



## **Parent & Student Handbook**

130 Woodward Avenue  
Escondido, CA 92025  
Office: 760-294-4115  
Fax: 760-294-4209  
[www.balboaschool.com](http://www.balboaschool.com)

## Table of Contents

Mission Statement.....	3
Our Program.....	3
Student Learning Outcomes.....	3
Administration Directory .....	4
School Calendar .....	5
School Hours .....	6
Bell Schedule .....	6
Student Dress Code.....	7
Attendance Policy.....	8
Arrivals/Pick-up/Transportation .....	9
School Rules & Policies .....	10
Computer Use Policy .....	12
Sexual Harrassment Policy .....	13
Violations & Disciplinary Actions .....	14
Parent Information .....	15
Academics.....	16
High School Graduation Requirements .....	17
Important Dates .....	18
International Students .....	19

# 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 social 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  
[zjones@balboaschool.com](mailto:zjones@balboaschool.com)  
760-294-4132

## **VP/International Program Director**

Natalie Clark Addleson  
[nclark@balboaschool.com](mailto:nclark@balboaschool.com)  
760-294-4170  
Parent Support  
International Program

## **Accounting & HR**

June Lewis  
[jlewis@balboaschool.com](mailto:jlewis@balboaschool.com)  
760-294-4180  
Tuition

## **Counselor**

Mimi Baik  
[mbaik@balboaschool.com](mailto:mbaik@balboaschool.com)  
760-294-4122  
College & Transition Counseling  
Student Schedules

## **Registrar**

Monica Castro  
[mcastro@balboaschool.com](mailto:mcastro@balboaschool.com)  
760-294-4161  
International/Domestic Admissions  
Transcripts

## **Academic & Administrative Coordinator**

Ashley Jones  
[ajones@balboaschool.com](mailto:ajones@balboaschool.com)  
760-294-4120  
Attendance  
Executive Director's Calendar

## **ESL Coordinator/Instructor**

Kelly Hibshman  
[khibshman@balboaschool.com](mailto:khibshman@balboaschool.com)  
760-294-4115  
Curriculum & Assessments  
Short Term Study Programs

# School Calendar

## School Calendar 2016 - 2017

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

### Special Dates

August 22	Student Orientation (grades 7-12)
August 23-25	Staff in-service days
August 29	First day of Fall Semester
September 21	Staff Development - early dismissal (1:30 pm)
November 2	Staff Development - early dismissal (1:30 pm)
November 4	9-week grading period ends
January 25	Student Orientation (grades 7-12 - new students only)
January 25-27	Final exams (grades 7-12) - 1:30 pm dismissal
	Parent conferences (grades 1-6) - 1:30 pm dismissal
January 27	Last day of Fall Semester
January 30	First day of Spring Semester
March 15	Staff Development - early dismissal (1:30 pm)
March 31	9-week grading period ends
May 10	Staff Development - early dismissal (1:30 pm)
June 9-13	Final exams (grades 7-12) - 1:30 pm dismissal
June 9-13	Parent conferences (grades 1-6) - 1:30 pm dismissal
June 13	Last day of school & Graduation
June 14	Teacher check-out
June 19 - July 28	2017 Summer School

### Holidays - School Closed

September 5	Labor Day
November 11	Veteran's Day
November 21 - 25	Thanksgiving Break
December 19 - January 2	Winter Break
January 16	Martin Luther King, Jr. Day
February 13	Lincoln's Birthday
February 20	Presidents Day
April 10 - 14	Spring Break
May 29	Memorial Day
July 4	Independence Day

# School Hours & Bell Schedule

## SCHOOL HOURS

8:30 a.m. – 3:00 p.m.

Monday – Friday

Early Dismissal Hours

8:30 a.m. – 1:30 p. m.

## Regular Schedule

Elementary, Middle & High School

Period 1	8:30 – 9:15 (45)
Period 2	9:17 – 10:02 (45)
Nutrition Break	10:02 – 10:12 (10)
Period 3	10:12 – 10:57 (45)
Period 4	10:59 – 11:44 (45)
Lunch	11:44 – 12:09 (25)
Period 5	12:09 – 12:54 (45)
Period 6	12:56 – 1:41 (45)
*ELT	1:43 – 2:13 (30)
Period 7	2:15 – 3:00 (45)

## Staff Development Day Schedule

Elementary, Middle & High School

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)

## Finals Schedule

Middle & High School

### 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:

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

# 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 Assistant 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 truant. A home visit may be conducted if a student has 2 consecutive trancies.
- 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 truant) or 5 trancies in any given class in a semester may be placed on a 30-day notice which could result in an involuntary withdrawl from school.
- Assignments missed during ANY absence must be made-up within 1 day of returning to school/class or the grade will automatically be a "0."



# 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 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

All students utilizing Balboa School transportation must make arrangements with the Administration. Balboa School offers transportation as a courtesy and has the right to refuse transportation to any student who does not abide by school and/or transportation rules. The only location Balboa transportation is allowed to pick-up or drop-off from is the one that is designated by Balboa School. 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 unless other arrangements have been made with Administration. Please allow a 10 minute window after the scheduled drop-off time for extenuating circumstances. Drivers are not responsible for staying with students. Students who will not be picked up, but have other arrangements must notify the Administration.

# 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.

## **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.

***\*BCS 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 <sup>st</sup> Offense	2 <sup>nd</sup> Offense	3 <sup>rd</sup> Offense
Disruptive Conduct	1	2	2
Defiance/Disrespectful Behavior	1	2	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
Cutting Class	1	1	2
Dress Code Violation	1	1	2
Personal Device Violation (cell phone, headphones, camera, etc.)	1	1	2
Plagiarism	2	2	2
Computer Use Violation	2	2	2
Leaving School/Field Trip without Permission	2	2	2
Vandalism	2	2	2
Theft	2	2	2
Bullying	2	2	2
Assault/Fighting	2	2	2
Sexual Harassment	2	2	2
Weapons Violation	2	2	2
Possession of Controlled Substance	2	2	2
Arson	2	2	2

- 1 = Parent Contact (email or call with response)**  
**2 = Referred to Administration for Further Disciplinary Action**  
 (All referrals should be accompanied by an incident report)

**Disciplinary Actions:**

- A = Meet with Head of Discipline**  
**B = Lunch Detention**  
**C = Parent Conference**  
**D = Suspension (5-day maximum)**  
**E = Dismissal**

# 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 create an account Parents are encouraged to call or email their child's teachers if they have questions or concerns at any time.
- 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](mailto: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](http://www.balboaschool.com).
  - Facebook: [www.facebook.com/balboacityschool](http://www.facebook.com/balboacityschool)

## LUNCH & NUTRITION BREAK

- Students should bring a ready-to-eat snack for Nutrition Break.
- Students may bring a lunch or purchase lunch from the lunch truck, Monday – Thursday. Pizza slices are available for purchase on Friday.
- 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.
- Balboa School is a closed campus. Seniors may receive permission to leave campus during lunch. See the Administration Office.

# 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-	

## GRADE TERMS

November 4	9 week
January 27	Semester 1
March 31	9 week
June 13	Semester 2

## FINALS & CONFERENCES

All Middle and High School students are required to take final exams at the end of each semester. Students are scheduled to take finals on the following days:

- January 25-27, 2017
- June 9-13 2017

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

## Important Dates

<b>August 22:</b>	Student Orientation
<b>August 29:</b>	First Day of School/Fall Semester Starts
<b>September 10:</b>	ACT Test Date
<b>October 1:</b>	SAT Test Date FAFSA Submission Starts/Available
<b>October 19:</b>	PSAT/NMSQT and PSAT 8/9 Testing
<b>October 22:</b>	ACT Test Date
<b>November 1:</b>	California State University (CSU) and University (UC) Applications
<b>November 5:</b>	SAT Test Date
<b>November 31:</b>	CSU and UC Application Deadline
<b>December 3:</b>	SAT Test Date
<b>December 10:</b>	ACT Test Date
<b>January 21:</b>	SAT Test Date
<b>January 30:</b>	Spring Semester Starts
<b>February 11:</b>	ACT Test Date
<b>March 2:</b>	FAFSA Deadline Cal Grant Deadline
<b>March 11:</b>	SAT Test Date
<b>April 8:</b>	ACT Test Date
<b>April 24:</b>	Stanford Testing begins
<b>May 2:</b>	AP Spanish Language and Culture Exam (8:00 a.m.) AP Physics 1 Exam (12:00 p.m.)
<b>May 3:</b>	AP English Literature and Composition Exam (8:00 a.m.)
<b>May 4:</b>	AP Chinese Language and Culture Exam
<b>May 6:</b>	SAT Test Date
<b>May 9:</b>	AP Calculus AB Exam (8:00 a.m.)
<b>May 11:</b>	AP Statistics Exam (12:00 p.m.)
<b>June 3:</b>	SAT Test Date
<b>June 10:</b>	ACT Test Date
<b>June 13:</b>	Last Day of School/Graduation

## International Students

- Each student is required to follow the policies and procedures of Balboa School, 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 or the grade will automatically be a "0."
- 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 as well as a list of other required documents 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](mailto:mcastro@balboaschool.com) or 760-294-4161

DSO: Natalie Addleson [nclark@balboaschool.com](mailto:nclark@balboaschool.com) or 760- 294-4170

Attendance: Ashley Jones [ajones@balboaschool.com](mailto:ajones@balboaschool.com) or 760-

College Counselor: Mimi Baik [mbaik@balboaschool.com](mailto:mbaik@balboaschool.com) or 760-294-4122