

Bayside Academy K-5 STEAM Program

Parent/Student Handbook 2020-2021

Bayside Academy K-5 STEAM Program

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.

SCHOOL WIDE EXPECTATIONS

- Be Kind
- Be Safe
- Be Respectful
- Be Responsible

Be Kind	<ul style="list-style-type: none">• Include Everyone• Keep hands and feet to yourself.• Play fairly and take turns.
Be Safe	<ul style="list-style-type: none">• Use equipment correctly• Walk on safety mat• Ask permission to leave the playground• Stay in designated areas• Go to Peace Maker or Teacher on duty if there is a problem
Be Respectful	<ul style="list-style-type: none">• Use kind and appropriate language• Take turns• Follow adult directions• Pickup after yourself and help others• Take care of school property
Be Responsible	<ul style="list-style-type: none">• Dress for the weather• Use the bathroom and get water• Stop when bell rings/line up right away• Return equipment• Tie sweatshirt around your waist

GENERAL INFORMATION

Bayside Academy offers a number of unique features in a public K-8 school. We are located in a diverse neighborhood in San Mateo. Bayside Academy elementary STEAM program serves approximately 260 children, K through 5th grade. Our STEM program serves approximately 660 students in middle school grades 6-8.

This packet contains information specifically for our K-5 STEAM Program that can be used throughout the year.

Bell Schedule

Regular Day

Grade	Start	Recess	Lunch	Dismissal
Kindergarten	8:10	10:30-10:50		12:30
1 st Grade & 2 nd Grade	8:20	10:30-10:50	12:00-1:00	3:00
3 rd Grade thru 5 th Grade	8:10	10:30-10:50	12:00-1:00	3:00

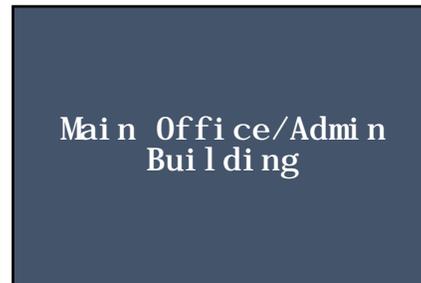
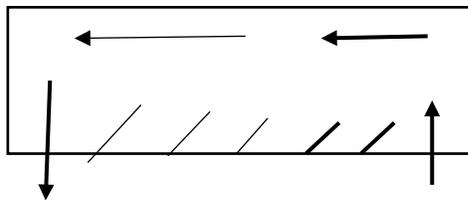
Minimum Day (All Wednesdays)

Grade	Start	Recess	Dismissal
Kindergarten	8:10	10:30-10:50	12:00
1 st Grade & 2 nd Grade	8:20	10:30-10:50	12:10
3 rd Grade thru 5 th Grade	8:10	10:30-10:50	12:10

A.M./P.M. Procedures

- Students should arrive no earlier than 7:55am. **There is no adult supervision until 7:55am.**
- Parents should find parking in the neighborhood if they need to accompany their child to school. All school parking lots are reserved for staff members.
- Parents should drive into the west main parking lots for drop off and pick up and follow the procedures.

Main Parking Lot



- Students may play on the blacktop, but not on the equipment and should stay near the school buildings.
- Children must walk their bike, scooter or skateboard to the bike rack at the front of the school. Please refer to the Safe Routes to School Map on the following page for walking/bike riding information.
- All entrances to the school will be locked at 8:30 and unlocked five minutes before dismissal. Please enter through the main office.

DRESS AND APPEARANCE GUIDELINES



****Uniform will be strictly enforced and consequences will be given out accordingly****

Students are required to wear BAYSIDE ACADEMY uniforms at all times. 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 to school without proper uniform 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.**

The administration shall retain the authority to grant exceptions for special occasions and or conditions. As with all required materials and uniforms, scholarship assistance is available.

School Uniform:

- Shirt: Plain, no logo shirts (solid black, orange or white)
Short or long sleeves shirts are acceptable
- Pants: Black or Navy Blue Pants
Pants worn at the waist with a black belt and plain buckle
Pants straight leg and proper length)
- Shorts/Skorts:
Black or Navy Blue shorts/skorts no shorter than where student's fingertips reach on legs
- Skirts: Black or Navy Blue skirts
Skirts no shorter than where student's fingertips reach on legs
Plain black or white tights, may also be worn under skirts
- Shoes: Shoes and shoelaces are mainly black, white, orange, gray or brown. No crazy shoelaces.
- Sweatshirts & Jackets:
Sweatshirts and jackets solid black, orange or white with no logos or patterns.
- Hats: Plain black, orange or white (no logos). Hoods are not to be worn indoors on campus.

HOME / SCHOOL COMMUNICATIONS

Telephone Numbers

School Office: Contact the school office, **(650) 312-7660**, for information or to speak with a member of the administrative staff. Should you reach our message system during normal school hours (7:30 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) 312-7660**, to report an absence. Please list student's name, grade, 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 current phone number to school office to receive this service.

Wednesday Folders

Each Wednesday, students will bring home a folder that will contain important notices from the teacher, the office, and/or the PTA. If your child brings home a folder, we ask that you return the folder by Friday. You may insert any important communications you want to send to the teachers, office, and/or PTA. We hope this system will facilitate the flow of information and communication between home and school. We also hope you will check our website www.bayside.smfcsd.net for updates as well.

Internet

E-Blast: A weekly Bayside Newsletter will be emailed home to all families on Friday afternoons. If you are not receiving these emails, please contact the mail office.

E-mail: An effective way to contact teachers is through district e-mail. All district e-mail addresses are formed with the first initial of the first name, plus last name@smfcsd.net.
(Example: jsmith@smfcsd.net)

School Website: Go to bayside.smfcsd.net to access a wealth of information regarding the educational process, opportunities, newsletters, and calendar of events.

Student Progress Information

Report Cards: There are three trimesters and report cards are sent home at the end of each.

Meetings

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.

ATTENDANCE PROCEDURES

Absences & Tardies: When a student is absent from school, a parent or guardian must call the attendance telephone number, **650-312-7660** as early as possible on the first day of the absence. In addition, a written excuse by the parent or guardian listing all of the days of absence must be brought to the office on the first day of attendance following 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.

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, student must present a doctor's note from the appointment to proper excuse their absence.**

LUNCH BREAK / HOT LUNCH INFORMATION

Students are to stay at school during the lunch break. Adult supervision is provided for the entire lunch period. Students may pay in advance using the online system, www.myschoolbucks.com, or in person. If lunch is brought from home, milk may be purchased separately. Free/Reduced lunch is available to qualifying families. Please fill out an application and return it to school as soon as possible. The lunch application takes up to two weeks of processing. ****FAST FOOD IS NOT ALLOWED ON CAMPUS****

Bayside serves Brunch and lunch daily. Brunch costs \$1.50 and lunch costs \$2.50. The San Mateo- Foster City School District does offer a free and reduced meal program (application only), visit the District's website to apply or ask for a paper application from the front office. Brunch and lunch menus are available on the School and District Website. You may pay for your student(s) meal(s) online at Myschoolbucks.com, write a check, and/or by cash.

THE CHILDREN'S ANNEX/AFTER SCHOOL SAFETY

Following dismissal, students should go directly home or be picked up by a parent/guardian. Students may not remain unsupervised on our campus. The Children's Annex is a before and after school enrichment program provided on-campus by the District for STEAM kids, K thru 5th grade. The Annex provides each child with a safe, secure, caring, inviting and pleasurable environment. The children's Annex is a place where each child can have fun, find needed support, develop self-esteem and socialization skills, and have the opportunity for individual emotional and education growth and development. For additional information, please contact the Annex department at the District Office at 650-312-7706.

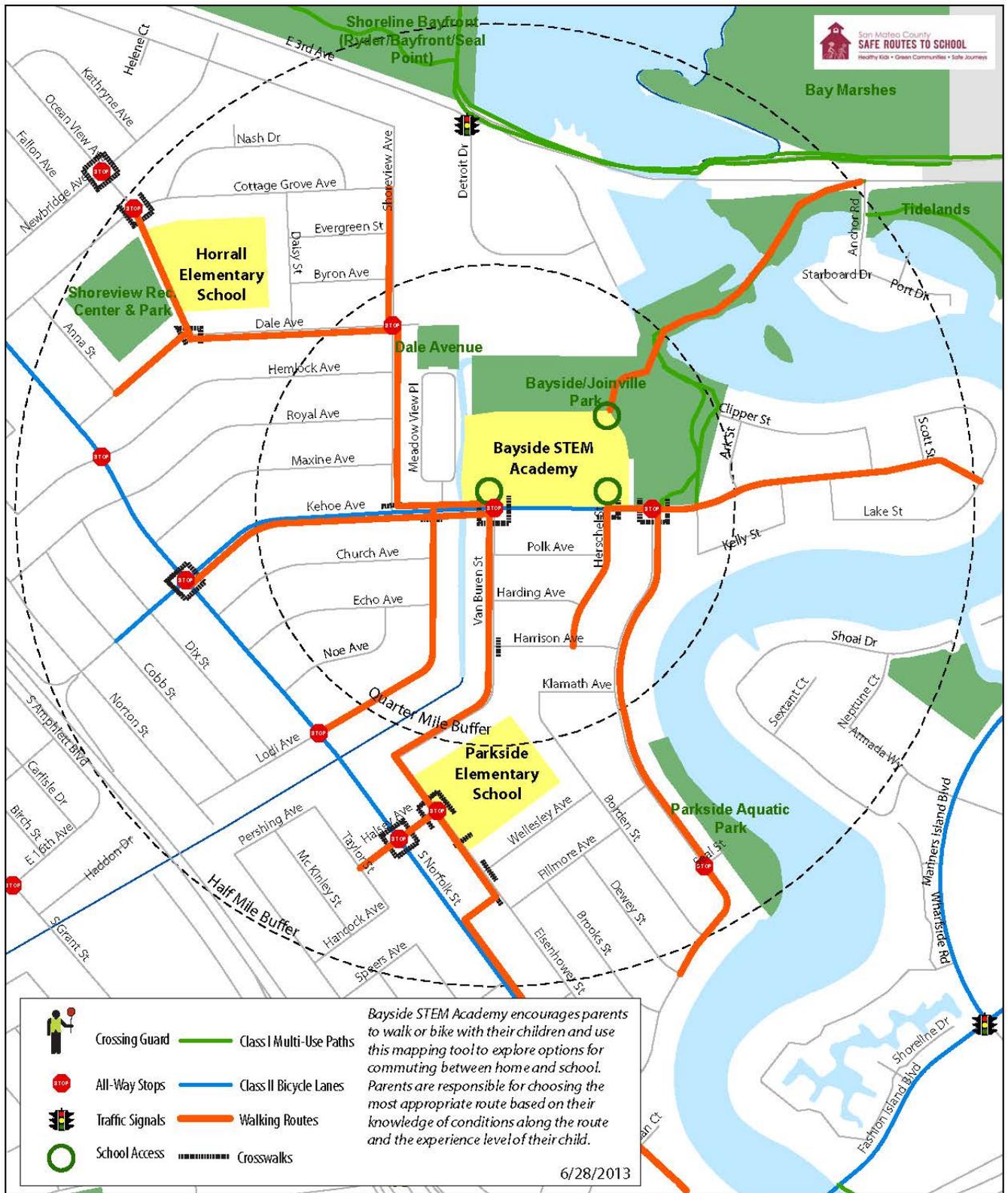
TRAFFIC / TRANSPORTATION RULES

Drop Off and Pick Up: K-5 STEAM parents, drop off and pick up will be on the west side (closest to the performing arts center). 6-8 STEM parents, drop off and pick up will be in the east side of campus (closest to Joinville). There will be no adult supervision before 7:55 am. *When picking up students by car, please make sure students are buckled in before driving off.

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 of 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 are required to have their own locks on their bicycles. The school is not responsible for theft or damage to bicycles. Bicycles are not to be ridden on campus at any time.

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 and place them into the Green Bins behind the front office.



**Bayside STEM Academy
 Suggested Walking and Bicycling Routes to School**

