



2017-2018

**Parent & Student
Handbook**

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Our Program

MISSION STATEMENT

The mission of Balboa School is to provide a diverse educational environment that promotes high academic standards, cultivates creativity, and builds the skills necessary for college, career and civic life.

PROGRAM

Balboa School offers a broad array of programs within an international student community in one of the most enriching areas of Southern California. Small class size, one-to-one communication, interesting and exciting learning opportunities stimulate passion and the desire to learn. Fully engaged students are happier and look forward to new and interesting learning experiences every day.

Our teachers, course work and SAT preparation develop the fullest potential in our students as they prepare for college and a life of learning in an ever-changing world. Students know our faculty in such a way that the sharing of ideas, working as a team for a common goal, and sophisticated conversation with peers becomes second nature.

We teach within a framework of traditional values and evolved curriculum that provides students the individual attention needed to achieve personal goals while developing the academic skills and study skills necessary to succeed in college, career, and civic life.

STUDENT LEARNING OUTCOMES

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

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

Administration Directory

Executive Director

Zachary C. Jones
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Vice Principal & International Program Director

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Transcripts

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School Calendar

School Calendar 2017 - 2018

Month	M	T	W	Th	F	M	T	W	Th	F	M	T	W	Th	F	M	T	W	Th	F	M	T	W	Th	F
AUGUST (14)		1	2	3	4	7	8	9	10	11	14	15	16	17	18	21	22	23	24	25	28	29	30	31	
SEPTEMBER (20)					1	4	5	6	7	8	11	12	13	14	15	18	19	20	21	22	25	26	27	28	29
OCTOBER (22)	2	3	4	5	6	9	10	11	12	13	16	17	18	19	20	23	24	25	26	27	30	31			
NOVEMBER (16)			1	2	3	6	7	8	9	10	13	14	15	16	17	20	21	22	23	24	27	28	29	30	
DECEMBER (16)					1	4	5	6	7	8	11	12	13	14	15	18	19	20	21	22	25	26	27	28	29
JANUARY (17)	1	2	3	4	5	8	9	10	11	12	15	16	17	18	19	22	23	24	25	26	29	30	31		
FEBRUARY (18)				1	2	5	6	7	8	9	12	13	14	15	16	19	20	21	22	23	26	27	28		
MARCH (17)				1	2	5	6	7	8	9	12	13	14	15	16	19	20	21	22	23	26	27	28	29	30
APRIL (21)	2	3	4	5	6	9	10	11	12	13	16	17	18	19	20	23	24	25	26	27	30				
MAY (18)		1	2	3	4	7	8	9	10	11	14	15	16	17	18	21	22	23	24	25	28	29	30	31	
JUNE (0/20)					1	4	5	6	7	8	11	12	13	14	15	18	19	20	21	22	25	26	27	28	29
JULY (4)	2	3	4	5	6	9	10	11	12	13	16	17	18	19	20	23	24	25	26	27	30	31			

Special Dates

August 7-8	New student orientation (international students grades 7-12)
August 9-11	Staff in-service days
August 14	First day of Fall Semester
September 13	Staff Development – early dismissal (1:30 pm)
September 22	6-week grading period ends
October 18	Staff Development – early dismissal (1:30 pm)
November 3	6-week grading period ends
December 20-22	New student orientation (international students grades 7-12)
December 21	Final exams (grades 7-12) – 1:30 pm dismissal
January 8	Parent conferences (grades 1-6) – 1:30 pm dismissal
January 23	Last day of Fall Semester
February 3	First day of Spring Semester
February 13	6-week grading period ends
February 23	Staff Development – early dismissal (1:30 pm)
March 13	6-week grading period ends
March 23	Staff Development – early dismissal (1:30 pm)
April 13	Final exams (grade 12)
April 23	Final exams (grades 7-11) – 1:30 pm dismissal
May 13	Parent conferences (grades 1-6) – 1:30 pm dismissal
May 23	Last day of school & Teacher check-out day
June 4 – July 6	High School Graduation & Elementary/Middle School Promotion
	2018 Summer School

Holidays – School Closed

September 4	Labor Day
November 10	Veteran's Day
November 20 - 24	Thanksgiving Break
December 25 - January 5	Winter Break
January 15	Martin Luther King, Jr. Day
February 12	Lincoln's Birthday
February 19	Presidents Day
March 26 - 30	Spring Break
May 28	Memorial Day
July 4	Independence Day

School Hours & Bell Schedule

SCHOOL HOURS

8:30 a.m. – 3:00 p.m.
Monday – Friday

Modified Block Schedule

Monday & Thursday (periods 1, 3, 5 & 7)
Tuesday & Friday (periods 2, 4, 6 & 7)

Period 1/2	8:30 – 10:00 (90)
Nutrition Break	10:00 – 10:10 (10)
Period 3/4	10:10 – 11:40 (90)
Lunch	11:40 – 12:20 (40)
Period 5/6	12:20 – 1:50 (90)
*ELT	1:52 – 2:13 (21)
Period 7	2:15 – 3:00 (45)

Wednesday Schedule (periods 1-7)

Period 1	8:30 - 9:15 (45)
Period 2	9:17 – 10:02 (36)
Nutrition Break	10:02 – 10:10 (8)
Period 3	10:10 – 10:55 (45)
Period 4	10:57 – 11:42 (45)
Lunch	11:42 – 12:19 (37)
Period 5	12:19 – 1:04 (45)
Period 6	1:06 - - 1:51 (45)
*ELT	1:53 – 2:13 (20)
Period 7	2:15 – 3:00 (45)

Middle & High School Schedule During Finals

Day 1

Period 2	8:30 – 9:59 (89)
Nutrition Break	9:59 – 10:09 (10)
Period 4	10:09 – 11:37 (88)
Lunch	11:37 – 12:02 (25)
Period 6	12:02 – 1:30 (88)

Day 2

Period 3	8:30 – 9:59 (89)
Nutrition Break	9:59 – 10:09 (10)
Period 5	10:09 – 11:37 (88)
Lunch	11:37 – 12:02 (25)
Period 7	12:02 – 1:30 (88)

Day 3

Period 1	8:30 – 9:51 (81)
Nutrition Break	9:51 – 10:01 (10)
Period 2	10:01 – 10:30 (29)
Period 3	10:32 – 11:01 (29)
Period 4	11:03 – 11:32 (29)
Lunch	11:32 – 11:57 (25)
Period 5	11:57 – 12:26 (29)
Period 6	12:28 – 12:57 (29)
Period 7	12:59 – 1:30 (31)

Elementary School Schedule during Middle & High School finals

Day 1 & 2

Period 1	8:30 - 9:09 (39)
Period 2	9:11 – 9:47 (36)
Nutrition Break	9:47 – 9:57 (10)
Period 3	9:57 – 10:33 (36)
Period 4	10:35 – 11:11 (36)
Period 5	11:13 – 11:49 (36)
Lunch	11:49 – 12:14 (25)
Period 6	12:14 – 12:50 (36)
Period 7	12:52 – 1:30 (38)

Day 3

Period 1	8:30 – 9:51 (81)
Nutrition Break	9:51 – 10:01 (10)
Period 2	10:01 – 10:30 (29)
Period 3	10:32 – 11:01 (29)
Period 4	11:03 – 11:32 (29)
Lunch	11:32 – 11:57 (25)
Period 5	11:57 – 12:26 (29)
Period 6	12:28 – 12:57 (29)
Period 7	12:59 – 1:30 (31)

*Extended Learning Time

Student Dress Code

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

Hair	<ul style="list-style-type: none">• Must be clean, combed and neatly trimmed or arranged.• Shaggy, unkempt hair is not permissible regardless of length.
Tattoos and Body Piercing	<ul style="list-style-type: none">• Tattoos and body piercing, other than earrings must not be distracting to the learning environment.
Shirts and Tops	<ul style="list-style-type: none">• Clothing must be free of writing, and images which are vulgar, profane, or sexually suggestive or make reference to drugs, alcohol, weapons, or tobacco.• Revealing shirts and blouses are not permissible.
Shorts and skirts	<ul style="list-style-type: none">• Must be no shorter than mid-thigh when seated.
Hats, hoods, and sunglasses	<ul style="list-style-type: none">• Must not be worn indoors.
Pants and jeans	<ul style="list-style-type: none">• Pants and jeans must be clean and in good repair.• Bagging/sagging clothes are not permissible.
Shoes and sandals	<ul style="list-style-type: none">• Shoes and sandals should be appropriate for the workplace.
General	<ul style="list-style-type: none">• Clothing is to be neat, clean, in good repair and appropriate to a typical workplace.

Attendance Policy

ABSENCES

Balboa School encourages consistent, on-time school attendance. Schedule appointments and trips during non-school time.

- Parents or guardians must call the school and notify the Administrative Office by 8:15 a.m. if their child is going to be absent from school on a given day. A student may be excused from school when the absence is due to:
 - Personal illness or injury.
 - Medical, dental, optometric, or chiropractic services rendered.
 - Attendance at funeral services for a member of the immediate family.
 - Exclusion for failure to present evidence of immunization.
 - Exclusion from school because student is the carrier of a contagious disease.
 - Pre-approved sporting competition.
- Any student who is absent in excess of 5 consecutive days for the above reasons will need to provide a medical/legal note.
- If an absence is not excused by a parent or guardian within 24 hours, the student will be considered unexcused.
- All planned absences in excess of 5 consecutive days for any reason not listed above (including vacation) must be approved by the administration at least 2 weeks prior to the planned absence. Contract of Independent Study (CIS) forms are available in the Administrative Office for this purpose.
- Any student who has more than 10 absences (excused and/or unexcused) or 5 unexcused absences in any given class in a semester will be referred for Administrative Review which could result in:
 - Academic Probation
 - 30-day Notice
 - Involuntary withdrawal from school and/or terminated I20 for failing to maintain a full course of study
- Assignments missed during ANY absence must be made-up within 1 day of returning to school/class in order to receive full credit.

Arrivals & Pick-up

ARRIVALS / PICK-UP

- Parents may drop off their child at school between 8:15 a.m. - 8:25 a.m. and must be picked up by 3:15 p.m., as we do not have supervision after this time.
- Students who arrive after 8:30 a.m. must check in at the Administrative Office to receive a pass. Tardies due to extenuating circumstances must be called in by parents/guardians to be excused. Citizenship grades will be affected for students who are tardy to class.
- Parents must call and notify the Administrative Office in advance when a student needs to leave school early. Parents must sign the Early Pick-up Log located in the Administrative Office area before picking up their child.
- Scooters, bicycles and skateboards must be locked up.

TRANSPORTATION

Parents/guardians must make arrangements with the Administrative Office and complete a Transportation Liability Waiver prior to using Balboa School's transportation. Students cannot not be picked-up or dropped-off outside the designated zone. Balboa School has the right to refuse transportation to any student who does not abide by school and/or transportation rules. Transportation privileges can be lost if:

- Student is not picked up on time after 3 occasions
- Student is not following the rules
- Student's behavior is posing a threat to him/herself or others

AM transportation

Transportation will depart promptly at the scheduled time. Students must be at the designated pick-up spot 10 minutes before the scheduled pick-up time and should allow a 10 minute window after the scheduled pick-up time for extenuating circumstances.

PM transportation

Students must be picked up promptly at the designated drop-off location and time. Transportation may arrive within a 10 minute window after the scheduled drop-off time due to extenuating circumstances. Drivers are not responsible for staying with students. Students who will not be picked up, but have other arrangements must notify the Administrative Office in advance.

School Rules & Policies

ACADEMIC PROBATION

Students may be placed on Academic Probation if, at the end of the grading period, he/she has met any of the following criteria:

- Received a grade of “U” in citizenship in two or more classes
- Earned an academic grade of “F” in two or more classes
- Not maintained an overall GPA of 2.0 or higher
- Had 6 or more unexcused absences

Academic probation may result in expulsion and/or grade retention.

HONOR CODE

If a student is unsure of the requirements for any activity or assignment, to avoid a violation of the Honor Code, he/she is responsible for checking his/her understanding with the teacher. Violations of the Honor Code include but are not limited to the following areas:

CHEATING

In copying, a student is taking the work of another, either on classwork, homework or on a test, and claiming it as his/her own. At Balboa School cheating includes but is not limited to:

- Copying and/or offering homework verbally, in written form, or by electronic means.
- Copying and/or offering answers on tests or quizzes verbally, in written form, or by electronic means.
- Bringing in and using unauthorized information during class time, including information stored in an electronic device.
- Offering or receiving information under circumstances when information is not to be shared.
- Copying or receiving the work of other students or teachers.
- Having anyone, including parents or tutors, complete assignments and submitting the work as one’s own.
- Presenting collaborative work as independent work and independent work as collaborative. (In-group work, one person should not and will not bear the burden for the entire group assignment.)
- Fabricating or “fudging” data, information, or sources. Attempting to pass off made up material as the result of genuine efforts.
- Pressuring other students to violate the Honor Code.

PLAGIARISM

The act of plagiarism may include direct copying, but it may also be more complex than verbatim repetition. A student, in preparing a project for a class, will have plagiarized if he/she has taken information from sources without citing what sources were used. Plagiarized material may appear in a student’s paper as word-for-word copying, a

summation, or a paraphrase of another's ideas. A student has plagiarized whether the material from another source has been taken in whole or in part. In effect, by not naming the source, the student is claiming the work of another as his/hers. Violation include but are not limited to the following:

- Submitting images and/or documents in whole or in part from the Internet without citation of the source(s).
- Copying another's work.
- Using another's ideas without proper citations.
- Incorporating portions of another's writing within the context of your own work.
- Failing to acknowledge a source of information.
- Using "unique" phrases without citations.
- Using graphics, charts, diagrams, illustrations without citations.

ELECTRONICS

- iPods and Mp3 players are not permitted in class.
- Cell phone use is NOT permitted in the classroom.

****Balboa School will not assume liability for the loss of any personal property.***

MEDICATION POLICY

- Students are not allowed to keep any medication in their possession while they are on school property.
- **All medications**, including prescription medication and over the counter medications, must be turned in to the counselor.
- The student's parents and prescribing physician **must** complete and sign a medication form in order for the medication to be dispensed to the student. School Counselor will be responsible for administering the medication.

SCHOOL PROPERTY

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

SPORTS

In order for any student to be eligible for competitions, students **must**:

- Maintain a minimum GPA of 2.5 or higher.
- Not have any outstanding school violations.

Computer Use Policy

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

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

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

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

Sexual Harassment Policy

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

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

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

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

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

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

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

School Violations & Disciplinary Actions

Behavior	1 st Offense	2 nd Offense	3 rd Offense
Dress Code Violation	1	1	2
Excessive Absences	After 3 1	After 5 1	After 10 2
Tardiness (unexcused arrival to school or class more than 15 minutes late)	After 3 offenses: 1	After 5 offenses: 1	After 7 offenses: 2
Personal Device Violation (cell phone, headphones, camera, etc.)	2	2	2
Plagiarism	2	3	3
Disruptive Conduct	1	2	2
Defiance/Disrespectful Behavior	1	2	2
Cutting Class	1	1	2
Leaving School/Field Trip without Permission	2	2	3
Computer Use Violation	2	2	3
Bullying	2	3	3
Sexual Harassment	2	3	3
Assault/Fighting	2	3	3
Theft	2	3	3
Vandalism	2	3	3
Smoking	2	3	-
Arson	3	-	-
Possession of Controlled Substance	3	-	-
Weapons Violation	3	-	-

1 = Parent Contact (email or call with response)

2 = Meet with Administration

3 = Suspension or dismissal

Disciplinary Actions:

A = Meet with Administration B = Lunch Detention C = Parent Conference

D = Suspension

E = Dismissal

F = Administrative Review

G = Disciplinary action for Personal Device Violation:

1st offense- Device confiscated. Student meets with Administration and may retrieve at the end of the school day.

2nd offense- Device confiscated. Parent/guardian must come into the office to retrieve at the end of the school day.

3rd offense- Device confiscated. Parent/guardian must come into the office to retrieve at the end of the school day. Device not allowed on school property.

Parent Information

COMMUNICATION

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

- Balboa School provides parents/guardians with access to their student's grades and attendance through PowerSchool's Parent Portal. We encourage parents/guardians to regularly login and communicate with teachers. To obtain access, contact the Administrative Office.
- Your assistance with the following will facilitate your child's school success:
 - Make sure the office has your current contact information, including your email address and telephone information. **Contact the office immediately if your contact information changes in any way.**
 - Balboa School frequently sends out information regarding upcoming events and requests for assistance via email. Please be sure you are receiving these email newsletters about school events and make sure your web browser does not filter them out. If you are not currently receiving these emails, please email newsletter@balboaschool.com.
 - Please respond in a timely manner to all emails and other communications that require action on your part. Some examples of these items are field trip permission slips, RSVPs, attendance questions, etc. Inaction and delays impede the success of your child's school experience.
 - Please notify counselors of any problems or changes (medications, family dynamics, sleep patterns, etc.) that may affect your child's school performance.
 - Parents are also encouraged to visit our school website for useful information: www.balboaschool.com.
 - Facebook: www.facebook.com/balboacityschool

LUNCH & NUTRITION BREAK

- Students should bring a ready-to-eat lunch and snack.
- Microwaves are available for middle & high school students, but refrigerators are not.
- As a precaution against food allergies and food reactions, we discourage all students from sharing foods.
- No glass bottles.
- Students in grades 9-12 may receive permission to leave campus during lunch. See the Administration Office to receive permission.

Academics

SUPPLIES

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

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

GRADING SCALE

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

CREDIT RECOVERY

Students may make up 3 credits per academic year. An academic year runs August through July which includes Summer School.

GRADE TERMS

September 22	6 week
November 3	12 week
December 21	Semester 1
February 23	6 week
April 13	12 week
May 25	Semester 2

FINALS & CONFERENCES

All Middle and High School students are required to take final exams at the end of each semester. Balboa School will adhere to the schedule as printed in the Parent & Student Handbook. Students may make up examinations **only** if they provide a medical note or with the approval of the Administrative team. Examinations must be made up within 1 week. Students are scheduled to take finals on the following days:

- December 20-22, grades 7-12
- May 23-25, grades 7-11
- May 22-24, grade 12

Elementary students do not take final exams. Parent conferences are available on these days.

All students are dismissed at 1:30 p.m.

High School Graduation Requirements

Balboa School Graduation Requirements & University Admission Requirements

UC/CSU "a-g"	Balboa School Graduation Requirements	California State University (CSU) and University of California (UC) Requirements Domestic Students	California State University (CSU) and University of California (UC) Requirements International Students
a	<u>History/Social Science</u> 6 credits (3 years) (World History-10 th , U.S. History- 11 th , Economics/Government- 12 th)	<u>History/Social Science</u> (2 years) (World History & U.S. History or 1 semester of U.S History & 1 semester Government/Civics)	<u>History/Social Science</u> (2 years) (In place of U.S. History, history of your country)
b	<u>English</u> 8 credits (4 years- 9 th -12 th)	<u>English</u> (4 years- 9 th -12 th)	<u>Composition and Literature</u> (4 years) Language in which you are instructed.
c	<u>Mathematics</u> 6 credits (3 years) (Algebra 1, Geometry, & Intermediate Algebra required) <i>4 years recommended</i>	<u>Mathematics</u> (3 years) (Algebra 1, Geometry, & Intermediate Algebra required) <i>4 years recommended</i>	<u>Mathematics</u> (3 years) (Algebra 1, Geometry, & Intermediate Algebra required) <i>4 years recommended</i>
d	<u>Laboratory Science</u> 6 credits (3 years) (Biology, Chemistry, & Physics required)	<u>Laboratory Science</u> (2 years) <i>3 years recommended</i> (Biology, Chemistry, &/or Physics required)	<u>Laboratory Science</u> (2 years) <i>3 years recommended</i> (Biology, Chemistry, &/or Physics required)
e	<u>Language other than English</u> 4 credits (2 years) <i>3 years recommended</i> (must be in the same language)	<u>Language other than English</u> (2 years) <i>3 years recommended</i> (must be in the same language)	<u>Language other than English</u> (2 years) <i>3 years recommended</i> (must be in the same language)
f	<u>Visual and Performing Arts</u> 2 credits (1 year) (Art or Music)	<u>Visual and Performing Arts</u> (1 year) (Dance, Music, Theater or the Visual Arts)	<u>Visual and Performing Arts</u> (1 year) (Dance, Music, Theater or the Visual Arts)
g	<u>Electives</u> 8 credits (2 credits <u>must</u> be a college- preparatory elective from the "a-f" subjects.)	<u>College-Preparatory Elective</u> (1 year) (1 additional year <u>must</u> be a college-preparatory elective from the "a-f" subjects.)	<u>College-Preparatory Elective</u> (1 year) (1 additional year <u>must</u> be a college-preparatory elective from the "a-f" subjects.)
	<u>Physical Education</u> 4 credits (2 years) *(44 credits required for graduation)	<u>UC/CSU Test Admission Requirements</u> UC: SAT or ACT w/ Writing CSU: SAT or ACT	<u>UC/CSU Test Admission Requirements</u> UC: SAT or ACT w/ Writing + TOEFL or IELTS CSU: SAT or ACT + TOEFL or IELTS

Sample Four-Year High School Graduation Plan

9th Grade: English 1/2
 Geography
 Biology
 Geometry
 Foreign Language
 Elective
 Physical Education

10th Grade: English 3/4
 World History
 Chemistry
 Intermediate Algebra
 Foreign Language
 Elective
 Physical Education

11th Grade: English 5/6
 U.S. History
 Physics
 Pre-Calculus
 Foreign Language
 Elective- 2

11th Grade: English 7/8
 Economics/Government
 AP Physics
 AP Calculus
 Foreign Language
 Elective- 2

*This schedule is only a guide. The counselor will review all students' credits to ensure that they are placed into their appropriate courses to meet their graduation requirements.

Timeline for College Admission Testing

	Freshmen	Sophomore	Junior	Senior
Fall	PSAT 8/9	PSAT/NMSQT	PSAT/NMSQT	SAT or ACT <small>(repeated as necessary)</small> TOEFL <small>(repeated as necessary)</small>
Winter			SAT or ACT TOEFL	
Spring			SAT or ACT TOEFL	

Important Dates

August 7-8: New Student Orientation

August 14: First Day of School/Fall Semester Starts

August 26: SAT Test Date

September 9: ACT Test Date

October 1: FAFSA Submission Starts

October 7: SAT Test Date

October 28: ACT Test Date

November 1: California State University (CSU) and University of California (UC) Applications Starts

November 4: SAT Test Date

November 30: CSU and UC Application Deadline

December 2: SAT Test Date

December 9: ACT Test Date

January 8: Spring Semester Starts

February 10: ACT Test Date

March 2: FAFSA Deadline
Cal Grant Deadline

March 10: SAT Test Date

April 14: ACT Test Date

May 5: SAT Test Date

May 25: Last Day of School/Graduation

June 2: SAT Test Date

June 9: ACT Test Date

Middle School Promotion Requirements 6th-8th Grade

(42 units)

Core Courses

Social Science	6 units
English	6 units
Mathematics <small>Algebra 1 and Geometry can be used towards high school credit</small>	6 units
Science	6 units

Electives

Elective	8 units (with Foreign Language) 12 units (no Foreign Language)
Foreign Language <small>Foreign language can be used towards high school credit</small>	4 units (starting the 7 th grade)
Physical Education	6 units/semesters

EIGHTH GRADE PROMOTION REQUIREMENT

- Academic GPA of 2.0 and above for ALL subjects.
- The student may be placed on Academic Probation or retained from a grade if he/she does not meet these requirements.
- All students at Balboa School are expected to meet the following requirements in order to matriculate into our high school program.

Elementary School Curriculum

The goal at Balboa School at the elementary level is to help students enjoy learning, build positive self-esteem and explore their full potential while preparing them for success in middle school and beyond. Class sizes are small and, as a result, students learn more effectively than they do in large traditional classrooms. Rules, expectations, and homework are well communicated to students and parents. Balboa School strives to create positive learning experiences that encourage students to engage with the curriculum and work towards mastery of academic goals.

Students at Balboa School learn in an environment that provides a blend of strong academics combined with opportunities for individual and social growth. The teacher challenges and supports every learner.

Elementary students receive multi-modal learning experiences in small class sizes. Visual, auditory, and kinesthetic learning experiences are placed on a par with pedagogical demands. Students learn through direct instruction, peer interaction, project-based learning, classroom discussions, and learner-centered lessons.

Course Structure – Grades 1-5

Reading
Writing
Math
Social Studies
Physical Education
Science
Computers
Art/Music

International Students

- Each student is required to follow the policies and procedures of Balboa School, as defined in the Balboa School Parent & Student Handbook, including students who are 18 years or older.
- All changes pertaining to a student must be reported within 48 hours. This includes new address, new telephone number and/or new guardian.
- Each student is required to follow the policies and procedures for attendance. This includes arriving late to school and leaving early.
- Each student must notify Balboa's PDSO/DSO prior to leaving the US and is responsible for getting his/her form I-20 signed prior to leaving.
- In case of an emergency and a student must return to his/her home country, the student and guardian must report it to the attendance department and to the PDSO/DSO at least 24 hours before his/her departure.
- Each student must be approved by the administration at least 2 weeks prior for any prolonged absences. To be approved the student must submit a Contract of Independent Study (CIS forms are available in the Administrative Office). Assignments missed during ANY absence must be made-up within 1 day of returning to school/class in order to receive full credit.
- Each student is required to obtain medical insurance while studying at Balboa. Any student who needs to see a medical physician should contact his/her medical insurance company for available physicians.
- Any student who is unable to complete his/her educational program by his/her program end date must apply for an extension in writing. The request must be submitted 60 days prior to the program end date. Applications for extensions can be obtained from PDSO/DSO in the Administrative office. The program end date can be found on the student's I-20 form.
- After a student has completed his/her studies at Balboa and is not transferring to another US school, he/she is authorized to stay in the US 60- days after the program end date. The program end date can be found on the student's I-20 form. If the student is transferring to another US school, he/she should notify the PDSO/DSO.

I-20 Questions or Concerns:

PDSO: Monica Castro mcastro@balboaschool.com or 760-294-4161

DSO: Natalie Addleson ncaddleson@balboaschool.com or 760- 294-4170

Attendance: Ashley Jones ajones@balboaschool.com or 760-294-4120

College Counselor: Mimi Baik mbaik@balboaschool.com or 760-294-4122