

# Ballard School District



## Parent and Student Handbook

2022-2023

**BALLARD SCHOOL DISTRICT**

2425 SCHOOL ST  
SOLVANG, CALIFORNIA 93463  
(805) 688-4812

## **A Message from the Superintendent/Principal**

Dear Students and Parents,

The Ballard School Parent and Student Handbook is designed to be a quick reference for answering the most commonly asked questions both about the school and the school program. Please take the time to read it and share the contents with your child(ren) as it is appropriate. We believe in establishing good communication between school and home. It is important that everyone understands and shares in the same goals and guidelines.

During school hours, the door at Ballard School is always open to parents. Please feel free to stop by the office, email [prennick@ballardschool.org](mailto:prennick@ballardschool.org) or call with questions, suggestions or concerns. We want the best education possible for each Ballard student. Research supports the fact that our students make the best gains in school when there is strong parental support and involvement. We always appreciate the time you are able to find to work with us for the benefit of all our students.

Go Ballard Bears!

Sincerely,

Pam Rennick

Superintendent/Principal

[prennick@ballardschool.org](mailto:prennick@ballardschool.org)

### Board of Trustees:

Tracey Cassidy  
Rick Jacobs  
Chris Kazali

### District Administration:

Pam Rennick	Superintendent/Principal
Gina Floyd	Administrative Assistant/Office Manager
Emily Pakulski	Office Assistant
Kim Bramsen	Facilities Director

### Teachers

Georgeann DeGoede	TK/Kindergarten
Becky Berry	First Grade
Karen Dannemiller	Second Grade
Heidi Nedegaard	Third Grade
Mandy Young	Fourth Grade
Kate Ranelletti	Fifth Grade
Paul Savaso	Sixth Grade
Jenny Gamboa	Intervention

### Aides/Consortium/Specialists

Sarah Gonzalez	Kindergarten Aide
Rocki Shires	First Grade Aide
Nancy Baldwin	Second Grade Aide
Madisen Bramsen	Third Grade Aide
Tracy Batty	Fourth Grade Aide
Jenny Coxon	Fifth Grade Aide
Aniesa Ballinger	Librarian
Lenna Betz	School Psychologist
Janet Barnes	Resource Teacher
Lilyanna Zmijak	Speech and Language
Kim Danell	School Nurse
Melinda Weymouth	Art Teacher
Mary Beth Woodruff	Music Teacher
Matthew Schick	Music Teacher
David Ibsen	PE Teacher
Patty Espinoza	ELD Teacher
Rick Fvette	Garden and Event Support
Theresa LeMaire	School Counselor

## Bell Schedule

### Regular Daily Schedule

8:30 a.m.	Grades TK-6 Classes Begin
10:00 a.m. – 10:20 a.m.	Recess
12:15 p.m. – 12:45 p.m.	Lunch
12:15 .	TK dismissal
2:00 p.m.	Kindergarten dismissal
3:00 p.m.	1st - 6th grade dismissal

On Thursdays, students are released at 1:00 p.m..

## Ballard Code

I am respectful.

I am responsible.

I am safe.

I am prepared.

We are here to learn;  
therefore, I will do  
nothing to keep the  
teacher from teaching,  
and anyone, myself  
included, from learning.

I will cooperate with all  
school people.

I will respect myself, others  
and the environment.

By acting in this way, I am  
capable, connecting and  
contributing.

### **Attendance and Tardies**

The school will be continuing the tardy policy that has been in place for several years. Students may have two “unexcused” tardies per trimester without consequences. After a third “unexcused” tardy in a trimester, a meeting with the principal will be held and a contract must be signed. Getting to school on time is EXTREMELY important. Please make every effort to get your child to school on time ready to learn.

School districts must report excessive (chronic) student absences to the local School Attendance Review Board (SARB), which includes the Santa Barbara County’s District Attorney’s Office and the California Department of Education (CDE). Letters regarding excessive unexcused absences will be sent home from the office. Students are permitted only 3 unexcused absences per school year. Excessive absences may result in progressive consequences.

If you know your child is going to miss school (5-15 days), please contact their teacher and the school office so that we can prepare an Independent Study Contract. Absences in excess of 15 days cannot be permitted as “excused”. If your child satisfactorily completes the Independent Study Contract, the absences (5-15 days) can be considered excused.

The office staff is happy to deliver the occasional forgotten lunch, homework or water bottle as well as important messages from parents. We would like to minimize disruptions to the classroom allowing teachers to maximize instructional time for all of our students.

### **Drop Off and Pick Up**

Students in 1st-6th grades are dismissed at 3:00pm everyday (except Thursday, when they are dismissed at 1:00pm). Kindergarten is dismissed at 12:15pm until September 6th when they will be dismissed at 2:00pm everyday (except Thursday, when they will be dismissed at 1:00pm). Thursday afternoons are excellent times for parents to schedule medical and dental appointments for students.

If you arrive early for dismissal, please wait at the lunch tables until the dismissal bell rings. Please do not send younger siblings to the playgrounds and fields while school is in session. Also, students must leave school grounds and return home at dismissal because there is NO supervision after school.

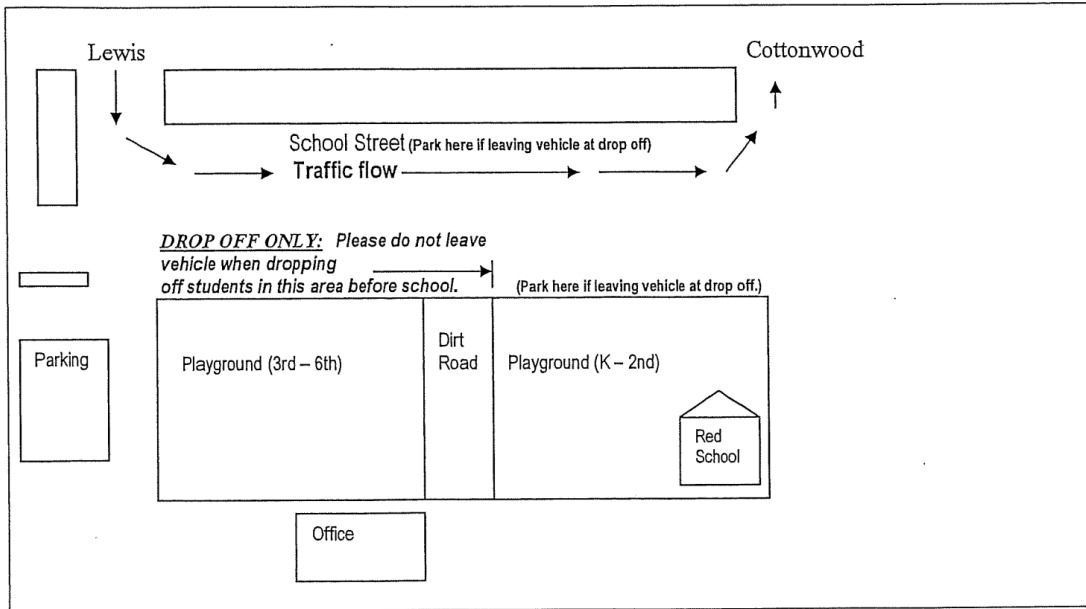
Please do NOT bring dogs or other pets onto the campus at drop off or dismissal. Even if your animal is very friendly, a large group of students could spook them and we certainly do not want anyone accidentally bitten or scratched. Prior approval from the office and/or the classroom teacher is required before bringing any animal onto campus.

Students should not be on school grounds until 8:15am. Students arriving should put their things away at their classroom backpack hangers and then return to the playground to play until the bell rings to line up at the flagpole.

Student safety is our highest priority and traffic safety is always a major concern. We ask parents to arrive at school using Lewis Street and leave school using Cottonwood Street. This keeps the traffic flowing in one direction on the narrow streets. Please drop off your children at the front of the school and continue around the block, traveling slowly, watching for other children walking and riding their bikes to school. Again, please drive SLOWLY and be on the lookout!

Morning drop-off: PLEASE DO NOT LEAVE YOUR VEHICLE IF YOU HAVE PARKED IN FRONT OF THE SCHOOL IN THE AREA BETWEEN THE BULLETIN BOARD (driveway) AND THE DIRT ROAD LEADING INTO THE SCHOOL (see below). This is the DROP OFF ONLY zone. As well, please DO NOT stand in this areas. If you wish to leave your vehicle and accompany your child, please park down the street or across the street rather than in the drop

off area. If everyone follows this practice, then morning drop off will be more orderly and safer for our students. Thank you!



We request that you avoid the parking lot before school and at dismissal because the congestion becomes a safety issue and staff members may have difficulty parking. Exception - the two handicapped parking spaces must remain available 24 hours a day and may not be used as a drop off area. The area in front of the dumpster is designated “No Parking” as it is a safety hazard to back onto the roadway. Please also remember that it is illegal to block the driveways of the residents. Please give yourself plenty of time and always be safe and considerate.

Please remind your child that there is a County Ordinance prohibiting skateboards, roller blades, roller skates, scooters and bicycles from being ridden on school grounds.

### **Student Dress**

- Shoes must always be worn. Sandals must have heel straps. Flip Flops or backless shoes or sandals are not acceptable. Also, Crocs and cowboy boots do not work well on the playground.... Too many trips, falls and skinned knees.
- Athletic shoes should be worn on days when students have PE.
- Hats, caps or beanies, shall not be worn indoors without teacher permission.
- Students shall not wear costumes/pajamas etc except on classroom/school approved theme days.
- Clothing and jewelry shall be free of writing, pictures or any other insignia which are crude, vulgar, profane or sexually suggestive or which advocate racial, ethnic or religious prejudice or the use of drugs or alcohol.
- Clothes shall always be enough to conceal undergarments. See-through fabric, halter tops, off-the-shoulder or low cut tops, bare midriffs, spaghetti strap tank tops are not appropriate. Skirts or shorts need to be an age appropriate length for elementary school.
- Any apparel, jewelry, accessory, notebook or manner of grooming which, by virtue of its arrangement, trademark or any other attribute which advocates drug use, violence, or disruptive behavior is prohibited.
- Parents will be notified if a student's clothing violates the school's dress code. Students may be required to change the clothes in question.

### **Medical Attention and Medicines**

Please notify the office of any student medical problems that might require attention at school. Also, all medication must be dispensed through the office. The school must, by law, have written doctor's orders to dispense any kind of medication to students. We have the necessary forms in the office for you.

### **Health Screenings**

Health screenings are done by the school nurse to determine the total health status of each student using health histories, teacher observation and screening tests. Grades 1, 2, & 5 receive both a vision screening and an audio metric (hearing) screening.

### **COVID-19**

The school policy is to follow the County of Santa Barbara Public Health mandates, guidance and recommendations. The most current COVID-19 protocols are available in the office (or by email) for your information. All of this is subject to change if the County Public Health guidance changes. If your child exhibits symptoms, they will be sent home and will require a negative test to return to school. We have tests available at school to send home with anyone for testing of their students or families.

### **Free and Reduced Lunch Program**

The free and reduced lunch eligibility requirements are linked here: <https://www.cde.ca.gov/ls/nu/rs/scales2223.asp>  
If you feel you might qualify for free or reduced lunch and would like your child to participate, please fill out the form and return it to the office. The lunch provided will be a sack lunch prepared at the high school.

Snacks and lunch are available in the office for any student who needs one.

### **Parent Rights**

Here is a link to the annual notification of parent rights:

[https://ballardschool.org-my.sharepoint.com/:w:/g/personal/prennick\\_ballardschool\\_org/EcCSDwivOydFuaN8Ki-pfvUBCG4HZ9dZqZIIUhmFzWlvew?e=6p8Kau](https://ballardschool.org-my.sharepoint.com/:w:/g/personal/prennick_ballardschool_org/EcCSDwivOydFuaN8Ki-pfvUBCG4HZ9dZqZIIUhmFzWlvew?e=6p8Kau)

### **School Visitors/Volunteers**

All visitors and volunteers must check in at the office before visiting the campus to obtain a visitor's pass.

### **Discipline Policies and Procedures**

Students and adults are expected to be respectful and courteous to all school community members and maintain the Ballard Code.

Each teacher develops and maintains their own classroom discipline system. For more serious offenses, the principal may be involved and parents will be notified.

In addition, Ballard uses the program "Character Counts," to promote positive behavior on our campus at all times from students, staff and all other adults. This program is centered on six values:

- Trustworthiness
- Respect
- Responsibility
- Fairness
- Caring
- Citizenship

A major component of the program is positive reinforcement for the vast majority of the students who, on a daily basis, meet the behavior expectations set for them and model the behavior expected from all students. Students will be recognized at a monthly assembly for displaying the characteristic of the month. In addition, students may earn "Best of

Ballard” slips for a raffle at the end of the month. These slips are earned on the playground, in a classroom or at any time when a student is exemplifying excellent behavior.

### **Cell Phones and other Personal Electronic Devices**

Other than with specific permission, cell phones and other electronic devices may not be seen or heard at school - they must stay in backpacks on the school campus.

### **Recess and Lunch**

We want all of our students to be safe at all times, including recess and lunch! If and when adults observe behaviors which they judge as jeopardizing the safety of others, students are expected to comply with their directives.

Below are guidelines for recess activities:

- Throwing anything except approved playground equipment is not allowed.
- Chase and tag games will be confined to the grass areas.
- Toys should remain at home.

The rules of the games are established by the 6th graders (with guidance) and all other grades are expected to follow them.

Games and play must be inclusive of anyone who would like to participate. Students play in mixed grade levels.

### **Reporting Student Progress**

Our school divides reporting periods into three periods (trimesters). Students receive a report card at the end of each period: November, March, and June. Throughout the year, teachers may send out informal periodic reports of student progress such as completed worksheets, classroom test results and/or work folders and we do hold parent conferences twice a year.

### **Student Study Team**

We have a Student Study Team that reviews the academic, social, and emotional well-being of its students. Referrals can be made by the individual classroom teacher, parents, or the administration based on the observed progress of students throughout the school year.

### **Library**

All classes visit our library weekly where they may select books to check out for the week and return during their next library visit. It is important that borrowed books be returned, or if lost or damaged, be replaced in a timely manner.

### **Field Trips**

During the school year, field trips may be planned in connection with classroom work. It is necessary to return the written permission form sent home by the classroom teacher. On a field trip, students are expected to adhere to all school rules as well as special rules set up by the teacher. Please remember that the students represent our school and are required to behave in a manner that will reflect well upon the student, his/her parents, and our school.

If parents drive for field trips it is necessary for the office to have on file the appropriate form (available in the office), a copy of the current driver's license and proof of insurance.

Siblings of students are not allowed to accompany classes on field trips unless they are over 18 and chaperoning.



## **PTA**

Ballard has an active Parent Teacher Association and all parents are urged to become members of the PTA. Through this organization, we are able to provide many special services and programs for all our students.

## **Birthday Parties**

We know that birthdays are a special day for students. Please check with your child's teacher before bringing any sort of treat for the class. Please do NOT hand out invitations to the class at school. This is an easy way to avoid hurt feelings.

## **Fire, Earthquake and Lockdown Drills**

Fire drills are held once per month. During a fire drill, students follow the directions of their teacher. Proceed to the designated safe area in an orderly and quiet manner.

Earthquake drills take place twice per year. Teachers will tell students to drop and cover. When given this direction, students should drop to the floor, get under a table or desk and cover their head. After a few minutes have passed, teachers will ask students to leave the room in the same manner as a fire drill.

Lockdown drills will take place once per year. Students will practice sheltering in place as if the Sheriff has instructed the school to lock down. We will not practice "active shooter" drills, but the teachers are trained annually on what to do in the case of this specific emergency.

## **Special Education**

The Santa Ynez Valley Special Education Consortium is comprised of the following school districts: Ballard School District, Buellton Union School District, College District including Santa Ynez Valley Charter, Los Olivos School District, Santa Ynez Valley Union High School District, Solvang School District, and Vista Del Mar Union School District. The Consortium is seeking out all individuals with exceptional needs, ages 3-21, including children not enrolled in public school programs.

Special education programs are available to all eligible students with disabilities, ages 0-22 in Santa Barbara County. If you have reason to believe your child needs special education due to a physical, mental, emotional, learning, or speech problem please contact your local school for assistance or the

Santa Ynez Valley Special Education Consortium  
301 Second Street, Room 2  
Buellton, CA 93427  
Or phone (805) 688-4222, extension 2121