



MT. BALDY SCHOOL

PARENT-STUDENT HANDBOOK 2023 - 2024

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Come see us on FACEBOOK and INSTAGRAM

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SCHOOL CALENDAR: 2022-23

AVAILABLE ON WEBSITE

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A MESSAGE FROM THE PRINCIPAL

One of my favorite poets, Maya Angelou, has been quoted saying that “people will forget what you said, people will forget what you did, but people will never forget how you made them feel”. I can certainly say that what I feel when I walk onto Mt Baldy School’s campus, I feel magic. It’s such a special place made magic by all of you-students, teachers, staff, families, the community, and of course the beautiful backdrop of our precious mountains.

My vision for my life has always been to be a leader in the field of education, but never in my wildest dreams did I think I’d have the opportunity to do just that in a community that I’ve come to so deeply love and appreciate. This is more than just a job for me-as a community member, dedicated educator, parent and advocate for kids, I can’t think of anything more exciting.

I’m so excited for our upcoming school year at Mt Baldy School. As I observed the end of year activities during the 2021-22 school year, and got to know the school community, I feel tremendous hope for our kids and our school. From watching kids pick veggies from the garden and rinse and eat them at snack, to seeing the pride in family’s faces as their 8th graders graduated, I know that the future is bright.

We’ll see you all in September!

Kate Huffman

THE PEOPLE OF MT BALDY SCHOOL

PRINCIPAL

MS. KATE HUFFMAN

KATE_HUFFMAN@MTBALDY.K12.CA.US

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	Robert Falk
Clerk	Christy Catalano
Member	Jessica Ellingson

OFFICE AND OPERATIONAL STAFF

Administrative Assistant	Monica Arias
Office Clerk	Amy Forman

INSTRUCTIONAL STAFF

TOSA	Elizabeth Flores	elizabeth_flores@mtbaldy.k12.ca.us
TK/K/1 (squirrels)	Alyssa Potts	alyssa_potts@mtbaldy.k12.ca.us
2-3 (raccoons)	Toney Donnell	toney_donnell@mtbaldy.k12.ca.us
4-5 (foxes)	Laura Goddard	laura_goddard@mtbaldy.k12.ca.us
6-8 (deer)	Lindsay Johnson	lindsay_johnson@mtbaldy.k12.ca.us
	Nora Pasma	nora_pasma@mtbaldy.k12.ca.us
Resource Specialist	Megan Grausam	megan_grausam@mtbaldy.k21.ca.us
R.S.P. Inst. Aide	Jennifer Kim	jennifer_kim@mtbaldy.k12.ca.us
	Veronica Palmer	veronica_palmer@mtbaldy.k12.ca.us
PE Aide	Felipe Yanez	felipe_yanez@mtbaldy.k12.ca.us
Proctor	Elizabeth Astadurian	elizabeth_astadurian@mtbaldy.k12.ca.us
Proctor	Joy Tanjuakio	joy_tanjuakio@mtbaldy.k12.ca.us

Cubhouse	Trisha Ellingson	trisha_ellingson@mtbaldy.k12.ca.us
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Custodial Team:	Henry Chu
	Eric Luong

PARENT ADVISORY COMMITTEE

The Parent Advisory Committee (PAC) is a group of selected parents that provide feedback on our LCAP (Local Control Accountability Plan) three times a year.

PARENT TEACHER ASSOCIATION

The Parent Teacher Association (PTA) helps the school in many ways, especially by raising money for school trips and classroom activities. The PTA meets once each month at the school and encourages everyone to attend. Members are elected toward the end of the school year.

ROOM PARENTS/ GARDEN PARENTS

Each elementary 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.

Examples of ways family members can contribute are:

Preparing classroom materials, working in the garden, assisting students in small groups, chaperoning hikes, taking materials home to prepare for class, participating in PTA events, chaperoning field trips and in many other ways suggested during Back to School Night.



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

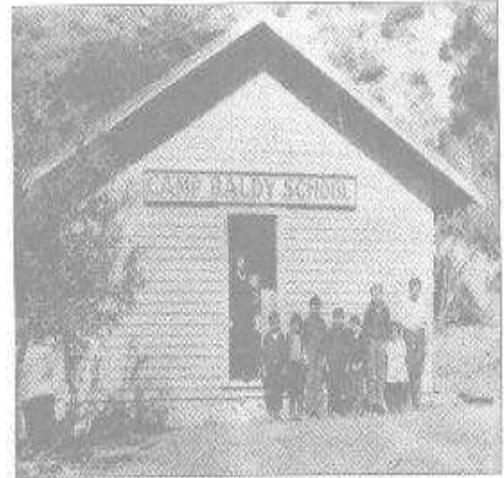
- **Student Needs:** The District will develop and implement programs in a safe learning environment to help shape character, nurture intellect and build skills for success for all students.
- **Curriculum and Assessment:** The District will provide a guaranteed and viable curriculum based on the California 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.

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 100 students are currently enrolled in five combined TK-8 classes.

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. Transitional Kindergarten students are released at 11:20. Kindergarten is released at 1:05 p.m. daily. Parents of kindergarteners need to promptly pick-up students at the front door at 1:05 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. Lunch on Thursdays is served at 11:30 a.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 needs 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 a handwritten note from their parent to give to the office so we know to release the student to someone other than the parent. **We cannot accept phone calls or emailed notes from parents for this purpose.**

WALKING & RIDING BICYCLES

Students choosing to walk or ride their bike to school 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. Any students riding their bikes must wear their bicycle helmets while riding to or from school. Parents of primary students who are walking are required to accompany their student to the supervised area of the playground in the morning and pick them up in the front of the school in the afternoon.

RIDING THE BUS (PLEASE KEEP AT HOME FOR REFERENCE)

****NOTE: The pick up and drop off times are estimates as this is a new schedule. Changes may occur, and a new bus schedule with updated times will be distributed if needed.**

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, **remain seated and buckle up** 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.
- Behavior and language should be school appropriate. Use of foul language will result in 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.

Parents are expected to meet students as they get off the bus. Younger students (below grade 4) should be escorted by an adult to and from the bus steps, **especially in bad weather.**

Bus riders will be taken to their designated bus stop unless written notification from a parent, requesting otherwise is given to the office. Last minute bus changes will not be permitted. ***Please be on time to pick up your students!*** Students will not be left at the stop if there is no parent to pick them up—they will remain on the bus until the last bus stop. If, at the last stop (C and 1st St.) there is still no one to pick up the student, the bus driver will contact the school. School personnel will make every effort to reach everyone listed on the bus rider agreement/emergency card to pick up your student. Please note – the school is charged \$38.00 per hour for late pick-ups. Parents may be charged. The bus driver may also have another pick up to do for another school. If they do not make their time frame, the bus driver loses his trip and therefore his income.

Students who remain at the last stop for 30 minutes during which an authorized adult has not been contacted to pick the child up must be transported to the Upland Police Department for safekeeping until such a time that the parent can pick them up.

SCHOOL BUS SCHEDULE: 2023-24

This year Chaffey Transportation is implementing a student tracking system for all of its riders. This will require parent/guardians to select one designated pick up bus stop and one drop off spot. Below, please find the new bus schedule with this year's bus stops and times.

If you are planning to have your child ride the bus this year (even if it is not at the start of the year), please contact the school with your child or children's names and their designated pick up and drop off bus stops no later than this Thursday, August 16 at 12:00 p.m. so that your information can be input into the Chaffey data system.

Students whose names are not in the data system this week will not be permitted to ride the bus when school begins next week.

Bus rider agreements will be sent home with your children during the first week of school for your signature and return.

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 C & 1st	7:07	Mt Baldy School	2:40	Mt Baldy School	1:10
E. side of 18 th / Christopher	7:19	Mesa & Mt Baldy	2:42	Mesa & Mt Baldy	1:12
2426 Euclid @ mail box	7:24	Ice House Corner	2:52	Ice House Corner	1:22
NEC Mesa & Mt. Baldy	7:43	2426 Euclid @ mail box	3:11	2426 Euclid @ mail box	1:41
Ice House @ driveway	7:47	E. side of 18 th / Christopher	3:20	E. side of 18 th / Christopher	1:45
Mt. Baldy School	7:55	S.E. Corner of C & 1st	3:29	S.E. Corner of C & 1st	1:56



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 by 8:00 a.m. 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. If your child is scheduled for hot lunch that day, please let the office know to obtain credit for the following month. Parents who do not inform the office to cancel lunch on absence days will not receive credit.

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. Please stay near a phone in order to receive automated messages and updates.
- **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.
- **PLEASE BE NEAR A PHONE.** We use “All Calls” to relay important information.
- **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

Please know that we take the safety of our students very seriously, and that we work closely with Chaffey Bus Transportation, L.A. and San Bernardino County Road Departments and other agencies to determine 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 office personnel are 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. The bus driver will wait a reasonable amount of time for students to be picked up before taking the child to the Upland Police Department.



- **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 comes 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.
- Clothing for both boys and girls should provide adequate coverage during activity and undergarments should not be exposed.
- Do not wear short shorts. Shorts should not be shorter than pocket length.
- 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.
- Students should not wear straps thinner than a thumbs width. Tank tops with sufficient coverage are acceptable for P.E. All student tops need to allow the student to move comfortably without exposure.
- T-shirts must have appropriate messages or designs
- No hair treatment, hats or headbands that cause undue distractions in the classroom.

CELL PHONES/ELECTRONICS

Cell phone use is not permitted by students on campus. Cell phones that are out of backpacks will be taken and given to the principal. A call will be made for parents to come to the school to retrieve the cell phone. Lap top computers or tablets are not to be brought on the bus or to the school unless assigned by an IEP due to theft or breakage.

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**)
- Diarrhea (**may return 24 hours after last episode**), appetite has resumed and student has **no other symptoms**
- Vomiting (**may return 24 hours after last episode**), appetite has resumed and student **has no other symptoms**
- 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
- 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. No students will be admitted to school unless all required immunizations have been administered and are up to date.

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 both the 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, Motrin, cough syrup, etc. If your child is ailing to the point of requiring over the counter medication to make it through the day, he or she should be home until symptoms subside.

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 pre-order lunch from the school lunch program. Students will be sent home with a menu for the following month about two weeks before the end of the month. Parents will mark the days their student chooses to pre-order lunch on the calendar and students will turn in their completed lunch order by the required date. Please note there is not an option for students who bring lunch to purchase or pre-order milk. 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. Because of food allergies and sensitivities, sharing or trading of food is discouraged.

Gum chewing is not allowed on campus.

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 encourage recognizing your child's birthday with healthy options.

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



EDUCATIONAL PROCEDURES

CURRICULUM

The Mt. Baldy School staff and community are committed to providing common core standards-based instruction, capitalizing on our local environment, and incorporating technology into the curriculum in order to 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.

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 of skills and concepts introduced in class
- 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.



PHYSICAL EDUCATION

P.E. is a part of your student's academic program and is a grade-able report card item. Our curriculum focuses upon the development of age appropriate physical skills. Students are grouped upon effort toward improving skills as a participant. We require a signed note if a student is not going to participate for one day of P.E. The student will sit at the side of instructor. A Doctor's note is required for students who will be missing more than one day of P.E.

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 expected 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. Parents who are acting as chaperones are not permitted to bring other children as this is a school sponsored learning event for Mt. Baldy School Students. We request that parents who are not on the field trips as designated chaperones not join in or bring siblings to the location of the field trip as this is distracting to students and impairs our ability to adequately supervise students.

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 disposable 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 ensure a safe school environment so optimum social interaction and learning can occur. Mt. Baldy School has adopted the following student conduct guidelines. In addition to the following, the staff uses a variety of approaches to address behavioral issues which may include peer mediation, guided conflict resolution, restorative justice, and student agreements dependent upon each situation.

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, including on the bus
- Disrupted school activities or otherwise willfully defied the valid authority of supervisors, teachers, or administrators

Student Bus Conduct

To insure safe transportation Mt. Baldy School in conjunction with Chaffey School District Transportation, 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 and buckled in 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.

Consequences of Unsatisfactory Conduct on the School Bus

First offense – Student conference with school administration or designee; parents notified

Second offense – Student conference with school administration or designee; transportation privilege may be denied for up the **three days**

Third offense – Student to conference with school designee; transportation privilege may be denied for a period of one to six weeks

Fourth offense – Student conference with the school designee; transportation privilege may be denied for **remainder of the school year**; request parent conference

Parents/Guardians, 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. It is expected that parent/guardians will escort primary grade students to and from the bus steps. This is especially important during bad weather as conditions are unsafe.

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 may wish to prepare copies of the lessons for you.
- Check in at the school office upon your arrival and get a name tag, 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 September (Parents only – no childcare provided)
- Pancake Breakfast
- Talent Show/Spaghetti Dinner
- Family Day in May
- 8th Grade Graduation in June