



# Balboa Family Handbook



**1844 Bel Aire Drive  
Glendale, CA 91201  
(818) 241-1801**

**<https://www.gusd.net/balboa>**

# Dr. Arakelyan's Message



Welcome to the 2022-23 school year!

My personal philosophy has evolved around my strong belief that educators have the power to make a difference and to touch the lives of students leading them to academic achievement and success. My goal has always been to educate effectively all students so that each will contribute to and benefit from our diverse society. I am committed to the belief that all children can and will learn when the entire school community is involved in and dedicated to their personal, social, and academic development.

I'm passionate about education, and as an educator, a professional, and a mother of a 21 year old and a 15 year old, I strongly believe that every child, every parent, and every staff member, must be treated with respect and care. Becoming a principal of Balboa 8 years ago was a new challenge and a journey that I was honored to take.

Going into my 8th year as Balboa's principal, I say with happiness in my heart that my staff, parents, and my community embraced me with open arms, supported me through challenging times, inspired and motivated me, and made me realize day after day how blessed I am to have the honor of being the leader of our school.

We have celebrated together, we have overcome obstacles together, we have laughed, and we have cried, but through it all we have stayed united as one big family with one goal of providing the best education and the best environment for our Balboa's little angels. I welcome you back with open arms and an open heart ready to be filled with great joy and love!

# Visit Balboa's website and Instagram to see the wonderful events happening at your child's school. Click on the link below!

## Balboa Webpage and Instagram Page



**balboablazers** ▾

**BLAZERS** ELEMENTARY

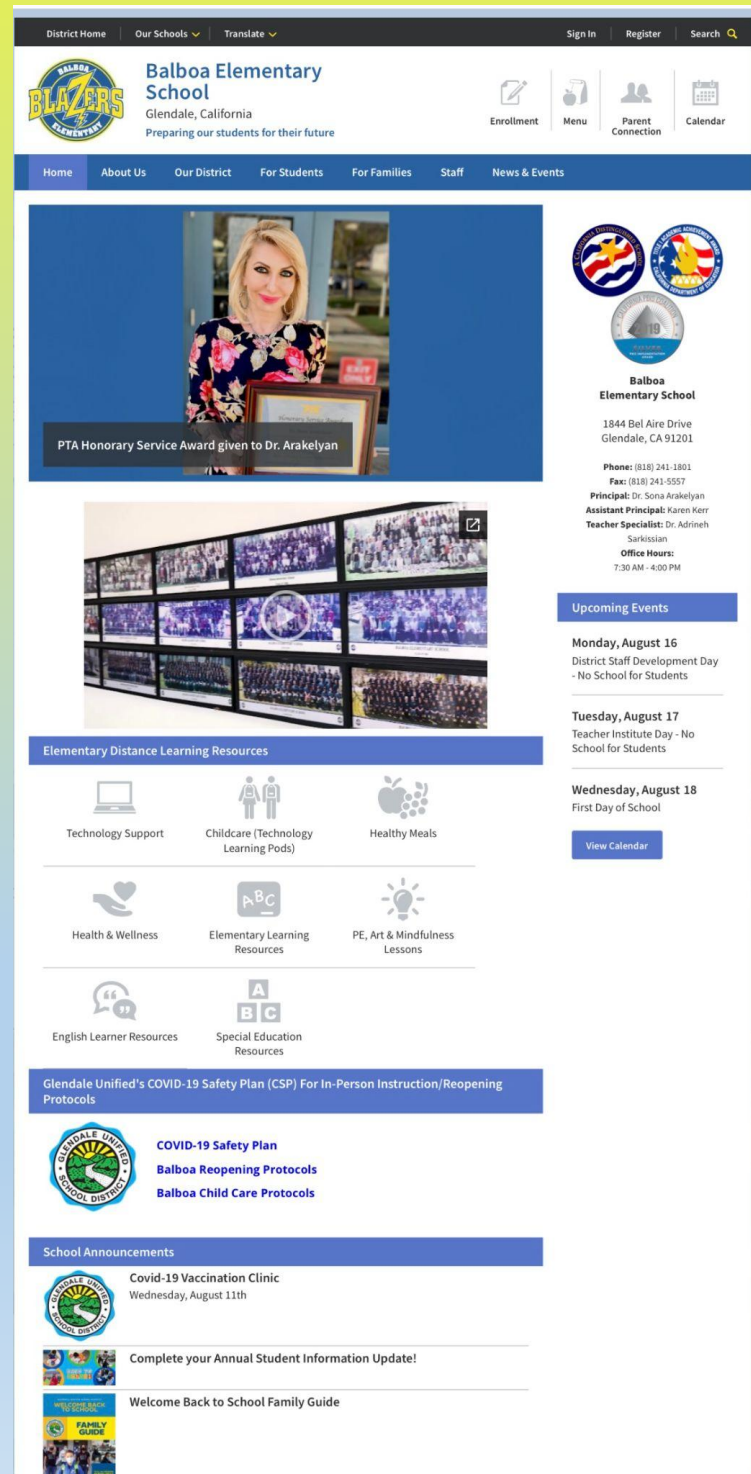
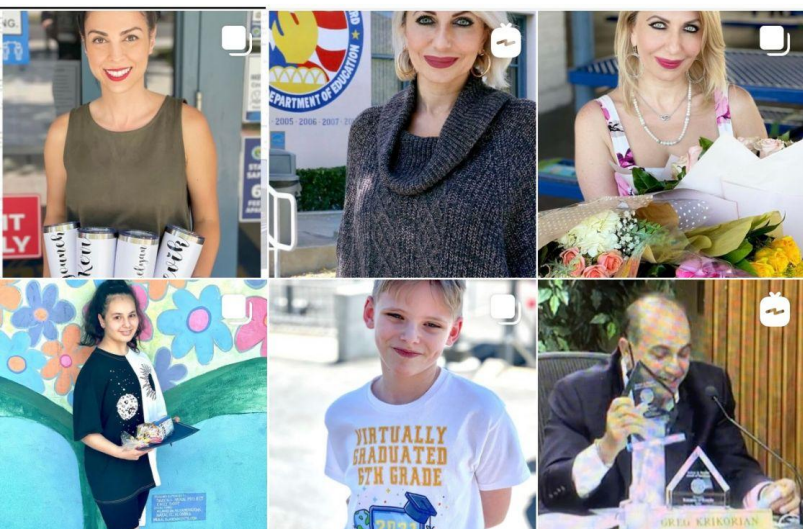
174 Posts   739 Followers   187 Following

**Balboa Elementary**  
Proudly serving more than 850 students grades K-6 in Glendale, CA. We believe in kindness, love, compassion, and in making a positive difference!  
[www.gusd.net/balboa](http://www.gusd.net/balboa)  
1844 Bel Aire Drive, Glendale, California

Edit Profile

Promotions   Insights   Call

PTA ❤️ 🍓   Mrs. Siyou...   Dr. Arakelya...   Mrs. Smith...   ❤️ 💙 🍓



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**Balboa Elementary School**  
Glendale, California  
Preparing our students for their future

Enrollment   Menu   Parent Connection   Calendar

Home   About Us   Our District   For Students   For Families   Staff   News & Events

PTA Honorary Service Award given to Dr. Arakelyan

**Balboa Elementary School**  
1844 Bel Aire Drive  
Glendale, CA 91201  
Phone: (818) 241-1801  
Fax: (818) 241-5557  
Principal: Dr. Sona Arakelyan  
Assistant Principal: Karen Kerr  
Teacher Specialist: Dr. Adrineh Sarkissian  
Office Hours: 7:30 AM - 4:00 PM

Upcoming Events

**Monday, August 16**  
District Staff Development Day  
- No School for Students

**Tuesday, August 17**  
Teacher Institute Day - No School for Students

**Wednesday, August 18**  
First Day of School

[View Calendar](#)

Elementary Distance Learning Resources

- Technology Support
- Childcare (Technology Learning Pods)
- Healthy Meals
- Health & Wellness
- Elementary Learning Resources
- PE, Art & Mindfulness Lessons
- English Learner Resources
- Special Education Resources

Glendale Unified's COVID-19 Safety Plan (CSP) For In-Person Instruction/Reopening Protocols

- COVID-19 Safety Plan**
- Balboa Reopening Protocols**
- Balboa Child Care Protocols**

School Announcements

- Covid-19 Vaccination Clinic**  
Wednesday, August 11th
- Complete your Annual Student Information Update!**
- Welcome Back to School Family Guide**

# Parent Connection



**Keep your contact information up to date!**

Log in and click on the "**My Information/Contact Update**".

Parent Connection Training Guide can be found at this link: [Parent Portal](#)

**In order to successfully access this site, PLEASE make sure your internet browser is up-to-date.** Links on the left-hand side will help you update your current browser.

If you have already registered but forgot your password, please click the new "**Need your Login Information**" link. You will receive your password via the email that is on file with your account.

**Balboa Elementary School**

**2022-2023**

**Daily Schedules  
Regular Schedule / Monday-Friday**

**Transitional Kinder & Kinder**

**Drop off is at 8:15 am and Pick up is at 12:36 pm at the Main Entrance on Bel Aire**

Bell rings at 8:20 am / Instruction begins at **8:25 am and ends at 12:36 pm**

**Grades 1-3**

**For Drop off, Gates open at 7:45 am and close at 8:07 am**

**For Pick Up, Gates open at 2:05 pm and close at 2:55 pm**

Instruction begins at **8:10 am and ends at 2:02 pm**

**Grades 4-6**

**For Drop off, Gates open at 7:45 am and close at 8:07 am**

**For Pick Up, Gates open at 2:22 pm and close at 2:55 pm**

Instruction begins at **8:10 am and ends at 2:22 pm**

**For upper grade pick up, DO NOT come before 2:22 pm as you'll be asked to drive around and then come back.**

**Minimum Day**

**TK/K 8:25-12:00**

**Pick up is at 12pm at the main entrance (same as drop off)**

**Grades 1-3 8:10 am- 12:05 pm**

**Grades 4-6 8:10 am- 12:25 pm**

**For Pick Up, Gates open at 12:05 pm and close at 12:55 pm**

# A Day On Campus



## **RECESS/NUTRITION**

Students may use playground equipment and enjoy sports during recess or nutrition following the latest state and county public health guidelines.

## **MEALS**

Glendale Unified Nutrition Services provides breakfast, lunch, and an afternoon snack free of charge for all students each day. Students are also welcome to bring their own meals.

## **BEFORE AND AFTER SCHOOL PROGRAMS**

Glendale Unified Child Development and Child Care provides free, iexpanded learning opportunities, including academic, enrichment, and physical education activities for students who are enrolled in child care.

# Policies

**Cell Phones** are not to ring in classrooms or at school events. We ask that parents turn these devices off whenever they are on campus, whether to volunteer or to attend student performances. Students having a personal cell phone may not call or answer calls while on campus and phones must be off or silent. Students may not use/play with phone functions (text messaging, games, adding contacts, internet access etc.) or use the camera while on campus. Students are NOT to share/loan cell phones to other students. Cell phones will be confiscated per teacher discretion. The school does not assume responsibility for damage to or loss of personal possessions.

**Civility Policy** – The Glendale Unified School District expects civil behavior from the entire educational community – staff, students, parent/guardian, and community. Administration Regulation 1312.4 provides the guidelines that all parties may use to address uncivil behavior. Please contact the school principal for assistance or more information

**Classroom Interruptions** are kept to a minimum. Lunch, homework, musical instruments or other items need to be dropped off in the Office. Make sure your student knows to check with the Office for items as they will not be notified. Clearly label any item with your child's first and last name.

**Closed Campus Policy** – Gates onto the playground will be locked at all times except to allow students to enter and exit at designated times. All parents and other visitors who need to come onto the campus will enter through the front door of the school located on Bel Aire Drive and register with the Office and receive a “Visitor’s Pass” that must be clearly visible while on campus.

**Complaints/Concerns** – **Inquiries need to begin with the classroom teacher.** Phone calls, faxes, emails and letters received in the Office with questions about an incident that occurred in the classroom, on the playground or about the student’s program will be directed to the classroom teacher first. After a conference with the teacher, a parent may request a conference with the principal.

# Policies

**Messages** are not taken for individual students for delivery during the school day or after school unless it is an emergency. All arrangements should be made before the child leaves home in the morning. Classrooms will not be interrupted nor is it possible to get a message to a child who is waiting on the sidewalk for you after school. Make sure your child knows what to do to deal with a situation such as a change in afterschool plans. If you have an emergency, please call the Office **before dismissal** so we can assist you. The office closes daily at 4:00pm.

## **Parent Conferences**

If a conference is needed with a teacher, an appointment must be made. The Office will be glad to take a message for your child's teacher to return your call to set up an appointment. The Office cannot make appointments for the teachers.

"Drop-in" meetings are not allowed. Please do not come before or after school to meet with your child's teacher without making an appointment first. Parents must check in at the office first and get a visitors' pass.

**Progress Reports** are issued four to six weeks prior to Report Cards to notify parents if a child is doing unsatisfactory work. Upon receipt of a progress report, parents are encouraged to contact their child's teacher to determine how best to improve progress toward Grade Level Standards.



# Policies

**Game Rules** - Our students are engaged in a variety of activities on the playground every day. Structured games help students to spend their recess time in positive ways. Game rules ensure that their play is safe and fair for everyone. For safety reasons, some games are not allowed at recess: Football, Baseball, Chase or Tag. Students may NOT bring playground equipment, toys or game cards to school. These items will be confiscated. A variety of balls, jump-ropes, and other types of equipment are provided for students to use on a daily basis. Rules are reviewed, revised, published and available for Staff and Students. A listing of games and rules is available in the School Office.

**Search and Seizure** – School authorities will respect the rights of students and their property, but reserve the right to search desks and/or backpacks whenever there are reasonable grounds or suspicions for such.

**Special Education** serves students who have learning differences which interfere with their academic achievement. A Resource Specialist Program (RSP) offers individual daily assistance to eligible students. Speech and Language services, are also provided for eligible students.

**Supervision/Before and After School** – Students are allowed on campus when supervision begins at 7:45 am. Students may NOT leave school grounds once they pass through the gate in the morning. Once the instructional day ends. All students are to be picked up promptly at their time of dismissal. Supervision FIRMLY ends at 2:55 pm and remaining students will be brought to the front of the school. | Please make child-care arrangements for the safety of your child.

## **Early Release of Students**

Students who need to leave school during the regular school day must be signed out and picked up in the school office. Students may only be released to the adults whose names are listed on the Emergency Student Information Card. The office will call the classroom for the student once this has been verified.

# Policies

## **Traffic Safety**

Parents are encouraged to park away from the school and meet children at the gate to help alleviate the heavy traffic around school. Caution MUST be used while driving on Allen, Irving or Bel Aire. Crosswalks must be used. Neighbors appreciate when their driveways are not blocked or used for (illegal) U-turns. Showing a polite and patient attitude is very helpful.

## **Traffic & Parking**

We want all parents to keep in mind the safety of all students as you drop your children off and pick them up. Students must use crosswalks and not cross in the middle of the street. Please use caution when driving in the vicinity of our school, never double-park, and observe parking restrictions. Please do not park in or block our neighbors' driveway. Watch for red zone indicated by a red painted curb. Violators risk being cited by the Glendale Police Department.

**Translators** are available for all conferences and meetings. Many school notices are translated into 4 languages or the material is labeled that someone is available to translate if a phone call is made to the Main Office.

**Uniform Complaint Procedure** – ALL families receive a copy of the Uniform Complaint Procedure at the start of school explaining the procedure to file a complaint regarding an alleged violation of federal or state laws or regulations governing specific programs listed. Concerns or complaints of alleged non-compliance should first be discussed with the principal.

**Visitors** All requests for visitations must be completed and filed at the school office two days prior to the requested visitation date. Requests for visitation can be obtained from the school office. All visitors must enter at Bel Aire Avenue and register in the front office. Visitors will receive a visitor's pass which is to be clearly displayed at all times while on campus. Loitering is strictly prohibited by State Law. At times, the number of guests and visitors (including children) will be limited within a classroom/assembly area due to space.



The following guidelines shall apply to all regular school activities. Although Balboa does not have a uniform, we have a Dress Code Policy,

1. Students must dress safely and appropriately for educational activities in which they will participate so as not to endanger their or other's health, safety, or welfare.
2. All clothing shall be in good taste as appropriate for school.
3. Appropriate shoes must be worn at all times. Any footwear which creates a safety hazard is prohibited.

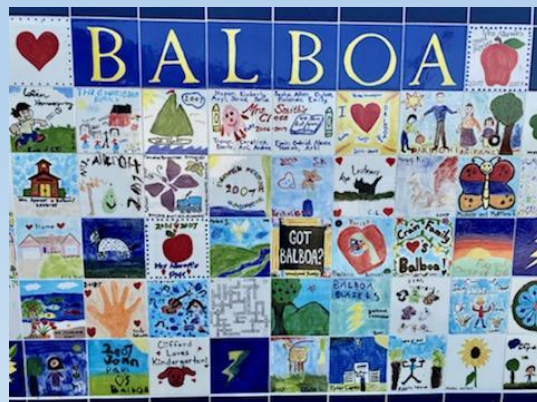


# We are a PBIS School

**Bullying/Intimidation – Balboa is a zero-tolerance school with regards to bullying and intimidation.** Students are expected to be courteous and respectful towards teachers, staff, other students, and volunteers. Prohibited student conduct includes harassment, bullying, intimidation, hazing or other verbal, written or physical conduct that causes or threatens to cause bodily harm or emotional suffering. It is necessary for students to REPORT any such occurrences so that appropriate action can be taken by Staff.

Positive Behavior Interventions and Supports (PBIS) is a multi-tiered system of supports (MTSS) for school sites to organize evidence based behavioral interventions into an integrated continuum that enhances academic and social behavior outcomes for all students.

The premise of PBIS is that continual teaching, modeling, recognizing, and reinforcing of positive student behavior will reduce unnecessary discipline and promote a positive climate of greater productivity, safety, and learning. PBIS schools apply a multi-tiered approach to prevention, using disciplinary data and principles of behavior analysis to develop school-wide, targeted, and individualized interventions and supports to improve school climate.



# Join! [Click Here](#)

## GET INVOLVED!

PARENTS & TEACHERS WORKING TOGETHER TO BETTER THE EDUCATION OF THE CHILDREN WE ALL LOVE!

# PTA

## BALBOA ELEMENTARY

### MEMBERSHIP = \$10

PTA – The Parent Teacher Association is a nationally recognized organization on school campuses dedicated to enriching the school experience of all children and creating opportunities for teachers and parents to work together. Events and activities occur throughout the year.

# School Site Council

School Site Council is a great way to get involved!

The Balboa Elementary School Site Council is composed of ten members: the principal, teacher specialist, parents elected by parents and school staff members selected by school staff. The School Site Council meets a minimum of four (4) times during the year. Its purpose is to help develop, recommend and implement the Single School Plan for Student Achievement. School Site Council meetings are open to attend.

If you are interested in serving as a School Site Council member, elections take place annually. Nominations will be requested near the start of each school year.

## School Site Council



# Understanding Your Child's Report Card

GLENDALE UNIFIED  
SCHOOL DISTRICT

Common Core State  
Standards-Based  
Report of Student  
Achievement

Kindergarten

Trimester 1:

Progress will be reported  
to parents during a parent  
conference

Trimester 2 and 3:

Kindergarten students will  
receive a report card



For K-5, GUSD uses standards-based academic achievement grades in Language Arts, Math, Science, History/Social Science, and English Language Development (if applicable). Effort grades are also earned for each content area. In Physical Education (PE), effort grades are earned for participation and Behavior. Students also earn effort grades for Digital Literacy and Visual and Performing Arts. Sixth grade is middle school, so students earn traditional letter grades.

**It is important to understand that the 1-4 scale does NOT correspond to percentages or a GPA. It is very common for students to earn 2s as they progress towards learning goals!**

4

A student has a thorough understanding and application of the material and skills. Students meet the standard nearly all of the time.

3

A student has a proficient understanding and application of the material and skills. Students can meet the standard most of the time

2

A student has a partial understanding and application of the material and skills. About half the time students can meet the standard.

1

A student has a minimal understanding and application of the material and skills. Most of the time students cannot meet the standard.



# Homework

**Homework Policy** – Teachers assign very limited homework on a daily or weekly basis for grades K thru sixth. It is expected that the students will do their assignments carefully and neatly and return them on time. Students are held responsible for completing and returning their assignments. Homework forgotten in classrooms afterschool may not be retrieved unless the teacher is present and can accommodate this request. Classrooms will not be unlocked by custodians. You can help your child by providing a quiet place to study and a safe place to keep school materials. Please allow your child to do her/his own homework. Classrooms will not be interrupted to deliver homework brought in (late) by parents. Homework will be put in the teacher's mailbox, however, a delivery time cannot be guaranteed.





# Attendance Counts



## **Truancy and Unexpected Absences**

A student becomes truant when any combination of 3 or more full-days of school, class periods, or is 30-minutes tardy to class without a valid excuse. If a student becomes habitually truant, he or she may be referred to the School Attendance Review Board (SARB). For an in-depth look at our truancy flowchart, [click here](#). For the Board Policy on truancy, [click here](#).

## **School Attendance Review Team (SART).**

When a student is absent to school/class on 4 separate occasions without a valid excuse, the student may be referred to a SART meeting held at their school-site. SART meetings are a team effort (parents included) to discover the source of the student's attendance issues, provide resources for the family, and build personal responsibility for the student to attend school. During the meeting, the student and parent(s) will be put on an attendance contract with the school.

## **School Attendance Review Board (SARB).**

The School Attendance Review Board (SARB) is a multi-agency panel that meet with the purpose of helping students who are not going to school, and keeping students and parents out of the juvenile court system. A student may be referred to the SARB when habitually truant (5 truant events) and the school has attempted to support the student's attendance through a SART meeting.

# Attendance Procedures

When your child is absent, please send a personal note (in any language) or call the school office at 818-241-1801 stating:

- Child's full name
- Reason for absence
- Teacher's name
- Date of absence
- Parent's name and signature

The day of the absence, if no excuse has been submitted to the teacher, a recorded message will be telephoned to your home reminding you that a written note for the absence is needed to complete documentation for our files. A doctor's note will be needed for absences longer than three days.

**Children absent for 1 day will receive missed work or homework from their teacher when they return to school the following day.** If your child is absent for two or more days please call the Office **before 11:00 AM** to request any missed work or homework. You may pick up the work in the Office **after 3:00 PM the same day**. Siblings and friends are not to ask a teacher for the missed work. Homework will not be provided for days when students have been suspended.

Your child will be marked late if he or she is not in the seat when the instruction bell rings. If your child has been late over 30 minutes after instruction has begun, your child will be marked Tardy. If your child has 3 or more tardies, then he or she will receive 1 Unexcused Absence.

Please avoid taking children out of school except for emergencies. Try to make medical appointments after school and during vacations. If you need to get your child during the school day for an emergency, you must come to the Office and sign your child out. The Office will notify your child's teacher.

# Pick-up/Drop Off

## Section 3



**\*\*Gates open at 7:45 am and close at 8:07\*\***

### **Drop-Off procedures**

Please have your child in school on time each morning. Please use the crosswalks for your child's safety. TK and Kinders will line up in the front of the school with their parents and/or guardians.

### **ALLEN GATE:**

#### **Drive-through Grades 1-6**

Enter the drive through lane on Allen street. Please keep your children seated and buckled until you come to a complete stop. Students should be ready to exit when the car stops. Say goodbyes early. When exiting the drive through, **it is a right turn only.**

**If you are using the Allen or Irving walking gate, please walk your child to the gate. When leaving, please do not block traffic and follow all traffic laws.**

### **Pick-Up procedures**

**Drive Though-** Please enter drive through lane on Allen Street. Provide your child's name to the assistant and then pull through.

**Walking Gate-** Please provide the assistant with your child's name.

# Allen and Irving Street



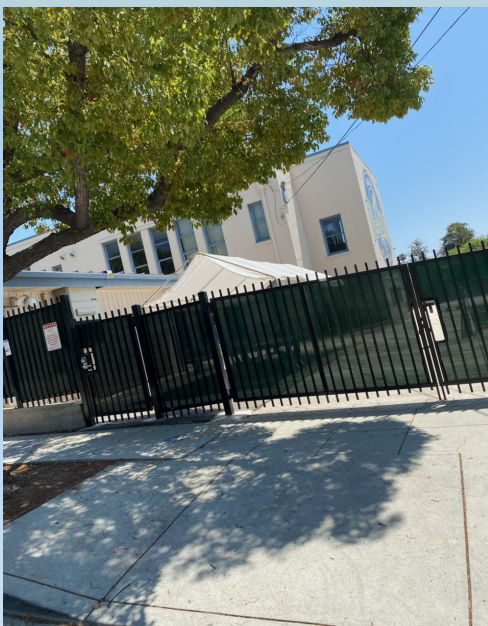
(Courtesy of Raul Roa LA Times)

Please use crosswalks!  
Make sure you say “hi”  
to your crossing guard.



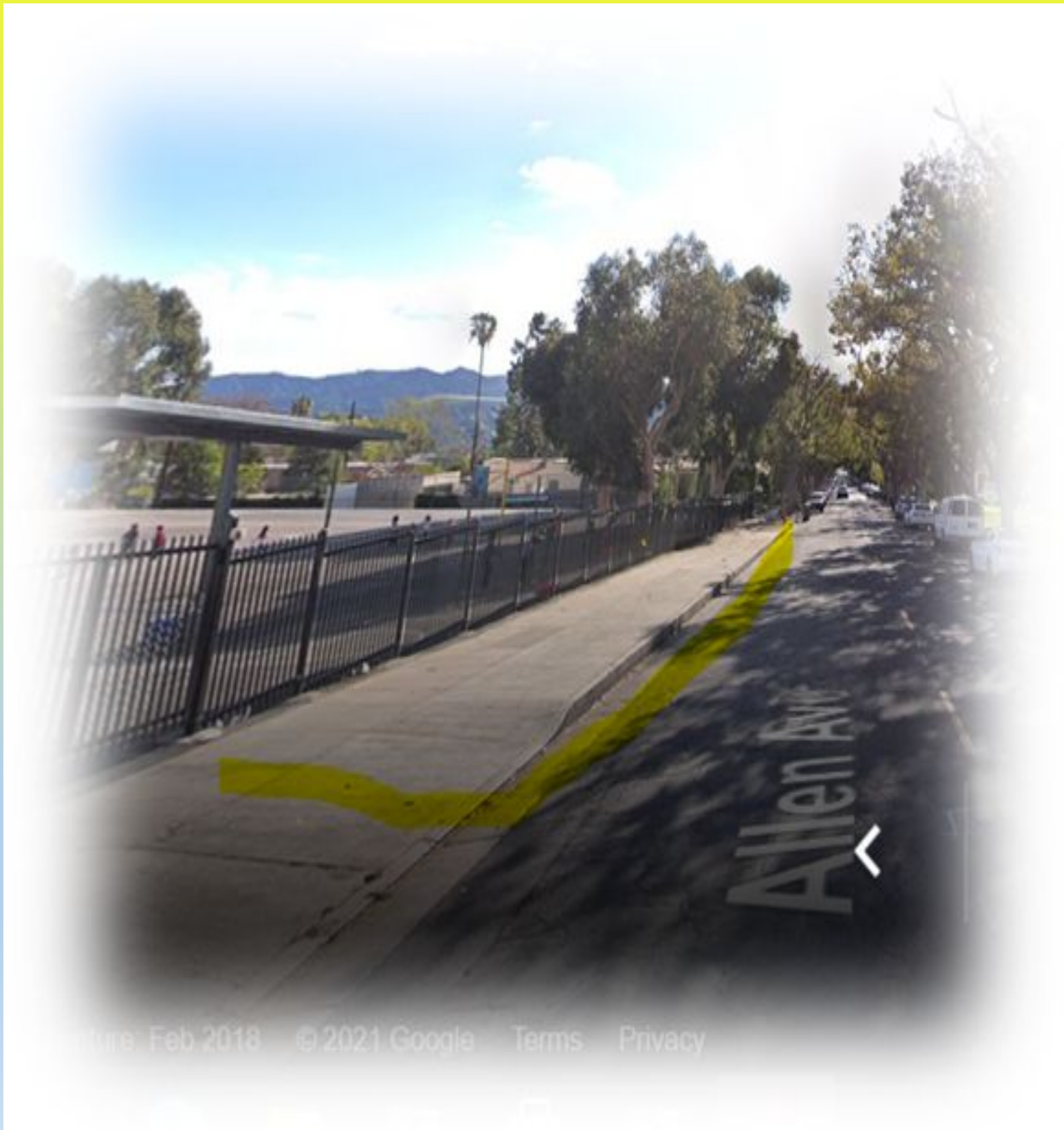
ALLEN STREET

Please enter from Allen Street.  
It is a **Right Turn only**  
when exiting the drive through.



There are two gates for  
walkers. There is one  
on Allen Street and one  
on Irving Street. Please  
do not block gate  
entrance with your  
vehicle.

# Heading North East on Allen



# Safety Tips for Drop Off



## **DRIVE-THROUGH:**

This area exists to facilitate the smooth and safe drop off and pick up of students in a timely manner. In the morning, assistants direct the traffic, open car doors if a student cannot open the door themselves, and greet students.

Please follow these guidelines:

- Drive carefully and slowly. Respect the directions of the assistants.
- There is to be NO pedestrian traffic in the drive-through. Parents are not allowed to walk their children side by side with cars. This is extremely hazardous.
- Drop off children ONLY where there is an assistant. Children should be ready to exit the car when you pull up. (Backpack ready and goodbyes said, then exit for a great day).
- Stop at the stop signs. Remember pedestrians have the right-of-way, especially when they are our children.

# Birthday Parties

Individual student birthdays are not celebrated in classrooms. Cakes or other treats are not to be sent to school. Parents who bring treats for birthdays will be asked to take them home. Party invitations may not be brought to school.





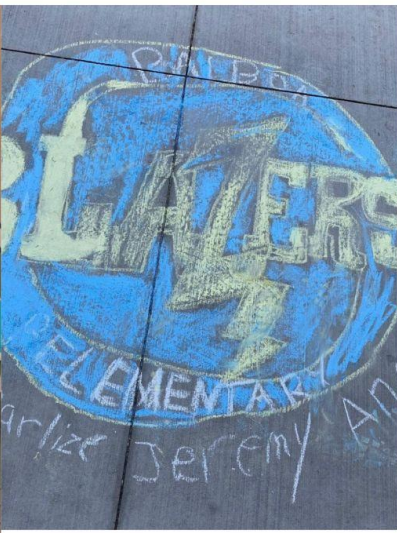
# Health Office



**Casts, Crutches, Bandages, Splints** - Any child requiring a cast, sling, splint, supportive bandage or crutches must have the administration's permission to attend school **AND** a doctor's authorization. This form **MUST** accompany the child on the first day of attendance using the crutches or appliance and state the physical limitations as well as the length of time involved.

## **Medications**

A doctor's signature is required for students to take any kind of medication at school, including all pills, drops, inhalants, lotions, and ointments. All medications in their original container will be kept in the Office. School forms for this purpose are available. If you have any questions or health concerns, please feel free to contact the School Nurse, Siyoneh Geragosian at (818) 241-1801, ext. 1104.



**HAVE A GREAT  
SCHOOL YEAR!**