The school site has a form that can be used.

All medications must be checked in to the front office and must bear a pharmacist's label with the recommended dosage. Students are not permitted to have prescription or OTC medications in their possession on campus at any time, with the exception of inhalers prescribed for Asthma. It is imperative that practices followed in the administration of medication be carefully delineated to ensure the safety of our students and the legal protection of our employees. To carry an inhaler, a doctor's note is required. The school, upon request from the parent/legal guardian and verification from a physician, will endeavor to provide for the administration of prescribed medication to allow the student to attend school.

### Guidelines

Only medications with a doctor's order will be administered to students. If a child is taking a prescription medication on a regular basis because of a diagnosed medical condition, the parent/legal guardian may be required to provide a patient physical examination record. Failure to provide the necessary documentation may result in termination of medication administration.

- The primary responsibility for the administration of medication rests with the parent/legal guardian, student and medical professional.
- Medication shall be administered only during school hours if determined to be absolutely necessary on an ongoing basis.

- The parent/legal guardian shall sign a release/consent form, which is to be kept on file at the school.
- Designated staff shall keep records of medication administered at the school.
- All medication will be kept in a secure and appropriate storage location and administered per physician's instructions by the school nurse or by designated staff.
- Designated staff shall return all surplus medication to the parent/legal guardian upon completion of the regimen or prior to summer holidays.
- Designated staff shall establish emergency procedures for specific medical conditions that require an immediate response (i.e. allergies, asthma, and diabetes).

### **Accidents/Incidents**

A trained staff member will administer initial treatments of minor injuries. The person in charge at the time of the incident will report it to the school office, which will then begin processing an Incident or Accident Report Form for recording all pertinent information (Accidents/Incidents are recorded even though doctor or hospital care is not required). The student's emergency contact will be notified by phone whenever medical treatment is administered to a student. In such cases, it is especially crucial that the school has working telephone numbers for students' parent(s) guardian(s) and alternate contacts in the event the parent/guardian is not available. In an emergency situation where school personnel cannot locate a legal guardian for notification and disposition, paramedics will be called and the student will be transported to the nearest emergency facility. A legal guardian's signature on the Emergency Information and Immunization Record Card is consent for this course of action. The school is not responsible for reimbursement of medical expenses.

### **Head Lice**

Ballington Academy students must be free of head lice and nits. It is important for parent/legal guardians to routinely check their children's hair for lice. Lice are small insects about the size of sesame seeds. Nits are tiny yellowish-white oval eggs attached to the hair. Nits do not come off easily like dandruff or lint. Lice do not jump or fly. They are transmitted via head-to-head contact, and personal articles such as hats, combs and pillows. Please remind children not to share such things with others. When head lice are identified at school, the school office staff notifies parent/legal guardians of affected students and provides information on treatment of the hair and the household. Students must be free of head lice and nits after treatment in order to return to school. Spraying pesticides for the control of head lice at home or at school is not recommended.

### **Emergency Drills**

We have drills throughout the year to teach students the safest, quickest route from school buildings. Whenever a class leaves a room for any emergency, students remain with their teachers at all times. Please do not expect to pick up your child until the emergency drill has been completed.

### **Outdoor Activities**

Students will be required to participate in all outdoor activities, including recess, unless a written excuse from a physician is provided.

## Academics

Ballington Academy offers small class sizes and an instructional approach grounded in innovative and cutting edge teaching pedagogy. It is student centered, encourages parent/legal guardian involvement, and integrates the arts and sciences into a standards-based instruction to ensure the student has the optimum opportunity for success.

### Responsibilities

#### *Students:*

- Commit to learning and doing their best
- Complete all assignments including homework neatly and on time\*
- Attend school regularly, on time, and come prepared
- Schedule time wisely to meet assignment deadlines
- Get assignments when absent
- Take home parent information

#### *Teachers:*

- Provide a rich and engaging learning environment
- Commit to each student's learning
- Provide checkpoints for long term assignments
- Assign work for academic reasons to practice, reinforce and master skills
- Provide clear directions for assignment, format and due date

#### *Parent(s)/Guardian(s):*

- Provide an appropriate place and atmosphere for homework
- Contact teacher if time spent on homework is excessive
- Set aside consistent homework/reading time nightly

#### **\*Make-Up Assignments**

It is the responsibility of the student to complete any missed assignments or tests as follows:

**Make-up work** – a student has one day for each day they have missed to make up assignments.

Missed tests or quizzes– Scheduled tests will be administered on the day the student returns to class.

**Truancy** – Assignments missed by truant students are due at the originally assigned time. No extra time will be granted to truant students to complete assignments.

\*\*Late work will affect your child's academic progress and the grade that is assigned. If an emergency situation arises, the teacher has the discretion to accept the assignment late. Parental involvement is required for this.

### Grading System

Teachers use a variety of ongoing, developmentally appropriate methods to measure student progress such as tests, exams, quizzes, projects, reports, homework, class participation and other assignments. Report cards are issued at the end of each quarter (four times a year). Report card envelopes must be signed by the parent/legal guardians and returned to the teacher then next school day. Report cards are aligned to Common Core State Standards. Reports can also be accessed via the Parent Portal on the Student Information System.

### **Homework**

Ballington Academy believes that homework will contribute to the academic success of children. Homework serves as a link between the child, the home and the classroom. Homework fosters positive school attitudes, good study habits, effective time management, and personal responsibility. Students who use their class time responsibly should not have excessive amounts of homework. If students are consistently overwhelmed with homework, parent/legal guardians should contact their child's teachers. Teachers will contact the parent/legal guardians to report a student who neglects his/her homework. The student may then be placed on a homework contract. The school encourages reading, communication between parents and students. Reinforcement activities are available upon request.

### **Testing and Assessments**

Ballington Academy uses criterion-referenced and norm referenced tests. Criterion-referenced tests show us if students have mastered material that should be learned in class. Norm-referenced tests tell us how one student's academic performance compares to that of other students nationally. These two types of tests allow us to monitor student, class, grade level, and school academic achievement. State-wide mandated testing occurs in the spring and it is important to be in attendance during this timeframe. Copying another student's answers, stealing tests and other activities that would result in test scores not accurately reflecting what a student learned can lead to a variety of punishments up to and including suspension and any additional sanctions imposed by the California Department of Education.

### **Parent/Teacher Conferences**

Formal conferences are regularly scheduled throughout the year (see calendar). Informal conferences provide parent/legal guardians an opportunity to meet with their child's teachers to discuss their child's progress. A parent/guardian may request a meeting with their child's teacher at a mutually agreed upon time.

### **Academic Achievement/Character Development Awards**

Students who meet high academic standards will be eligible for recognition. Recognition will also be given to those students that exemplify character in their daily lives at school or in the community. Award assemblies will be held to recognize selected students. Other means of recognition may also be utilized such as school or class newsletters, bulletin boards, announcements, etc.

### **Independent Study Contracts**

If it is absolutely necessary to miss school, an independent study contract is to be completed. This should be done prior to the absence to allow the teacher to provide assignments for your student. The contract will provide lessons to complete while the student is away from school. Please see the front office for a copy of the contract. Independent study is a cumulative maximum of 14 days per year per year.

## Student Code of Conduct

Ballington Academy provides an environment that inspires pride, fosters an atmosphere of superior academic preparation and develops exemplary young scholars. Discipline is a key element in maintaining this environment of success. Discipline is monitoring one's own behavior to meeting the expectations of societal norms. It is an attitude that begins at home, is reinforced at school and is applied throughout life. Ballington Academy places a great deal of emphasis on the character development of each student. Progress is most often recognized by outward actions toward others. With this in mind, students are expected to demonstrate an attitude of respect for their peers as well as adults. In addition, respect for the property of another is expected; this includes school property and the personal effects of others. The final decision in matters pertaining to the Student Code of Conduct shall be determined by the administration in adherence to the school's Mission Statement.

*Ballington Academy students will not engage in or exhibit any activity that:*

- Adversely affects the educational activities of other students.
- Adversely affects the teacher's ability to teach.
- Adversely affects the orderly operation of the school.

The purpose of the Character Education program is to integrate positive character traits in the total school environment. Developing positive character traits among youth is vital in today's society. Successfully instilling quality character traits lays a foundation for later success in life.

### Internet & Computers

Ballington Academy provides computers and Internet access for its students. The primary goal of computers and the Internet is to support the regular classroom resources and student research related to academic studies. Internet access at the school is not to be used for recreational 'surfing' or communicating. Access is a privilege, not a right, and with it comes responsibility. Students are expected to adhere to the school's Mission Statement, philosophy and regulations while on school computer networks, just as they are in classrooms or school buildings. To maintain system integrity and ensure responsible use of systems for academic purposes, Ballington Academy uses Internet filters. School faculty and administrators will also review files and request search histories of websites visited. Information and files stored on school computers and servers are not private. Ballington Academy has no control over the nature or content of information from other computer systems and disclaims any responsibility to exercise such control. Information via the Internet is public and often uncensored and students may come in contact with materials that are controversial or inaccurate. Ballington Academy is also not responsible for the appropriateness or accuracy of information retrieved. Parents are requested to sign a contract accepting responsibility of student assigned chromebooks. If damaged, the school will ask for replacement. Additionally, devices can be taken home upon request and signing a responsibility contract.

### Media Use Guidelines

All media communication must be polite – Messages must not be inappropriate or offensive in any way.

- Do not send, access, download or display offensive messages or pictures
- Do not use obscene language

- Do not reveal personally identifying information about yourself to others
- Do not harass others
- Do not violate copyright laws or regulations
- No 'hacking' or other disruptive activities
- Do not share passwords
- Do not damage computers, network or system
- Do not access files or work of others
- Do not load any files or programs into any computer without teacher authorization

Any violations of these rules or other standards of computer etiquette will result in revocation of Internet access. This notification is the only warning a student will receive. Serious violations may result in suspension or expulsion.

### **Spirit Assemblies and Special Performances**

Assemblies are provided for your enjoyment and/or learning experience. Assemblies are considered a privilege. Anyone not acting in the appropriate manner is dismissed from an assembly and may be excluded from future activities. To help make assemblies enjoyable for the entire audience, as well as those presenting the assembly, please follow the behavior guidelines below. These guidelines and rules apply to any type of performance. A good audience allows performers to perfect and display their talent, and responds to the performance in an appropriate way. The following will help this to occur:

- Students should enter the multipurpose room quietly and sit with your teacher in your assigned area.
- Keep your feet and hands off the person in front of you.
- Be a good listener. Never talk out of turn during a performance.
- Use the correct response to a performance,
- Enter and exit the multipurpose room only when the performance is between songs or during intermission. If you must leave, do so by exiting through the rear doors of the multipurpose room.

### **Playground Procedures:**

Students are to:

- Stay in assigned play areas.
- Follow directions of the playground supervisors and answer whistle/bell promptly.
- Use equipment appropriately.
- Show respect for yard supervisors at all times.
- Observe game procedures, play fair, and respect one another.
- Be in control and use only appropriate and acceptable language.
- Keep hands and feet to yourself at all times.
- Dangerous games are prohibited at all grade levels.
- All snacks must be eaten and finished in the assigned area, and all trash thrown into trash cans.

When the whistle blows to end recess all playing stops, students freeze. After a second whistle, students walk quietly to the appropriate area. Students follow their teachers to the classroom quietly and in order.

Students are not allowed in buildings to use the restroom during recess unless given permission. Students will be aware of the appropriate restroom to use during lunchtime. Screaming, yelling, loitering, or playing around in the restroom is not permitted.

### **Lunch Procedures**

- Eat in assigned lunch areas.
- Follow directions of the lunch supervisors and answer promptly and show respect at all times.
- Stay seated at all times, raise hand for permission to leave tables.
- Be in control and use only appropriate and acceptable language.
- Keep hands and feet to yourself at all times.
- All students must eat their own lunch and finish it in the assigned area.
- All trash must be thrown into trash cans before student is released to playground area.
- Students must be released by the lunch supervisor.
- Empty lunch boxes need to be put in designated area before playing on the playground.

### **Bathroom Procedures**

The teacher will explain the bathroom procedure for each grade level when using the restroom within classrooms. Along with teacher explained procedure, all students are expected to:

- Go directly to the restroom and return to playground or class in a timely manner.
- Keep the restroom area clean by flushing toilets and throwing trash into the trash can.
- Refrain from screaming, yelling, loitering, or playing around in the restroom.
- Report any problems in the restrooms to their teacher or yard duty supervisor immediately.

### **Off School/After School/Night Activities**

All students are expected to follow the guidelines set up in the Code of Conduct for a school approved activity, assembly, weekend or night activity, even when the activity occur off campus. Failure to do so will result in disciplinary action. When there is a night activity students are not permitted to stay on campus to wait for the night activity unless they are enrolled in the After School Care Program. Students also need to be accompanied by their parent(s)/guardian(s) to attend night activities.

### **Liability**

**School Property:** Students who cut, deface or otherwise damage any school and/or personal property may be suspended or expelled from school. Under California State Law, parent/legal guardians are liable for any damages their child commits to school property.

**Textbooks:** Textbooks are assigned to students. Textbooks must be returned in good condition to avoid incurring damage charges. Students must return the book that was assigned to them or be charged the value of the missing book. Families are also responsible for paying lost library books.

**Chromebooks:** Chromebooks are assigned to students and it is expected that students returned them in good working condition and do not intentionally damage them. The school uses Google Classroom. Each student is given a unique sign-in. Chromebooks are intended for use during the school day to allow students to access online curriculum and activities. If parents/guardians wish to access the materials at home, and do not have a personal device, the adult may request to check out the Chromebook with the classroom teacher.

**Student Desks:** Ballington Academy is the owner and has control over student desks, which are provided as a convenience for storage of students' personal items. School officials may inspect desks without notice and without consent whenever reasonable suspicion exists that the student has violated either a school rule and/or the law or that the health, safety, or welfare of any student or staff may be in danger.

*Please note Ballington Academy reserve the right to search backpacks or other personal items should we believe reasonable suspicion exists that the student has violated either a school rule and/or the law or that the health, safety, or welfare of any student or staff may be in danger.*

### **Items Not Allowed At School**

The following items, and others like them, generally cause injury or create annoying or dangerous situations and are, therefore, not allowed at school.

- Clothing that depicts images of drugs, alcohol or violence
- Skateboards, scooters, or roller blades
- Knives, or other weapons (real or toy)
- Caps, lighters, fireworks, matches
- Darts
- Animal/Pets
- Razor Blades
- Toys and other novelty items, i.e. virtual reality toys, action figures
- Radios, cd players, iPods, mp3 players, cell phones, hand held games, beepers or any other electronic devices
- Guns (any variety, including toy guns)
- Playing cards
- Laser pens
- Gum
- Permanent Markers

The above list is not exhaustive or comprehensive. Other items that place our students or staff members at risk or have potential for interrupting the educational process are not permitted. Students who do bring the above mentioned items to school will be subject to disciplinary action ranging from a teacher reprimand to suspension from school. These items may be confiscated and kept for parent/guardian pick-up.

**Personal Property:** Students should not bring large amounts of money and/or other valuables to school. The school assumes no responsibility for theft of, lost, or damaged personal property.

### **Telephones and Cell Phones**

Students are not permitted to use the school phones to make calls or receive any calls. Students will not be called to the telephone to receive a call except in emergencies. Student use of mobile phones is not permitted during school hours. If students come to school with cell phones, we ask they are kept in the student's backpack and turned off or kept with the teacher until the end of school. If student use of a mobile phone interferes with instruction, routines, or creates a problem at school, the teacher or school official reserves the right to confiscate the phone. In this case, a parent/legal guardian will be notified of the action and the phone may be picked up in the principal's office.



## **Dress Code**

It is the mission of Ballington Academy not only to provide academic education but also to provide education in values, manners, dress and grooming since these are elements of good character. Research has shown that student dress and appearance affect student attitudes and conduct. Ballington Academy aims to foster good dress and grooming habits in students, prevent disruption of the classroom atmosphere, enhance classroom decorum, eliminate disturbances among other students in attendance and minimize distraction of other students so as not to interfere with the education process. Therefore, all students are expected to attend school in clean, neat, and appropriate student attire.

- All clothing must be sufficient to conceal undergarments (no see-through fabric).
- No baggy or oversized fit is allowed.
- Tank tops, tube tops, spaghetti strap tops, and off the shoulder tops are not allowed. All shirt straps must be two inches in width or greater.
- No bare midriffs or racer back tops are allowed. Camisole undergarments may not be worn as outerwear.
- Hats, hoods, and sunglasses are not permitted inside the classroom or building. Hats may not be worn backwards.
- Length of shorts, skirts, skorts, and dresses must be within the bounds of decency, no shorter than mid-thigh and free of writing across the seat area.
- Dresses and/or tops must reach to the mid-thigh area.
- Flip-flops or open-toed sandals are not allowed for safety purposes.
- Closed toe shoes must be worn at all times. Sandals with a closed-toed front must include a back-strap.
- Pupils shall not wear jewelry in pierced tongues, on faces, or body parts other than ears.
- Coloring of hair in a manner that may create a distraction is not permitted.
- School attire and/or accessories shall be free of pictures, writing, or insignias that are sexually suggestive, profane, vulgar, crude, or that promote racial, ethnic, or religious prejudice.
- School attire must be free of commercial lettering or printing which promotes or glorifies gangs, violence, and/or the use of drugs, alcohol, or other illegal behavior.
- Pupils carrying overt gang paraphernalia or making gestures that symbolize gang membership or wearing earrings of such shall be referred to the principal.

**\*Final decisions on appropriate attire lie on the school leadership and/or designee(s). Pupils in violation of the dress code will be issued one warning and sent home to change, if necessary. Any subsequent violation will result in disciplinary action.**

## Discipline

### Consequences for Misconduct

Consequences for misconduct are determined by the severity and frequency of the infraction. Consequences will be determined by staff and administration. Consequences are listed in order of severity, low to high. Due to the complex nature of discipline problems, however, some consequences may not be administered in sequence. The final decision as to school consequences for misconduct shall be determined by the administration and or administrative team.

### Informal Talk

School Staff will talk with the student and attempt to reach an agreement on how the student should alter his/her behavior. Parent/legal guardians will be notified.

### Minor Penalty

School Staff will administer a "minor penalty." These penalties range from loss of classroom privileges, work detail, detention or other similar consequences. Parent/legal guardians will be notified.

### Conference

One or more school staff members, usually the teacher and administration, may meet with the student. The student must agree to correct his/her behavior. Consequences may be administered including detention, work detail and loss of privileges.

### Parent Involvement

Parent/legal guardians are notified directly. A conference will be conducted with the student and his/her parent/legal guardians. The student must agree to correct his/her behavior. Parent/legal guardian involvement is mandatory for all further disciplinary action.

### Behavioral Intervention Plan

The student may be placed on a behavioral contract that must be signed by the student, the parent/legal guardian and the School Administration. The contract will define the desired behavior and consequences for misconduct.

### Restitution

The student is required to return property or goods to the rightful owner and/or provide fair compensation for loss, damage or defacement of others' property.

### Suspension

The administration informs the student of the suspension. The parent/legal guardians are notified of this action and are given instructions regarding the process. For further information, a copy of the school's suspension/expulsion policy is available at the front office.

### Expulsion

School Administration informs the student that he/she is subject to expulsion. The parent/legal guardians are notified of this action and are given instructions regarding the process.

### Suspended and Expelled Students

Expulsion is the permanent exclusion of a student from school. The school administration will report any recommendations to expel a student to the school governing board of education. A student will be placed on long-term suspension, pending the school board's final decision regarding the student's expulsion and the school administration cannot appeal the school governing board's decision to impose disciplinary action. Students who are suspended during the school day are expected to be picked up by a parent(s)/ guardian(s) as soon as possible. The school reserves the right to determine which behaviors that disrupt the learning process are severe enough to result in suspension/expulsion.

### **Due Process**

Students have a responsibility to respect the rights of others and school policy. Students referred for discipline are entitled to the following due process rights:

- To be informed of accusations against them.
- The opportunity to accept or deny the accusations.
- To hear evidence on which accusations are based.
- The opportunity to present an alternative factual position.
- The opportunity to appeal a disciplinary decision in accordance with school policy.

Ballington Academy is not required to initiate or complete due process prior to notifying law enforcement agencies.

## Parent Information

### Parent Involvement

Ballington Academy's philosophy and mission of helping parents educate their children embraces parents as partners in education. Parent participation is always encouraged. We deeply appreciate all the assistance provided by our community and parent/legal guardians and invite anyone interested to join our much-needed force of volunteers. A home and school partnership is integral to student success. Our school maintains an open door policy. Parent/legal guardians are encouraged to visit their children's classrooms. When doing so, parent/legal guardians are required to sign in, submit a form of identification at the front office when they arrive at the school, and wear a guest badge. Parent/legal guardians must also sign out when they leave. Arrangements must be made directly with the classroom teacher prior to classroom visits. Parent/legal guardians should note that classroom visits are not times for parent/teacher conferences. Such conferences require teacher preparation and should be scheduled with teachers at a mutually agreed upon time. These informal conferences or conversations may also be scheduled with teachers or school leaders throughout the year. Parent/legal guardians need not wait for formal parent conferences to talk to teachers.

### Classroom Visits (Not for Volunteer Purposes)

Recognizing that parent/legal guardians are the first and most important teachers for their children, Ballington Academy will maintain an open-door policy for parent visits to classrooms. However, we ask that parents observe the following guidelines when visiting classrooms:

- Sign in at front office before visit and sign out when leaving
- When at all possible contact the respective teacher ahead of time to let them know the date, time, and purpose of the visit;
- Refrain from using classroom visits as an opportunity to drop off late homework, forgotten lunch, etc. as this creates inequity in the classroom and reduces student accountability
- Remember that the authority of the teacher as qualified professional in the eyes of her/his students is of utmost importance and should not be openly questioned or challenged in front of the class. Conflicts between parent/legal guardians and teachers must be addressed using the Grievance Procedures (see below).
- Respect the instructional process underway and realize that the teacher may not be able to find time to speak—it is more effective to communicate with the teacher via phone, email, or meeting at another time.

### Class Parties/Birthdays

We encourage the recognition of student's birthdays, holidays, and other cultural celebrations as a way to build self-esteem and promote cultural heritage. These celebrations (which relate to our curricula) may be integrated with the instructional program. In order to maximize instructional time and for health reasons (and also to protect students with food allergies) we encourage that cupcakes, candies, etc. are introduced at the end of the school day, to be enjoyed at home.

## **Volunteers**

Volunteers are valuable and greatly appreciated. Please note we track volunteer hours in the office. When reporting for duty, please sign in as a volunteer in the front office upon arrival. In order to assure the safety of students, Ballington Academy requires any person who volunteers on campus to pass a background clearance investigation.

## **Guest Guidelines**

Parent/legal guardian visitation may be restricted to the class in which their child is a member. 24 hour advanced notification prior to the visitation is preferred. As classroom guests, visitors should keep disruptions to a minimum. ***Please refer to Ballington's Visitor Policy.***

Children who are not enrolled in Ballington Academy are not permitted to shadow our students. All visiting minors must remain in the custody/supervision of their parent/guardian.

## **Communication**

Communication with parent(s) guardian(s) is a critical element in the success of students at Ballington Academy. Parent/legal guardians will be contacted for, but not limited to, the following reasons:

- Grades
- Attendance/Tardies
- Discipline
- Positive Progress Contacts
- Homework
- Parent/Teacher Conferences
- Safety Issues

If a safety issue, such as a bomb threat, arises on a school campus, school administrators will determine the best way to provide information to parents. Emergency procedures will be followed.

## **Conflict Resolution**

Whenever possible, classroom concerns should be communicated directly to the teacher. Please call to make an appointment with the teacher before contacting the administration office with your concern. Teachers are not allowed to be interrupted in their teaching or tutoring to handle impromptu parent conferences. Please schedule an appointment with the teacher at the front office.

If the conference does not solve the concern, the next step is to seek resolution with the administration. It may be necessary to hold a meeting with the teacher, parent(s) guardian(s), student, and administration. If communication with the teacher and administration does not resolve an issue and parent(s) guardian(s) wish to pursue the matter, then appeals and complaints may be brought to the Division Director. Please reference "Uniform Complaint Procedures."

## **Parking Lot Safety Guidelines**

The following information on parking lot and traffic safety is being provided as a guide and may be subject to announced changes during the school year as appropriate. These guidelines may seem like common sense issues but must be adhered to while on school property for the safety of our students, faculty, parent(s) and other visitors.

## Student Drop-off and Pick-up

### San Bernardino

All drivers must drive less than 5 mph while in the parking lot. **Drivers must enter on Rialto and exit on Lena, and follow all directional signs and instructions from staff.** Adults must follow the directions of school personnel at all times.

Drivers can choose to park and walk their children to or from the building or use the drop-off/pick-up zone.

#### **Parking and walking to or from the building:**

Drivers must be extremely cautious while in the parking lot and **maintain speeds less than 5 miles an hour and be alert for other students and cars.** Drivers must exercise special care when backing up from parking spaces. Be especially alert for adults and children walking between cars. Adults must maintain control of their children when walking to or from their vehicles. Care must be taken when walking between vehicles and across the parking lot without the benefit of crosswalks. When waiting for a parking space all drivers must exercise courtesy to those around them and keep to the right to allow others to pass safely.

**Cars may not pick up, drop off, stop, or park in any area that is not a marked parking space. Cars must follow all laws, including laws about disabled parking spots.**

Once parked, the adult and child(ren) may walk to the pedestrian gate. Push the button to be connected to the front office. After identifying the adult, staff will remotely unlock the gate to allow entrance.

Adults **must follow the directions of school personnel at all times.**

#### **Using the drop-off/pick-up zone:**

Drivers must remain in their cars.

Cars must drive to the right of the gate

#### **DRIVERS MAY NOT PARK IN THE DROP-OFF/PICK-UP ZONE UNDER ANY CIRCUMSTANCES**

Drop-off times are 7:30-8:00 am. During those times, drivers must drive to the right of the yellow pylons. Drivers must wait until their car reaches the first, second, or third spot in the drop-off line. Once there, drivers can allow the student to exit the car. A staff member will be there to greet them. The driver can then move forward and exit the parking lot on Lena Ave. Drivers must wait until the car in front of them moves forward. **Drivers must not pass other cars in the drop-off line under any circumstances.**

Pick-up times are 3:00-3:30 pm (1:00-1:30 on Wednesdays). During this time, drivers will drive to the right of the fence. When the driver at one of the pick-up gates, staff will call the student to the gate. The student will then be walked to the car by a staff member. Once the student is safely in the car and has their seat belt buckled, the driver may exit on Lena Ave. Drivers may go to the right of the pick up line and exit on Lena Ave.

Parents with children in multiple grades and release times may opt for student pick-up at the release time of their eldest child. Parents may request for their younger children to be held within their classroom until their eldest child is released. Children may not be held for more than 15 minutes after the eldest child's release time. To ensure instructional time for each grade, the front office cannot honor requests to pull students out early.

### **Phone Calls**

We receive many phone calls throughout the day and we try to serve each individual as efficiently as possible. We try our best not to interrupt any student's instructional time. To help us help you we ask that you adhere to the following guidelines:

- If you are calling with an emergency we will promptly contact your student.
- If you are calling to talk to a teacher during school hours, your call will be transferred to voice mail and the teacher will contact you within 24 hours (excluding holidays and weekends.)
- If you are calling to say that you will be late for a pick-up, we will notify your child's teacher.  
***Please be advised that if failure to pick-up your child on time becomes habitual, the school, per California statute, will contact law enforcement.***

Please do not call to request your student be sent to the office. It is your responsibility to allow enough time to pick up your child. We will call students to the office for pick-up when you as a parent/guardian are present.

### **Media Waiver**

People and groups interested in our program may visit the school. If for any reason, you do not wish to have your child photographed, videotaped, or otherwise contacted by the media, please inform the school office in writing or indicate on the student media release form.

### **Field Trips**

Throughout the school year, children are taken on field trips as a class project. Field trips are arranged when the teachers feel they will enhance and expand learning. Such trips are sponsored and may be funded by the school. They are often selected on the basis of educational value and are considered to be an extension of the classroom. Costs to the students are kept to a minimum. Parent/guardian permission is required for each student to participate in the field trip and must be given on the approved school form. Students' attendance for any field trip is contingent on appropriate behavior. Adequate supervision is a key to effective field trips. For that reason, parents who wish to accompany a class on a field trip will not be allowed to bring other children.

**Reporting Child Abuse: California PENAL CODE: SECTION 11164-11174.3**

State law requires school employees to report reasonably suspected cases of neglect, non-accidental injury or sexual offenses against children to Child Protective Services or local law enforcement agencies. People who are required to report reasonably suspected abuse are protected by state law from civil or criminal liability. Reports of child abuse are confidential records.

**Child Protective Services/Law Enforcement Interviews**

Interviews by Child Protective Services workers and law enforcement officers may be conducted at Ballington Academy. Except under certain circumstances related to child abuse allegations, the school administrator may make a reasonable effort to notify the student's parents of the interview. School officials are not required to initiate or complete due process procedures prior to notifying law enforcement officers. If a student is arrested or taken into temporary custody on district property during the school day, the school no longer has jurisdiction over the student. The school may make a reasonable effort to notify the parents when an arrest is made or a student is taken into temporary custody, unless we are lawfully directed not to make such contact. Any action taken by law enforcement officers will be separate from disciplinary action taken by Ballington Academy.

**Nutritional Snacks and Meals**

Students are encouraged to bring a snack that will sustain them between meals. We ask that these snacks are nutritional in nature. Junk foods and soda shall not be brought to the school in lieu of a homemade lunch. Chips, candy, soda and other junk food will be held by administration til the end of the day. In accordance with the Universal Meals program all students will be provided breakfast and lunch at no cost.

**Property Damage**

Parents are held fiscally responsible if their student deliberately destroys or defaces school property.



## Programs

### **After School Education and Safety Program**

Ballington Academy offers a After School Program at no cost for those families who qualify. The hours of operation are from 3:00 PM- 6:00PM Mondays, Tuesdays, Thursdays, and Fridays, and 1:00PM-6:00PM on Wednesdays. The program provides after school academic tutoring as well as enrichment classes.

### **Extended Learning Program**

Ballington Academy offers an Extended Learning Program at no cost for those families. The program operates during the summer and school breaks. The program offers an additional 30 days of education for 9 hours daily. The program provides academic tutoring as well as enrichment classes. If interested in this program, please notify the school office.

### **Breakfast & Lunch**

Our meal service offers your child a variety of nutritious entrees, low-fat milk, fresh fruits, and vegetables. Free and reduced – price meals are available to qualified students. Families must apply for the lunch program every year. Menus will be posted on the website. All students are provided with a breakfast and lunch at no cost. However if your child would like to bring a lunch, **please ensure that it arrives with the student at the beginning of school or no later than 8:30 AM.** To ensure a quality learning environment, students' lunches can not be dropped off later than 8:30 AM as this creates disruption to the learning times.

### **Snack Program**

Snack time is provided once a day. Ballington Academy does not provide snacks, however will allow time for students to eat their snacks. Please only send healthy snacks to school. We do not allow sodas or other sugary beverages, caffeinated or energy drinks, candy, or large bags of chips. Healthy snacks in single serving portions are strongly encouraged.

## Additional School Information

### Lost and Found

The lost and found will be located in the school office. Items not claimed after 30 days may be donated.

### Solicitation

Solicitation of or by any student, parent, or staff member or other person on school property for any cause except those authorized by the principal and/or designee(s) is strictly prohibited.

### Child Find

All children with disabilities who are in need of special education and related services shall be identified, located and evaluated. A practical method shall be developed and implemented to determine which children are currently receiving needed special education and related services. This policy applies to highly mobile children with disabilities and children that are suspected of being a child with a disability under and in need of special education, even though they are advancing from grade to grade.

*Procedures include, but are not limited to:*

- Ballington will maintain documentation of the public awareness efforts to inform parent(s) guardian(s) of the availability of special education services.
- Screening activities will be available for newly enrolled students and those transferring in without sufficient records.
- A Student Study Team (SST) process or some other form of screening may function as a process for meeting this requirement.
- The screening will include consideration of academic or cognitive, vision, hearing, communication, emotional, and psychomotor domains.
- Ballington Academy will maintain documentation and annually report the number of children with disabilities within each disability category that have been identified, located and evaluated.

### Promotion/Retention

All students are expected to achieve at least grade level proficiency in order to merit promotion to the next grade. Recommendation for retention is only made after careful evaluation of student performance in conjunction with parents through the SST process. All aspects of the child's development are considered; emotional, social and academic development impact the decision. Parents can request retention, but should discuss their specific concerns with the teacher and administrator. Please reference School Policy on Retention/Acceleration.

### School Supplies

Different grades have specific school supply needs, therefore each teacher or grade level has developed a list of requested materials to be provided by the parents. A list of requested supplies will be sent home the first day of school and your willingness to supply these items will be greatly appreciated. Contact teachers with any questions.

### **Toys and Electronic Items**

All toy and, games must stay at home! Electronic items (games, MP3 players, cell phones, digital camera, etc.) are prohibited at school. If an electronic item is required for academic purposes, prior permission must be obtained from the appropriate teacher or principal. Electronic items will be confiscated and must be reclaimed in the principal's office. Repeated confiscations may result in additional disciplinary action.

## **Students Rights and Responsibilities**

### **Rights**

- To attend a safe and orderly school
- To be treated with respect by all students and staff
- To receive instruction on a daily basis that will be the base for pursuit of higher education
- To receive personal guidance, encouragement, and special assistance when necessary
- To receive ongoing assessments of progress

### **Responsibilities**

- To abide by all rules of behavior and conduct
- To treat all persons, students and school personnel, with respect
- To attend school on a regular basis
- To make an honest effort to perform all classroom work assigned
- To participate in all assessments measures (i.e. tests)

Students who do not live up to their responsibilities and who violate the school rules should expect consequences for their behavior. Consequences may include but are not limited to, the following:

1. Warning
2. Loss of Privileges
3. Isolation within the classroom or in other supervised area
4. Notices to parents by telephone or letter
5. Request for parent conference
6. Suspension
7. Expulsion

## Parent Volunteers

At Ballington Academy, parents are partners and are needed to take active and meaningful role to insure the success of our school.

Research shows that parent involvement in children's learning positively impacts student achievement levels. We believe that your participation at Ballington Academy will really make a difference and will positively impact your child's academic progress.

We encourage all parents, legal guardians and adult family members to become actively involved at by serving as a parent volunteer. Your time, talent and enthusiasm are an integral part of the day-to-day functioning of the school and the overall academic development of your child.

There are a number of ways you can volunteer and demonstrate your commitment Ballington Academy. Parent volunteer service hours can be earned by directly supporting the school and by supporting your child academically.

### School Level

Possible volunteer activities to support the school include:

- Front Office
- Fundraising activities
- Lunch distribution
- Field trip assistance and supervision
- Special events assistance
- Arrival and dismissal supervision
- Yard supervision
- Take-home assignments
- Initiating phone trees
- Leadership activities such as serving as the parent representative for your child's advisory class, participation in the school Site Council, school board of directors, or participating in other school committees.

### Academic Support

Possible volunteer activities to support your child academically include:

- Classroom support
- Classroom visits
- Tutoring support
- Serving as a parent mentor
- Assisting with the development and dissemination of the school newsletter

If you would like to volunteer now for specific jobs, please contact the school to be placed on the parent volunteer schedule. We truly appreciate your participation as a parent volunteer and we will make every attempt to match your interests and skills with projects or tasks that you are comfortable with.

## **Parent Volunteer**

1. Parent volunteers are encouraged and welcomed at Ballington.
2. Only parents, stepparents or legal guardians will be credited with service hours. Family members (21 years and older) who reside in the same household can also be credited with volunteer hours with the Principal's approval.
3. Volunteers who serve as parent leaders on a school committee or special activity for the entire school year or for the duration of a particular project will automatically earn 20 hours of service credit.
4. Attending parent/teacher conferences is mandatory and cannot be applied to your parent volunteer commitment of 20 hours.

## **How to Volunteer**

1. Review the descriptions of possible volunteer activities and sign-up for a specific volunteer activity at the parent orientation.
2. A schedule will be developed based on your interests and availability.
3. Feel free to call the school at the beginning of the school year or any time thereafter and make arrangements to volunteer at the school.
4. Take a TB test and submit the results to the school.
5. Notify the school at least 24 hours in advance if you need to reschedule.
6. Please do not show up at the school ready to volunteer if you have not been scheduled to work.

## **Volunteering at the School**

1. Your Parent Volunteer Card will be kept on file at school. Before you leave for the day, ask a staff member to verify your volunteer minutes or hours by stamping your card. The school will monitor the number of volunteer hours each family has accumulated.
2. All volunteers must sign in and sign out at the front office.
3. All parent volunteers must wear identification before beginning work on any assignment or before going into the classroom.
4. Please respect classroom activities and the privacy of faculty and staff when volunteering.
5. Please do not engage your child's teacher in personal matters, instead schedule regular conferences though the year.