

## Bayside Academy 6-8

### SCHOOL MISSION AND VISION

#### **Mission**

*The mission of Bayside Academy is to engage all students through integrated learning experiences that encourage critical thinking and a growth mindset. We are a community built on collaboration, communication, and positive relationships, and we encourage all students to be lifelong learners.*

#### **Vision**

*At Bayside Academy, every child is inspired to develop and grow through student-centered learning that promotes equity, inclusivity, and positive school experiences.*

### GENERAL INFORMATION

This packet contains information that can be used throughout the year. Please save it so you will be able to add other relevant information that will be sent home periodically.

### AFTERSCHOOL SAFETY

Following dismissal, students should go directly home or to the extra-curricular activities they have previously agreed upon with their parent(s) or guardian(s). ***Students may not remain unsupervised on our campus. Students waiting for practice or a game, must leave campus at dismissal, until a coach or supervisor is there to monitor the team. Students attending sporting events as spectators must be under the direct supervision of a parent/guardian and will be sent home if they are on campus without a parent/guardian.*** Lastly, students will not fight, encourage, or attend fights after school on or off the campus. Students may be cited by the police for involvement in fights, including attendance at a fight as well as receive school consequences.

### CONFLICT RESOLUTION

Bayside Academy has an established process for helping students learn new and better ways to respond to conflicts. Students will develop conflict resolution skills as they work with their teachers and other staff. Our staff has been trained in restorative justice practices, and office staff are always available to provide support and counseling to students who need to resolve a conflict. To learn more about Restorative Justice Practices, please visit the International Institute for Restorative Practices at <http://www.iirp.edu/> .

## HOME/SCHOOL COMMUNICATIONS

\*\*\* If you need to reach your child throughout the school day, please **DO NOT** call or text your child's cell phone. Please call the office directly at (650) 312-7660. \*\*\*

### Telephone Numbers

- School Office: Contact the school office, **(650) 312-7660**, to speak with a member of the administrative staff. Should you reach our message system during normal school hours (8:00 am to 4:00 pm), this means all of our lines are in use. Please try again or leave a message and your call will be returned.
- Attendance: Call the attendance voice mail number, **(650) 312-7661, Ext 3**, to report an absence. Please list the student's name and reason for the absence. See page 4 for more information about absences.
- Teacher Voicemail: Call the office at (650) 312-7660 and ask to be directed to the teacher's voicemail. You can leave a message for the teacher you are trying to contact and they will get back to you as soon as possible.
- Auto Dialer: Automated phone messages are available regularly to advise families of important updates and events. Please provide your current phone number to the school office to receive this service.

### Internet

- E-mail: An effective way to contact teachers is through district email. All district email addresses are formed with the first initial of the first name, plus last name@smfcsd.net.  
(Example: Ali Rodrigues → arodrigues@smfcsd.net)
- School Website: Go to [bayside.smfcsd.net](http://bayside.smfcsd.net) to access a wealth of information regarding the educational process, opportunities, newsletters, and calendar of events.
- School Loop: This website is a source of information about school events and it gives you the ability to monitor your child's grades and teacher assignments. Register for School Loop, at [bayside.smfcsd.net](http://bayside.smfcsd.net) and click "register." To be linked to your student, you must have their student number located on their ID card, recent report card, or student schedule.
- E-Blast: Weekly email sent to families as an electronic newsletter. Please make sure we have the correct email address on file, to receive the E-Blast.

### Student Progress Information

- Report Cards: There are three trimesters and report cards are mailed home at the end of each trimester.
- Academic Progress Reports: At the middle of each trimester, an academic progress report will be sent home to families of students who are struggling academically or behaviorally.
- Student Planner/Calendar: All students are encouraged to use a daily assignment calendar, one is provided on the first day of school. These are used to write down daily assignments in all classes. Parents should check their child's homework calendar every night and reference class progress on SchoolLoop.

### Meetings

- Homeroom Discussions: Students meet weekly with their first period teacher to discuss academics, safety, well-being, homework, and responsibilities and to participate in community circles. Please ask your student to share this discussion at home.
- Parent Conferences: In the fall, parents will be asked to attend conferences to discuss student progress. Additionally, individual conferences may be scheduled by parent or teacher request at any time during the school year.

## ATTENDANCE PROCEDURES

**Absences & Tardies:** When a student is absent from school, a parent or guardian **must** call the attendance telephone number, **650-312-7661 ext. 3**, as early as possible on the first day of the absence. Absences not cleared within three school days following the student's return to school will be considered **unexcused**. If a student is absent for more than 3 days, a doctor's note must be provided for each day of absence. An absence or tardy is **excused** by the State for attendance purposes for the following reasons:

1. Illness with doctor's note (verifying all days of an absence)
2. Appearance in court
3. Funeral services for a member of the immediate family
  - a. 1 day for within California, 3 days outside California, 1 week for other countries
4. Approved religious holidays

Students arriving tardy must report to the office to sign in and receive a tardy slip.

**The following tardy policy will also be in effect:**

1. When a student is tardy, a consequence will be given by the classroom teacher or the office staff.
2. If tardiness continues, the office contacts the parent/guardian.
3. If the problem persists, parents /guardians will attend a mandatory meeting with the Assistant Principal/Dean of Students.
4. Students who are chronically late or absent will be referred to the Student Attendance Review Board (SARB).

**Early Dismissals:** Medical, dental or other important appointments should be scheduled after school. However, when this is not possible, students should bring a note to the office before school. The note should indicate what time the student is to be dismissed from school. Students leaving school early must be signed out by a parent or guardian in the office. **Upon return the next day, students must present a doctor's note from the appointment to proper excuse their absence.**

## ACADEMIC AND BEHAVIORAL EXPECTATIONS

**High Expectations:** The Bayside Academy staff maintains high expectations for students' success. Bayside's behavioral expectations are built around 3 core principles:

1. Be safe
2. Be respectful
3. Be responsible

### **Citizenship and Work Habits:**

As part of striving for excellence, students are expected to complete work and demonstrate a positive attitude. Teachers evaluate student citizenship and work habits with "E" for excellent, "G" for good, "S" for satisfactory, and "U" for unsatisfactory. Students who receive two or more "U's" from two or more teachers will be in jeopardy of losing privileges such as participation in after school sports, and attendance at dances, field trips, and end of year trips. Similarly, students with frequent or severe discipline referrals may also lose these privileges.

### **Standards Based Grading:**

The goal of all teaching is student learning and mastery of grade level standards. Students demonstrate their proficiency in a wide range of manners from class participation, to projects, to standardized tests. At Bayside, students are assessed using an A-F system where the goal is that all students should meet or exceed the standard. Please refer to each teacher's syllabus for more detailed information about grading.

**Afterschool Sports:** There are 4 seasons of afterschool sports at Bayside. Fall consists of Girls Volleyball, Flag Football and Cross Country. Winter 1 consists of 7/8th grade basketball and Winter 2 consists of 6th grade basketball. Spring is made up of Boys Volleyball, Soccer, Track and Field, and Tennis. All 6th through 8th grade students are able to try out for any after school sport.

- ***Eligibility Requirements***

- To be eligible to participate in extracurricular activities, students in grades 6-8 must demonstrate satisfactory educational progress, regular school attendance and good citizenship in the previous grading period. (Education Code 35160.5) (A) ***Maintenance of minimum passing grades, which is defined as at least a 2.0 grade point average in all enrolled courses on a 4.0 scale.***

## POSITIVE RECOGNITION PROGRAM

At the middle school level it is absolutely vital to recognize student achievement, and Bayside Academy makes every effort to recognize all levels of student achievement inside and outside of the classroom. Our recognition program is as follows:

### **Certificates of Award**

- **Honor Roll:** A certificate of award will be given to students who demonstrate outstanding levels of mastery in their classroom standards with a GPA (Grade Point Average) of 3.0 to 4.0. *The Dean's List* is given to students who have a GPA of 3.0 to 3.49. *Academic Honors* is given to students who have a GPA of 3.50 to 3.99. *Highest Academic Honors* is given to students who have a GPA of 4.0.
- **Soaring Eagle Award:** Students who have been exceptional members of our school community during each trimester are recommended by teachers, counselors, and office staff for the Soaring Eagle Award.
- **Perfect Attendance:** Students will be awarded a certificate for perfect attendance for each trimester. The criteria for this award are no illnesses, unexcused absences, and tardies. If you have perfect attendance all three years at Bayside Academy, during 8th grade promotion, there is an additional award given.
- **RAH (Responsibility, Accountability, and Honesty) Ticket:** Students who show outstanding behavior in the areas of safety, responsibility, and respect will receive a RAH lottery ticket from a staff member. These tickets are entered in a weekly lottery in which students can win prizes each Friday.
- **Character Counts:** Students will be recognized every few months when they have demonstrated characteristics of Trustworthiness, Respect, Responsibility, Fairness, Caring, and Citizenship.
- **Service to Community Award:** Students who go above and beyond in their interest in giving back and helping others are nominated for the Service to Community Award each Trimester.

## UNACCEPTABLE BEHAVIORS AND ITEMS AT SCHOOL

Bayside Academy does all it can to provide for the respect, safety, and well-being of students and staff.

### **Inappropriate actions include:**

- Slurs or put-downs of any kind
- Bullying
- Swearing
- Disrespect
- Threats
- Hazing
- Vandalism, including graffiti
- Fighting, inciting, or attending fights
- Harassment of any kind
- Drugs/drug paraphernalia possession
- Vapes, Nicotine Products
- Weapons of any kind (including toy or facsimiles)
- Actions that could cause injury to oneself or others
- Extortion (demanding money or things from others)
- Theft

**Items that should not be brought to school.** Anything that distracts from the learning environment should be left at home or remain out of sight, including, but are not limited to the following:

- iPods
- Speakers/Headphones/Air pods
- Lasers
- Spinners
- Sharpies
- Medication/Pills –*Any medicine taken at school must be dispensed by the office with a doctor's note.*
- Hand-held games
- Toys
- Trading cards
- Fast Food\*
- Anything not used for educational purpose

\*We discourage parents from bringing fast food to their students at lunch. If fast food is given to a student, the student will need to eat their lunch in the office to refrain from being a distraction at lunch time.

If confiscated, the item will be returned to a parent/guardian the first time. If it is confiscated a second time, it will be kept until the end of the current month, and if it is confiscated a third time it will be kept until the last day of school in June.

**\*\*\*Cell Phones/Smart Watches:** The SMFCSD School Board approved for our middle schools to become cell phone free environments for the 2022-2023 school year. Our District has partnered with Yondr to provide all students with a magnetic pouch for them to secure their cell phones in each morning and unlock upon exit. For more information on the Yondr Program, please check out their website at <https://www.veryondr.com/>. All families will be asked to sign a cell phone policy contract before the start of the school year. More information regarding this program as the school year progresses.

During emergency situations, students are not allowed to use their cell phone. All emergency contacts are to be made through the office. Students who need to contact their parents during or after school may do so through the front office. ***The school will not replace stolen or missing cell phones nor will the school investigate theft/loss of any of the above "...not to be brought to school".***

**Social Media Awareness:** While today's tweens and teens may be more digitally savvy than their parents, their lack of maturity and life experience can quickly get them into trouble with these new social venues. For this reason, it is imperative that parents talk with their children of all ages about social media and **monitor their online social media use** to help them navigate this new online social world. Many of the discipline situations we investigate at school revolve around the inappropriate use of social media, so please make sure to speak to your students about the proper use of technology and social media. ***\*\*Also, most social media sites require students to be a least 14 years old have to have an account\*\****

## DRESS AND APPEARANCE GUIDELINE

Students are required to wear Bayside Academy uniforms at all times.

### **School Uniform:**

**Shirt:** Plain polo shirts with collars (solid black, orange or white) without logos.

Short or long sleeves polo shirts are acceptable. \*While polo shirts are still preferred, students may alternatively wear a plain white or black fitted T-shirt if a polo shirt is not accessible. Baggy or oversized T-shirts are not acceptable\*



**Pants:** Khaki pants: Pants worn at the waist with a belt and plain buckle

Pants straight leg and proper length: no sagging or ballooning (tied with as well as no tight khaki pants



rubber bands)

**Shorts/Skorts/Skirts:** Khaki shorts/skorts no shorter than where student's fingertips reach on legs

Plain black or white tights, may also be worn under khaki skirts.

**Shoes:** Shoes and shoelaces are mainly black, white, orange, gray or brown.

**Sweatshirts & Jackets:** Sweatshirts and jackets are solid black, orange or white (**NO GREY**) without patterns and small logos only. Large logos across the chest are unacceptable.

### **Acceptable:**



### **Not acceptable:**



**Hats:** Plain black, orange or white (no logos). Hoods and hats are not to be worn indoors.

**Accessories:** All additional items such as socks, jewelry, hair ties, etc. must be in the school uniform colors: solid black, orange and white without patterns.

**Backpacks:** Backpacks can be any color or pattern that you choose, **however we do NOT allow solid red or blue backpacks.**

### **Uniform Policy\*:**

Uniforms are meant to make school life and preparation easier for students and families. Please work with us if you encounter difficulties obtaining the required uniform components. Students arriving at school without proper uniforms should report immediately to the front office. Students who willfully or defiantly violate the uniform policy will be subject to progressive discipline including, but not limited to, lunch detention and after-school detention. **\*Students not in uniform will be given an opportunity to call home for their uniform clothes or may borrow the proper uniform from the office.**

## TRAFFIC/TRANSPORTATION RULES

**Drop Off and Pick Up:** Middle 6-8 parents, drop off and pick up will be on the east side of campus (closet to Joinville). K-5 Elementary parents, drop off and pick up will be on the west side (closet to the Performing Arts Center).

**Pedestrians:** Everyone must observe the laws relating to pedestrians. Students are to remain on the sidewalks and not on the side of the street. Students are to cross streets at the proper crosswalks and not cross in the middle of the block. They are to walk on the sidewalks around the school parking lots and not cut through the lots.

**Bicycle Safety:** Bicycle riders should adhere to the rules and regulations as outlined in the California State Motor Vehicle Code. **By law, bicycle riders are required to wear safety helmets.** The school will take bikes from students not wearing helmets – parents can pick up bikes from the school. Riders should always ride with the traffic. If students are going against the traffic, they should walk their bikes on the sidewalk. Students should bring their own lock for their bicycle. The school is not responsible for theft or damage to bicycles. **Bicycles are not to be ridden on campus at any time.** If you are riding your bike to school, please get off your bike and walk it to the bike rack once you are in front of the office.

**Skateboards/Scooters:** Use of skateboards or scooters is not allowed on the school campus at any time (Per SMC ORD 1975-345-1975). Students using any of these modes of transportation to school must dismount upon arrival to the campus perimeter. If the skateboard or scooter does not fit in the students' locker, it may be placed in the office until afterschool.

**School Bus Rules:** The following bus transportation rules have been established by the district for the safety of our students. Parents are to review these rules with their children.

Citations will be issued by the bus driver for any violations listed below:

1. Any improper bus stop procedures (not lining up, rock throwing, playing in streets, any property damage at bus stop, etc.)
2. Using a bus stop other than the student's regularly designated bus stop
3. Fighting at bus stop or on bus, Scuffling or horseplay (hitting, poking, shoving, etc.) in or while loading or unloading the bus
4. Using profane or obscene language or gestures
5. Any movement from seats while bus is in motion
6. Any seat saving or obstruction of aisles or any turning around in seats
7. Unauthorized exits from emergency doors or windows, Unauthorized opening, closing, or tampering of any kind with bus controls, equipment, doors, windows or exits
8. Putting any part of body out of bus windows at any time
9. Any damage or defacing of bus
10. Creating excessive noise
11. Eating, drinking or littering of any sort on bus
12. Lighting of matches, cigarettes or smoking on bus, vaping
13. Disrespect or failure to obey bus driver
14. Carrying any weapon or hazardous materials
15. Riding bus after receiving suspension of bus riding privilege

Authority of Driver (Section 6-5CAC 14105 and 13-CAC 1217 (h) states: "Pupils transported in a school bus and/or SamTrans shall be under the authority of, and responsible directly to, the driver of the bus, and the driver shall be held responsible for the orderly conduct of the pupils while they are on the bus. Bad conduct or refusal to submit to the authority of the driver shall be sufficient reason for a pupil to be denied transportation. The driver of a school bus shall not eject any school pupil unless the pupil is given into the custody of a parent or any person designated by the parent or school."



## STUDENT GUIDELINES

At Bayside Academy we strive to maintain an atmosphere of pride, respect, and support for students and adults alike. We know that everyone will work together to make our school as rewarding as possible. To ensure that you know your responsibilities as a student at Bayside, we ask that you read the following guidelines and understand that they will be strictly enforced. Students are held accountable for adhering to the **Student Guidelines** anytime they are at the Bayside Academy, coming to or going home from school and at all school related activities.

STUDENT GUIDELINES	POSSIBLE CONSEQUENCES
1. Students must be respectful of selves, others, and property and do what is asked of them. 48900(k)	a) Parent contact b) Detention
2. Students are to maintain a safe environment. Confrontation, fighting, inciting or attending fights, hazing, touching, roughhousing, or intimidation are not allowed. 48900(a)(1), 48900(a)(2), 48900(k)	a) Conflict Resolution b) Parent Contact c) Suspension d) Police Contact e) Expulsion
3. Homework must be turned in on time 48900(k)	a) Student must complete work b) Receive less/no credit c) Detention d) Parent Contact
4. Students must have required materials for class (books, pencil, paper, binder, etc.) 48900(k)	a) Parent Contact b) Detention
5. Students must serve detention at the assigned time. 48900(k)	a) Time doubled b) Parent Contact
6. Students must arrive to school on time. Campus supervision begins at 7:45am. Students are not allowed to loiter on campus after school or at the parks, elementary school, or around the neighborhood. 48900(k)	a) Report to the office after 8:10 am for a pass. b) Multiple tardies will be referred to administration c) Parent Contact
7. Parents must call the office when their student is absent and provide a note explaining the absence upon the student's return. 48900(k)	a) Warning b) Parent Contact c) Detention
8. Gang related activity and paraphernalia are not allowed. 48900(k)	a) Item Confiscated b) Parent Contact c) Saturday School d) Suspension e) Police Contact
9. Permanent markers or liquid whiteout are not allowed. 48900(f)	a) Item Confiscated b) Parent Contact c) Campus Clean Up d) Suspension
10. Possession, use or sale of drugs, tobacco or alcohol at school or at related school activities is not allowed. 48900(c)	a) Item Confiscated b) Parent Contact c) Suspension d) Police Contact e) Expulsion
11. Weapons of any kind are not allowed at school or at school related activities (including toys or replicas of a firearm). 48900(b), 48900(m)	a) Item Confiscated b) Parent Contact c) Suspension d) Police Contact e) Expulsion
12. Students are not to accept any banned items from another student. 48900(k)	a) Item confiscated b) Parent Contact c) Suspension d) Police Contact e) Expulsion
13. Cell phones or other electronic devices are not allowed at School. <b>Bayside Academy is NOT responsible for lost or stolen items.</b> 48900(k)	a) Items Confiscated b) Parent Contact
14. Lighters, matches, firecrackers, "poppers", egg throwing, stick bombs or any other unsafe are not allowed. 48900(k)	a) Parent Contact b) Detention c) Suspension
15. Students must stay within the red-lined areas during lunch. Climbing on equipment of the adjacent field is not allowed. 48900(k)	a) Warning b) Detention
16. Students are not allowed to ride their skateboards, roller blades, shoes with rollers, and scooters on campus. 48900(k)	a) Item will be confiscated b) Parent Contact
17. Students are not allowed to chew gum at any time. 48900(k)	a) Campus Clean Up
18. Cutting class and/or leaving campus without permission are not allowed. 48900(k)	a) Parent Contact b) Detention c) Suspension
19. Students must wear appropriate clothing that does not cause a distraction. 48900(k)	a) Parent Contact b) Change Clothes

**NOTE:** Community service may be assigned in lieu of any of the above consequences. **Discipline is progressive** and the consequence given will be meaningful to the misdeed. Consequences for serious infractions will be made at the discretion of the administrators. Teachers and administrators may refer students to the counselor for special help. We encourage parents/guardians to contact teachers, the counselor, or an administrator to share any concerns at any time.