



Guardian/Student Handbook
2026-27

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Staff List

Administration

Donna Austin	Executive Director
Callen Reese	Dean of Students
Lauren Bruketta	Director of Admissions & Auxiliary Programs
Vanessa Brown	Transition Coordinator/ Assistant Director
Kimberly Rico	Assistant to the Administrative Team
Holly Storey	Head of Special Services

Department Heads

Mele Satini	Math & Science Department
Jackie Whitwill	Humanities Department

Teachers

Sofia Bell	English Teacher
Jamie Bianchi	Assistant Teacher
Jason Bystrom	Digital Media/ 21st CL/Government
Max Carter	Assistant Teacher/3D Printing/PE
David Dawson	Art
Ruthe Ann Garner	Intervention Teacher/Academic Support
Brian Deshay	Physical Education/Economics/Public Speaking
Norah Kucera	Music/Support Teacher
Jennifer Kober	Spanish/Culinary Skills
Ken Kreider	Math
Erin O'Donnell	American Sign Language
Joseph Rodriguez	Social Studies
Mele Satini	Science and Health
Jackie Whitwill	English and Economics

Related Services

Maria Collins	LFMT
John Hurley	LFMT
Sara Lunson	Assistive Technology
Kati Skulski	Speech Therapist
Allie Ryder	Occupational Therapist
Rebecca Field	College Advising

Board of Trustees

Mark Atlas

Debra Griffith

Dennis Jones

Karina Momary

Beth Mora

Deberah Schlagel

Richard Segol

Kimberly Summe

Greg Trevigne

Donna Austin, Executive Director

At Bayhill School, we strive for an atmosphere where each person (student, guardian, and staff member) is an important member of a very special community, a part of something greater than our individual selves. Each of us has responsibility and commitment to our school. This means meeting the expectations of our academic program, supporting and respecting each other in our endeavors, and participating in the activities that bring all of us together. When each of us fully accepts the responsibilities that are inherent in belonging to our community, then our school thrives. It is our goal for students, guardians, and staff of Bayhill School to work together in establishing a community that supports learning, tolerance, respect, and responsibility. We encourage each of you to accept this challenge, as you become a part of our school community.

Mission

The mission of Bayhill School is to educate students with learning differences, focusing on their individual learning needs, with the goal of maximizing their inherent abilities and their potential to achieve success. Bayhill School has an individualized curriculum that addresses each student's learning differences and provides enrichment in their areas of strength and interest.

History

Bayhill was founded in February of 2006 by a group of educators and guardians concerned about the need for a comprehensive high school in the East Bay for students with learning differences. Bayhill's founding was a response to the closing of the high school program at Raskob Day School, one of the oldest programs for individuals with learning differences in the United States. Upon the closure of Raskob High School in June of 2007, Bayhill provided continuity for students and faculty, using research-based interventions similar to those developed by educational leaders at Raskob. Bayhill opened its doors to students in grades 9-10 in September 2007. The full high school grade range would be served in the 2008-09 school year with the first graduating class celebrating their completion of high school in June 2009. In the 2025 - 26 school year, Bayhill opened its doors to grades 7 and 8, ultimately changing the name to Bayhill School.

Practices

Bayhill School believes that students can reach their potential through the following practices:

- A school community that welcomes students from diverse cultural and economic backgrounds.
- A curriculum that will challenge and prepare students who aspire to attend a two- or four-year college or university to be well-prepared for higher education.
- Personalized transition counseling to assist students to reach their goals in higher education and/or the workplace.
- Remediation of academic skills using multi-sensory, explicit teaching approaches and a focus on life skills that will ensure success in college, work and independent living.
- A continuous emphasis on the development of strategies for acquiring knowledge, problem solving, and studying.
- Enjoyment of the arts and opportunities to develop creative and artistic potential.
- The use of assistive technology as a tool for understanding and expression.
- Activities that promote the development of physical fitness, health, and sportsmanship.
- Opportunities to contribute to the community through leadership and service.
- Highly-trained teachers who continuously pursue professional development and model a love of learning.
- A caring community that nurtures satisfying relationships between students, with faculty, and that includes family members. The school culture emphasizes ethical behavior and moral principles, cooperation in work and play, tolerance of individual differences, and pride in accomplishments..

Student Learning Outcomes

Successful life-long learners who:

- Develop strategies to maximize their academic skills
- Apply organizational strategies
- Utilize their skills critically and for problem solving
- Use their skills to express themselves verbally, artistically, in writing, and with technology

Effective communicators who:

- Develop and maintain positive relationships
- Use language appropriately in social, academic and professional situations
- Show respect for themselves, others, and the community

Self-aware advocates who:

- Are able to identify and articulate their learning styles, strengths and needs
- Use their learning strengths to accommodate their learning challenges

Positive and involved students who:

- Are actively involved in the learning process and school community
- Demonstrate resilience by persevering through academic and personal challenges

Adolescents who are ready to transition into adulthood by:

- Developing career goals
- Setting appropriate goals and expectations for post-high school life
- Identifying the connection between personal interests and career possibilities
- Developing an appropriate post-secondary plan
- Identifying the connection between personal interests and career possibilities

Accreditation

Bayhill is fully accredited by the Schools Commission of the Western Association of Schools and Colleges (WASC) and the California Association of Independent Schools (CAIS). Bayhill School is certified as a Nonpublic School by the California Department of Education.

Non-Discrimination Policy

Bayhill School admits students of any sex, sexual identity, religion, race, color, national and ethnic origin to all the rights, privileges, programs, and activities generally accorded or made available to the students at the school. It does not discriminate on the basis of sex, sexual identity, religion, race, color, national and ethnic origin in the administration of its educational policies, admissions policies, scholarship and loan programs, and athletic and other school-administered programs.

Academic Program

Curriculum

Bayhill individualizes our rich curriculum to meet the needs of diverse learners. Whether a student has dyslexia, ADHD or another learning disability, we understand how each student learns best.

All of Bayhill's courses offer a rigorous curriculum taught in a highly structured and scaffolded multi-sensory approach. Our high school courses meet the A-G requirements for admittance to a Cal State or UC College. Bayhill exceeds California Graduation Requirements and is Common Core compliant.

While our high school courses meet A-G standards, modifications can be made for students. When a student requires substantial modifications, transcripts are noted with an (M) indicating that they did not meet the A-G requirements. Those students continue to have the option to attend a two-year college or other programs.

Bayhill only offers a diploma track. We do not have a Certificate of Completion track.

Imbedded Accommodations

At Bayhill, students naturally receive more time to complete assignments, tests, and projects. Students can take tests in a quiet space or with a reader. Lessons are taught using auditory, visual, and hands-on modalities. We also help students discover which accommodations they need and encourage the development of self-advocacy skills.

Assistive Technology

All Bayhill students use their computer and Google Apps to complete, organize and submit most of their assignments. We provide our students with access to Bookshare and other digital/audio text formats. Our 21st Century Learning class teaches students how to leverage technology in academics. Students learn useful computer skills and tools that not only help them in high school, but also prepare them for college and the workplace.

Supportive Teachers

For students who have struggled in the past, it's a relief when they finally feel that someone has their back. Our teachers build trusting relationships with their students based on mutual respect. Bayhill is a community of students and staff who work together to create a positive school culture. We stay connected with our students long passed graduation

Student Expectations

- Be on time
- Come prepared to learn
- Engage and participate fully
- Be respectful
- Self-Advocate

Middle School Courses

Currently, our middle operates on combined 7th and 8th grade 2-year cycle of study.

English Language Arts

History

Science

Math - remedial, grade-level, or advanced

Physical Education

Focused Strategies

Elective

High School Course Options

Throughout the day, students may study the following courses:

English	Four years (literature and composition in each course)
Social Studies	World History; US history; Economics and American Government; Cultural Geography; Psychology; Ethnic Studies
Mathematics	Algebra 1; Algebra 1a/ 1b; Geometry; Algebra II; Pre- Calculus; General Mathematics; Personal Finance
Science	Environmental; Biology; Chemistry; Physics
Languages	Spanish I, II & III; American Sign Language I, II & III
Arts	Art Fundamentals; Advanced Arts such as Drawing & Painting, Sculpture, Photography; Filmmaking; Graphic Design
Physical Education & Health	
Specialized Courses	Study Strategies; Life Skills; Read/Write Success; 21 st Century Learning; Public Speaking

Graduation Requirements

- English – four years (literature and composition in each course)
- Social Studies- World History, Culture, and Geography; U.S. History; Economics, American Government

- Mathematics – three years (must include Algebra I or the equivalent of the first year of algebra)
- Science – two years (two of the following– Environmental, Biology , Chemistry, Physics)
- Visual and Performing Arts – one year
- Physical Education & Health – two years
- Vocational Education and Community Service – one semester
- Elective Class – one year (college preparatory elective or any class chosen by the student)
- Study Strategies/Technology – one year (required for students entering 9th grade)
- Public Speaking - One Semester (required for students in 10th grade)

“A-G Requirements”

These are necessary for admittance into the University of California and State University systems:

- A - History/Social Science (two years required - one year of World History, Culture, and Geography and one year of U.S. History or one-half year of U.S. History and one-half year of American Government)
- B - English (four years required – includes regular writing and reading of classic and modern literature)
- C - Mathematics (three years required – one year of Algebra I {beginning algebra content may be covered in two years but only counts as one year}, one year of Geometry, one year of Algebra II)
- D - Laboratory Science (two years required in at least two of the following areas - Biology, Chemistry, and Physics; Algebra I is a prerequisite or co-requisite)
- E - Language Other Than English (two years of the same language)
- F - Visual and Performing Arts (one year including dance, drama/theater, music, or visual art)
- G - College Preparatory Elective (one year required - advanced Visual and Performing Arts or additional classes in academic disciplines)

Course of Study

Below are typical courses of study for those who are on an” A-G” College prep course of study and those who need more foundational remediation. There are a number of variations depending on interests and individual differences.

Typical Course of Study

9th Grade	10th Grade
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21st Century Learning English 9 PE Art Fundamentals or Band World History Algebra 1 or Geometry (Option to begin science)	English 10 PE/Health Environmental Science or Biology Geometry/ Algebra 2 Spanish or ASL Public Speaking/Ethnic Studies Elective
11th Grade	12th Grade
English 11 US History Biology, Chemistry or Physics Algebra 2/Precalculus Spanish 2 or ASL 2 Elective Elective	English 12 Government/Economics Chemistry or Physics Pre-Calculus/Advanced Mathematics Life Skills/Personal Finance Psychology/Cultural Geography Elective

Scheduling

Course schedules for 9th grade are designed by looking at incoming neuropsych reports and recommendations by 8th grade teachers, as well as consultation with the guardian and student. Thereafter, schedules are designed based on previous class performance, case manager recommendations, and consultation with guardian and student.

JupiterEd & Google Classroom

Bayhill's Student Information System is JupiterEd or Jupiter Grades. The system contains student contacts, emergency information, forms, current classes and grades, attendance records, and official transcripts. Students are expected to check JupiterEd daily for assignment due dates and upcoming tests. Jupiter also allows students and guardians to email teachers. Teachers update JupiterEd weekly.

In addition to JupiterEd, teachers use Google Classroom to organize assignments and communicate with their classes. Google Classroom is integrated with JupiterEd.

Grading Policy

Students must hand-in assignments on the due date or the teacher will indicate "missing". Grades 7-10 have 10 days weeks to hand-in missing assignments, with 5% deducted for each day late. Grades 11-12 have 5 days to hand-in assignments, with 10% deducted for each day late. After three missing assignments not turned in, grades 11-12 will not be allowed to turn in late work without previously agreed extensions.

Grade scales

93 - 100% = A

90 - 93% = A-

87 - 89% = B+

83 - 86% = B

80 - 82% = B-

77 - 79% = C+

73 - 76% = C

70 - 72% = C-

67 - 69% = D+

63 - 66% = D

60 - 62% = D-

59% = F

Grading Categories

- Homework
- Classwork
- Tests & quizzes
- Projects or labs
- Attendance
- Participation

Modified Grades

Report cards also indicate modified grades with an (M), Modified grades reflect greater than 20% modification of the standards grade level curriculum. This may include simplification of materials, decreased assignments or expectations of performance, and alternate activities or activities that deviate from the standards for the course. Decisions to modify students are made in coordination with case managers, teachers and guardians.

Report cards are mailed at the following times:

- Quarter 1 - 2 weeks after close of quarter
- Semester 1 - 2 weeks after returning from Winter Break
- Quarter 3 - 2 weeks after close of the quarter
- Semester 2 - 1 week after the last day of finals

Academic Alerts are issued halfway through each grading period when students are falling below a C-.

Add/Drop Period

Decisions to add or drop a class should be made within the first 6 weeks of school in consultation with the case manager. Changes are subject to availability.

Homework

Homework at Bayhill is for the purpose of practicing what was learned in class. Most students in grades 9 - 12 can expect to complete between 30 minutes and one hour of homework. English and math often give homework daily, but other classes give homework only once or twice a week. Homework is rarely given to 7th and 8th grade students.

Mid-terms, Final Exams, & Cumulative Assessments

Midterms exams, projects or essays are given half way through the semester and are worth 4% of the overall grades. Final exams, projects or essays are cumulative assessments for the semester. Finals count for 6% of the overall grade.

Strategies for Success Class

Strategies for Success Class is offered as an elective course in 10th - 12th grades, by approval of a case manager. This class meets daily and receives a Pass/Fail grade. Part of this class is establishing executive functioning routines for planning and organization. They then have the remainder of the period to work on assignments and receive help from the teacher. Students should also work on study strategies and test taking strategies.

Related Services

Bayhill's philosophy is that related services should be integrated into our school program through communication and consultation and whenever possible should be available on site to minimize travel and inconvenience. Bayhill can provide the following:

- Speech & Language Therapy
- 1-1 Remediation - Reading, writing, executive functioning
- Assistive Technology training
- Occupational Therapy
- Mental Health Counseling

Bayhill believes that students should be in the classroom as much as possible. To that end we advocate providing services in a push-in modality as much as possible. All related services are provided at an additional cost to families or school districts.

Field Trips

Field trips are planned throughout the year to enhance study units or to provide a wider range of exposure to the arts and the world around us. Field Trips should not be considered optional as they are central to instruction. If a student is present the day of the trip, he/she is expected to participate fully in the field trip. While most field trips will not require any additional charge, some high school trips (i.e. theater excursions, camping trips) may require a minimal charge.

Parents/guardians will be informed of field trips in advance. For your child's safety and well-being a permission slip must be returned and be on file at school prior to the actual day of the scheduled trip or the student will not be able to participate.

Sometimes guardians volunteers are needed to help transport students to events. All drivers must be appropriately insured and each passenger must have a seat belt. Bayhill drivers must submit proof of automotive insurance and a form so that Bayhill may request a driver's report from the DMV. Parents will also need to be fingerprinted and have a TB clearance. Also, for the safety of all passengers, we ask that drivers refrain from using cell/car phones while operating the vehicle.

Bayhill has a school van that can accommodate 10 people. We ask that when students use it, that they respect the space, keep it neat and clean after use, and follow all directions when in use.

Physical Education

The philosophy of the Physical Education program is to help each student reach his or her full potential emotionally, socially and physically. Physical education activities emphasize motor development, fitness, positive self-image, and appropriate social interaction. During the school year, a wide variety of individual activities and team sports skills are offered to allow students to experience success, enjoyment and knowledge of different physical activities. Students' skills are enhanced through sequential instruction, practice, and competition. An emphasis is placed on developing cardiovascular and total body fitness. Good sportsmanship and safety are also emphasized.

Students taking PE are required to purchase two PE shirts, and participate in all PE activities. If requesting a child be excused from PE, guardians/guardians must send a written explanation to the teacher. The note must specify the reason and the length of time. Although excused, the student will attend the PE class, but not participate in the activities. If a written note is not received, the student will not be excused from

participation. Any excuse requested for longer than five consecutive days must include a physician's authorization.

Our main concern will always be your child's safety and well-being. In the event of an accident or emergency, if it is deemed appropriate by the Physical Education Instructor or other personnel, an ambulance may be called to campus. Parents will be contacted immediately of any such incident. Please keep us informed of any changes in emergency information, especially telephone numbers where you can be reached during the day

College & Transition Program

The Bayhill High School College & Transition Program utilizes a student/family focused model designed to ensure successful transition from school to adulthood. Since transition looks different for each student, the program is designed to offer many options based on the individual needs and interests of the student. These options include post-secondary education (2-year and 4-year college), vocational training, continuing and adult education, independent living skills, and supported employment services.

During their Bayhill career, students are exposed to life beyond Bayhill as a regular part of the school culture. Within the context of the classroom, students:

- Bayhill graduation requirements
- Learn the A – G requirements (requirements to apply to the California State and University systems)
- Understand how to look at and interpret their transcripts
- Take the Aspire (Pre-ACT)
- Take the Strong Interest Inventory to learn about their possible career interests
- Reflect upon their own college readiness
- Learn how to write a personal statement
- Understand the basics of the laws that affect people with disabilities in higher education

Additionally, each year, Bayhill hosts a comprehensive [College & Transition Fair](#) where representatives from colleges, art schools, independent living programs, and work and Gap Year programs are available to speak with students and their families about the various options available for post-high school life.

Juniors and Seniors and their families meet individually with the [College Advisor](#) and Transition Coordinator to develop a post-high school plan. Ongoing meetings ensure that they have the appropriate support to make a smooth transition from Bayhill to adulthood.

Graduation

Graduation is held the last week of school. All students are allowed a certain number of guests depending on class size. This is a beautiful event meant to celebrate your child's successful completion of high school and their path into adulthood. Additionally, we have a three day senior trip for students and a few faculty. Graduation fees for the graduation event, cap and gown and senior trip are assessed at the beginning of the senior year.

Student Life

Assemblies

Bayhill High School seeks opportunities to build community and school spirit, to give students chances to practice public speaking and performing, and to publicly acknowledge and reward academic progress and good citizenship. These goals are the primary purposes of assemblies. Students are gathered together as a school to discuss upcoming events, hear announcements, discuss significant events in our school, community, and world, view classroom performances and student exhibitions, and receive awards.

Leadership/Student Council

Bayhill High School believes that students should have opportunities to develop leadership skills and to become active citizens in their school community. One activity that develops these qualities is student council. Students who are interested in joining the student council may do so by taking the Leadership Course or by becoming volunteer members helping with functions of Student Council.

The student council meets during leadership to plan and organize school events, as well as occasional lunchtimes in order to provide opportunity to participate to more students. These events may include school dances and other social events and school improvement projects. Students are encouraged to initiate ideas and projects that they care about. They are also asked to represent their grade and homeroom by communicating with their peers and representing their concerns and ideas.

Expanded Electives

Bayhill greatly expanded electives in the 22-23 school year to provide daily opportunities for students to explore areas of interest. Many of our new electives are Pass/Fail electives based on participation.

Social Events

Bayhill High School organizes a number of social events throughout the school year to allow students to develop and maintain friendships, and encourage appropriate social interaction. These may include school dances, prom, parties, and outings in the community. Participation is optional but encouraged. Bayhill faculty relies on guardians to help plan, supply, and provide transportation for these events.

Sports League

Various sports are offered each year. Bayhill is part of the Small Schools Sports League and plays a number of small high schools in the Bay Area. The following sports are offered based on adequate numbers of teams in the league

- Fall - Volleyball
- Winter - Basketball
- Spring - Volleyball

Students will practice two times per week and participate in scheduled games. Students who choose to participate in leagues will be charged for participation following the policies of our afterschool program. We do not want to have the fee for our competitive sports league be prohibitive. If you need financial assistance for your child, please contact the Executive Director.

Students at all skill levels are encouraged to participate on teams. Student athletes do not need to try out for teams and Bayhill has a no cut policy. Our goal is to have students, no matter what their athletic level, experience personal success and learn to value the importance of teamwork.

Sign up for this activity only if your child is willing and eager to participate in structured and competitive practice and games. Students will be expected to regularly attend practice and be well-behaved in order to participate in the sports leagues. All students and guardians must sign an acceptance of expectations to ensure the safety and success of all participants. Students who fall below a 2.0 or have an F in a class will not be able to participate until their grades are improved.

Grade Level Trips

Grade level trips happen once or twice a year and include a 7th - 9th grade ropes course, 10th grade camping trip, 11th grade trip, and 12th grade trip. We also do grade level bike trips in the spring.

Procedures

Drop-off/Pick-up

- Students may arrive at Bayhill no earlier than 8:00 am and must be picked up by 3:40pm.
- The zone in front of the school is a fly-by, there is no parking in the morning and afternoons. Consider dropping off your child in a less crowded area to avoid traffic.
- All students must enter through the front of the school and sign in with the receptionist in the school office.
- Students must be picked up or leave school promptly after formal supervision ends. Be considerate of traffic by not arriving too early or double parking. Consider setting up a meeting place in a less trafficked area. It is our desire to avoid complaints from our neighbors by limiting traffic congestion.
- Avoid using drop off areas in front of the elementary school kitty corner to Bayhill.
- If students need to leave early, guardians must call ahead to the front office and sign their child out. Failure to sign your student out of school will result in a phone call home to verify your student's whereabouts.

Transportation

Families may choose to arrange to carpool with other Bayhill families in order to increase the ease of what is often a long commute. Bayhill does not assist in the formation of carpools except to provide all families with a roster that they may use to contact families in their area. We encourage carpooling families to work towards ensuring that students arrive at school on time and be proactive in resolving conflicts.

Students have many options for using public transportation to travel to school. Suggestions for routes may be found on our website or by asking in the office.

Bayhill does not provide parking for students who are licensed to drive and drive themselves to school. Students may park on the streets near the school. They should abide by all parking and driving regulations. Please let us know if you're having difficulties with transportation or parking and we'll attempt to help troubleshoot.

Absences/Late Arrival

- If your child will be absent or unavoidably late, please call the school before 8:30 a.m. Only guardians may excuse a child from school.
- Parents may excuse their child for up to five school days per semester. A doctor's note will be required if a student exceeds five school days per semester.

- An absence is an absence whether excused or unexcused. **If a student is absent more than 10 days in a semester, they are at risk of not receiving credit for the class.**
- **Tardies more than 15 minutes late, will be considered an absence.**
- Our staff is prepared to help students who miss school because of illness or absences that cannot be prevented. Independent study or work packets **will not be given** for elected absences.
- In addition, for students whose schooling is funded by school districts, absences will be reported to the district and excessive absences may result in an emergency IEP to determine appropriate actions and whether Bayhill is an appropriate placement.
- Any student who becomes ill during the day should report to the front office. If the student needs to go home, we will call the guardian/guardian to pick up the student or give the student permission to leave school. A student will not be permitted to leave campus unless the guardians/ guardians can be contacted.
- Truancy or "cutting" is defined as an absence from class for any part of the school day without the knowledge and consent of guardians, guardians, and school personnel. Truancy will result in academic credit being withheld for work missed, plus appropriate disciplinary actions.
- Students who are absent on a given day are not allowed to participate in sports, special events or co-curricular activities that day.

Religious Holidays

Students are allowed to be absent from school to observe religious holidays, and should inform their teachers ahead of time. They should request homework and missed classwork in order to stay on track in their classes. Teachers will grant extensions for homework, classwork, quizzes, tests, etc. as needed in cases of religious observance.

Off-Campus Lunch Rules and Procedures

High School students at Bayhill are able to enjoy both on and off-campus lunch options. Bayhill is an open campus during the lunch hour for high school students in good academic and behavioral standing. All students are able to earn off-campus lunch on a one week basis. Your behavior and grades for one week determines if you'll be off-campus. 10th-12th grades have this privilege starting the first day of school. 9th graders are able to earn off-campus lunch starting after Bayhill's first academic alert period (5 weeks into the first semester). 8th grade students earn off-campus lunch their second semester if allowed by the student's guardian.

Procedures:

1. You must have a signed guardian/ guardians consent form in the front office (a signed permission slip)

2. You must use the sign in/ out lunch form in the front office every day you go off campus. NO EXCEPTIONS
3. Represent our school well in the community.

Bayhill School is very fortunate to call this beautiful building our home. Bayhill School is committed to preserving this beautiful facility. In an effort to ensure a clean campus, students may consume food and beverages only in the lunchroom and outside. In the classroom and with teacher permission, students are able to consume water. Students may not eat, drink or chew gum in the hallways, lobby, gym, or in classrooms. Students are asked to throw away all trash into the appropriate containers and to keep all areas litter free. Students should bring bag lunches as there is no school cafeteria.

Lockers

Students are assigned lockers that are for the student's sole use. Students are not to change lockers without authorization from an administrator. School lockers are not insured against theft of valuable personal possessions, which should not be stored in them for any length of time, no matter how brief. Each locker remains the property of Bayhill School, which reserves the right to enter if there is suspicion of illegal substances or weapons, with or without the permission of the student and or the student's guardian/guardian. Students must bring their own locks.

Textbooks

Textbooks are assigned to students by teachers at the start of the year and are to be returned in similar condition prior to the end of the year. Many textbooks offer online editions, limiting need for checkout. Failure to return textbooks will delay final report cards being sent out. In the event that a textbook is lost or returned in unacceptable condition, the family of the student will be billed for a replacement copy.

Lost and Found

The lost and found is located in the main office. Students may claim items during school hours. Items not claimed at the end of the year will be donated to charity.

Communication

JupiterEd

Bayhill School is committed to frequent communication between school and guardians in order to ensure a productive partnership in the interest of each student benefiting to the greatest extent possible from their experience at Bayhill. One of the primary mechanisms for communication is JupiterEd, an internet-based communication system. Jupiter allows students and guardians to check their current grades and homework online anytime. Everyone has their own password, so grades are always private. Parents and students can use JupiterEd to message teachers and case managers.

Telephone Messages

If it is necessary for you to leave a message for your child during school hours, please telephone (510) 984-0599. In general, it is not possible to speak to a student or teacher during school hours. Messages will be taken and forwarded to your child or the teacher. Please telephone before 2:45 PM if you need to let your child know about a change of plans for after school (example: take the bus home, I will be late picking you up, etc.). Students must have permission to make or receive phone calls.

Case Managers

All Bayhill students are assigned a case manager who is the main point of contact. We try to limit teachers being overwhelmed by guardian emails and/or phone calls. Often the case manager is able to handle all guardian questions and requests in a timely manner. Parents should always start by contacting the case manager.

Teacher Communication

If guardians or students have questions about specific classroom assignments, they may want to contact teachers, email is often the preferred method. All Bayhill teachers have an email address that is the following format: teacher's lastname@bayhillhs.org or through JupiterEd.

There are many opportunities throughout the school year for guardians to meet with administrators and teachers. We also welcome additional appointments. While our doors are always open, if your concerns warrant a conference, we request that you schedule one in advance rather than drop in.

Parent Conferences

Annual guardian conferences are held one per year for non-IEP students. Conferences are generally held between 3:30 pm and 5:00 pm but special arrangements will be made if possible. Conferences are to be attended by the student, guardian(s)/ guardian(s) and led by one of Bayhill's designated teachers, who have consulted with all teachers prior to the meeting. The student's case manager may also be present at the conferences. Teachers will attend if the student is in danger of failing their class and guardians are also able to request that specific teachers/ administrators also be present. Recent benchmarks are discussed, as well as academic and social adjustment and progress. Participation in guardian conferences is mandatory.

Individual Educational Plans (IEPs)

For district funded students, Bayhill fully participates in the IEP process including writing and monitoring goals, holding annual and triennial IEPs, and conducting assessments as requested by the district. Bayhill students are given the opportunity to participate in their own IEP meetings. All students are informed when they are having an IEP and who is on their IEP team. They are also informed that they may speak privately and confidentially with any member of their IEP team if they choose.

Bayhill School is a private non-public school and holds the right to refusal to accept a student on an IEP. Bayhill does not favor or disfavor students on IEPs. Additionally, if Bayhill is unable to meet the educational needs of a student or if a student repeatedly interferes with the learning of other students or teachers' ability to teach, Bayhill can issue a 20 day notice requesting the district to find an alternative placement for the student.

For non-district students seeking IEP placement, Bayhill will provide impartial written or verbal input, but will in no way advocate for the student. Bayhill School has a policy of not participating in legal proceedings between families and school districts, including faculty or staff testifying at hearings. This is to ensure that Bayhill can remain neutral and to protect our employees from the stress that these proceedings may entail. Bayhill cannot accept more than 50 students on an IEP, thus there is no guarantee that a privately placed student will be able to convert to an IEP placement.

The Family Educational Rights and Privacy Act (FERPA) is a Federal law that protects the privacy of student education records. The law applies to all schools that receive funds under an applicable program of the U.S. Department of Education. FERPA provides guardians with the right to inspect educational records, prohibits disclosure of confidential student records in many circumstances by school officials, and gives guardians the right to challenge the content of educational records that are inaccurate.

Copies of the FERPA statute and regulations are available at www.specialedlaw.net. Bayhill families have the right to access and review their student's records at any time. As a courtesy we request five days advance notice for transcript requests and copying of student records.

Confidentiality

All information concerning your child's academic and psychological records and progress reports is confidential under Federal and State laws (Public Laws 94-142 and 93-380 and California Laws, Chapter 1229, Statutes of 1974.) These reports may not be distributed to any professional or other person who is not a Bayhill School staff member without the written consent, in advance, by the guardians or legal guardian of the child, under the Family Educational Rights and Privacy Act of 1974, except by court order. The rights accorded to guardians under the Act pass to students or former students at age 18. Requests to review records or to receive copies of records should be received with enough advanced notice for Bayhill to comply, preferably five days in advance.

Current Student Transcript Request

1. Complete a transcript request form available on our website or in the front office. and provide a stamped addressed envelope for each transcript request.
1. If you have more than one request you will need to staple all forms together and paper clip them to the stack of envelopes.
2. To pick-up an Official Transcript, fill out the request form and check the pick-up box.

Change of Address

Students and their guardians/guardians are responsible for notifying the school immediately of any changes of guardianship, address, or telephone number.

Citizenship

Plagiarism

Plagiarism is against school rules. The definition of plagiarism is “representing the work of others as one’s own”. This includes failing to acknowledge or properly document sources of information including electronic (internet) sources.

Students should not:

- Copy another person’s homework, test answers or other academic work.
- Allow other students to copy or paraphrase your homework, test answers or other academic work.
- Submit, as your own, previously published material.
- Use Chatgpt or other AI programs in their writing without citing their source.

The goal of academic work is to gain knowledge and skills. Cheating and plagiarism circumvent the process teachers have carefully planned that will help students achieve this goal. Violations of this policy may result in disciplinary consequences, reduced credit or no credit for the assignment, and additional assignments to make up for the lost educational experience.

Dress Code

In an effort to allow agency to students, the Dress Code was amended to consider the input of students. Bayhill students should come to school dressed in a manner that is consistent with our dress code. We expect our students to meet a reasonable standard of personal appearance. We realize this can be a sensitive issue, and we work to keep a balanced and reasonable dress code. The school’s dress code does not differentiate between males and females, and allows students to fully express their gender identity.

1. All clothing must be clean. Clothing which is not worn appropriately, not properly fastened, or with tears or holes in inappropriate places, are not permitted.
2. Students must not, at any time, wear clothing or accessories that include messages associated with gangs, alcohol, drugs, excessive violence, tobacco products, or other illegal substances or paraphernalia, sexual connotations, indecent/lewd writings or pictures or cartoon images that support or depict discrimination on the basis of age, disability, national origin, marital status, race, religion, sexual orientation or gender are not allowed.
3. Students may wear pants, shorts, skirts and dresses that cover private areas and undergarments.

4. Students' clothing should be a suitable length for both classroom and P.E. activities, allowing them to move freely without exposure to private areas.
5. Midriffs may be worn up to 2 inches above the belly button (this is to ensure that students will be able to move freely in all activities without risking exposure).
6. Spaghetti straps may be worn, but necklines should not be too low and should allow students to fully participate in all activities with ease and without overexposure.
7. The list of restricted items includes: backless to the waist tops and dresses, tube tops or other strapless tops, and skirts/dresses or shorts that expose private areas when engaging in academic or physical activity.
8. Outfits that are transparent or display undergarments are not allowed.
9. Footwear must be worn in the building at all times.
10. Sunglasses may not be worn inside.

Possessions

It is each student's responsibility to ensure that all possessions are kept secure from possible theft and/or vandalism. Valuables should be left at home. Bayhill cannot and does not assume responsibility for stolen, lost, damaged, or vandalized possessions. Bayhill will supply a locker to each student and we encourage students to keep possessions in their lockers and not left unattended in classrooms or common areas. In addition, there are items that are never to be brought to school. Items inappropriate for school will be confiscated. It is impossible to name everything, but this category would include knives, firecrackers, guns, replicas of guns, bullets, B.B's, alcohol, tobacco, lighters, matches, drugs, certain magazines, electronics, or any item that may be a distraction to students. Police will be called in the event that a student is found with a weapon.

If an incidence of theft occurs, Bayhill will conduct an investigation. This investigation may include interviewing students, viewing tape from security cameras that are placed in common areas, analyzing the motivation and opportunity of suspects, and conducting school-wide assemblies. However, the best prevention for theft is for students to secure their valuables appropriately in lockers or leave them at home.

Drug and Alcohol Policy

Bayhill's goal is to maintain a drug and alcohol free school environment. This policy is strictly enforced on and around school premises and at all school sponsored activities, both on-campus and off-campus. In cases where a student has been found to have possessed or used controlled or mind-altering substances, school authorities will investigate and determine the school's response. Possible consequences of the

investigative review may include, but are not limited to expulsion, suspension, probation, periodic testing and assessment, education, counseling, and exclusion from school activities. Failure to comply with the outcome of the investigation may result in expulsion or other disciplinary action. Failure of guardians/guardians to cooperate and support the conditions for the student's continuing at the school may result in the expulsion of the student.

If a student is thought to be under the influence of any mind altering substance, a guardian will be required to pick them up. The student will not be allowed to self-transport.

Search: In cases where an administrator has reasonable cause to suspect that a student may be in possession of an illegal, dangerous or stolen substance or object, the administrator may ask the student to submit to a search of the contents of the student's locker, backpack and pockets in the presence of another adult staff member. Should a student refuse to submit to a search order for reasonable cause, law enforcement may be called, and s/he may be suspended or expelled from school.

Behavior Expectations

An Epidemic

Vaping has become an epidemic across high school campuses nationwide. Bayhill is not immune from this chronic problem. During the 23-24 school year, our student population saw an increase in vaping. Vape pens are easily attainable in the Bay Area and may contain nicotine or THC (the psychoactive chemical in cannabis that makes users feel "high").

New Detection Devices

Vaping gives off less odor and less "smoke". It can be difficult to detect vapor because it disappears quickly. Bayhill has invested in Vape Sensors. Our bathrooms are now equipped with these devices. They are not 100% effective at detecting vapor but they will be one component of our efforts to deter vaping.

Reasonable Search

If a student is reasonably suspected of possessing drug/nicotine paraphernalia (student/staff reports, vape detectors, odor, behaviors indicative of being under the influence, etc.) they may have their belongings searched. Parents will be informed and two administrators of separate genders will be present for the search. If a student refuses a search, it will be considered a violation and the offense protocol will be implemented.

Off-Campus Vaping

Vaping doesn't only happen in the bathrooms, students often vape when they are off campus for lunch. Guardians must understand that we do not monitor students when they are off campus. If you are concerned about your child's vaping use, please rescind their off-campus privileges.

Education

Another component of our Vaping Deterrence Efforts is education. Every other year, grades 7 - 12 will complete a 6 lesson education unit from Stanford Medicine the lessons will take 6-8 class periods to complete.

Guardian Education

We have also seen a high need for guardian education. We have a guardian education meeting via Zoom near the beginning of the school year. Guardians will have access to the lesson modules and discussion guides. It is vital to our efforts that guardians be active participants in discussions with their children. This epidemic cannot be fought by schools alone, families need to take an active role in preventing vape use by their children.

Consequences for Vaping on Campus or off Campus during school hours.

1. Students caught vaping on campus will be assumed to be under the influence of a mind-altering substance as we cannot be sure whether they are vaping nicotine or THC. Therefore, guardians MUST immediately pick up their children. Due to the possible risks, students cannot be released for other transportation.
2. The first offense will result in a one-month loss of off-campus privileges with community service, and a mandatory meeting with the student, guardian(s), and administration to discuss the standing at Bayhill.
3. The second offense will result in an in-school suspension of 5 days, vaping education for the student and guardian, a referral to a drug/ nicotine rehabilitation program, and a mandatory meeting with the student, guardian(s), and administration to discuss the standing at Bayhill. For district students, a district representative will also be in attendance.
4. The third offense will result in a police report and may result in expulsion. Factors such as willingness to enroll in a drug/ nicotine rehabilitation program will be considered. A conditional re-entry plan, which may include any of the above interventions, will be developed for the student to return to campus.

Behavior Expectations

Students are expected to behave in a manner that fosters a positive school environment. To that end, Bayhill School expects the students to:

- Demonstrate personal responsibility and accountability for their actions and inactions.
- Treat others with respect, and celebrate the unique attributes and characteristics of others regardless of race, religion, gender, sexual orientation, and/or disability.
- Demonstrate respect for school property, personal property, and the property of others.
- Strive to maintain a school atmosphere that is free from physical and emotional harm. To respect staff, fellow students, and the learning environment in and around the classrooms.
- Students will be mindful of public displays of affection, and limit them in scope consistent with the environment they are in. Hugging, kissing, and other physical contact during school hours will not be allowed. Holding hands (during lunch and passing periods only) is permissible.
- Students will use appropriate language, tone, and attitude when addressing staff and each other, and employ positive problem solving techniques to address issues that arise during school.
- Students will use appropriate language, refrain from playing amplified music, and behave appropriately while in the courtyard area. Failure to do so will result in the loss of courtyard usage privileges.

Students are encouraged to take pride in their campus and keep it as attractive as possible. We are eager for our students to not only develop positive attitudes about our campus but also to develop positive attitudes about themselves and the work they do. Each and every student of Bayhill School is an ambassador of Bayhill, and our good reputation is dependent upon continued courteous behavior to our neighbors.

Disciplinary Action

In recommending or determining disciplinary action, the administration of Bayhill may consider the student's present demeanor and past disciplinary record, the nature of the offense, the severity of any damage, injury or harm resulting while taking into account the best interest of the school. If deemed appropriate, the administration may choose to impose one or more of the following actions:

- A. Conversation:** The first line of discipline is the conversation. Faculty members will often relay expectations and suggestions of future behavior through a one to one dialogue exchanged between parties.

- B. **Referral/Conference:** This is a formal conversation held between a student and administrator to discuss discrepancies between classroom expectations and actual student performance. Depending on severity, a guardian may be required to attend.
- C. **Detention:** Detention usually consists of a removal of privileges. Depending upon the nature of the incident(s), a student could be detained from lunch recess, enrichment activities, and/or be assigned an independent project.
- D. **Special Behavior Program:** Should the child exhibit behaviors that require measures beyond basic teacher management and discipline, Bayhill follows the procedures detailed in a behavior management plan. A plan in which the student's individual needs are addressed is developed and followed. This is viewed as an opportunity for the student to rectify his or her difficulties with faculty structure and support.
- E. **In-School Suspension:** A specified period of time during which a student is confined under faculty supervision to a specified area during the class day. Class assignments and homework are submitted by all teachers and completed with faculty supervision.
- F. **Out-of-School Suspension:** Bayhill will try to avoid suspensions as much as possible. Suspension will be used in cases where students posed significant harm to another student or staff or has threatened significant harm to another student or staff and assurances cannot be made as to the safety of that person. Administration will work closely with the student and guardians to come to a resolution in which the safety of staff and students can be assured. Schoolwork is provided for the duration of the suspension in all academic classes when possible. The student is responsible for completing all work satisfactorily and submitting it to each teacher on the first day of class following his/her return to school.
- G. **Dismissal:** The student is permanently separated and discharged from the school. This is done in cases where the student has severely and persistently posed a threat to one or more individuals of the school community. Bayhill will work with families and districts to find a suitable alternative placement and support for the student.

Bayhill School follows all suspension and expulsion laws specified in the California Education Code.

Dismissals of students are rare, and decisions to resort to such actions are made on a case by case basis. Although it is not possible to list all possible causes for suspension and expulsion, the following are problems that make severe disciplinary action more likely:

- The student exhibits an ongoing pattern of behavior which interferes with his or her educational development or that of other students in the school.
- The student requires frequent or constant one-to-one attention in order to function adequately in school.
- Possession of drugs/alcohol/weapons
- Possession and or distribution of pornographic or other objective material.
- Assaultive contact.
- Serious disrespect for school personnel.
- Repeated harassment of fellow students.

Harassment

Bayhill School is committed to providing a learning and working environment free of harassment. The school maintains a strict policy prohibiting sexual harassment and harassment because of race, religion, creed, color, national origin, ancestry, handicap, medical condition, age, sexual orientation, gender orientation, financial status or any other basis protected by federal, state or local law or ordinance or regulation.

The Equal Employment Opportunity Commission defines sexual harassment/discrimination as, "any unwelcome sexual advances, requests for sexual favors, or other verbal or physical conduct of a sexual nature, when (1) submissions to such conduct is made either explicitly or implicitly a term or condition of employment; (2) submission to or rejection of such conduct by an individual is used as a basis for employment decision affecting the individual; or (3) such conduct has the purpose or effect of unreasonably interfering with an individual's work performance or creating an intimidating, hostile or offensive work environment." (Workplace will be translated as school environment.)

These behaviors will not be tolerated at Bayhill School. All members of the Bayhill community can work and learn in security and dignity and are not required to endure insulting, degrading, or exploitative treatment. Any violation of this policy including engaging in the following behaviors is a basis upon which disciplinary action will be taken up to and including dismissal:

1. Abusing the dignity of a student or employee through insulting or degrading sexual remarks or conducts;
2. Threats, demands, or suggestions that a student's, employee's or potential employee's status is contingent upon his/her tolerance of, or acquiescence to, sexual advances; or
3. Retaliation against a student or employee for complaining about the behavior described above.

It is the policy of Bayhill School that any form of sexual harassment is forbidden whether by students, supervisory or non-supervisory personnel, individuals under contract, or volunteers subject to the control of Bayhill School. Students are expected to adhere to a standard of conduct that is respectful and courteous to employees, to fellow students and to the public. All such harassment will not be tolerated. Harassment in any form, including sexual, verbal, cyber, physical, threats, demands and retaliation is prohibited. Harassment includes but is not limited to:

1. Verbal conduct such as epithets, derogatory comments, slurs, or unwanted sexual advances, invitations or comments.
2. Visual conduct such as derogatory posters, photography, cartoons, drawings or gestures.
3. Physical conduct such as assault, unwanted touching.
4. Retaliation for having reported or threatened to report harassment.

SEXUAL HARASSMENT GUIDELINES - Sexual harassment is prohibited at Bayhill School. Sexual harassment can occur when, but is not limited to:

1. Submission to, or rejection of, the conduct by the individual is used as the basis of academic decisions affecting the individual.
2. The conduct has the purpose or effect of having a negative impact upon the individual's academic performance, or of creating an intimidating, hostile, or offensive educational environment.
3. Submission to, or rejection of, the conduct by the individual is used as the basis for any decision affecting the individual regarding services, honors, programs, or activities available at or through the educational institution.
4. Suggestive or obscene letters, notes, invitations, derogatory comments, slurs, jokes, epithets, assault, touching, impeding or blocking movement, leering, gestures, display of sexually suggestive objects, pictures or cartoons.
5. Continuing to express sexual interest after being informed that the interest is unwelcomed.
6. Coercive sexual behavior used to control, influence, or affect the educational opportunities, grades, and/or learning environment of student, including promises or threats regarding grades, course admission, performance evaluation, or recommendations; enhancement or limitation of student benefits or services (e.g. scholarships, financial aid, work study job).
7. Inappropriate attention of a sexual nature from peer(s). i.e. student to student, employee to employee, student to employee, or employee to student.

Students or employees who believe they are being harassed should immediately report the incident to a classroom teacher, teaching assistant or the administrative team.

Technology Acceptable Use Policy

Bayhill School believes it is necessary for all persons to become aware of acceptable uses of technology. Any person using computers or other electronic information resources shall be required to use such equipment and resources in a responsible, legal manner. Bayhill retains the right to monitor all technology usage and files for compliance to all regulations and/or procedures. This includes inspection of electronic devices students bring to Bayhill including technology devices like, but not limited to: cell phones, personal computers, electronic data devices such as MP3 players, iPads, and iPods. We intend to partner with families and have ongoing discussions with our students about appropriate communication strategies and uses of technology. Cyber bullying or other inappropriate use of internet communication will not be tolerated and applicable consequences will occur.

Technology, particularly computers and devices with Internet access, is available to students at Bayhill. Our goal in providing these resources to our students is to enhance innovative education for students with learning disabilities through access to unique resources and collaborations. Furthermore, teachers will improve learning and teaching through research, teacher training, collaboration, and dissemination of successful educational practices, methods, and materials.

Guidelines are provided so that the technology users are aware of the responsibilities they are about to assume. Responsibilities include appropriate, efficient, ethical, and legal utilization of technology and network resources. The student's and guardian or guardians must acknowledge that he/she has read carefully and understands this technology use policy. In addition, ALL employees must sign and adhere to the provisions of this acceptable use policy.

Cell Phones

To create a positive and productive school environment, Bayhill has a detailed phone policy for **all students, guardians, and staff to follow**. For this policy to work, all of us must agree to adhere to the procedure.

- During class, students must put their phones in the classroom collection box. **Phones may not be used during class time.** Students may not use their phones for games including Kahoots and other curricular activities. Phones may not be used to complete classwork or as a calculation device (calculators are available in classes where they are necessary).
- Procedures for Phone Policy Violations
 - The **teacher will collect student phones at the beginning of class.**

- If the student does not comply or refuses, they will be **referred to the office** to hand in their phone immediately for the remainder of the day.
- Staff will not engage in a battle over the phone. A **guardian will be notified** and asked to speak with their child if they refuse to leave it in the office. If the problem persists, guardians will be asked to pick up the student.
- If the phone becomes a chronic problem, we will ask the phone be kept in the office or at home for the entire day.
- Refusal to comply with the rules will result in a meeting between the guardian(s), student, and Dean.

Electronics/ Music

iPods, portable game systems, music, etc., may only be used freely before school, during lunch and after school. These devices are to remain out of sight and turned off during class time unless they are being used for educational purposes with teacher permission (this includes after school activities). There is to be NO amplified music played during school without the permission of school staff. Materials brought to school must be appropriate enough for a teacher to hear and play in the classroom. Students are not allowed to bring or trade "burned" music or possess harassing images, music and videos. Any violation of this policy will result in temporary confiscation of the device in the front office and possible guardian/guardian pick-up. Repeat offenses can lead to detention, suspension and possible probation.

Chromebook Check Out Procedure/Policy

Students are required to come to school with their own Chromebook or laptop & a charger to utilize and access the curriculum here at Bayhill. In the event that a student forgets their computer, or their computer is not working or is under repair, students may check out one of the school's Chromebooks to use on a temporary basis. These school Chromebooks are to be available on a first come, first served basis, and should be returned once class is over, or your use for it is no longer needed. These Chromebooks should never leave campus, are not to be used for anything other than academic and curricular access, and are forbidden to be taken home under any circumstances.

The check-out policy/procedure is as follows:

- Students can access the Chromebooks in the Dean's office, from the Dean or Administrative Assistant.
- Students will check out individual Chromebooks by turning in their cell phone or ID
- Upon return of the Chromebook, their phone or ID will be returned to them.

- All Chromebooks must be returned by the end of the school day.

If a student leaves campus or takes a Chromebook home (accidentally or otherwise), that student will not be allowed to check out a Chromebook for a period of no less than one week, and possibly longer depending on the circumstances. If a student willfully or neglectfully breaks, damages, or loses a Chromebook, they will be responsible for replacement or repair costs. It is important to note, the school is not providing your student a Chromebook, but only lending them out for a temporary, short period of time. All students are required to have their own computer either from home, or provided by their school district.

***STUDENTS ARE OBLIGED TO FOLLOW THE CURRENT DEVICE POLICY OF THE SCHOOL AS OUTLINED HERE IN THE HANDBOOK.**

Terms and Conditions

1. Acceptable Use - The use of technology at school must be in support of the curriculum and in accordance with the educational goals and objectives of Bayhill School. Students will be personally responsible for this provision at all times when using the school's network, computers, digital cameras, handheld devices and all other technology. By providing access to unique resources and opportunities for collaborative work, technology can enhance student performance.
2. Privileges - The use of technology is a privilege, not a right, and therefore inappropriate use may result in the cancellation of those privileges by the administration.
3. Network Etiquette - Users are expected to abide by the Bayhill School rules of network etiquette. These include, but are not limited to the following:
 - a. Be courteous and respectful when using the internet.
 - b. Use appropriate language and messaging.
 - c. Respect privacy. Posting of private info, pics or videos without expressed permission is prohibited.
 - d. Use of the internet for hate mail, harassment, discrimination, pornography, racist and anti-social behavior is strictly prohibited.
 - e. Copyright infringement, product advertisement, political lobbying, hacking, and any illegal activity is strictly prohibited.
 - f. Any and all electronic devices brought to Bayhill, are done at your own risk

Health and Safety

Immunizations

California requires all students enrolling in a public or private school to be fully immunized in accordance with the California Department of Public Health. Newly enrolling students, must provide up to date immunization records before beginning school.

Medication

Bayhill School requires that all students who need medication during the school day must have:

1. A signed consent form.
2. Written instructions from a physician for any prescribed medication.
3. Medication brought to school must be in the original prescription bottle or container and it must be properly labeled by a registered pharmacist.

Bayhill School staff members are not permitted to administer any medication to your child unless these conditions have been met. (Education Code Section 49423). School personnel are also not permitted to administer Tylenol, aspirin, or other over-the-counter medications without your written approval on file. Please do not send any medication to school to be self-administered by your child or to share with other students. Medication brought to school by students without the above conditions being met will need to be confiscated.

Emergency Procedures

Regularly scheduled fire drills and earthquake drills are taught and practiced with the students. There are fire extinguishers located throughout the building on both levels. If school is in session during any disaster, teachers and staff will stay with the students until family contact has been made, and arrangements are specified. It is important for all families to remember to notify us of any change in the information on the emergency information sheet, including car-pool information.

As emergencies can occur at any time, Bayhill School has a thorough Emergency and Disaster Plan. Staff is trained on the implementation of the plan at the beginning of each school year. We review it with students at the beginning of the year as well. We have specific procedures for fire, earthquake, shelter in place (reverse evacuation, evacuation, flood, chemical spills, and other natural disasters).

We have drills twice per year. Additionally, as a school, we are on the Berkeley Police Department notification text message and e-mail list. We receive information regarding situations in our area that might require immediate implementation of the Emergency Plan. If landlines are down, our mass emergency notification messaging system "One Call Now" will call, text, and email all guardians. Phone directory information is distributed at the beginning of the year.

Parent Involvement

Board of Trustees

Bayhill School's Board of Directors encourages and welcomes participation from all families. Parents are encouraged to attend open board meetings and volunteer to serve on committees with the purpose to support and enhance the education and welfare of Bayhill students; educate guardians about school issues; support faculty and administration; help in funding of extracurricular activities, classroom equipment, teacher education, and other projects as needed. Board and committee meetings are held throughout the school year and every guardian or guardian has valuable contributions to make to our school community.

Participation/Volunteer Expectations

Bayhill is a vibrant learning community that relies on the talents and generosity of all its members to remain strong. Continued guardian involvement in the Bayhill community is a priority as it is widely recognized that there is a strong connection between guardian involvement and student achievement. Parent involvement is also crucial as we develop and expand our academic and enrichment programs. In addition to the obligation to pay tuition and fees, guardians must participate in school-related opportunities. For each student enrolled at Bayhill, a guardian or guardian shall be required to participate in 20 hours of school-related activities per academic year. To volunteer for activities that require student interaction, guardians must be fingerprinted by the school and provide a clear TB test.

- Drive on field trips
- Help to organize and supply school events
- Get involved in fundraising
- Speak at an admissions open house or help with food at an admissions event
- Organize or volunteer with a clean-up, repair, or construction project
- Assist in identifying great internship sites for our juniors
- Help with clerical tasks (design a flier; create a program for a performance event, distributing print announcements, etc.)
- Sit on a board committee
- Join the PO (Parent Organization)
- Provide student snacks

These are just a few of the ways you can get involved. Thanks in advance for your commitment to Bayhill School.

Back to School Night

Back to School Night is an important event to help you get settled into the school year. We encourage all guardians to attend. Students are not invited, however. You will have an opportunity to meet our faculty, administration, and specialists, see the facility, hear in some detail about our academic program for the year and establish relationships with other guardians and the Bayhill staff. We also encourage you to take the opportunity to sign up for volunteering opportunities if you haven't already.

Fundraising

At Bayhill School, we are constantly working to improve the quality of the program we offer. We seek to attract great teachers and to provide ongoing professional development opportunities and other incentives to keep them. We enroll a wonderfully diverse mix of students and families, many of whom will receive some form of tuition assistance during their time with us. We seek out the latest instructional methods and tools that benefit our different kinds of learners. And we try to have as much fun as possible along the way!

Unfortunately, there is a gap between the revenues we bring in from tuition and other fees and the expenses associated with providing a quality program. We seek to eliminate this gap through fundraising. In the fall we hold our Annual Fund drive. We will also be working hard to secure support from local foundations and corporations for our annual fund. 100% guardian participation in the annual fund would make a strong statement to potential funders about how special our program is – so please be sure to make your donation as soon as possible!

In addition, Bayhill organizes a fundraising events that allows our community to make connections with one another while supporting the school. Money raised will be used to strengthen the quality of our program in the many ways listed above. We ask that each and every member of our community make a significant gift to the fund, although we recognize that what constitutes a significant gift will vary from person to person.