

ALMONDALE ACADEMY HANDBOOK

A Private School for Grades TK thru 12th



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TABLE of CONTENTS

SECTION	PAGE
INTRODUCTION	
Mission Statement	1
School Information	2
PHILOSOPHY	3
Goals	3
ENROLLMENT TOPICS	
Admission	4
Re-enrollment & Transfers	5
Attendance	6-7
Tardies	7
ALMONDALE HEALTH GUIDELINES	8
Accidents/Fire Drills	9
PARENT INVOLVEMENT & COMMUNICATIONS	9-10
Homework	11
THE LITTLE HOUSE	11
Extended School Program	12
STUDENT STORE/BREAK LUNCH	12
STUDENT CONDUCT	13-19
School Visit	14
Dress Code	14
ACADEMY RULES	15
Discipline	16-18

SCHOOL INFORMATION

Hours of Operation

- ◇ Office – 8:00-3:30 P.M.
- ◇ School – 8:30-3:00 P.M.
- ◇ Before school care – 6:30-8:30 A.M.,
After school care – 3:00-6:30 P.M.

Management

- ◇ Principal – Nola Bardin
- ◇ Office Manager – Giovanna “GiGi” Bellocci
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ALMONDALE ACADEMY

IS

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CLOSED CAMPUS

Any persons not enrolled or employed by Almondale Academy MUST check into the office upon arrival or departure. Please do not interrupt classrooms.

INTRODUCTION

The education of a child is one of the most important considerations a parent must make. With that in mind, this handbook has been written to explain our program, academic standards, and the rules we expect our students to follow.

Mission Statement

Our mission is to provide a dynamic environment where educators purposefully engage with learners in direct experience and focused reflection in order to increase knowledge, develop skills, clarify values, and develop people's capacity to contribute to their communities.

- ◇ All children have the right to an excellent education in a safe, comfortable, non-judgmental atmosphere.
- ◇ We believe in teaching the whole student, intellectually, physically, socially, morally, and emotionally.
- ◇ Our success by enlarge, is based on the close relationships we create with the parents of our students. We are all responsible for the education of our students. We support one another with teamwork and cooperation.

Our educational vision and mission is the belief that children are natural learners. With support and guidance, our students mature into academically-enriched, community-minded, and socially responsive young people who retain that youthful exuberance of life that will carry them well beyond their time at Almondale Academy.

PHILOSOPHY

Almondale Academy believes in nurturing each child's self-esteem by supporting the student's innate learning abilities in an affirming and stimulating instructional climate. Our small class sizes enable students to excel academically in a teacher guided program that meets the individualized needs of all students.

- ◇ **A project based** curriculum that fosters an enthusiasm for learning while strengthening academic skills.
- ◇ **Reading**, discussing, and reflecting upon classical, virtue based literature that ensures intellectual, moral, and social development par excellence. Phonics, and fluency is an integral part of reading.
- ◇ **Writing**, self expression, creative, informative, skills based
- ◇ **Virtue-based** coursework and activities that encourage and strengthen these value in each child.
- ◇ **Acknowledging** education can be fun by never losing sight of the joy of childhood.
- ◇ **Allowing** each child exciting forms of self-expression through instruction in art, music, and drama.

Goals

The goals of Almondale Academy's teachers and staff are as follows:

- ◇ **Engage** students in academics.
- ◇ **Prepare** each student to become dedicated learners and independent thinkers.
- ◇ **Present** core subjects (LA, math, science, social science) in a manner to elicit student interest and participation.

ADMISSION, RE-ENROLLMENT, TRANSFERS, ATTENDANCE

Almondale Academy welcomes families to apply for enrollment. Evening appointments can be made to accommodate working parents or guardians. The principal meets with each prospective student and parents/guardians. An initial assessment is given in the language arts and math to provide a tailored program for the needed skills. A two week trial period allows for both parties to apprise if the student is a good fit for the school.

Every student is required to complete and submit the following as part of the registration process (all forms are available upon request):

*Copy of Immunization Records/Physical
Educational Testing IEP (if applicable)
Health and Emergency Information Form
Internet Use Acknowledgement*

It is critical that the school be notified immediately of any changes in a student's name, address, phone number, responsible parent, or any other information provided at the time of registration. Such changes should be communicated in writing and addressed to the office manager.

Almondale Academy is dedicated to complying with all confidentiality laws protecting the privacy of the students and their families. Information regarding a student's progress will be shared only with parents or guardians, appropriate members of the school's faculty and staff at Almondale Academy, and any professional consultants retained for the purpose of measuring and/or improving instructional quality.

The school will not provide name, phone, email or address lists to parents wishing to organize with other parents/guardians of students at **Almondale Academy**, unless given approval by involved parties. Parents are encouraged to find alternative ways to acquire such information, such as circulating forms at parent events or meetings of the Parent Teacher Organization.

Re-enrollment

To secure your child's place at **Almondale Academy** for the next school year, parents/guardians must officially re-enroll the student. Re-enrollment packets will be distributed during Open House in February.

Transfers

The school asks that parents provide at least two weeks notice if a student must transfer from **Almondale Academy** for any reason. Such notice will allow the school to process the necessary transfer paperwork, including having the student's records transferred.

ATTENDANCE

Absence - Please call the school by 9:00 A.M. if your child is not attending that day. **Please** specify whether the absence is health related. This is specifically important regarding contagious diseases.

A note or email is required when the student returns. A note is mandatory for early dismissal. **Only adults who are listed in the school's records as being authorized will be allowed to take students from the school in these cases.**

Note: A legal document is required to support any questions of custody between divorced or separated parents. Unless the office manager is informed otherwise, either natural parent is considered to have access to or request dismissal of a student as well as their records.

California law states that any child that is absent three full consecutive days in one school year, tardy or absent for more than any 30-minute period during the school day any three days in a school year without a valid excuse will be considered truant and must be reported to the attendance supervisor in the San Juan Unified School District.

These guidelines should be used to help determine if you should not send your child to school:

**Cold symptoms such as: runny nose, congestion or persistent coughing*

**Temperature of 99.8 degrees or over: symptoms to watch for are flushed face, chills, pallor, and skin that feels warm to the touch. One or all symptoms might be present. If in doubt at all, take your child's temperature.*

**We will not accept children who have been given fever reducing medication. Children with 99.8 degrees and higher will be sent home.*

**Diarrhea/vomiting – Do not send a child to school who has had episodes of diarrhea or vomiting in the last 24 hours. Children with diarrhea and/or vomiting will be sent home.*

Attendance guidelines continued:

**Do not send a child to school who has a suspected or confirmed communicable disease.*

**Sore throat for longer than 2 days, or diagnosed strep throat student will be admitted with a doctor's note.*

**Red, inflamed, swollen or discharging eyes; sores with drainage or other lesions, like impetigo, persistent rash until under treatment.*

All students at school will be expected to go outside for recess. Special arrangements will be made for the circumstances which would require a student to stay inside for health reasons.

Student Arrival and Departure

Students who arrive earlier than 8:15 A.M. or depart later than 3:15 P.M. will be considered to be part of extended care and will be billed thereof.

Please follow the following procedures in picking up your child after school. The students will be released only to those individuals that are on the permission-for-pick-up list. If someone who is not on the list is picking up, then a note or phone call is required before the child will be released to that individual.

1. Pick-up before 3:15 P.M.
 - a. Physically come and pick-up your child.
 - b. If the child is to go to the car alone, please park the car at the gray gate so that the director of the after school program can see the child getting into the car. This ensures that the director has ascertained who is picking up the child, and that the child did get into the car.
2. Pick-up after 3:15 P.M.
 - a. Please sign your children out on the sign out sheet. This is a required legal document that registers who has picked up the child.

Tardies

School begins with P.E. which better prepares the mind for cognitive growth and learning. This is a vital part of the day, therefore, we recommend bringing your child at least five minutes before school begins. Any arrival time after 8:30 a.m. is considered tardy.

ALMONDALE ACADEMY HEALTH GUIDELINES

In addition to the preceding state directive, Almondale Academy has in place the following criteria regarding medications, symptoms, chronic conditions (i.e. asthma), etc. No exceptions can be made regarding these criteria.

The following directive is mandated by the State of California (Sec. 11735):

“Any pupil who is required (during the regular school day) to take any medication prescribed by a physician, will be assisted by school personnel once the school receives either; (1) a written statement from such physician detailing the method, amount and schedules by which such medication is to be taken, or; (2) a written statement from the parent or guardian of the pupil indicating the desire that the school assist the pupil in the matter set forth in the ‘physician’s statement;”

Parent/guardian must fill out an Academy Medication Administering Form prior to any medications being administered during school hours.

A note must accompany over the counter medications with instruction for academy staff.

Any prescribed medication must be in the original pharmacy bottle and will be kept in the office.

Medications administered all year long—asthma, allergy, etc.—require one note for the year and must be updated each new school year.

Please treat cough drops, vitamins, etc. as medications and bring them to the office with instructions.

All emergency information on file must be current.

ACCIDENTS

A trained staff member will administer initial treatments of minor injuries. The student's emergency contact will be notified immediately by phone and email whenever medical treatment is administered to a student, and an Incident Report will be kept in the student's permanent file. In such cases, **it is especially crucial that the school has working phone numbers for students' parents and for alternate contacts in the event that a parent is unavailable. Please be diligent in keeping the school's records for your child up-to-date.**

FIRE DRILLS/EVACUATIONS

The school will have at least one fire drill per month within the school hours. Specific signals and procedures have been established for all types of disaster drills, and safety areas have been designated. Teachers are equipped with instructions, and all drills will be practiced with students on a regular basis. The entire school will practice weather and security lockdowns, once a year.

PARENT INVOLVEMENT AND COMMUNICATIONS

Helping Your Child Succeed

The attitude and support of the parents towards the school are of utmost importance; the teacher represents you and your authority. Thus, your help and support regarding the teacher will compliment home and school. This includes contributing to your child's education at home.

VOLUNTEER

Classroom – We welcome parents who want to share a talent or expertise with the students.

Field Trips – The school is required to have on record a copy of the participating parent's driver's license and insurance, and fingerprinting. Fees will be covered for those parents & guardians assisting in driving students.

Homework – The academic philosophy of Almondale Academy is that engaged students are focused in school, therefore the work is expected to be completed. We also do not believe in overburdening students with homework. This also will allow more time for reading. Therefore, most homework will be comprised of incomplete class work. Middle school and high school grades will have some assigned homework.

Reading – Studies have shown that the more a child reads, the greater the fluency, vocabulary, and writing development. **Encourage your child to read.** Have a family reading time. The recommended time is the same as the homework time, 10-15 minutes per grade level up to an hour.

Parent Communications – Please look on the Almondale Academy website for updated teacher and administrative blogs. Important notices will be emailed to the parents/guardians. Announcements will be posted on the website and in front of the Little House.

Textbooks and Supplies should be respected and returned after use.

Report Cards - Progress reports are provided at the end of each school quarter. The grading systems are clearly defined at the bottom of each card: Developmental Evaluation for Kindergarten through third grade, and letter grades for fourth through twelfth grade. Please return the signed report cards during the first three quarters. Reports remain at home after the 4th quarter.

Parent Conferences – The parent(s) or guardian(s) will meet with the teacher to discuss the student’s progress at the first and third quarterly reporting periods. A conference may be requested by the parents, guardians, or teacher at any time.

Student Study Team - A study team consisting of the teacher(s) and principal will convene at the request of a teacher and/or parent to assess and provide recommendations if a student has not been academically progressing at a satisfactory rate. The parent/guardian will be notified of said actions. If this does not attain the desired results, recommendations will be given to the parent/guardian for out-of-school referrals.

THE LITTLE HOUSE

The Little House is the focal point of the entire campus, and is the first building seen upon entering the grounds. It is where the day begins and ends for students enrolled in the extended care program. It houses many school activities, parent events, assemblies, the lunchroom and student store.

EXTENDED SCHOOL PROGRAM

Morning extended care runs from 6:30-8:30 a.m. Children, supervised by Almondale’s caring staff, are able to read, play board games, work on art projects, complete homework, or outside play. Before school, students may bring breakfast snacks and juice.

Afternoon extended care runs from 3.00-.6.30 p.m. Children have the same options as the morning with variations. Snacks are provided in the afternoon, or the child can purchase a snack anytime.

Any child on school grounds without a previous arrangement before 8:15 a.m. or after 3:15p.m. will automatically be charged the appropriate rate for extended care hours.

THE STUDENT STORE

The students will run the student store this year as a business. A variety of healthy snack and lunch items will be offered in the student store. The store is opened during break and lunch., to meet the needs of kids with forgotten snack or lunches, or to quench an appetite. If your child has forgotten lunch they may charge up to \$5.00 with parental permission. Students must bring their own utensils.

STUDENT CONDUCT

“Treating other people in a manner we would like other people to treat us”

School is an important social atmosphere; with proper support and encouragement your child can develop a wealth of skills and values that will serve them well in all future social environments. The importance of honesty, courtesy, cooperation, and respecting the rights and privileges of others, regardless of differences, cannot be stressed enough. These principles exhibit themselves through students’ actions toward themselves, other students, all teachers, staff, and visitors.

Almondale Academy expects all students and parents to uphold our rules and goals, including respect for Academy property, staff, other students and their property.

We are confident that with our wonderful staff and beautiful campus, we offer an environment that will assist your child develop to their greatest potential and academic achievement.

Bringing Unwanted Items to School

Young children may bring a toy, games, etc. from home on Friday’s.

Older students who bring toy or personal items for the creation of school projects and use them for other purposes are responsible for such items. Students are responsible for items brought to school, the school is not responsible for items brought to. The items can be collected from the office by parents. Permissible day to bring such items for personal use.

All electric devices may be used with permission during after extended-day hours.

Cellular telephones brought to school must remain in students’ backpacks. Use during school hours will result in the students loss of them to the teacher. Continued abuse will result in automatic storage in the office. Only parents can collect them from the office. Communications are best handled through the office.

ALMONDALE ACADEMY ASSUMES NO RESPONSIBILITY FOR PERSONAL ITEMS BROUGHT ON CAMPUS

School Visits

We encourage parents/guardians to visit anytime and ask they keep a few considerations in mind:

- *Check in with the office upon your arrival.
- *As classes may be in session, please visit as quietly as possible.
- ***Should** your visit occur during break or lunch, you will have the opportunity to eat with your child.
- *As you leave, please check out with the office.

DRESS CODE

Students of all ages are expected to arrive dressed and groomed in a manner that exhibits modesty and neatness. There are certain bounds within which students should stay when dressing for school:

- *No midriff, spaghetti straps, low cut or revealing clothes.
- *No short skirts or shorts length is to be below mid thigh
- *No sagging Pants
- *No rips or tears on the clothing
- *Must have a pair of tennis shoes for P.E. daily can be kept in cubby.

Dress and grooming overall, must not interfere with the teaching/learning processes, or cause undue attention to an individual student. Tennis shoes are needed for P.E. Certain field trips (plays, symphony, etc) may require specific attire. We recommend sturdy, comfortable sturdy shoes for our ranch style campus-no high heels. Please keep a change of clothing for your child at school.

ACADEMY RULES

All teachers have a standardized set of rules within their classrooms that are to be honored by all students, whether a part of the class or not. In addition to those general rules are rules that govern the school and classrooms:

- Our campus is based on respect for others.
- Leaving campus without permission will result in immediate dismissal.
- Abusive language & profanity is prohibited (i.e. name calling)
- Fighting is prohibited -we value conflict resolution.
- Inappropriate objects-knives, matches, toy gun, etc.—are not to be brought to school. Possession of any items in addition to these deemed inappropriate by Almondale Academy staff can lead to dismissal.
- Climbing high into the trees and fences is prohibited.
- Animals are part of the school environment and are to be treated with respect.
- Litter will be placed in trashcans
- Desks and rooms are to be kept in order. Books and supplies are to be kept neat.
- Students or their parents/guardians will pay for destroyed or damaged books, supplies, etc. whether the damage was accidental or intentional.
- No Gum
- All digital devices are to be checked into the office, unless one has permission from a teacher. Communications with family members will be through the office.
- Dress code is expected to be followed- See page 14.

Positive Consequences for Appropriate Behavior

Students may be recognized for appropriate behavior on a daily or weekly basis. Some examples of positive reinforcements that will be practiced include:

Praise, phone calls; notes in portfolio or folders, awards, preferred activity time, and teacher rewards.

Discipline Procedures and Definitions

A community judges a school by the actions of its students in and out of school. At all times when students are under school jurisdiction, they are expected to conduct themselves in an orderly, courteous, dignified, and respectable manner. In an effort to maintain an orderly and positive atmosphere in the school and on the school grounds, any teacher's authority extends to all students, whether or not the student is in that teacher's class.

In-School Disciplinary Actions

Routine discipline infractions and/or disruptive student behavior is subject to disciplinary actions by the teacher and/or the administration. Action taken by teachers and/or administration toward students who are disruptive may include but is not limited to:

- *Warning.
- *Time-out/discuss with teacher
- *Reflection sheet is filled out.
- *Reflection sheet is sent home to be signed after three infractions, brought back, and put in school file.
- *In-house suspension with a call home.
- *A behavioral contract between teacher and student.

Disruptive Behavior that Warrants Stronger Discipline Measures

- *Immediate call to parents
- *Parent Teacher Meeting

Disruptive Behavior Cont...

*A behavioral contract between teacher, student, parent, and administrator.

*Parent shadowing

*Suspension

*2 Suspensions in semester qualifies for an expulsion, mediation contract w/parents that states outside resources will be utilized.

*Action(s) sanctioned by the State of California as necessary to protect staff and students.

Expulsion: student can be expelled based on appropriate recommendations.

An expelled student can be readmitted after agreed measures have been taken.

Almondale Academy retains the right to take the necessary action(s) to ensure the safety of the student(s), and/or if the teacher and/or administrator deem the afore mentioned actions to be unsuccessful in attaining appropriate behavior, the action(s) taken by the administrator may include the following, but is not limited to:

In-school suspension (ISS: up to three days)

Out-of-school suspension (OSS: up to ten days)

Recommendation for long-term suspension (more than 10 days pending expulsion).

INTERNET

Almondale Academy believes that computer skills and research abilities on the internet is an integral part of contemporary education. Teacher and administrative controls will be emplaced within the computer network to ensure student safety. Students are expected to treat all classroom materials with respect, including the use of the computer and internet.

“Your Child’s Future Depends
On
Today’s
Educational Experience”

Academic Year Hours:
Monday through Friday
Office 8:15-3:30pm



EXTENDED CARE

*6:30-8:30a.m.
& 3:30-6:30p.m.*

CLASSROOMS

TK thru 12th
8:30a.m.- 3:00p.m.