



MT. HELIX ACADEMY
HANDBOOK

Where Children Love To Learn



MT. HELIX ACADEMY

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Dear Mt. Helix Academy Family,

I am so pleased to welcome you to Mt. Helix Academy, where children love to learn.

We are dedicated to providing our students with a safe, warm and nurturing school in which scientifically-validated instructional methods and curriculum achieve outstanding results for all our children.

The mission of Mt. Helix Academy is to teach the skills and knowledge necessary for its students to be high academic achievers and enthusiastic, self-managed learners, who are likeable to others and are highly ethical in social interactions.

This handbook is designed to ensure a successful and enjoyable educational experience at Mt. Helix Academy for you and your child.

I look forward to working with you and your family as valued members of our Mt. Helix Academy community.

A handwritten signature in black ink, reading "Barbara Moulaison". The signature is written in a cursive, flowing style with a prominent initial 'B'.

Barbara Moulaison, M.S.
Director, Mt. Helix Academy

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I. ABOUT MT. HELIX ACADEMY

Educational Philosophy

As a program of The Institute for Effective Education, the faculty and staff of Mt. Helix Academy are dedicated to providing the very best education for their students. All faculty and staff accept responsibility for every student's fundamental right to an effective education. Inherent in this responsibility is our commitment to each student's right:

To learn skills and knowledge that will benefit them personally as well as benefiting society.

Mt. Helix Academy is dedicated to implementing the most relevant curriculum for its students. Basic skills and skills pertinent to self-management and social interaction are high on the list. Ethical conduct, how to get along with others, how to solve difficult social problems, and how to manage oneself are specifically taught. Our students are also taught what is expected of them in school and how to do it. They are taught how to be the highest achievers they can be.

To be taught with the most efficient and effective methods available.

The highly-trained staff of Mt. Helix Academy is committed to using educational materials and teaching strategies that have scientifically-proven, documented success with real students in real classrooms. They also collect student performance data regularly so that instructional changes can be based on student progress.

To learn in an environment that is free of coercion and punishment.

The staff of Mt. Helix Academy adheres to research supported, behavior modification methods known as "positive programming" which emphasizes teaching students specifically what to do and praising progress toward their goals. This combination results in students who love to learn and who are desirable to teach. Because they are successful, they hold themselves in high esteem. Coercion and punishment are inconsistent with positive programming.

Mt. Helix Academy Academic Program

This section of the Mt. Helix Academy Handbook describes our academic program, its unique teaching methods and materials, and our student evaluation process. It summarizes the commitment of The Institute for Effective Education (TIEE) to each child attending Mt. Helix Academy and to the families who trust that their children will be given the highest quality education possible in the safest and most positive school environment. (See Appendix A for more information about TIEE and its other programs.)

In many important respects, Mt. Helix Academy is a “traditional” school. Lessons make up the majority of each student’s day; classes are led by skilled teachers; instruction emphasizes the fundamental academic skills of reading, speaking and writing, mathematics, critical thinking (i.e., problem solving), and various content areas like physical and social science. In short, students are guided along an educational path that emphasizes strong academic achievement.

Less traditional is the emphasis at Mt. Helix Academy on each student’s acquisition of skills in self-management, in social interaction and in ethical conduct. We want Mt. Helix Academy students to do well in any school they may enter and in any educational pursuit they may choose. Above all, we want them to become highly regarded, contributing members of our community. Consequently, the all-school goal for our students extends well beyond academic achievement.

To prepare students this well and this broadly, Mt. Helix Academy differs from most other traditional schools in fundamental ways. The curriculum provides cumulative review and reinforcement of skills previously taught and permits systematic building of new skills and knowledge on those already mastered. The teaching materials used at Mt. Helix Academy are specially designed so that all students will learn the important critical thinking strategies they will need and use. Because Mt. Helix Academy teachers know how to engage students, maintain their attention on what they are learning and maximize active participation in their lessons, students at Mt. Helix Academy learn more rapidly than it is likely they would elsewhere.

Moreover, because they are so successful as learners and because their teachers practice the philosophy of “catching ‘em being good,” Mt. Helix Academy students learn to love new learning opportunities.

Mt. Helix Academy also differs from more traditional schools with respect to its teachers and their training. In order to be continuously successful with all of their students, even the best teachers benefit from regular coaching from an expert teacher trainer who frequently observes their teaching activities. That is why one of the primary duties of the Director of Mt. Helix Academy, Ms. Barbara Moulaison, is ongoing teacher training. Ms. Moulaison is a highly skilled teacher trainer and an excellent teaching coach. As a result, parents can expect their child’s teachers to be superbly competent.

Finally, we believe that each student should be permitted to learn as rapidly as he or she can. The traditional system of classrooms, each containing a single grade of students defined primarily by chronological age, too often stifles individual growth. At Mt. Helix Academy, students are assigned to instructional groupings which permit the teaching staff to work as a team in providing every child the opportunities necessary to learn as efficiently and effectively as possible.

The Modules and Their Goals

Mt. Helix Academy consists of three programs or “modules.” Each module serves students across a three-year grade range and permits greater latitude of programming for students than is typical of the system of grades to which most of us are accustomed. The modular system enables students to grow according to their own abilities and, thus, for many of them, much faster than is possible at other private and public schools. (For example, a first grader who reads at the third grade level and does math at the first grade level will be taught reading with other students who are also at the third grade level and will be taught math with students who are at the first grade level.) Within each Module, students are assigned to “homerooms” according to their age. This practice facilitates interaction among age-mates, parent-teacher communication, ancillary program scheduling, and field trip planning.

The Primary Module.

The Primary Module serves children who would typically be placed in Kindergarten through 2nd grade. Their basic skills classes are very small, averaging one teacher for each group of six to ten students, so all students can be given the individualized attention needed to progress.

On completing the Primary Module (at approximately age 8), students will have learned the basic skills at the level of most fourth graders in public school, and they can be expected to enter the third grade and do well at schools with the highest academic standards. For children who complete the entire Primary Module (K-2) at Mt. Helix Academy, the following accomplishments are expected. Mt. Helix children will:

- ◆ Perform as well or better than most children two or more years older in all basic skills, including oral and written language, reading, and math;
- ◆ Organize their study space and their time more successfully than children two or more years older than they are;
- ◆ Like school and say positive statements about virtually all skill areas, their teachers and their fellow students; and
- ◆ Have many friends among their schoolmates. They will make positive statements about and have positive interactions with their schoolmates.

The Elementary Module.

The Elementary Module serves children who are in grades three through five. These students are taught basic skills and standard content subjects in classes averaging one teacher for each 8 to 15 students.

On completing both the Primary Module and the Elementary Module at Mt. Helix Academy, students will (at approximately age 11) have acquired the academic skills and the self-management and social skills necessary to be among the highest achievers at any public or private middle school or junior high school.

For children who complete the entire Primary Module and the entire Elementary Module at Mt. Helix Academy, the following accomplishments are expected. Mt Helix Academy children will:

- ◆ Perform as well or better than most eighth graders and many high school graduates in all basic skills, including oral and written language, reasoning, reading and mathematics;
- ◆ Eagerly acquire knowledge concerning physical, biological and social sciences. They will also acquire such knowledge on their own, using emerging information technology;
- ◆ Enthusiastically demonstrate skills and interest in non-academic areas, including music, and visual arts;
- ◆ Display self-management concerning school-related activities and learning that is superior to many high school graduates. As a result, they will be prepared for success in any middle school or junior high school program they may subsequently enter;
- ◆ Like school and make positive statements about virtually all skill areas, their teachers, their fellow students and themselves as learners; and
- ◆ Have friends among their schoolmates, their social interactions will be highly ethical, and they will display effective conflict resolution, as well as other forms of social problem solving.

The Middle School Module.

The Middle School Module serves students who are traditionally placed in grades six through eight. Having completed the Primary Module, the Elementary Module and the Middle School Module (at approximately age 14), students will have acquired the academic skills, and the self-management and social skills necessary to be among the highest achievers at any high school they may enter. They will think of themselves as college bound and will already have accomplished many of the skills needed for success at any college. These students will appear intellectually very mature for their age.

For children who complete the entire Primary Module, Elementary Module and Middle School Module at Mt. Helix Academy, the following accomplishments are expected. Mt. Helix Academy children will:

- ◆ Acquire the academic skills, including reasoning and problem solving, essential to enrollment in and to subsequent success in any high school;
- ◆ Continue to acquire skills for life-long enjoyment in non-academic areas and will perform them for the enjoyment of others as well;
- ◆ Display knowledge of and take an active interest in local community activities, including programs of human service;
- ◆ Be self-managed learners who will use information technology to conduct their own academically relevant projects;
- ◆ Like school and consistently make positive statements about their futures in high school and college; and
- ◆ Make friends easily and will display highly ethical social interactions, including effective conflict resolution and the skill to resist “bad influences”.

AIM HIGH Day School Program.

The AIM HIGH Day School program serves students in grades 1 - 8 who are not succeeding academically in regular school environments. Students are provided with individualized instruction in all subject areas. Academics are taught individually or in very small groups, with students placed at the appropriate skill level to maximize their success. Self-management, organization skills and social skills are carefully taught. AIM HIGH students participate with their Mt. Helix Academy age-mates in visual and performing arts, computer instruction, physical education and academics, when appropriate.

AIM HIGH Learning Center.

The AIM HIGH Learning Center provides the additional support that is sometimes necessary to insure that a student is academically and socially successful. The AIM HIGH Learning Center provides the following individually planned services to students enrolled at Mt. Helix Academy:

AIM HIGH Resource Program - provides services to students who require a more intensive instructional program in one or two subject areas in order to make satisfactory progress. The Resource Program is a "pull-out" program which provides intensive instruction in target subjects at the same time those subjects are being taught in the student's classroom.

AIM HIGH Academic Tutoring Program - provides academic tutoring to students who need supplemental instruction in one or more subjects in order to maintain adequate progress in their regularly scheduled classes, but who do not require the intensity of assistance that would be provided in the Aim High Resource Program.

AIM HIGH Coaching Program in Study Skills, Organization Skills and Social Skills - provides services to students who would benefit from intensive instruction and guided practice in skills other than academics, including following teacher instructions, organizing one's materials, making friends, etc.

AIM HIGH Homework Club - provides services to students who need extra supervision in order to complete their homework successfully.

Assessment and Reporting of Achievement

Achievement Testing.

The achievement of Mt. Helix Academy students is evaluated in a combination of ways, because each measure of intellectual and social development has both strengths and limitations. Among the tests of achievement are (a) the daily evaluations that teachers make of their students, which relate directly to the Mt. Helix Academy curriculum; (b) certain curriculum-based assessments of basic skills that permit evaluation of Mt. Helix Academy students against local standards; and (c) norm-referenced achievement testing that permits evaluating how well the school is doing against national norms.

Curriculum-Referenced Assessments.

Basic skills are taught at Mt. Helix Academy in small groups with highly structured and well-sequenced lessons. Teaching of these lessons requires obtaining many student responses, each of which is evaluated and corrected if necessary. Advancing from one lesson to the next depends on achieving mastery of the skills taught in earlier lessons. Consequently, teachers monitor and assess their students' progress throughout each basic skills lesson.

In addition to this system of daily evaluation, student progress in the Mt. Helix Academy curriculum is evaluated in three other ways. In all skill areas, after students have undergone a period of instruction, they are assigned independent work. Because the independent work requires students to use the skills they have been learning, it provides teachers with daily samples of each student's progress in those skills.

Second, after a given set of lessons in each of the basic skills, mastery tests are administered which demonstrate whether students have retained the skills and knowledge already taught.

Finally, as an occasional supplement to this information on student progress, the school Director or another teacher will teach the students and will, thereby, have an additional opportunity to determine whether they have mastered the skills being taught.

Taken together, these methods of assessment permit highly reliable judgments of the skills and knowledge our students have learned relative to the Mt. Helix Academy curriculum, and they form the basis of quarterly reporting to parents of student progress.

Norm-Referenced Assessments.

Once each year, Mt. Helix Academy students are administered a norm-referenced test which compares Mt. Helix Academy students against students their age from across the country.

Students in the Primary Module are given an individually administered test (e.g., the Wechsler Individual Achievement Test), while students in the Elementary and Middle School Modules are administered a group test (e.g., the Stanford Achievement Test).

Report Cards.

Parents will receive a written report of their child's progress four times during the year at approximately 9-week intervals. The specific reporting dates for each school year are indicated on the annual calendar, a copy of which is provided to parents at the beginning of each school year, posted on the MtHelixAcademy.org website, and included in the Mt. Helix Family Directory published yearly by the PTG.

Progress Reports.

Parents of students in the Middle School Module will receive an interim written progress report midway through each quarter. Interim progress reports will be provided to parents of students in the Elementary Module as needed.

Parent-Teacher Conferences.

At the conclusion of the first reporting period in November, parents are scheduled for a Parent-Teacher Conference to discuss their child's progress in more detail.

School Schedule

Calendar and School Hours.

Annual Calendar. Mt. Helix Academy operates on a traditional school year calendar. A master calendar is distributed to parents identifying the specific day on which school opens, as well as school break periods, national holidays, reporting periods, and other key dates of interest. Additional copies of the calendar may be obtained from the Mt. Helix Academy office, on the website at MtHelixAcademy.org, or in the Mt. Helix Family Directory published yearly by the PTG.

School Hours. Classes for all students begin at 8:00 a.m. The teaching staff is available to supervise the social and play activities of these students at 7:45 a.m.

Unless advance notice to the contrary has been provided to parents, dismissal for students is at the following times:

- ◆ Kindergarten - 2:45 p.m.
- ◆ Grades 1 and 2 - 2:55 p.m.
- ◆ Grades 3, 4 & 5 - 3:00 p.m.
- ◆ Grades 6, 7 & 8 - 3:15 p.m.

The school calendar should be consulted for pre-designated Staff Development Days and Parent Conference Days. Dismissal on those days occurs at the following times:

- ◆ Kindergarten, grades 6, 7 & 8 - 11:25 a.m.
- ◆ Grades 3, 4 & 5 - 11:45 a.m.
- ◆ Grades 1 & 2 - 11:55 a.m.

Arrival and Dismissal Procedures.

Arrival of Students at School. Students may arrive at school as early as 6:30 a.m. However, students arriving earlier than 7:45 a.m. must be taken to the Extended Day Care room and parents will be billed for the service. (See the description of Extended Day Care on page 38.) For their personal safety, students may not be left unattended on the school grounds.

Dismissal of Students from School. Students in Kindergarten - 5th grade who are not picked up by 3:15 p.m., and students in grades 6 - 8 who are not picked up by 3:30 p.m., will be taken to the designated Extended Day Care room and parents will be billed for the service. (See the description of Extended Day Care.) For the personal safety of students, they may not be left unattended on the school grounds.

Dismissal of Students from School. Mt. Helix Academy encourages parents to schedule medical and other appointments involving their child after school hours so that students may derive maximum benefit from their schooling.

However, it is recognized that this is not always possible. When it is not and the student must leave school before the end of the school day, the adult with whom the student is leaving must report to the school office and sign out the child. School office staff will then dismiss the child from school. If the child returns to school the same day, s/he must report to the school office to be readmitted.

To facilitate an early dismissal, parents are requested to provide the school office with a signed request that identifies the date, time and reason for early dismissal before 8:00 a.m. on the day of a known appointment.

School Activities

Certain special events are planned throughout the school year to supplement daily lessons and expand on the skills and knowledge of Mt. Helix Academy students. Very often these events have the effect of enhancing school spirit and of permitting parents to enjoy their children's accomplishments.

After School Clubs and Activities.

Depending on student interest level, after school clubs are formed and enrichment activities provided for a separate fee. This permits students to engage in a variety of extra-curricular activities for periods usually lasting no more than six weeks. Such activities may include: yoga, dance, Mad Science and karate. Several optional after-school music activities are offered to Mt. Helix Academy students at no additional fee including band (3rd grade and up), Advanced/Intermediate String Ensemble (1st grade and up) or Beginning Strings (1st to 5th grades). Instrumental music students have the opportunity to participate in at least two scheduled recitals.

Off-Campus Activities.

Field Trips. Field trips are an essential part of the educational process at Mt. Helix Academy. They permit students to apply the skills and knowledge they have been acquiring and thereby learn something of the "real world" application of their education. Transportation for field trips will be arranged and provided by the school. Parents will be advised at least 24 hours in advance if special articles of clothing should be worn to facilitate the child's field trip experience.

Overnight Trips. Middle School students and certain Elementary Module students will have the opportunity to experience overnight trips during the school year. The schedule, destination and rationale for all trips are available to parents early in the school year and written approval will be sought for each trip as it occurs. Fees will be charged parents of participating students based on the number of students, program fees, transportation costs, chaperone requirements and administrative expenses. The goal is to make these trips both as educational and affordable as possible. Limited financial assistance may be available on written request.

Each year, students in the 4th grade participate in a living history program on the Star of India, berthed in San Diego Harbor, and students in the 5th grade may participate in an annual trip to Boston as a part of their study of U. S. History. Middle School Students participate in the Pali Mountain Outdoor Education program each fall, and students in the 7th and 8th grades may participate in a trip to Washington, D.C., which is scheduled every other year.

Annual Events.

Science Fair. Each year, all 7th & 8th grade students at Mt. Helix Academy participate in the development of a science project using the scientific method to investigate natural phenomena. These projects are presented at the school's annual Science Fair and may qualify for entry in the Greater San Diego Science and Engineering Fair. Students in all modules have the opportunity to participate in the annual county-wide Inventors' Fair.

Special Performances and Exhibits. From time to time throughout the school year, students will present musical and/or dramatic performances or visual arts exhibits to display their talents and to entertain parents and others. The school will inform parents of such performances in advance.

Graduation and Annual Awards Ceremony. Throughout the school year, teachers will take many opportunities to publicly praise the achievement and effort of their students. On many of these occasions, the students themselves will laud their fellow students. In this way, each student will receive public praise many times over the years, contributing valuably to his or her self-esteem. In addition, each student will learn the value of contributing to the self esteem of others.

Formal commencement exercises, which are held on the last day of the school year, provide an opportunity for the school and the families of the students involved to participate in applauding the achievement and effort of eighth graders graduating from Middle School. During the last week of school an Awards Ceremony is held in which individual students are recognized for outstanding achievements in specific academic subject areas, as well as effort and citizenship.

Staffing and Administration

Mt. Helix Academy Director.

Barbara Moulaison, M.S., has been a member of TIEE's staff since 1992. Promotion to Director of Mt. Helix Academy came with TIEE's acquisition of the school in June, 1994.

Ms. Moulaison holds a Master of Science degree in Education, which she received Magna Cum Laude from Lesley College in Massachusetts, as well as Multiple Subject and Learning Handicapped Specialist Credentials and a Resource Specialist Certificate from the State of California.

Her thirty-year teaching career has included both regular and special education classroom teaching and resource assignments in public and private schools and colleges. Throughout her career in education, Ms. Moulaison has been extensively involved in staff development as both an in-service presenter and consultant.

She is a frequent and sought-after presenter at national education association seminars and workshops. Prior to joining the TIEE staff, Ms. Moulaison served as District Mentor charged with coordinating the development of the Gifted and Talented program for the Washington Union School District in Salinas, California.

Teaching Staff.

Mt. Helix Academy provides a teaching staff that is knowledgeable about, and is skilled in, using methods and materials that have documented evidence of effectiveness. Every member of the teaching staff participates in TIEE's extensive and on-going professional training in-service program. Each of the three modules consists of a team of teachers, led by a Module Coordinator.

Student-Teacher Ratio.

Young students require lower student to teacher ratios than older students because young children need more frequent and more immediate attention to ensure their future school success. Consequently, students in the Primary Module are provided the lowest average student to teacher ratio at Mt. Helix Academy.

Instruction in basic skills is usually conducted in groups of 6 to 10 students. Depending on student need, instruction in certain skills may be conducted with fewer than 6 students per group. On average, however, the instructional ratio for Primary Module students is 8:1 in basic skills classes.

Students in the Elementary Module, particularly those who already have graduated from the Primary Module, are able to maintain high academic achievement with a student to teacher ratio greater than Primary Module students. They are generally taught the basic skills in groups of 8 to 15 students, with an average of 12:1.

Finally, Middle School Module students, who are capable of high achievement even with comparatively high student to teacher ratios, are taught at an average ratio of 15:1.

II. PARTNERSHIP IN EDUCATION

Mutual Educational Goals

This section of the Mt. Helix Academy Handbook is devoted to those aspects of the child and her/his schooling that depend on the strength of parent-school partnership. The administration and staff will actively seek parent involvement in these areas and, as is discussed at the end of this section, will provide several ways for parents to exercise their involvement, to voice their concerns and to make their recommendations for an improved Mt. Helix Academy.

A mutually supportive partnership between parents and school is essential to the accelerated development anticipated for Mt. Helix Academy students. This partnership rests, first of all, on agreement concerning the school's goals for its students and on the methods of achieving those goals. The school strives to make parents and students aware of its goals and its teaching methods through this and other documents, through presentations to parents and through conferences with parents. It is assumed by Mt. Helix Academy administration and staff that parents agree to these goals and to the methods of instruction by enrolling their children in the school.

After agreement on goals and methods, it is essential that school and parents alike establish the most favorable conditions for learning and the enjoyment of learning. The teachers at Mt. Helix Academy have a profound obligation to do what is necessary to foster and maintain every student's eagerness to learn all areas of the curriculum. We believe that parents share this obligation. Children will learn best from school when their parents display support for the school, for the teachers, for the subjects taught and for the methods of instruction.

When both teachers and parents show positive interest in a child's education and maintain high expectations for both personal behavior and performance, they promote the positive attitudes that are critical to school achievement. It is for this reason that each party in the Mt. Helix Academy partnership is asked annually to state their commitment in a formal document which is retained in the student's file (see Appendix D on the last page of this handbook).

Student Wellness

To learn well, students must have healthy bodies. They require a well balanced diet, sufficient exercise, ample rest and sleep, and they must be as free as possible from pain, illnesses or ailments that require medical or dental attention. In many ways, the parent-school partnership is well suited to accomplishing these goals for all Mt. Helix Academy students.

Nutrition. Mt. Helix Academy teaches its students facts and information about good nutrition and it reinforces healthful dietary behaviors. Parents are encouraged to assist their children in selecting foods that lead to a broad palate and a balanced diet. Assistance with a program to improve a child's eating can be obtained on request of the school's Director.

Eating at School. Students are permitted two eating occasions during regular school hours, morning snack and lunch, and they are permitted a snack during after school day care. (Students who, for medically related reasons, require eating more frequently can be permitted to do so by special arrangement with the Director.)

Parents are encouraged to assist their children in choosing, packing and eating a well balanced diet at school. Fruit or an energy bar make a good snack. Hot drinks or soup may be brought in a thermos bottle, but food that must be heated or refrigerated cannot be accommodated. It is recommended that lunches be packed in a sturdy container with the child's name clearly printed on it. As a matter of student safety, glass containers are not permitted at school.

Exercise. Mt. Helix Academy teaches its students facts and information about exercise and reinforces healthful exercise behaviors. A vigorous and varied physical education program is an integral part of the Mt. Helix Academy curriculum for all students. (Students who, for medical reasons, require limited physical activity can be accommodated by special arrangement with the Director.)

Parents are encouraged to supplement the physical education program at Mt. Helix Academy with a regular program of exercise for their children after school and on weekends. Such a program could include organized sports activities. Parents looking for suggestions or for assistance in facilitating their child's regular exercise are encouraged to contact the school's Director.

Rest and Sleep. Students at Mt. Helix Academy are taught facts about the body's need for rest and sleep. Periods of rest are scheduled each day for Kindergarten students. Older students may be taught relaxation strategies if needed. Parents will help their child do well in school by arranging for eight or more hours of sleep each night. Assistance in improving a child's bedtime routine may be obtained by contacting the school's Director.

Student Health and Safety

TIEE is in compliance with California law in having a formal Illness and Injury Prevention Program. Staff, students and parents are encouraged to be pro-actively involved in issues of health and safety. To assist in keeping students and staff healthy and safe, a Safety Committee meets monthly to review all of TIEE's programs and facilities, including Mt. Helix Academy.

The Safety Committee includes representatives from each school site who bring to the committee any issues of compromised health and safety. In addition, each school site is inspected for safety hazards and disaster preparedness quarterly. Concerns meriting immediate attention are dealt with as soon as possible. The Safety Committee oversees any corrective action that may be required and maintains a record of such action.

Health and Safety Program.

A primary goal of Mt. Helix Academy is to maintain the safety of all students and staff. To this end, the school maintains a campus environment that is physically safe and programs that are always well supervised by staff. On a rare occasion, however, a student will display behaviors that are potentially injurious to her/himself or to others, or that could cause extensive damage to property. Special procedures and training have been implemented to maintain the personal safety of all students and staff as much as possible. Staff response in such situations will be at the level most appropriate to the danger being generated by the student, ranging from a strong voice command to seeking community resource support by calling 911. Parents and/or guardians will be notified as soon as possible and no later than the end of the day on which an emergency situation has occurred.

Safety Guidelines and Regulations.

The following guidelines and regulations are specific to the program at Mt. Helix Academy:

Asbestos and Toxic Chemicals. Mt. Helix Academy is in compliance with the Federal law requiring schools operated by non-profit corporations to be free of friable asbestos. The use of toxic or other hazardous chemicals is generally avoided. Household chemicals are used at Mt. Helix Academy whenever possible and janitorial supplies are maintained in locked cabinets or closets that are not accessible to students.

Fire, Earthquake and General Safety Program. The safety of Mt. Helix Academy students is paramount at all times; however, safe behavior during rare and unanticipated events is especially important because of the emotional trauma such events can elicit. Consequently, Mt. Helix Academy students are taught safe practices and safe behavior is encouraged at school and elsewhere.

Fire drills are held monthly at unexpected times so that safe, orderly exit from the facility is well practiced. Similarly, earthquake drills are held at least quarterly and more frequently for the younger students, especially early in the school year. Such drills are prescribed by the school's Injury and Illness Prevention Program and are practiced as part of its Emergency Action Plan.

Students are also taught safe practices in vehicles and during off campus activities. Special safety programs and safety awareness events are held with students and staff throughout the academic year.

Flus and Colds. Flus and colds tend to spread quickly in schools, a fact parents can help prevent by keeping children at home if they have a fever, diarrhea, vomiting and/or they have mucus drainage that is yellow or green in color. Because the school has no facilities for other than routine first aid, a child who arrives at school ill or who becomes ill during the school day must be sent home. Parent(s) will be notified and the child will be made as comfortable as possible under the circumstances until the parent(s) arrives to transport her/him home. If parents cannot be reached, the school will attempt to contact the person(s) whom parents have listed to contact in an emergency.

Contagious Diseases. Children cannot attend school if they have a contagious disease, such as chicken pox, head lice, measles or “pinkeye”. When a child has been absent because of a contagious disease, her/his return to school is contingent upon a note signed by the child’s physician, which indicates that the illness is no longer contagious and that the child is well enough to attend school.

Immunizations Record and Medical Forms. A new student cannot be admitted to Mt. Helix Academy until all required immunizations have been obtained and all medical forms have been submitted.

Injuries at School. Parents will be notified by the end of the school day in which a minor injury occurs to their child. Minor scratches and bruises will be attended to by the student’s teacher and/or administrative office staff. In the event that a student receives an injury that requires medical attention, but is not greatly painful and/or life threatening, the school will make every effort to comfort the student, will call the student’s parents or other designated party and will have the student treated in keeping with the emergency information given the school by the parent(s).

In the event that the student’s injury is very painful, requires immediate medical attention and/or is life threatening, the school will call 911 for emergency service and will then call the parents in keeping with the emergency information given the school.

Medications. By law, Mt. Helix Academy cannot administer any medication, including prescription medication and “over the counter” medication (e.g., Tylenol), to a student without written parental permission. Permission forms for this purpose are available in the school’s administrative office. The only “over the counter” medication Mt. Helix Academy will administer is Tylenol, and only if the school has signed parental permission.

Prescription medication will be administered only if the school has parental permission and instructions for administration that are signed by the child’s physician, who must be licensed in California. Any change in the prescription or the administration schedule will be made only if the school has signed permission and instruction from the physician. Mt. Helix Academy will accept for administration only those medications that are in pill or capsule form and are in the original physician or pharmacy container.

Release of Students by the School. For the safety of all students, the administration and staff of Mt. Helix Academy will release students only to their parents or to other adults who have prior written permission from parents to take their children from school.

Should an occasion arise when someone other than the person who regularly picks up a child must do so, the Mt. Helix Academy office must be informed in advance and in writing by a parent or legal guardian. Before the child is released to this person, s/he must report to the office upon arrival at school, must show valid identification and must be at least eighteen years old.

In situations involving court ordered custody and/or visitation arrangements, Mt. Helix Academy is required to respect the order of the court. To fulfill this legal obligation, Mt. Helix Academy must depend on the parties themselves to provide a copy of the written order received from a court having jurisdiction in the matter. Mt. Helix Academy will abide by that order until such time as a copy of a revised order is provided to the school.

Attire & Grooming

School Uniform Policy.

The purpose of the Mt. Helix Academy student uniform policy is to promote an effective learning environment for all students. Students are required to wear a designated school uniform to school each day.

Students are also required to wear appropriate uniform attire for all off-campus field trips and other events sponsored by the school, unless specifically notified. If an off-campus event calls for dress that differs from the standard school uniform, parents can expect notice at least 24 hours prior to such an event. The student's homeroom teacher will provide guidelines for dress appropriate to such an event.

School Spirit Day.

Every Friday will be designated "School Spirit Day". Students are encouraged to wear a top with the Mt. Helix Academy logo. On Fridays only, T-shirts with the Mt. Helix Academy logo and blue jeans may be worn. Jeans must be in good condition and fit appropriately (no sagging or revealing jeans).

Items Not Specifically Addressed By the Uniform Policy.

Matters of dress, jewelry, make-up, hair color/style and so on not addressed by the Mt. Helix Academy uniform policy will be permitted or not permitted on campus as decided by the Director of Mt. Helix Academy, based on the degree to which the Director believes that the style or accessory in question is disruptive to student safety or the learning environment at the school. All decisions by the Director are final.

Violations of the Uniform Policy.

If a student violates the school's uniform policy or arrives at school in a manner of dress deemed inappropriate by the Director, the parent or guardian will be notified; the student will be required to change attire before being allowed in the classroom; and, if this is not possible, the student will be sent home.

School Uniform Guidelines.

Tops

- ◆ Solid color, short or long-sleeved, collared shirts or turtlenecks, with Mt. Helix Academy logo or plain
- ◆ Acceptable colors include red, burgundy, dark green, navy blue, royal (cobalt) blue, light blue, maize (yellow), and white
- ◆ No T-shirts

Outerwear

- ◆ Solid color sweaters, with Mt. Helix Academy logo or plain
- ◆ Solid color sweatshirts or fleece tops, with Mt. Helix Academy logo or plain
- ◆ Solid color jackets, with Mt. Helix Academy logo or plain

Bottoms

- ◆ Solid color, either khaki, navy blue or black
- ◆ Pants - plain front, pleated front or elastic waist - no overalls, cargo pants, hiphuggers, sweatpants, cut-offs or jeans
- ◆ Shorts - at least finger-tip length or longer
- ◆ Skorts
- ◆ Skirts
- ◆ Uniform material (100% cotton, cotton/polyester, corduroy - No denim or windbreaker-type material)

Shoes

- ◆ Closed toe
- ◆ Sneakers
- ◆ Loafers or oxford style shoes - no work or combat-style boots, platform or high-heeled shoes

Hats

- ◆ Hats may be worn on the playground, during recess or PE
- ◆ Hats may not be worn inside any school building

Student Attitude and Behavior

To learn well, students must have a positive attitude about school and about learning. The school's role in establishing and maintaining a positive attitude is profound. Lessons that produce high levels of student success, clear expectations for student performance, recognition for effort and continued achievement and an absence of coercion are important elements of schooling at Mt. Helix Academy, and it is our stated goal to produce students who love learning. Parents can help the process in many ways, particularly by modeling an eagerness to learn, assisting their child in acquiring effective learning strategies and by displaying an excitement for their child's achievements. The parent-school partnership is an ideal way to promote the positive attitudes and behaviors essential to the high achievement expected of Mt. Helix Academy students.

Attendance, Absences and Punctuality.

Teachers are expected to maximize the amount of time students are engaged in curriculum related activities throughout the day. Even field trips and assemblies are carefully planned and scheduled in accordance with each module's curriculum. Moreover, the activities are designed to promote love of learning and an excitement about attending school. Parents can contribute to their child's optimum educational growth by ensuring the regular, prompt attendance of their child.

In the Event of a Child's Absence. In the event a child must be absent from school, parents are requested to notify the school office (619-466-1434) prior to 8:00a.m. on the day of absence.

In the Event of Prolonged Absence. Occasionally, it is necessary for a student to be absent from school for several days because of a visit to friends or relatives, a family vacation, or a prolonged illness (e.g., chicken pox or measles). If an absence is expected to last longer than two days and the child is not too incapacitated to perform schoolwork, parents are encouraged to arrange with their child's homeroom teacher for a set of home study assignments to keep their child from falling too far behind her/his peers. Parents are requested to inform the school of the need for such home study assignments at least 24 hours in advance.

Punctuality. Mt. Helix Academy teachers will teach their students how to be ready for class; and, they will make classes as motivating for students as they can so that students are inclined to be on time and ready for class to begin. Persistent tardiness will be treated as any other conduct problem (discussed below). Because of the need to monitor student whereabouts, the student who is late must first report to the office to check in as present for the day and to obtain a classroom admission pass.

Student Conduct and Positive Discipline.

A positive discipline program is not a method of punishing misbehavior. It is a program that teaches and encourages students to enjoy doing the right thing. At Mt. Helix Academy, the positive discipline program is designed to teach and encourage students to love learning, and to interact positively with peers, staff and others in the community. The program emphasizes teaching students what is expected and praising them for effort and achievement. Teachers at Mt. Helix Academy will report many achievements of the students to their parents. We recommend that parents praise their children for their achievements, and display excitement that is commensurate with the level of achievement and the age of the child. We also encourage parents to use special treats, prizes or awards only sparingly, if at all, and we recommend strongly against telling children that a special award may be earned by a high level of school achievement. Parents desiring assistance in establishing a positive discipline program for their children should contact the school Director.

Mild Punishments and Their Use.

Even with a positive discipline program, students will occasionally misbehave. More often than not, it is best merely to redirect misbehavior to more desirable behavior. For instance, two kindergarteners are discovered in the play corner tossing blocks at one another. The teacher would be wise to say, "Blocks aren't for throwing, they're for building. Let me see you two build a tower with those blocks." However, sometimes the misbehavior is either sufficiently severe, sufficiently persistent, or it does not stop when directed by the teacher. In such cases, it may be important to use a mild punishment to stop the present episode and to reduce the likelihood of future episodes.

When teachers or parents fail to praise desirable behavior often enough (we recommend four positives for each negative), the punishment may be the child's best means of getting adult attention, so the misbehavior is actually strengthened. Punishment can also cause the child to avoid the person who punishes the child. Because of these dangers associated with the use of punishment, the staff at Mt. Helix Academy will only use brief, mild punishments and these will be used sparingly. Also, punishers that are used will only involve removing privileges; students are never subjected to any form of corporal punishment or humiliation for their misbehaviors.

Permission from parents or guardians to use mild punishments is obtained as a condition of enrollment at Mt. Helix Academy. Included among the mild punishments that may be used are:

Penalties or Fines. Students may receive a penalty or fine for certain misbehaviors including the loss of minutes of choice time or the loss of preferred activities. Penalties or fines may not be carried over beyond the school day in which they occurred.

Reprimands. Students may be reprimanded but only in a quiet, calm voice. Students may not be yelled at, nor may a reprimand involve humiliation of the student.

Time outs. Students may be given a time out in the classroom or instructional area, which shall not last more than one minute after the student displays instructional control. Students must be supervised throughout the duration of a time out. A "cool out" procedure, in which the student initiates going to a designated area, as a means of regaining self-control is not considered a time out.

Documentation. A record of mild punishments is kept to determine whether they are effective in reducing the misbehavior. If they are not, the Director of Mt. Helix Academy will confer with the Module teaching team to determine whether and/or how the program can be changed to have a more desirable effect with the student.

Reporting Use of Mild Punishment to Parents. Generally, the policy of Mt. Helix Academy is to inform parents when their child is doing particularly well. However, depending on the circumstances, parents may receive a phone call, note or email from the school concerning specific incidents.

“Zero Tolerance” Behaviors.

Although a broad range of student behavior is welcomed at Mt. Helix Academy, the school has zero tolerance for certain behaviors. Students who display any of the following behaviors at school may receive one of the penalties described below or may be expelled at the sole discretion of the Director: (a) any act or activity which is unlawful in the community; (b) carrying a weapon or threatening to use an object as a weapon; (c) using controlled substances without a prescription; (d) possessing alcohol or illegal drugs; (e) physically assaulting or threatening to physically assault a student or staff member; (f) vandalism and other malicious damaging of property; (g) flagrant disrespect for staff members and others in position of authority; and (h) sexual harassment of students or staff. (See Appendix C)

In the event that one of the behaviors classified above occurs, but in the judgment of the Director of Mt. Helix Academy, expulsion is not a necessary outcome, one of the following penalties may nevertheless be imposed:

In-School Suspension. A student may be required to stay in school while not attending classes or participating in any school activities for no more than one school day. During in-school suspension, the student will be monitored by a staff member at all times. The student’s parents or guardians will be informed of the suspension and the reason for it on the day of the misbehavior.

Out of School Suspension. In certain cases, a student may be suspended from school for one or more days. Conditions for returning to school may be imposed at the sole discretion of the Director of Mt. Helix Academy, and it is expected that the student will perform all schoolwork assigned during the period of suspension.

Property & Materials

Personal Property.

Mt. Helix Academy recommends that all items of student property, including clothing, be marked with the student's name. Clothing can be marked with a permanent marker on the label or on another, unobtrusive place. Items that are lost or misplaced will be returned to the student when found, if they are marked with the student's name. Items found that do not have a student's name on them will be taken to the school's lost & found. Items left unclaimed at the end of each month will be donated to charity. Certain items are not permitted in school either because of the distraction they may cause other students or the risk of loss. They are:

- ◆ Cell phones, portable radios, tape players, walk-man type radios, televisions, and/or CD players;
- ◆ Audio and video cassettes, and CDs;
- ◆ Hand-held video games or game cartridges or sports cards;
- ◆ Roller skates, rollerblades and skateboards;
- ◆ Personal toys such as Beanie Babies, frisbies, small cars and Vortexes;
- ◆ Expensive jewelry.

If the items listed above are brought to school, they will be confiscated by staff, marked with the student's name and taken to the office where parents may pick them up after school.

Textbooks and School Materials.

At the beginning of the school year, students at Mt. Helix Academy are issued textbooks and workbooks, and some students are issued calculators. Students are taught how to use, manage and otherwise care for these items. They are also taught that the items belong to the school and are merely on loan to them for the school year. Workbooks, of course, are used up by the students during the year and are sent home when completed. However, textbooks and other equipment lent to the students for the year are collected at the end of the year for reuse the next year. Recycling of learning materials is one way Mt. Helix Academy can maintain the low cost of its educational program. Parents can help by showing their children how to care for valuable textbooks and other equipment and encouraging them to do so. Parents will be billed for lost textbooks or workbooks.

School Assignments & Homework

School Assignments.

At Mt. Helix Academy, students are taught the skills and knowledge that are essential to move to the next level. Knowledge acquired is built on systematically, lesson after lesson, and reviewed cumulatively, so students ultimately learn more, in more depth. Their errors, ineffective problem-solving strategies and misunderstandings are corrected as soon as possible and they are given practice in solving problems the most efficient and effective way. Finally, children are frequently told they are doing well and they learn to take pride in ever-increasing accomplishment. Part of the process requires students to perform certain school assignments on their own. Many such assignments are conducted in school so that teachers can monitor student progress and correct errors as they occur.

Homework.

Some assignments are given as homework. If Mt. Helix Academy students are to become successful adults, they must be highly skilled at solving problems requiring learning wherever they may be. Homework provides them opportunities to learn to perform learning related tasks away from school. Also, homework is designed to provide students with opportunities to practice or to extend the skills they have already mastered in school. Parents are likely to notice that they do not have to assist their children in solving homework problems because homework is not given so that students can acquire new skills. By ensuring that their child has a regular time set aside for homework, a place consistently available in which to do it, and encouragement to begin it and to finish it in a timely manner, parents will be assisting their children in becoming the best students they can be. Parents who find that their child has difficulty with homework or with the process involved in starting and doing it are encouraged to contact their child's teacher.

Make-up Assignments.

If a student is ill for only one day, it is generally possible to make up the work missed on returning to class. If it appears that a student will be absent for more than one day, it is recommended that parents contact their child's homeroom teacher for make-up assignments that can help assure the child will not fall behind her/his classmates.

III. PARENT/FAMILY PARTICIPATION

Parent Involvement at Mt. Helix Academy

Volunteering Time and/or Resources.

Formal and informal parent involvement at school is an important component of schooling for all students, and it is welcomed at Mt. Helix Academy. Formal involvement with the school can occur through volunteering at the school or by participating in the Parent-Teacher Group.

It is recognized that many parents have the desire to volunteer at their child's school, but their other time commitments preclude such activity. Informal involvement can take any of a variety of forms, such as donating money for computers, fundraising to support student activities, donating food for a class party or assisting child(ren) with homework and other school-related tasks.

Participating in The Parent-Teacher Group.

The Parent-Teacher Group, "PTG," meets monthly at Mt. Helix Academy during the ten-month academic year. All parents are welcome to participate and no dues are charged. The PTG elects officers at the end of each academic year, and it makes copies of its minutes available to all parents after each meeting. Meetings are announced in advance via the MHA Newsletter on the website.

Throughout the year, the PTG organizes and sponsors events for the enjoyment of the entire Mt. Helix Academy School Family, including a Welcome Back Potluck Picnic in August; a Halloween Carnival in October; a Thanksgiving "Feast"; a Holiday Shoppe in December; Multi-Cultural Month in March, a Bingo Night in April; Book Fairs; and Teacher Appreciation Luncheons. In addition, certain fund raising events are sponsored to support special school and program needs. The PTG also arranges for and coordinates the efforts of the Room Parent Program throughout the school year.

The Parent-Teacher Group Handbook.

The Mt. Helix Academy PTG has published a handbook that details the PTG purpose, projects, programs, parties, events and traditions at Mt. Helix Academy. Included is the PTG participation checklist on which families can check off which activities they wish to be involved in to support their child's educational experience.

Volunteering at School.

There is always room in Mt. Helix Academy classrooms for a parent who has time and talent to share in support of the educational achievement of our students. As with any volunteer effort, consistency and reliability are the keys to success. Parents who have an interest in volunteering on a regularly scheduled basis or who know of someone who does, are encouraged to make that interest known to their child's teacher or to the Director.

PTG Procedure Manuals.

Experience is not necessary to volunteer at Mt. Helix Academy. Even newcomers can chair a committee due to the extensive documentation of event procedures and checklists in the PTG Procedure Manuals compiled by previous committee chairs.

Depending on the number of individuals interested in volunteering, a training session may be scheduled to provide parents and other interested individuals the skills necessary to be most helpful as a classroom volunteer.

The Mt. Helix Academy Family Resource Directory.

Each Fall, the PTG publishes a directory which includes family contact listings, PTG committees & staff/faculty contacts, the school calendar, and fund-raising advertising.

Parents as Drivers.

Frequently, parents volunteer to assist in field trips and after school activities by driving. Because of insurance restrictions, parents cannot be permitted to drive school vans, nor can parents transport Mt. Helix Academy students other than their own children to school functions. Parents desiring to transport their own children may do so at their own expense.

Parent Communication

Mt. Helix Academy intends to provide clear and timely communication for parents and students concerning all school related matters. We provide several channels of active, open communication, including Mt. Helix Academy's website (www.MtHelixAcademy.org), notices and newsletters, conferences and school visitations. The administrative staff of TIEE is always available to respond to inquiry and the Director of Mt. Helix Academy and the teaching staff of the school are committed to keeping themselves readily accessible to parents and students.

Website.

Our school website, www.MtHelixAcademy.org, provides in-depth information about the philosophy, methods and programs at Mt. Helix Academy. Families can check the weather; order school uniforms; access the school calendar; read the latest newsletter or press release all on-line. The website is also an excellent source of information for families to share their school with out-of-town relatives or potential Mt. Helix Academy families.

Notices and Newsletters.

Mt. Helix Academy provides a weekly newsletter to keep parents informed of the current Mt. Helix Academy achievements, happenings and activities. This newsletter is published on our website, and is available at the front desk for families without internet access. At times, additional notices are sent home highlighting important issues and events beyond those covered in the newsletter. Similarly, matters of TIEE policy or notices of school program changes are communicated to parents by letter from either the Director of Mt. Helix Academy or the Executive Directors of TIEE. The school also maintains a 24-hour voice mail system for evenings and weekends in case parents have need to inform the school of issues or events (619-466-1434).

Conferences.

Parent-teacher conferences are a valuable part of each student's education, and serve the need parents may have in discovering more about Mt. Helix Academy and its unique program or in resolving any questions or concerns about a student's program or progress. In addition to the regularly scheduled Parent/Teacher Conferences in

November, conferences can be scheduled with a student's homeroom teacher, skill-area teacher or with the school's Director by contacting the school's administrative office. In addition to conferences, which are conducted in private and held in confidence, all parents are invited to Curriculum Night, held in September. Teachers from each Module take the opportunity to acquaint parents with the materials and teaching methods to be used with students in that Module for the coming year.

Visiting the School.

Parents are often interested in visiting their child's classroom while it is in session. They are welcome to do so providing the observation does not create undue disruption of the classroom activities. Observations are limited to twenty minutes and will not normally be scheduled for the same parent more than once a month. Observers are asked to refrain from interacting with the students unless permitted to do so by the classroom teacher, and to refrain from taking the teacher's time away from students and their lessons.

Arrangements for a classroom observation can be made by contacting the Director of Admissions at least twenty-four hours in advance of the desired observation. In all cases, visitors, including parents, must first report to the office, sign in and obtain a Visitor's Pass before going into a classroom, the lunch area or onto the playground.

Videotape Program.

Mt. Helix Academy has a continuing concern about the progress of its students, the best programs for students and the best preparation for teachers. Consequently, videotapes will occasionally be made of students to more effectively monitor progress toward a student's educational goals. Such tapes often provide excellent opportunities for parents to view their children actively involved in lessons and other activities. They are frequently much superior to actual classroom visits discussed above because students are less distracted and the tape can be reviewed numerous times if necessary. In addition, videotapes may be shown to professionals in training for the purpose of illustrating effective teaching strategies and techniques. In all cases in which tapes are shown to individuals other than the student's parents or teachers, the student's anonymity will be safeguarded by TIEE personnel.

School Services for Parents

Mt. Helix Academy recognizes the important role that parents play in the education of their children and the value of a strong partnership between parents and school in maximizing student achievement. It is also recognized that certain school-based services are of great help to some families. The school encourages parents to recommend other services they feel might be helpful.

Transportation to and from School.

Mt. Helix Academy is pleased to facilitate car pooling by families who live in the same general vicinity. Families are advised to make their interest known to the school's administrative office. The school does not evaluate or certify parents as drivers; nor does the school determine whether parents carry adequate automobile insurance.

Extended Day Care.

The Extended Day Care program opens at 6:30 a.m. and closes at 6 p.m. each weekday, unless advance notice to the contrary has been provided to parents. The service is available at an hourly fee, billed in 15-minute increments. Extended Day Care provides supervision of students before and/or after school, but it does not offer the directed activities that are available in the after school clubs and enrichment activities described on page 16 in the Handbook.

Tuition Assistance Fund.

For many children, the need for a quality education outside a public school setting is real, but family financial circumstances are such that tuition is only affordable with assistance. It is for such families that TIEE has established a Tuition Assistance Fund. The fund is used exclusively to support families of Mt. Helix Academy students who demonstrate a financial need. Assistance levels are reviewed annually. TIEE's Business Office administers the program. Tax-deductible contributions to this fund are welcomed from individuals and corporations. To apply for Tuition Assistance, please contact the Director of Admissions.

A. The Institute for Effective Education

TIEE History and Programs.

The Institute for Effective Education (TIEE) is a California non-profit corporation [501(c)(3)], chartered in 1972, to provide education and other services for individuals with unique learning needs. TIEE has long prided itself in implementing teaching methods and materials that have been demonstrated to result in superior learning outcomes by real students in real classrooms. The organization has taken a leadership role in teaching both public and private school professionals how to implement these practices.

Known originally as the Children's Workshop, TIEE began as a school that provided special education and related therapies for children whose special needs were not adequately served by the public schools in San Diego. Under the direction of Executive Director Ken Traupmann, the organization grew throughout the 1980's and 90's to include three state certified special education schools, Mt. Helix Academy, the Center for School Problems (previously the Center for Behavioral Problems) and programs of exemplary professional training. With its reputation for uncompromising quality of educational programming, its exceptionally talented professional staff and the school sites it owns, TIEE is positioned to be able to provide continued leadership in education and professional training well into the 21st century.

Mt. Helix Academy.

In the summer of 1993, the Board of Directors of TIEE approved the establishment of a regular education school as part of the long-range strategic plan for the organization. The transfer of Coleman Preparatory School, founded in 1983 by Coleman and Lois Furr, (now Mt. Helix Academy) to TIEE followed a year later at the invitation of the Coleman Foundation.

Under the guidance of TIEE, Mt. Helix Academy has since become one of the premier independent preparatory schools in San Diego County.

TIEE Schools for Students with Special Needs.

TIEE currently operates three San Diego area schools for special needs students between 3 and 22 years of age. ***Children's Workshop and the Young Persons' Annex***, relocated in 2001 to 4055 Camino Del Rio South in San Diego, provides a program of intensive language, pre-academic and life skills training for children whose severe problems with communication have been at least partly responsible for the emergence of their equally severe behavior problems.

The Marjorie Cook Education Center, now located at the organization's newest site at 2255 Camino Del Rio South, houses three programs. The Elementary and Adolescent Programs serve students who are capable of attaining a high school diploma, but require intensive educational programming to remediate their academic deficits and their frequently severe behavior problems. The Community Living Program is designed for students whose intellectual capacities are sufficiently limited that they often require intensive training to learn even the most fundamental independent living and survival skills.

The third of TIEE's special education schools is the ***Urban Skills Center***, located at 2225 Camino Del Rio South in San Diego. It provides training for young adults appropriate to their transition to independent living, employment and leisure time activities in the community.

Together, the three special education schools contract with 18 to 20 San Diego County school districts annually to serve approximately 200 students, whose combination of learning and behavioral disabilities are so great that programs appropriate to their needs cannot be implemented by the public schools.

All of the schools are certified annually by the California State Department of Education and are in compliance with the California Education Code, which applies to public school programs, including requirements concerning teacher credentialing.

Center for School Problems.

Many children and their families in the San Diego area require the educational services provided by the special education programs of TIEE, but they are not eligible according to public school criteria, nor do they necessarily need a complete day school program.

Consequently, TIEE established the Center for School Problems in the spring of 1994 to provide the San Diego community with a comprehensive medical and educational program for children and young adults who have any of a variety of learning and behavior problems. The name of the Center was changed in 2003 to more accurately reflect the nature of the services it offers to the community.

Directed by Dr. Barbara Lounsbury, a developmental and behavioral pediatrician, the Center for School Problems is unique in San Diego because of its ability to provide educational solutions for many common childhood problems, including school failure.

Professional Training Programs.

Professional training has been a hallmark of TIEE since its inception. Beginning in 1989, systematic training opportunities were also provided by TIEE to professionals outside the organization. Regular university-level teaching and conference presentations have been augmented by TIEE's Master Workshop Series and other professional training opportunities.

Master Workshops, which are day long or multi-day training workshops on research-validated teaching methods, are provided periodically by a combination of TIEE staff members and research practitioners from across the country.

B. Board of Directors

Members of the Board of Directors of The Institute for Effective Education serve without compensation. They are elected by the Board members themselves in accordance with applicable Bylaws. All members have been chosen because of their personal commitment to quality education for all students and the continued success of TIEE. The board meets quarterly according to its adopted calendar. Correspondence to the Board may be addressed to the Business Office at 2255 Camino Del Rio South San Diego, CA 92108.

Members of TIEE's Board of Directors are as follows:

President

Richard C. Schnetzer
Principal
R. C. Schnetzer & Associates

King Golden, Esq.
Attorney at Law

Allen Snyder, J.D.
School of Law
University of San Diego

Secretary/Treasurer

Patricia Cegelka, Ph.D.
Department of Special Education
San Diego State University

John Woods, Ph.D.
Vice Chancellor
University of California, San Diego

Sandra Daley, M.D.
Department of Pediatrics
Medical Center
University of California, San Diego

C. Sexual Harassment Policy

The State of California requires that all schools provide staff and students with a personal copy of the school's policy concerning sexual harassment.

Mt. Helix Academy's sexual harassment policy has been included in Appendix C for reference. In brief, the long-standing policy of TIEE is that sexual harassment of, or by, staff or students is unacceptable and will not be tolerated.

Mt. Helix Academy implements this State regulation with its students by accentuating the positive value of respect for all persons and concentrating on developing the display of socially appropriate behaviors by all of our students.

Student attention is not otherwise specifically called to the written sexual harassment policy. For additional information, contact the school's Director (619-466-1434).

D. Commitment Statements

Mt. Helix Academy Statements of Commitment

Child: _____
Last First Middle Nickname/Preferred name

The goal of Mt. Helix Academy is to teach the skills and knowledge necessary for its students to be high academic achievers, self-managed learners who enjoy learning opportunities, are likeable to others and highly ethical in social interactions. Achieving this goal depends upon the strength of the three-way partnership between the school, the students and their parents. Accordingly, each partner concerned with the success of this goal for this student makes the following commitment:

STATEMENT OF MT. HELIX ACADEMY'S COMMITMENT

Mt. Helix Academy agrees to provide this student with a quality education, which includes all of the following:

- Teaching skills & knowledge that will benefit the child as well as benefiting society,
- Learning with the most efficient and effective methods available,
- Education that is as free of coercion and punishment as possible,
- Teaching by teachers who are accountable for implementing effective education,
- Communicating regularly with parents in a manner which praises the student's progress and solves problems associated with unacceptable behavior or rates of learning in a positive, supportive manner.

Mt. Helix Academy Representative

Date

STATEMENT OF PARENTS' COMMITMENT

We agree to provide our child the necessary assistance and positive encouragement concerning his/her education. We further agree to support their staff, administration and program of Mt. Helix Academy and will maintain a positive and productive dialogue when raising, learning about and/or jointly resolving any issue, and we will respect school policy as it relates to our child and his/her classmates.

Parent/Guardian

Date

Parent/Guardian

Date

STATEMENT OF CHILD'S COMMITMENT

I agree to be the best student I can be. I will work hard to learn. I will follow my teachers' directions. I will be a good friend to the other students.

Student

Date



MT. HELIX ACADEMY

5955 Severin Drive, La Mesa, CA 91942

School Office (619) 466-1434 • Business Office (619) 243-1325

FAX (619) 466-1448

www.MtHelixAcademy.org