



Family Handbook

Baywood Elementary School
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San Mateo, CA 94402
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Bell Schedule

Monday, Tuesday, Thursday and Friday Schedule

Morning Gates Open with Supervision at 8:00am

Grade Levels	TK & Kindergarten	1st-3rd	4th - 5th
First Bell	7:55 am	8:05 am	8:05 am
School Begins	8:00 am	8:10 am	8:10 am
Snack/Recess	9:50 am	10:20-10:40 am	10:20-10:40 am
Lunch/Recess	11:45-12:00 eat 12:00-12:15 play	1st-2nd 12:15-12:45 - eat lunch 12:45-1:15- outdoor play 3rd-5th Grade 12:15-12:45-outdoor play 12:45-1:15 -eat lunch	
Dismissal	12:40 pm	2:25 pm	2:50 pm

Minimum Day and Wednesday Schedule

Grade Levels	TK & Kinder	1st-3rd	4th-5th
First Bell	7:55 am	8:05 am	8:05 am
School Begins	8:00	8:10	8:10
Snack/Recess	9:50-10:20 am	10:20-10:40 am	10:20-10:40 am
Dismissal	12:00 pm	12:25 pm	12:30 pm

Riding the School Bus

Students who ride the school bus will be supervised when they get off the bus in the morning and until they get on the bus in the afternoon. All students are expected to

follow the bus safety rules including wearing the seatbelt, staying seated at all times, and using indoor voices when chatting with a seatmate. Cell phones and Chromebooks are not allowed to be used on the school bus. If the bus safety rules are not followed repeatedly, a student may be asked not to ride the bus for a period of time.

Drop-off and Pick-Up Procedures

Morning

Morning supervision for students begins at 8:00am, please do not drop your students off prior to that time. Before the bell rings in the morning, 1st-5th grade students build community by socializing with peers or playing Spider in the designated Four Square courts. The play structure is off limits before school starts.

When the first bell rings, 1st-5th grade students line up at their classroom number to meet their teacher. All school gates close at 8:15 am. If you arrive after the gates are closed, please come through the main office to get a tardy slip.

Afternoon

When the end of day bell rings, grades 1-2 are dismissed on the lower blacktop by their teachers. Grades 3-5 are dismissed from their classrooms by their teachers. There is no supervision after dismissal, any students who are not picked up will wait in the office.

Children and adults are not permitted to play on the lower or upper playground after school. These areas are reserved for PE instruction and after school programs.

Drive Through

Students can be dropped off and picked up through the drive through. Please make sure your student is prepared to exit your car at the bottom of the drive through quickly. Do not park or get out of your car in the drive through. There is a Baywood staff member at the bottom of the drive through to assist students.

If you want to park and walk your child in, please park in the surrounding neighborhood and abide by all of the street signs when parking.

Attendance, Absences and Truancy

Regular school attendance is crucial to student success.

Absences

If your child is going to be late or absent for any reason, please call our 24 hour attendance line and leave a message, 650-312-7512, and press 3.

If we do not hear from you, our office will call to verify your child's attendance.

District Attendance and Truancy Policy

The San Mateo - Foster City School District has a Pupil Attendance and Truancy Policy. Under the attendance policy, students with excessive absences may be required to provide a doctor's note to verify illness.

The policy defines any pupil who is absent from school without a valid excuse for three full days in one school year, or tardy for more than any 30-minute period during the school day without a valid excuse on three occasions during one school year, or any combination thereof, as a truant.

Parents of students who have 3 or more unexcused absences or 30-minute tardies will receive a letter of truancy sent home and placed in the child's cumulative school record.

Tardies

It is important that all students arrive on time for school. Students who arrive after the bell rings must go to the office for a late pass and then go to their classroom.

Early Pick-up

If a student must be taken out of school during school hours, a note or email should be given to the office or emailed to kbriones@smfc.k12.ca.us as well as communication with your child's teacher. When a parent or guardian arrives at the office, the student will be called to the office for pick up. All early pick-ups go through the office for safety reasons. Please be prepared to show identification.

Illness

If your student has any of the following symptoms please keep them home. If they display these symptoms while at school it will be necessary to pick your child up during the day:

- Pale, lethargic or lack of appetite
- Eyes thick with mucus or pus- pink eye
- Temperature over 100 degrees fahrenheit in 24 hr. period of school
- Greenish nose discharge, sore throat, severe cough
- Diarrhea in a 24 hr. period of school
- Vomiting within the past 24 hrs.
- Lice or scabies, students may not return to school until they have been treated and are free of living lice and nits (eggs)

Home-School Communication

Communication between the home and the school is essential for student success. There are a few ways in which we are able to communicate but our main mode of communication is through Parent Square.

- School newsletter will be sent every **Thursday at 5pm** through Parent Square
- Classroom newsletters from your student's teacher will be sent through Parent Square
- All students will be given a red Baywood folder that will have important documents sent home in them
- Staff emails and phone numbers are listed on our school website, if you would like to set up a time to meet or speak with your student's teacher. Parent-Teacher conferences are held in the fall for all students TK-5th grade.
- Call our school office 650-312-7511
- Aeries Parent Portal is our district student information system. Each year families need to update their information in Aeries. This is also a place where families can view student report cards.

Positive Behavior Interventions and Supports

PBIS is a school-wide program used in classrooms and on the playground to support positive student behavior and interactions. We teach clear expectations for all areas of campus, including classrooms, the library, and the lunch court, so students know how to succeed in each setting.

When students need support, staff use consistent language to help them reflect on their choices and plan for the future. We also use a Restorative Justice approach to address conflict, supported by our counselor and social-emotional learning instruction.

We believe in partnering with families to support student behavior, growth, and success.

All students are encouraged to follow the 4 B's:

Be Respectful
Be Responsible
Be Safe
Be a Learner

There will be times when your child might have one of the following situations happen while at Baywood:

- A conflict with another child (verbal or physical)
- Making choices that impact themselves and others in an adverse way
- Need support navigating social situations or recess activities
- Need an opportunity to express a situation that happened

To support students we practice both [Responsive Classroom](#) and [Restorative Justice](#) strategies. Both methods are alternatives to traditional punishment. Instead, they focus

on social-emotional learning, using evidence-based strategies, problem-solving and rebuilding within the community.

Reflection Sheets are used when a student needs time to sit and think about an incident or choice that adversely impacted themselves or others. The reflection sheet is intended for the child to reflect on what happened through the use of questions to guide the student through feelings:

- before and after,
- the impact on others,
- ways to restore trust and rebuild relationships.

If your child completes a reflection sheet, we ask that you review the reflection with your child, sign it and return it to school the next day.

Student Study Team Meetings

Student Study Team (SST) meetings may be initiated by a classroom teacher or family to discuss academic and/or social-emotional concerns. The meeting includes the principal, classroom teacher, school psychologist, school counselor, resource specialist, and often the language and literacy specialist, along with the student's parents/guardians.

During the meeting, the team reviews student strengths, areas of concern, relevant academic data, and current interventions. Together, the team develops or adjusts support to help the student succeed.

A follow-up SST meeting is typically held in 6–8 weeks to review progress, evaluate interventions, and determine next steps for support.

School Snack and Lunch Program

The SMFC district food services program includes a snack and lunch that is available to all students. Students raise their hand in class at the beginning of each school day so the teacher can submit the count. Menus and nutrition information are posted on our district website and on the window of the MPR near the snack line.

Snack and Lunch Items from Home and Birthday Celebrations

Students are encouraged to pack a healthy snack and lunch for school. Candy, large bags of chips, energy drinks and soda are not allowed at school. We also encourage students to bring water instead of juice. We have refillable water stations located throughout the campus. We ask students not to share food.

Baywood classrooms recognize student birthdays and special days through acknowledgement, activities and special traditions in the classroom. Please do not bring outside food, gifts or goodie bags for the class.

Personal Property and Lost and Found

Students may not bring large sums of money, toys, Hacky Sacks or balls from home, NeeDohs or Squishies, toy weapons, vaping or smoking devices or other personal non-school related items. The school is not responsible for damage or loss of a personal item that is brought to school.

Families are strongly encouraged to label all articles of student clothing. There is a lost and found near the front gates, all clothing items left in the lost and found are donated during our school breaks.

Student Chromebooks

All TK-5th grade students will be issued a district chromebook to use for school purposes. Students and families are responsible for appropriate use and care of the Chromebook. All families signed an appropriate technology use form during registration and the expectations were agreed upon then. Cases and chargers are also provided.

Cell Phones and Smartwatches

To support a focused and productive learning environment, students are expected to limit the use of cell phones and smart devices during school hours. These devices can distract from instruction and may raise privacy concerns for students and staff.

This policy helps ensure students are fully engaged in learning and supports the safety and privacy of our school community. We appreciate your understanding and cooperation.

Phones, Devices, and Smartwatches:

- All phones, devices, and smartwatches must be turned off, kept out of sight, and not used during the school day.

Maintain Privacy and Respect:

- Students are not allowed to use phones or smartwatches to take pictures, videos, or record audio of other students or school staff without written consent.

- Students cannot make or receive calls or messages on phones or smartwatches during the school day. If there is an urgent message, please contact the school office.

Consequences for Violating the Policy:

- First Offense: Verbal warning.
- Second Offense: Device will be taken by the teacher and turned into the office. The parent/guardian will be notified.
- Third Offense: Students will have to turn in the device at the beginning of the day to the office and pick it up at the end of the day.

Note: The school and school district are not responsible for lost, misplaced, stolen, or damaged devices. We highly recommend leaving these devices at home so they are kept safe.

Bikes, Scooters and Skateboards

If your student rides a bike, scooter or skateboard to school, helmets are required. Students must walk their bike, scooter or skateboard while on campus and lock them up on the blacktop bike rack or in their classroom.

Special Education

The San Mateo-Foster City School District offers Special Education programs and services for students that meet eligibility criteria specified in Federal and State law. Students eligible for Special Education have an Individualized Education Plan (IEP) that contains the goals, services, and/or placements developed and implemented by the IEP team. Special Education programs and services, which are all based on identified IEP goals, may include: Resource Specialist Program and Related Services including: Speech and Language Therapy, Occupational Therapy, Physical Therapy, Adaptive Physical Education, Deaf/Hard of Hearing Services, AAC, AT, and Educationally Related Mental Health Service. Private evaluations outside of school can be reviewed by the school team but do not determine the writing of an IEP or allocation of school-based services. If you are concerned about your child's academic progress, please contact your child's teacher first.

Campus Safety and The Big Five

All schools in the SMFC school district have a comprehensive school safety plan which is aligned with the County Safe School Coalition Plan known as The Big Five. All classrooms are equipped with school safe locks that lock from the inside. The school participates in monthly emergency drills so students and staff are familiar with emergency procedures.

We have a closed campus, all gates are locked at 8:20am. If you are volunteering on campus, please enter and exit through the office to sign in and out and always wear your volunteer sticker.

Baywood PTA

One thing that makes Baywood Elementary so special is the support our community receives from the many active families at our school. We would love to have every family join and participate in the PTA. Your participation pays dividends not only by helping our school as a whole but also by enhancing your own child's academic success.

Join our PTA, attend monthly meetings, sign up to volunteer at a PTA event, donate your time and resources to support PTA programs, events and fundraisers. Everyone is welcome in the Baywood PTA.

<https://baywoodpta.membershiptoolkit.com/>