



**MT BALDY
JOINT
SCHOOL
DISTRICT**

**PARENT-STUDENT
HANDBOOK
2016 - 2017**

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TABLE OF CONTENTS

SCHOOL CALENDAR: 2016-17

WEB SITE

INTRODUCTION

| | |
|---|----|
| MESSAGE FROM THE SUPERINTENDENT/PRINCIPAL | 3 |
| THE PEOPLE OF MT BALDY SCHOOL | |
| SUPERINTENDENT/PRINCIPAL | 4 |
| BOARD OF TRUSTEES | 4 |
| OFFICE AND OPERATIONAL STAFF | 4 |
| INSTRUCTIONAL STAFF | 4 |
| PARENT TEACHER COMMUNITY | 5 |
| SCHOOL SITE COUNCIL | 5 |
| ROOM PARENTS | 5 |
| VOLUNTEERS | 5 |
| MISSION STATEMENT/AREAS OF FOCUS | 6 |
| HISTORY OF MT BALDY SCHOOL | 7 |
| OPERATIONAL PROCEDURES | 8 |
| SCHOOL SCHEDULE | 8 |
| ARRIVAL AND DEPARTURE | 8 |
| WALKING | 8 |
| BICYCLES | 8 |
| RIDING THE BUS | 9 |
| SCHOOL BUS SCHEDULE | 9 |
| ATTENDANCE | 10 |
| ACCEPTABLE REASONS FOR EXCUSED ABSENCES | 10 |
| UNACCEPTABLE REASONS | 10 |
| TRUANCY | 10 |
| NOTIFYING SCHOOL OF ABSENCE | 10 |
| EMERGENCY DISASTER PROCEDURES | 11 |
| SCHOOL CANCELLATION | 12 |
| EARLY DISMISSAL | 12 |
| PERSONAL PROPERTY | 13 |
| DRESS CODE | 13 |
| HEALTH POLICIES | 14 |

| | |
|----------------------------|----|
| SENDING SICK CHILDREN HOME | 14 |
| COMMUNICABLE DISEASES | 14 |
| IMMUNIZATIONS | 14 |
| MEDICATION | 15 |
| EMERGENCY CARE | 15 |
| LUNCH AND SNACKS | 16 |
| BIRTHDAYS | 16 |

EDUCATIONAL PROCEDURES

| | |
|--------------------------------|----|
| CURRICULUM | 17 |
| HOMEWORK | 17 |
| HOME SCHOOLING | 17 |
| STANDARDIZED TESTING | 18 |
| REPORT CARDS | 18 |
| PARENT-TEACHER CONFERENCES | 18 |
| FIELD TRIPS | 18 |
| STUDENT CONDUCT | 18 |
| SUSPENSION | 18 |
| CITATIONS | 18 |
| STUDENT BUS CONDUCT | 19 |
| PARENT EXPECTATIONS | 20 |
| COMMUNICATION | 20 |
| CLASSROOM VISITS | 21 |
| SPECIAL PARENT/FAMILY PROGRAMS | 21 |

A MESSAGE FROM THE SUPERINTENDENT

Welcome to the 2016-2017 School Year!!

I am honored to be a part of the leadership team at Mt. Baldy School on a part-time basis to work alongside the staff, our parents and community to provide an education that will meet the learning needs of our students in the 21st century.

With this being said, I would like to share that I retired about 4 years ago from the public schools system after having served for 40 years (32 years public school and 8 years private school). During the course of that time, I served as a teacher (Elementary school P.E., junior high school and high school), coach (basketball, soccer, flag football, track, softball, and any other sport that needed a coach) athletic director, bilingual/ESL teacher and program coordinator, school principal at four different sites (K-6, 7-9, and 6-8), Director of Administrative Services at the district office level, Assistant Superintendent of Educational Services, and District Superintendent in Yucaipa-Calimesa JUSD and Fullerton Elementary School districts.

Having had the privilege of serving as an educator for 40 years at the K-12 level, in July 2012 I retired from the public schools to work at Cal Baptist University, Online Professional Studies (OPS), as a Professor in Education where I am currently serving.

As we begin our journey at Mt. Baldy School for the 2016-17 school year, I am excited about what we will be doing together as it pertains to meeting the learning, social, and emotional needs of our students. I look forward to interacting with parents and community members as well as our staff and students in the classroom, on the playground, or on the way to and from school throughout the year.

Thank you, once again, for the opportunity to join together with you to make a positive difference in the lives of our children. Each and every one of us can, and does make a difference. Our kids depend upon us to do just that!

Mitch Hovey

A MESSAGE FROM THE PRINCIPAL

I am delighted to rejoin the Mt. Baldy School community to serve as Principal. I have taught students and provided support for teachers for nearly twenty years, seven of which were in the primary grades at Mt. Baldy. In all of my teaching experience, I never encountered a program as special as that provided by this school. The dedicated teachers, multi-grade classrooms, small school size and parent/community involvement provide an optimal environment for student learning and life-long relationships.

My husband Jerry and our two adult children reside here in Mt. Baldy. Jerry works for the U.S. Forest Service. When we're not working, we enjoy traveling, camping and hiking. . Both Annie and William are graduates of Mt. Baldy School and still have many of their classmates as good buddies.

Strange but true: one time we had a bear in the classroom! Honest! Luckily, it was summertime and no students were at the school. A little bear was curious and wanted to see what was inside the school—he came in the open door on one side, (in the 1st/2nd grade classroom) and all the humans quickly exited out the junior high side! Apparently the little fellow determined he wasn't ready to attend school and happily wandered away!

I am looking forward to getting to know all of you, please stop in to say hello!

Nancy Sirski

THE PEOPLE OF MT BALDY SCHOOL

SUPERINTENDENT

DR. MITCH HOVEY, ED.D.

PRINCIPAL

MS. NANCY SIRSKI

BOARD OF TRUSTEES

This is an elected group that governs our district. They meet once each month at the school. Meetings are open to the public and all are invited to attend.

| | |
|------------------|-----------------------|
| President | Margaret Glick |
| Clerk | Evan Chapman |
| Member | Ron Thomas |

OFFICE AND OPERATIONAL STAFF

| | |
|--------------------------|-------------------|
| Administrative Assistant | Debbie Haverly |
| Office Clerk | Elizabeth Jenkins |

INSTRUCTIONAL STAFF

| | |
|---------------------|-------------------------|
| K | Lois Dean, Tisha Cate |
| 1-2 | Anita Camacho |
| 3-4 | Natalie Colombo |
| 5-6 | Michael Wong |
| 7-8 | Jay Colombo |
| Resource Specialist | Indra Chapman |
| School Psychologist | Indra Chapman |
| Instructional Aide | Shannon Sateri |
| Instructional Aide | Elvira Caliri |
| Speech Pathologist | Kay Gray |
| Proctor | Gay Thomas |
| Proctor | |
| Proctor | |
| Proctor | |
| Custodial Team: | Henry Chu Eric Luong |

SCHOOL SITE COUNCIL



The School Site Council is the advisory board which designs the categorical program components offered at Mt Baldy School and reviews budget expenditures for those programs. They meet as needed throughout the school year. The meetings are posted in advance and open to the public.

PARENT TEACHER ASSOCIATION

The Parent ways, especially by activities. The PTC encourages end of the school year.



Teacher Association (PTA) helps the school in many raising money for school trips and classroom meets once each month at the school and everyone to attend. Members are elected toward the

Periodically during the year, the PTA publishes a school newsletter, *The Bell*. All are welcome to contribute and should contact the communications officer.

ROOM PARENTS/ GARDEN PARENTS

Each classroom has one or two parent volunteers to help with social activities and parties and one or two parent volunteers to help students in the garden.

VOLUNTEERS

We encourage parents and community members to volunteer at the school. This support is extremely valued by staff and students. If you have a skill you wish to share, please give the office or your child's teacher a call.

MISSION STATEMENT

The mission of Mt. Baldy Elementary School, a nurturing and unique mountain community, is to ensure our students a dynamic educational experience. By fostering creativity and critical thinking, we equip the whole child to lead and thrive in an ever-changing world.

PURPOSE

“To Make a Positive Difference in the Life of Each Child”



AREAS OF FOCUS

- **Student Needs**
The District will develop and implement programs in a safe learning environment to help shape character, nurture intellect and build skills for success for all students.
- **Curriculum and Assessment**
The District will provide a guaranteed and viable curriculum based on the California State Standards and the Common Core with effective and timely feedback of student performance so that curriculum and instruction may be adjusted throughout the school year to assure that all students learn.
- **Budget and Resources**
The District will utilize all existing funds and resources to maximize learning opportunities for all students while maintaining sufficient reserves to deal with economic uncertainties.
- **Parents and Community**
The District will promote service and communication between the District, school staff, parents and the community of Mt. Baldy.
- **Staff Development**
The District will encourage and expect individual professional growth of all staff by using research-based principles of professional development to guide our work, connecting professional development to district/site goals and student needs based upon needs that emerge from data, and implementing multiple instructional strategies to foster continuous learning.
- **Leadership**
The District will maintain a leadership team that works together and communicates in such a way as to promote collaboration among stakeholders, provide strong guidance, and enhance interpersonal relationships to help create a positive learning and working environment for all students and staff.
- **Technology**
The District will develop and implement a plan to effectively use technology that maximizes the learning of all students and facilitates the operation of the District.

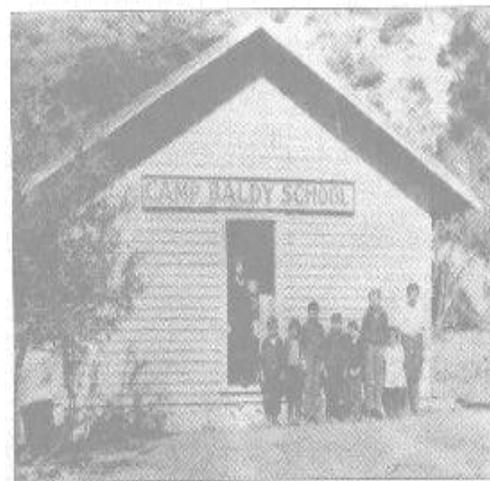
June 16, 2016 - Adopted by the Governing Board

HISTORY OF MT BALDY SCHOOL

Mt Baldy School is a unique school in its own school district located in the San Gabriel Mountains ten miles above Upland. Approximately 140 students are currently enrolled in five combined K-8 classes and through the home school program.

Like Mt Baldy Village, the school is small and personal, yet strong and resourceful. Its innovative and flexible academic program thrives under a long-established partnership with the community.

The whole community pitched in to build the original one room schoolhouse, which had eight students in 1921, its first year. It now houses a visitor's center in the heart of the village. Many photographs and memorabilia are on display as well as information about San Antonio Canyon and the Angeles National Forest.



The present building was built the Baldy way – in pieces – starting in 1975. The resource room was the front porch, work room was the administrative office, the Kindergarten room was the library and the 5-6 class room was partitioned off into separate areas for all classes.

A few years later, the classrooms that now house our 1-2 and 3-4 classes were added with a totally different design. It had soaring spaces, a big staircase leading up to the superintendent's office and teaching pits that filled with water each time it rained!



Many community members contributed to the present school building, including life long resident, Bob Chapman. Most notably, he created the front door and mounted the iron bell in a large boulder near the entry. The bell still rings at the beginning and end of each school day.

An army of community members and parents continue to generously volunteer their time and skills for academic, administrative, artistic, carpentry, computer, culinary, gardening, grounds keeping, fundraising and many other activities. They are a vital part of the history of the school and what makes it such a special place.

OPERATIONAL PROCEDURES

SCHOOL SCHEDULE FOR ALL GRADES

On Monday, Tuesday, Wednesday and Friday school begins at 8:00 a.m. and ends at 2:35 p.m. Lunch is from 11:45-12:25 daily. The bus leaves school at approximately 2:45 p.m.

On Thursdays school begins at 8:00 a.m. and ends at 1:05 p.m. The bus leaves the school at approximately 1:15 on Thursdays (please check the early dismissal bus schedule for arrival times at stops).

Students should not arrive to school prior to 7:45 a.m.

No supervision is provided for students before 7:45 a.m. or after school.

ARRIVAL AND DEPARTURE

Students may walk, ride bicycles, be driven by parents or ride the bus. A note should be sent to school if a student will not be going home the usual way. Students who are going home with a friend will need to have the friend's parent on their emergency card as well as bring a note so the school or bus driver knows to release the student to that individual.



WALKING

When walking to and from school, students are to walk around the back of the Village, down Bear Drive to Mt Baldy Road. This route avoids dangerous blind curves. Students are **not** to walk on Mt Baldy Road itself, but should keep to the dirt path on the **East** side of the street.

BICYCLES



The governing Board recognizes that bicycle helmets lessen the seriousness of head injuries. The Board expects that students who ride bicycles to and from school will wear bicycle helmets, observe safety laws and rules, and display courtesy toward other riders and pedestrians.

RIDING THE BUS

In the interest of safety, we ask all students and parents to cooperate by following these rules:

- Students must be at their designated bus stop at least five minutes prior to the scheduled time for both departure and return.
- The bus leaves the stops at the scheduled time, which means all students need to be on the bus and seated at the scheduled departure time.
- When boarding a bus, students must go directly to a seat and remain seated until the bus comes to a complete stop.
- Students are to face forward, sit up, and keep hands and feet to themselves and out of the aisle
- Students must never put any part of their bodies out the windows.
- The bus driver's directions MUST be obeyed promptly.
- Loud talking or other noises that might distract the driver are not allowed.
- Students who do not follow bus rules may be subject to losing bus privileges.

Parents, thank you for giving at least 10 feet in front or in back of the bus. It is imperative that the bus driver be able to have a clear line of vision all the way around the bus for everyone's safety. Please be aware of your parking with regard to how children need to enter or exit the bus. Enough room for children to walk easily and still be seen is essential.

Bus riders will be taken to their designated bus stop unless written notification from a parent, requesting otherwise is given to the office. Please no last minute bus stop changes! **Please be on time to pick up your students!** If no parent is there to pick up the child, the bus driver will call the school and let the school know there is a student who has not been picked up. The school will make every effort to reach everyone listed on the bus rider agreement/emergency card to pick up your student. **The bus driver is only required to stay with Kindergarten students who have not been picked up.**

SCHOOL BUS SCHEDULE: 2016-17

Please allow a five-minute leeway (early or late) at each bus stop

| MORNING RUN | | AFTERNOON RUN | | EVERY THURSDAY & ALL OTHER MINIMUM DAYS | |
|---|------|---|------|--|------|
| S.E. Corner of 9 th and 3 rd Ave. | 7:07 | Mt Baldy School | 2:40 | Mt Baldy School | 1:10 |
| S.E. Corner 14 th St. & Euclid | 7:12 | Mesa & Mt Baldy | 2:42 | Mesa & Mt Baldy | 1:12 |
| N.E. Corner 16 th St & Euclid | 7:14 | Chapman Ranch | 2:46 | Chapman Ranch | 1:16 |
| S.E. Corner 19 th St. & Euclid | 7:19 | Ice House Corner @ driveway | 2:52 | Ice House Corner | 1:22 |
| 2426 Euclid @ mail box | 7:24 | NWC Euclid/San Antonio | 3:11 | NWC Euclid/San Antonio | 1:41 |
| NEC Mesa & Mt. Baldy | 7:43 | Euclid & 19 th | 3:15 | Euclid & 19 th | 1:45 |
| Chapman Ranch | N/A | Euclid & 17 th | 3:17 | Euclid & 179 th | 1:47 |
| Ice House @ driveway | 7:47 | Euclid & 14 th | 3:20 | Euclid & 147 th | 1:50 |
| Mt. Baldy School | 7:55 | Euclid & 14 th | 3:23 | Euclid & 14 th | 1:53 |
| | | Euclid @ Vernon | 3:26 | Euclid @ Vernon | 1:56 |
| | | S.E. Corner of 9 th and 3 rd Ave. | 3:29 | S.E. Corner of 9 th & 3 rd | 1:59 |

ATTENDANCE

Students are expected to attend school every day. If absent, they will be given an opportunity to complete work, which is reasonably close to, but not necessarily identical to missed work.

ACCEPTABLE REASONS FOR ABSENCES

Ed. Code 48205

- Personal illnesses, medical appointment, quarantine
- Funeral services of immediate family
- Other medical reasons (**not to exceed 5 school days**)
- Religious exercises or instruction at a place of worship
- Prior principal approval for other reasons

UNACCEPTABLE REASONS

The following reasons are not considered excused absences from school.

- Going to work with parent or other family member
- Going on vacation
- Babysitting or taking care of other family members
- Repairing car or household items
- Shopping
- Camping



TRUANCY

Ed. Code 48260

Any pupil who is absent from school without a valid excuse for more than 3 days or tardy in excess of 30 minutes on each of more than 3 days of school is truant.

NOTIFYING SCHOOL OF ABSENCE/TARDIES

Please call the school office on the day your child is absent to inform them your child will be absent or tardy. If a child is to be tardy please call the office to let them know of the late arrival.

EMERGENCY DISASTER PROCEDURES

Fire drills and earthquake drills are held regularly in the classrooms to prepare students for emergencies. In case of a general emergency, such as an earthquake or a fire please observe the following:

- **DO NOT PANIC.** Remember that early radio or television reports are often inaccurate. Attend to your own safety.
- **DO NOT PHONE THE SCHOOL.** Telephone lines must be kept open for the school to contact hospitals, fire stations, and emergency personnel.
- **STUDENTS WILL BE CARED FOR AT SCHOOL.** They will be kept together until parents are able to pick them up. If it becomes necessary to leave the school grounds a sign will be posted at the school indicating where the students are.
- **PICK UP YOUR CHILD** at the school if it is safe to travel after the initial emergency has passed. You will be required to sign your child out.
- **GO TO YOUR HOME** if you cannot get to the school so that we can contact you there.

WE WILL NOT, UNDER ANY CONDITION, RELEASE A CHILD TO ANY PERSON EXCEPT A PARENT OR OTHER PERSON DESIGNATED IN ADVANCE, IN WRITING.

Remember that we will be doing our best, at all times, to keep your child safe and comfortable. The principal or person in charge will not leave until all children have been released to their parents or other designated persons.

The school coordinates the collection of emergency supplies, which are kept on hand at the school. Students bring their own bags filled with food that does not need to be cooked or heated, labeled with their names for such emergencies. These bags of food are returned at the end of a year. More information will come home regarding our emergency supplies.



SCHOOL CANCELLATION

School may be cancelled due to inclement weather such as heavy snowfall and icy roads or other conditions deemed unsafe by the Superintendent and or Principal.



Whenever, possible, families will be notified the night before. If weather has happened during the night, families will be notified beginning at **6:15 a.m.** by means of an automated telephone service. All efforts will be made to contact all families by approximately 6:45 a.m. **Please make sure your phone line is free and please check your answering machine or voice mail for a message before calling the school.**

EARLY DISMISSAL

If an early dismissal is necessary due to weather, fire, or emergency, parents will be notified by an automated telephone service. **Please do not call the school to ask if we will be dismissing early.** We will notify parents as soon as a decision has been made to dismiss students early. If you notice a call on your phone from the school **PLEASE listen to the message, do not call the school and say you saw our number on your phone as this ties up the phone lines and slows down the process of getting the bus here and students ready to leave.** During an early dismissal the office is busy trying to ensure all children get to their destinations promptly and safely.

- **DOWN THE HILL CHILDREN:** Students will be sent down the hill on the school bus. Our automated phone system will have the estimated time of arrival at each bus stop on the way to our ending destination of 3rd and 9th in Upland. If parents are unable to pick up their children, a school staff member will wait at 3rd and 9th until normal pick-up time or until all children are released.
- **UP THE HILL CHILDREN:** Students will be kept at school under supervision until parents have been notified and specific arrangements have been made to pick up or release students.

PERSONAL PROPERTY

Please label all extra clothing that come to school including jackets, hats, mittens and boots. We encourage you to check the lost and found often where many items accumulate. At the end of each trimester these items will be given to a charity.

Your child should leave personal property such as toys at home. We want them to be active at recess and enjoy new friends and activities. We ask that any item that might be inappropriate or a distraction at school stay at home.

DRESS CODE

Students should have the opportunity to dress comfortably and stylishly. However, certain types of clothing and personal property present safety hazards, interfere with instruction, degrade student time on task or are not suitable for the setting. Clothing is expected to neither distract nor impair the learning environment for students.

- Wear close-toed shoes with closed back or back strap.
- Wear layered clothing to provide comfort in all weather.
- Do not wear short shorts; shorts should be mid-thigh or one hand length above the knee.
- Do not wear tube tops or cut off shirts. If midriff shows when hands are raised overhead, the shirt is too short. Undergarments must not show.
- Do not wear spaghetti strap tops

If student apparel is inappropriate, parents will be called. The student will be excused to the office or other location until appropriate clothing is brought.

HEALTH POLICIES

Your child's health is very important to us and we do everything possible to provide a safe and healthy environment for all students. We ask that children do not come to school if they have any of the following symptoms of illness:



- Cold/flu
 - Fever of 100 degrees or higher (**may return 24 hours after fever has been gone without fever reducing medication**)
 - Runny nose with thick or colored secretions
 - Watery/inflamed eyes
 - Conjunctivitis or Pink Eye; (**may return 24 hours after starting eye drops**)
 - Sore throat
 - Earache
 - Aching joints
- Constant coughing, wheezing, or sneezing
 - Diarrhea (**may return 24 hours after last episode**)
 - Vomiting (**may return 24 hours after last episode**)
 - Draining sores, burns or abscess
 - Contagious rash
 - Signs of Lice

SENDING SICK CHILDREN HOME

Students who become ill at school will be isolated from the rest of the students in order to properly care for the child as well as prevent others from a possible contagious illness. Parents will be called and asked to pick up their children as soon as possible.

COMMUNICABLE DISEASES

If your child contracts a highly communicable disease such as measles, mumps, strep throat, conjunctivitis (pink-eye), chicken pox, scabies, impetigo, or head lice infestation, please notify the school immediately so that other parents can be informed about the possibility of contagion.

IMMUNIZATIONS

Students must have all childhood immunizations and physicals up-to-date. No exceptions will be made. This is to safeguard the health of all children in our care.

MEDICATION

Medication may be given to students **only if the medication is a prescription drug approved for use at school by the student's doctor and all necessary paperwork has been filled out by parents and physician.** Students will be directed to take the medication to the office where it will be administered. Please check with the office for the appropriate form to be signed by your child's physician. We cannot administer medications of any kind that has not been specifically prescribed by the student's doctor. This includes aspirin, cough syrup, etc.

EMERGENCY CARE

If the principal believes a student requires immediate medical attention and a parent cannot be reached, the child's physician will be contacted and arrangements will be made for appropriate care. In the case of a life-threatening emergency, an ambulance will be summoned immediately.

LUNCH AND SNACKS

Please send a nutritious snack to school for your child. Make sure this is nutritious and filling —think of this as a mini-lunch — perhaps half a sandwich, fruit and a drink. Snack time is held at the 10:00 recess. Lunch is at 11:45 and children may bring a sack lunch to school or purchase lunch from the school lunch program. Students will pay for lunch monthly, turning in their money and monthly lunch order at the office on the date specified on the lunch menu. Students may either pay in cash or with a check. Checks should be made out to Mt. Baldy School. Lunches are **\$3.50** per day. Please note there is not an option for students who bring lunch to purchase milk. The school offers a reduced/free lunch program for those who qualify. You may inquire at the office about this program. Lunch menus are sent home monthly as well as being posted on our website.

If your child brings lunch, please send a nutritious lunch – your child needs nourishment in order to successfully get through a cognitively and physically demanding school day. **PLEASE DO NOT SEND CANDY OR SODA AT ANY TIME!** We also ask that you do not send beverages in glass containers, as they are hazardous in the eating area. Students should always drink plenty of fluids and are encouraged to bring water bottles.



BIRTHDAYS AND CLASSROOM PARTIES

You are welcome to celebrate your child's birthday with the approval of your child's classroom teacher. We want to send a friendly reminder about **food allergies**. Many of our students have allergies to certain fruits and peanuts among others. Often **peanuts** are in products we'd least suspect, such as frosting, cookies, candy, etc. Please read the labels on all products used for any other food items brought into the school.

We ask that you please check with your student's teacher prior to bringing any treats to school to insure the treat you intend to bring will not pose any health risks to students.



EDUCATIONAL PROCEDURES

CURRICULUM

The Mt. Baldy School staff and community are committed to providing standards-based instruction, capitalizing on our local environment, and incorporating technology into the curriculum in order help our students reach their maximum academic and social potential as well as to nurture an attitude of acceptance and respect for self along with others.



to

HOMEWORK

Homework is any work assigned by a teacher to be completed outside of class time. Research indicates that it plays an important part in the success of a student's education. Any individual assignment may be given to fulfill one or more of these objectives.

- develop proficiency in any subject
- complete work missed during an absence
- develop independent study skills
- practice or drill on skills that must be automatic, such as spelling or math facts
- provide enrichment for students

Parents play a vital role in regard to homework. They help provide home conditions that are conducive to learning, show a genuine interest and positive attitude toward their child's work, and help their child develop responsibility for completing and returning work.

Please contact your child's teacher if your child is spending too much time on homework or is struggling in any other way. In addition to daily homework, daily reading is highly recommended for all students at all levels.





STANDARDIZED TESTING

Assessment of student performance is ongoing throughout the year but standardized testing is conducted in order to ensure that students are meeting state requirements. It is conducted for one week usually in the beginning of May. (See calendar for specific dates.) We ask that your child be well rested and have a nourishing breakfast to ensure his or her best performance.

REPORT CARDS

The academic school year consists of three trimesters. One week after each trimester ends, reports cards are sent home. The envelope they are sent home in should be signed by a parent and returned as soon as possible.

PARENT-TEACHER CONFERENCES

Parent-teacher conferences are held once a year before the first trimester ends. This provides a time for parents and teachers to engage in valuable conversations about each student's education. Another conference may be held at the beginning of the third trimester if deemed necessary by parents or teachers.

FIELD TRIPS

Field trips are an integral part of the curriculum and all students are encouraged to attend. Parents will be notified in advance and asked to sign a permission slip. Parents are welcome to join trips as chaperones as coordinated by their child's teacher.

Mt Baldy students are terrific ambassadors of our school on these trips. Wearing a school t-shirt or sweatshirt is highly recommended as it helps teachers and chaperones keep track of students in a group. If students need to bring snacks or lunch, please send food items in throwaway containers that do not need to be heated in a microwave.

STUDENT CONDUCT

Good student conduct is important at Mt. Baldy School. It is necessary for the well-being of everyone to insure a safe school environment so optimum social interaction and learning can occur. Mt. Baldy School has adopted the following student conduct guidelines.

SUSPENSION

Suspension shall be imposed only when other means of correction fail to bring about proper conduct. Students may be suspended for any of the following:

- Caused or attempted to cause damage to school property
- Stole or attempted to steal property
- Caused or attempted to cause damage to private property
- Caused, attempted to cause, or threatened to cause physical injury to another person except in self-defense
- Possessed, sold, or otherwise furnished any firearm, knife, explosive, or other dangerous object of no reasonable use to school students
- Unlawfully possessed, used, sold, or otherwise furnished any controlled substance
- Under the influence of any controlled substance
- Possessed or used tobacco on school premises
- Committed an obscene act or engaged in habitual profanity or vulgarity
- Disrupted school activities or otherwise willfully defied the valid authority of supervisors, teachers, or administrators

CITATIONS

If a student's conduct requires intervention from school a citation may be given to the child. A citation is a half sheet of paper with three copies attached. If a student receives a citation, it goes home for a parent signature. Usually, a phone call home accompanies a citation. We ask that parents talk to their child about the event, sign the citation and have their child return it signed the next day. The purpose of a citation is threefold; to educate and inform the student of misconduct, to communicate to parents and to archive the information. We believe that the first step in discipline is to teach, and find that in many cases a citation serves as a teaching tool for students to understand the problem, how to correct it, and future actions.

STUDENT BUS CONDUCT

To insure safe transportation Mt. Baldy School has adopted the following student transportation conduct guidelines. To implement these guidelines the following procedures will be enforced (see page 9):

- Children should be at the bus stop at least five minutes before the time on the schedule to ensure their safe entrance. They should line up ten (10) feet away from the bus in a single file line.
 - Once the bus begins to move from the bus stop, the law requires the bus driver to keep moving. If a child is late and runs along the bus to stop it, the bus driver cannot stop. It presents danger to all parties to stop at such time and our most important task while transporting children is to keep all parties safe.
 - All riders are to remain seated at all times while the bus is in motion.
 - All riders are to keep their hands to themselves while riding the bus.
 - No horseplay is allowed
 - The bus driver may assign seats if he or she feels it will enhance safety.
 - All riders should be courteous on the bus.
 - All riders are to keep their hands and head inside the bus.
 - Failure to follow bus rules can result in the loss of bus transportation privileges for one to ten days or permanent removal for the remainder of the school year. Serious misbehavior may also be a cause for punishment up to and including suspension or expulsion from school.
1. **First offense** – warning by the bus driver
 2. **Second offense** – student referred to the Superintendent/Principal, citation issued, student responsible to take home and have parent sign to be returned immediately the following day to the office.
 3. **Third offense** – Parents and student to conference with Principal with warning of impending loss of bus riding privileges.
 4. **Fourth offense** – Suspension from the bus, duration to be determined by the Principal.

Parents, thank you for leaving at least 10 feet in front or in back of the bus. It is imperative that the bus driver be able to have a clear line of vision all the way around the bus for everyone's safety. Please be aware of your parking with regard to how children need to enter or exit the bus. Enough room for children to walk easily and still be seen is essential.

PARENT EXPECTATIONS

The education of a child is a great responsibility. Parents and the school share that responsibility. We believe that children are best served when parents and other guardians are actively involved in their children's education. Therefore, we ask parents to observe these guidelines.

- Create a positive educational experience by modeling a positive and constructive attitude toward all aspects of school life.
- Ensure that your children are at school on time. Tardiness disrupts the class and interferes with your child's learning.
- Ensure your children attend school unless it is absolutely necessary to be absent. Sustained attendance correlates to sustained student progress.
- Help your child be his/her best every day by ensuring a good night's sleep, serving a nutritious breakfast, and maintaining your child's overall health.
- Spend some time every evening reviewing homework or schoolwork, reading with your children, and discussing problems or questions in an open and caring manner. Encourage your child's progress and communicate to them your own commitment to their education.

COMMUNICATION

The staff works with parents to make their child's education the best possible. Parents are encouraged to attend parent-teacher conferences and also to consult with teachers and/or the principal about any problems, concerns or questions whenever necessary. Making an appointment ensures that full attention can be given to the matter under discussion. Please call the school to schedule an appointment with the staff for any reason. Your contact and presence is welcome.

CLASSROOM VISITS

Parents are welcome to visit their children's classrooms at any time. We ask that you follow this protocol:

- Call a few days prior to the day you plan to visit. Teachers often wish to prepare copies of the lessons for you.
- Check in at the school office upon your arrival and get a nametag, then proceed to the classroom.



- Please do not expect to have a conference with the teacher. The teacher will be busy teaching. You are welcome to set up an appointment with the school secretary for a parent conference.
- Please leave young children in the care of someone else. Extra children can distract the students and you will not see the classroom under normal conditions.
- Please do not interfere with the disciplinary procedures of the teacher or aide in the classroom or on the school grounds. If you have a concern, speak to the teacher after school or during your prearranged meeting.
- Please maintain an attitude of quiet watchfulness.
- Encourage other parents and community members to visit the school

SPECIAL PARENT/FAMILY PROGRAMS

Several times a year, the school presents special programs open to parents and family:

- Back to School Night in August (Parents only – no childcare provided)
- Winter Program in December
- Family Day in May
- Junior High Trip in June
- 8th Grade Graduation in June
- End of the year carnival on the last day of school