



2022-2023

Student Information Package
2022-2023



DAILY SCHEDULE

<p>Bayside Daily Schedule September 2022-2023 Grade 7-12</p>
<p>Warning Bell 8:05 am Announcements Bell 8:10 am</p>
<p>Period 1 Morning Announcements 8:10 am - 9:10 am</p>
<p>Snack Break 9:10 am - 9:20 am</p>
<p>Period 2 9:20 am - 10:20 am</p>
<p>Period 3 Junior Lunch Intermediate and Seniors in Class 10:23 am - 11:23 am</p>
<p>Period 4 Intermediate/ Senior Lunch Juniors in Class 11:23 am - 12:23 pm</p>
<p>Period 5 12:26 pm - 1:26 pm</p>
<p>Period 6 1:29 pm - 2:29 pm</p>
<p>End of Day Bell 2:29 pm Buses Depart Bayside S.S. 2:37 pm</p>

SCHOOL INFORMATION

Main Office: 613 966 2922

Principal: Ms. Cummings

Vice Principals: Mrs. Dunning and Mr. McKeown

Lead Secretary: Mrs. Fledderus

Guidance Secretary: Ms. Ray

Please visit the BSS website <https://bss.hpedsb.on.ca/> for individual staff and department contact information and email addresses. Bayside Secondary is active on all social media platforms: Facebook, Instagram, Twitter, Youtube and Snapchat.

Student Biographic and Medical Information Updates:

All student contact, medical or busing information must be kept up to date in our Aspen Student Information System. Please ensure the front office is notified of any changes in address, phone number, email, family and/or name change status. Additionally, please keep student medical information updated.

Visitors:

All visitors must sign in at the front office. Any school guests or student shadow passes must be arranged with the Principal or Vice-Principal **prior to** the visit. The BSS student requesting the shadow passes must receive permission from teachers and administration **in advance** of the scheduled visit.

BSS is Smoke Free:

Smoking and Vaping (e-cigarettes) are not allowed on school property, in the area surrounding the school or during school activities. There is no designated smoking area at BSS. BSS works in partnership with HPE Public Health to provide smoking cessation programs for any student needing support or who wishes to quit. Students who smoke or vape on school property will be subject to disciplinary actions that include suspension and/or having a fine imposed by the Health Unit. Bayside Secondary School continues to support students in developing a healthy active lifestyle. We have a wide range of courses and opportunities in our Health and Physical Education programs, as well as our extracurricular sports programs.

School Campus:

Given the size of our school campus, for safety reasons, students are not permitted to be in certain areas. This includes: the back parking lot, portables, ditches along Highway 2, the shed and canoe storage area, the fenced in compound, or campus and parking areas connected to Bayside Public School.

The Quarry:

The Quarry is a vast greenspace located directly adjacent to our school playing fields. During the school day it is shared with Bayside Public School and is well used for curriculum related connections and experiential learning opportunities. Students are not allowed in the quarry without teacher supervision. As it is a significant safety concern for students to be unsupervised in the quarry, students who are found in the quarry without supervision will face school consequences. The quarry is not to be used by students during lunch breaks.

STUDENT ATTENDANCE PROCESS

It is essential that students and parents take an active role in student learning by ensuring daily school attendance and keeping up with learning during absences. Students are expected to be prepared for classes with appropriate materials and have homework and assignments completed. If you are in the school building you are expected to be in your scheduled classes unless you have been signed out as part of a school event. Students who are signed out by parents/guardians must be picked up and under the supervision of their parent or guardian. Attendance expectations for MSIP are the same as all other classes.

Absence from School:

If you are late to, or absent from school, a parent/guardian must call the Main Office to verbally give permission. Students over 18 may provide their own permission. Parents/guardians can call the school 24 hours a day to report an absence/late in the Attendance voice mailbox (613-966-2922, press 2).

Acceptable reasons for absence and lateness include:

- family emergency
- dental, medical or legal appointments
- personal illness
- approved student activities and class excursions

If you are planning on being away from school due to travel, parents and guardians must contact Administration and complete a Temporary Excusal Form in advance of your absence. This form is available in the front office. You must communicate your absence to teachers, develop a missed school work plan and the principal must sign off on your temporary excusal form **before** you leave for your extended absence. Student attendance is mandatory for Final Culminating Activities and exams.

Leaving School During the Day:

- If you need to leave the school during the day, you must report to the Main Office and sign out before leaving.
 - A note or a phone call from a parent/guardian is required before you can sign out. You are expected to remain in class until a parent / guardian picks you up. If you return to school the same day, you must sign in at the office upon return.
- If you become ill during the day, you must report to the Main Office as soon as possible. Calls home are to be made by the Attendance Secretary. Ill students remain in the Main Office until the arranged ride arrives.

Late for Class:

- Any students who arrive late to school in the morning (first period) will need to sign in at the Main Office and obtain an admit slip. Please have a parent/guardian call to explain your lateness.
- Movement between secondary classes should be brisk and purposeful. Any secondary students who are late to classes during periods 2-6 are to report directly to class and the teacher will provide appropriate consequences.

Detentions:

- SSMs will notify secondary students of detentions during morning classes.
- Administrators will inform Elementary teachers of student detentions.
- If you are late for class or miss a class without an approved parent/guardian absence, you are automatically assigned a detention and a call home will be made in the evening, by our automated attendance reporting system.

- If a detention has been assigned to you in error and needs to be corrected, it is your responsibility to have your parent/guardian call the front office to excuse your absence, or students must speak directly to the teacher involved to resolve the error.
- Detentions are served in the Detention Room during the first half of your lunch period. (Period 3 - 10:25 to 10:55 am and Period 4 - 11:25 to 11:55am)
- Students are required to serve assigned detentions (30 minutes) each day. Students who skip their detentions will be assigned an In-School Withdrawal.
- Eating, cell phones, earbuds or other electronic devices are not permitted during detention.

SCHOOL ARRIVAL/ DEPARTURE PROCESS

Transportation (Busing):

You are assigned a bus at the beginning of the year. Buses arrive in the morning between 7:45 and 8:10 a.m. and leave after school by 2:37pm. While riding the bus you are expected to follow all school and Tri-Board Transportation rules which are established to support safe and courteous behaviour. Any poor behaviour on the school buses has school based consequences and may result in removal of bus privileges. Please respect your bus driver's directions when riding the bus. If you need to ride a different bus or get on or off the bus at a different stop, a note signed by a parent/guardian requesting the change must be presented to the front office **by the end of your lunch**. Bus permission slips can only be provided if space is available on the bus. For the safety of all students, please do not walk between buses. Use the sidewalk on the outside of the bus circle to get to your bus.

Grade 7 and 8 Arrival Process:

Intermediate students arriving on a school bus must report to their locker until the Intermediate teacher begins duty at 7:55 am and students will be let into their classrooms. Students who do not take the school bus are not permitted to arrive at school until 7:55 am.

Student Drivers / Parking:

Students who drive to school are to park in the lower or upper paved lot. The middle parking lot is reserved for visitors to the school and staff. There is no parking on grassy areas. Upon entering or leaving the property, vehicles are to be driven slowly and in a safe manner. If there are difficulties meeting these expectations students will be asked to *not* bring a vehicle to school, in addition to other school consequences. If you choose to eat your lunch in your vehicle, you are responsible for ensuring your garbage is cleaned up and put in the appropriate garbage/recycling bins.

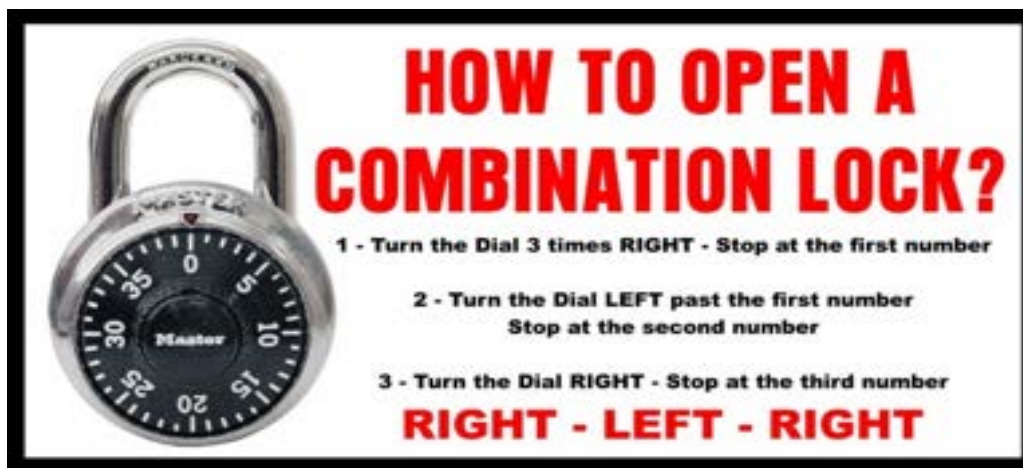
Locker Assignment:

Each student is assigned a locker for the storage of books and clothing. Grade 7 and 8 students will be assigned a locker by their classroom teacher. Students in grades 9-12 will be assigned their locker by the SSM and will retain the same locker for the duration of high school. Your locker must not be shared with another student. Changes in locker assignments can only be made with permission from a Vice-Principal. For safety reasons, the locker number, lock combination and serial number will be kept on file in the Main Office. You are responsible for the condition of the locker you are assigned. Any damage or graffiti on the locker must be reported to the Main Office. All students are required to use the Dudley Lock supplied by the school. If you require a different type of lock, please see a SSM to make arrangements. If

the lock assigned to you is lost, you are responsible for purchasing a new one from the Main Office for \$10. Please ensure your locker is locked when not in use.

Bookbags / Backpacks:

You are expected to leave your bag in your locker upon your arrival at school. Take out the materials required for your morning or afternoon classes. The only exception is for students who have Physical Health Education. Bookbags and backpacks **are not allowed** in classrooms.



TECHNOLOGY AT BAYSIDE

Bring Your Own Device: Chromebooks, Laptops and Tablets:

We encourage all students to bring their own device to engage in their learning, on a daily basis. This includes Chromebooks, laptops or tablets. All courses have Google or D2L Classrooms and students should ensure they can access the online platform in the event of an absence. Teachers will frequently post tasks, assignments, review materials, or communicate important information related to student learning or school events. Electronic devices can be safely stored in lockers when not in use. BSS has a limited number of Chromebooks available for students who do not have their own technology or require specific supports. We encourage all students to bring their own device to school on a daily basis.

Cell Phones and Smart Technology:

While cell phones and smart technology have become necessary components in our daily lives, the learning environment is different. Classroom teachers will determine if and when cell phones can be used in the classroom. At Bayside Secondary, cell phones will **NOT BE PERMITTED** to be a distraction in the learning environment. During class time, including MSIP, cell phones and earphones are to be turned off and away unless the teacher indicates otherwise.

At all times, the privacy, dignity and safety of others must be maintained through the appropriate use of electronic devices.

GENERAL INFORMATION



LEARNING COMMONS:

[Bayside Learning Commons](#)

Our Teacher-Librarian, Ms. Young is excited to welcome you to the BSS Learning Commons. Ms. Young is available to help you with assignments, book selections, projects, and will be announcing dates for **lunchtime editing sessions** in September. Students may visit the Learning Commons (The L.C.) during both lunch periods to read, work, play board games, or to meet new friends! The L.C. will be open during lunchtime only, for the first week of school, as the space is being used as a Co-op class during that time, but will be open daily from 8:00 a.m. to 2:30 p.m.

The three story Learning Commons is a safe, welcoming environment for every student in Grades 7-12. The mezzanine level will be a designated quiet space for studying, reading and relaxing in a low-stimulation environment. For the upcoming school year, we are pleased to announce that the library will have **30 new Chromebooks that students can sign out**, after parents/guardians sign a permission slip, which they can pick up from Ms. Young in the L.C. In addition, we are pleased to announce that all students at BSS will be able to **print documents and assignments** in the Learning Commons! Drop by the L.C. on your lunchtime or study period! Use the link in the title or use your phone camera to use the QR Code to visit our website, which contains a link to Sora, the online reading app, resources for literacy, citations, and more.

Food & Drink:

We encourage you to consume your food and drinks in the cafeteria. Food and drink is allowed to be consumed in the hallway and at bistro tables, as long as waste is put in the appropriate garbage or recycling containers. Food or drinks (other than water) are not permitted in the classroom. Please do your part to ensure our school campus is kept clean for all. If you are eating outside, please use the garbage containers to dispose of your waste.

Cafeteria and Vending Machines:

The cafeteria is open in the morning, before classes, and at lunch. There are pre-order and pre-pay options available through Nutrislice - Chartwell's Cafeteria Online Ordering System. The cafeteria closes daily at 12:23 pm. There are vending machines located outside of the cafeteria. The machines take both cash, credit, debit and Apple Pay.

Lunchtime Expectations:

Bayside Secondary has a Junior and Senior lunch period. Students are learning during all periods of the day. Students will be expected to eat in designated areas during their assigned lunch period and ensure they are not distracting to other students who are in classes. Students who are unable to follow these expectations will be redirected to the cafeteria or outside.

Food for Learning:

Due to significant support from the Learning Foundation, Service Clubs and other community organizations, Bayside Secondary is pleased to be able to offer a Food for Learning program to ensure that all students have daily access to healthy nutritious food while at school, in the form of a balanced breakfast or healthy snack. When students eat better, they can learn better.

STUDENT FEES

Student fees can be paid through School Cash Online <https://hpedsb.schoolcashonline.com/> or at the Main Office to the Budget Secretary. School Staff and Coaches are not responsible for collecting money from students.

Voluntary Student Activity Fee - \$15:

Bayside Secondary School is requesting that parents/guardians pay a voluntary school activity fee of \$15. The purpose of this fee is to support school events designed to enrich the student experience through involvement in extracurricular activities. The student activity fee contributes to the cost of school giveaways, special treat days, guest speakers at assemblies, athletics, Student Council spirit activities, transition programs, and student recognition events like Undergrad Awards and Graduation. All money collected is spent to enhance and enrich the student experience at BSS.

As a school, we rely primarily on funds collected from parents/guardians to run extracurricular activities and enrichment events. There are many activities for which we can easily link the participant to the activity, and require payment of the student activity fee to help cover costs.

Print Services \$5 - If students plan to print from the school printers they must have a print account. The minimum balance on the print account is \$5

Master Lock Fee - \$2 - Master locks are required for all lockers and will be assigned to all students. Students may not bring personal locks from home.

What other School Fees might be requested throughout the year?

Over the course of the year, students can expect requests for money for other reasons:

- Field trips to enhance the curriculum. The fees requested are to pay for transportation and admission. Some field trips may be subsidized by the school to keep costs down. Field trips are always optional. We will strive to provide equitable access to all trips, and/or valuable alternatives to learning experiences.
- Fundraising activities – throughout the school year there are various fundraising activities for good causes – this is always optional.
- School Council Fundraising – school council organizes various fundraising activities, including hot lunch programs. The money raised helps support school programs.
- Production and Performance based courses: Students may have opportunities to purchase materials, specialized food products, tools, or supplies that are of a superior quality to those provided by the school. For example, there may be opportunities to purchase hardwood for a construction class project, or a better quality of paint for an Art project. Enhanced materials will have no impact on the assessment and evaluation of student work.

Athletic Fees - \$25 per season

- Schools will charge a seasonal athletic fee of \$25 for each season (Fall, Winter and Spring) This money will be used to cover costs associated with additional competitions (OFSAA etc), equipment and uniform replacement and upkeep, First Aid supplies etc.

Team Fees - Dependent on the Team

- Each team will have their own fee structure associated with their sport. It is a fee that is paid once per season regardless of how many sports the athlete plays in that season. This money will be used to cover uniforms which the athlete keeps (sport specific), equipment associated with the sport (mouthguards, shinpads, socks, equipment upkeep or recertification etc.), and *official* fees. Please note: There may be an additional fee should a team qualify for an OFSAA Championship to help offset travel and accommodation costs.

Payment of Fees - Fees can be paid through School Cash Online: <https://hpedsb.schoolcashionline.com/> Although we prefer online payments, if needed, fees can be paid by cash or cheque in the Main Office.

At BSS we are committed to equity. All students will be permitted and encouraged to attend assemblies, celebrations, and year end events. We acknowledge the inequality created by economic circumstance, and invite students, parents/guardians to contact administration to ensure that there is equitable access for every student.

Athletics

Interschool sports are an important part of The Bayside Experience. We are looking forward to starting up this fall with a wide variety of sports to offer including Girls Rugby, Boys Soccer, Football, Cross Country, Girls Basketball, Boys Volleyball and Golf. Listen to the morning announcements, check the Phys. Ed. office door, the bulletin board across from the Phys Ed office or check the large TV screen in the front foyer for more information. If there are any questions please don't hesitate to ask Mr Dewar in the Phys Ed office. Get out and get involved, you won't regret it!

Late Bus

This service will begin in the second week of school and will run throughout the school year (Monday to Thursday) when there are enough students signed up. Students must sign up daily in the main office before the end of period 4. The late bus travels major roads only so pick-ups may need to be arranged. The general route stops at Loyalist College and runs through Stirling and Frankford with stops as requested along the way. If there are any questions, students should consult with Mr. Dewar in the Phys. Ed. office or with staff in the Main Office.

EXPECTATIONS FOR STUDENT DRESS

As per the Hastings Prince Edward District School Board Code of Conduct, dress for students must respect self and others. Clothing for school and school related activities must be void of, but not limited to, graphics and slogans that portray violence, profanity, restricted substances and/or are offensive to persons.

MSIP EXPECTATIONS FOR GRADES 9-12 STUDENTS

- Bayside runs on a six period timetable, including four 60 minute classes, a 60 minute lunch, and one 60 minute MSIP, the Multi Subject Instructional Period. MSIP is scheduled throughout the day for all students in grades 9-12, and each individual class is composed of students in all grade levels and pathways.
- Classroom behaviour, work ethic and attendance expectations are the same as for any other class. Students are expected to be engaged in MSIP. Students should come prepared with learning material, a positive attitude, and clear goals to support their pathway towards graduation.
- MSIP can be used for a variety of purposes. We use it to consolidate learning, allow for extra support, further develop our 6 learning skills (particularly post COVID), offer guidance and literacy support, and catch up on missed work when absent for various reasons.
- Students can access support outside of their MSIP at the discretion of the subject teacher, MSIP, and destination teacher when necessary. The proper MSIP Movement Process must be followed. Students are not allowed to go to an unassigned or unsupervised area for their MSIP.
- MSIP is an integral component of the Bayside Experience that will enhance positive school culture and promote high expectations for all of our students.

Technology in MSIP:

Students Are Strongly Encouraged To Bring Their Own Laptop/Chromebook On A Regular Basis.

The use of technology is to support student learning and the completion of school work. Examples of inappropriate use of MSIP time are: streaming services, movies, or other programs, playing games, doing nothing, use of social media. **During MSIP time, cell phones are to be turned off and away.**

Assessment & Evaluation in MSIP

It is important to recognize that students will be assessed on a daily basis for their learning skills in their MSIP periods. Teachers will report upon learning skills at all reporting periods. While no percentage grade will be assigned, learning skills are the foundation of a healthy learning experience and correlate with success in all academic pathways.

MSIP Attendance

MSIP is **NOT** a spare period; it is a Ministry of Education mandated instructional time. BSS students are expected to attend **ALL** MSIP classes.

ASSESSMENT AND EVALUATION

Students are responsible for providing evidence of their learning within established timelines, in a format approved by the teacher. There are natural consequences for not completing work, or submitting work late. Tests/exams and the assignments submitted for evaluation must be your own work. Cheating and plagiarism is unacceptable and these situations will be referred to administration.

For Grades 9 to 12, a final grade (percentage mark) is recorded for every course. The final grade will be determined as follows:

- 70 % of the grade will be based on evaluation conducted throughout the course. This portion of the grade will reflect the most consistent level of achievement throughout the course, although special consideration should be given to more recent evidence of achievement.

- 30 % of the grade will be based on final evaluations administered at or towards the end of the course. This evaluation will be based on evidence from one or a combination of the following: an examination, a performance, an essay, and/or another method of evaluation suitable to the course content. The final evaluation allows an opportunity to demonstrate comprehensive achievement of the overall expectations for the course.

Learning Skills

"The capacity to learn is a **gift**; the ability to learn is a **skill**; the willingness to learn is a **choice**!"
Alan Herbert

RESPONSIBILITY → Knowing what your job is: Doing it as well as you can, even when nobody is watching.

ORGANIZATION → What you do before you do something, so that when you do it, it's done properly.

INITIATIVE → Solving problems and taking actions by thinking of solutions rather than waiting to be told what to do.

SELF-REGULATION → Your ability to respond appropriately regardless of the situation you are in. You don't react, you respond!

INDEPENDENT WORK → Your ability to focus and get things done on your own.

COLLABORATION → Your ability to work within a group and to be a productive member.

RESILIENCE → Your ability to resist, handle adversity and bounce back.

B BAYSIDE
 SECONDARY SCHOOL
 You can. We will.

CODE OF CONDUCT

Respect, Civility and Responsible Citizenship	Safety
<p>Responsible citizenship involves appropriate participation in the civic life of the school community. Active and engaged citizens are aware of their rights, but more importantly, they accept responsibility for protecting their rights and the rights of others.</p> <p>ALL MEMBERS OF THE SCHOOL COMMUNITY MUST:</p> <ul style="list-style-type: none"> ● Respect and comply with all applicable federal, provincial, and municipal laws. ● Demonstrate honesty and integrity. ● Respect differences in people, their ideas, and their opinions. ● Treat one another with dignity and respect at all times, and especially when there is disagreement. ● Respect and treat others fairly, regardless of, for example, race, ancestry, place of origin, colour, ethnic origin, citizenship, religion, gender, sexual orientation, age, or disability. ● Respect the rights of others. ● Show proper care and regard for school property and the property of others. ● Take appropriate measures to help those in need. ● Seek assistance from a member of the school staff, if necessary, to resolve conflict peacefully. ● Respect all members of the school community, especially persons in positions of authority. ● Respect the need of others to work in an environment that is conducive to learning and teaching. 	<p>All students, parents, teachers, and staff members have the right to be safe, and to feel safe, in their school community. With this right comes the responsibility to contribute to a positive school climate.</p> <p>ALL MEMBERS OF THE SCHOOL COMMUNITY <u>MUST NOT</u>:</p> <ul style="list-style-type: none"> ● Engage in bullying behaviours. ● Swear at a teacher or at another person in a position of authority. ● Commit sexual assault. ● Traffic weapons or illegal drugs. ● Give alcohol to a minor. ● Commit robbery. ● Be in possession of any weapon, including firearms. ● Use any object to threaten or intimidate another person. ● Cause injury to any person with an object. ● Be in possession of, or be under the influence of, or provide others with alcohol or illegal drugs. ● Inflict or encourage others to inflict bodily harm on another person. ● Engage in hate propaganda and other forms of behaviour motivated by hate or bias. ● Commit an act of vandalism that causes extensive damage to school property or to property located on the premises of the school.