

Bayside Middle School

965 Newtown Road, Virginia Beach, VA 23462

*Supporting Information
for the
Virginia Board of Education Committee on
School and Division Accountability*

Diane T. Atkinson, Chairman

*Aaron C. Spence, Ed.D.
Division Superintendent*



VIRGINIA BEACH CITY PUBLIC SCHOOLS

A H E A D O F T H E C U R V E

September 15, 2014

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Bayside Middle School

Believe

Teacher In-service Week ~ 2014



Monday, August 25	Tuesday, August 26	Wednesday, August 27	Thursday, August 28	Friday, August 29
Continental Breakfast 8:00 - 8:30 AM Compliments of our Administrative Team	Continental Breakfast 8:00 - 8:30 AM Compliments of our AVID Department	Continental Breakfast 8:00 - 8:30 AM Compliments of our SCA	Continental Breakfast 8:00 - 8:30 AM Compliments of our PTA	Family Breakfast 8:30 - 9:00 AM Compliments of our Faculty & Staff
General Session 1 8:30 - 9:00 AM (All Faculty & Staff) Cafeteria	Instructional Leadership Team (ILT) Meeting 8:30 AM - 9:30 AM	Instructional Session 4 <i>Special Education Overview</i> 8:30-9:30 AM (All instructional staff) Cafeteria	General Session 2 8:30 - 10:30 AM (All Faculty & Staff) Administrative Team Cafeteria ~Bring laptop~	General Session 3 9:00 - 10:00 AM (All Faculty & Staff) Cafeteria
Instructional Session 1 <i>Unpacking the Results</i> 9:00 - 11:00 AM (All Instructional Staff) Cafeteria	Make-up Division-Mandatory PLP or Individual/Department Planning 8:30 AM - 12:30 PM	<i>Instructional Session 5</i> <i>Aligning the Written & Tested</i> 9:45-11:45 AM (All Instructional Staff) Cafeteria	Meet with your Administrator 11:00 - 12:30 PM (All Instructional Staff) ~Bring Laptop~	Individual/Department Planning (in building) 10:00 - 12:30 PM
Instructional Session 2 <i>Meeting High Expectations</i> 11:15 - 12:30 PM (All Instructional Staff) Cafeteria	Lunch (on your own) 12:30 - 1:30 PM	Inclusion Luncheon All Co-Teachers (Special Ed & General Ed) 12:00 - 1:30 PM Library	Lunch (on your own) 12:30 - 1:30 PM	Lunch (on your own) 12:30 - 1:30 PM
Lunch (on your own) 12:30 - 1:30 PM	Division-Mandatory PLP (All Instructional Staff) 2:15-4:00 PM Cafeteria	Lunch (on your own) 12:30 - 1:30 PM	Individual/Department Planning and/or Optional Technology Training (in building) 1:30 - 4:00 PM	Individual/Department Planning and/or Optional Technology Training (in building) 1:30 - 4:00 PM
Instructional Session 3 <i>Teaching at Bayside Middle</i> 1:30 - 4:00 PM (All instructional staff) Cafeteria	New Student Orientation 5:30 - 6:30 PM Auditorium Student Leaders, SAC & Guidance (Teacher participation optional)	Individual/Department Planning and/or Optional Technology Training (in building) 1:30 - 4:00 PM		

Teacher In-service Week ~ 2014

Instructional Leadership Team	Shared Teachers	Shared Teachers' Schedule	Literacy Committee
Administrative Assistant	Apple, Lawrence	Monday, August 25, 2014	Acosta, Alison
Assistant Principal/Dean	Bland, Joanne	Bayside MS - 8:30am - 9am	Amos, Lisa
Computer Resource Specialists	Chorus Teacher	Bayside 6 - 9:30am - 12:30pm	Beagle, Elizabeth
Electives Dept. Chair	Clark-Sprague, Deidre	Bayside MS - 1:30pm - 4:00pm	Beebe, Karen
English Dept. Chair	Gaillard, Simone		Kramer, Dawn
Gifted Resource Teacher	Gale, Kumiko	Tuesday, August 26, 2014	McLaughlin, Virginia
Guidance Dept. Chair	Garcia, Asia	Bayside MS - 8:30am - 12:30pm	Nichols, Angelyn
Health/PE Dept. Chair	Harvey, Michelle	Bayside 6 - 1:30pm - 3:30pm	Scott, Francis
Library Media Specialist	Hyman, Michael		Stolte, Maureen
Literacy Coaches	Ingram, Phil	Wednesday, August 27, 2014	
Math Dept. Chair	Marcel, Kristen	Bayside MS - 8:30am - 9:30am	
Math Specialists	Nichols, Angelyn	Bayside 6 - 10:30am - 12:00pm	
Principal	Norman, Shonnika		
School Improvement Specialist	Orchestra Teacher	Thursday, August 28, 2014	
Science Dept. Chair	Sigafoos, Renee	Bayside 6 - 8:20am - 12:30pm	
Social Studies Dept. Chair	Snead, David		
Special Education Dept. Chair	Stolte, Maureen	Friday, August 29, 2014	
World Languages Dept. Chair	Swift, Rick	Bayside 6 - 8:20am - 12:30pm	
	Young, Antonio	Bayside MS - 1:30pm - 3:30pm	

Reminders:

- ~Teacher In-Service Week Hours: 8:30 AM - 4:00PM
- ~Regular Teacher Work Hours: 8:40 AM - 4:00PM
- ~Office Hours 8:00 AM - 4:30 PM
- ~Bring Opening of School folder to all sessions
- ~Grade-Level Course Expectations are due to assigned administrator by 8/27/14 by 3:00 PM

Bayside Middle School

Assessment Alignment & Cognitive Demand

Course		Unit Addressed		Name of Assessment		School	Bayside Middle School
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SOL Addressed	Cognitive Level						Alignment by Question #
Essential Knowledge and Skills	Remember	Understand	Apply	Analyze	Evaluate	Create	
1.							
2.							
3.							
4.							
5.							
6.							

SOL Addressed	Cognitive Level						Alignment by Question #
Essential Knowledge and Skills	Remember	Understand	Apply	Analyze	Evaluate	Create	
1.							
2.							
3.							
4.							
5.							
6.							

NOTES - ALIGNMENT

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Bayside Middle School Lesson Structure

Phase 1: Learning Target: What knowledge or skill will students possess after the lesson has completed?

- Examples:
 - VDOE Essential Knowledge
 - VDOE Essential Questions
 - Preview of Skill/Knowledge

Phase 2: Activate Prior Knowledge: What prior knowledge will all students need to access in order to successfully hit the learning target stated above?

- Examples:
 - The Hook
 - Review
 - Use of technology
 - Demonstrations
 - Journaling

Phase 3: Engage All Students: How will students access and practice the new knowledge or skill of learning target?

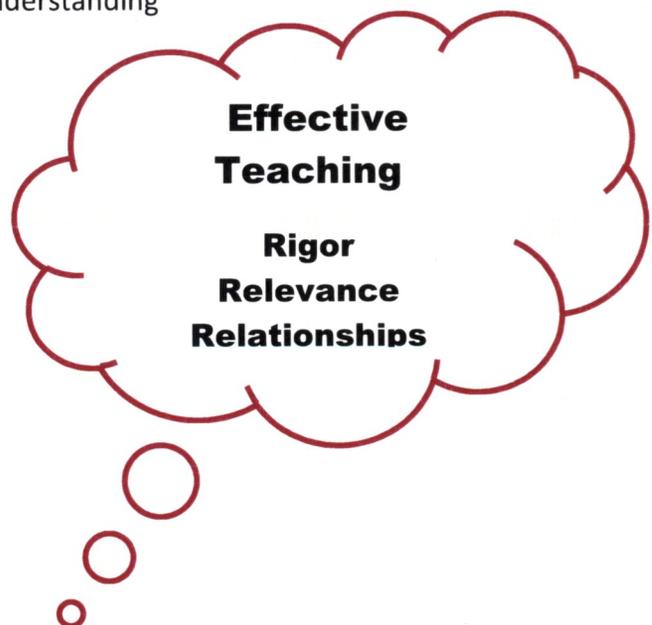
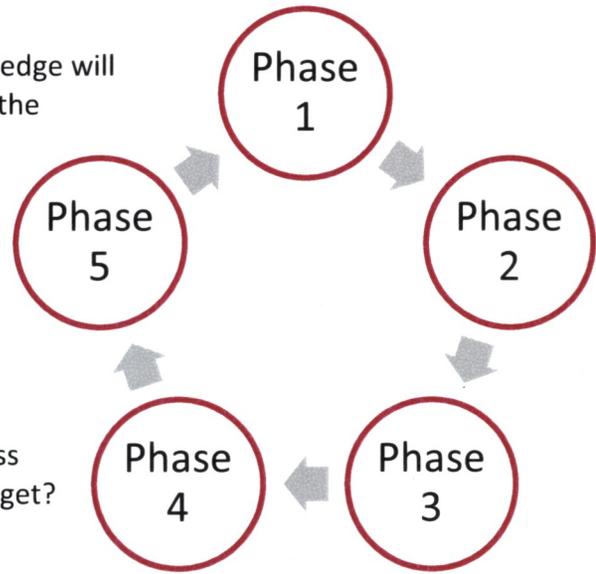
- Examples:
 - Direct instruction
 - Group work
 - Use of manipulative
 - Modeling
 - Use of technology
 - Walk-Abouts
 - Formative assessments/Check for understanding

Phase 4: Metacognition: What will students do with this knowledge or skill?

- Examples
 - VDOE Enduring Understanding
 - One-on-One or small groups
 - Differentiation
 - Constructed responses

Phase 5: Assessment: How do we know students hit the learning target?

- Examples:
 - Formative assessment
 - Exit Ticket/Closure



Believe

Bayside Middle School Learning Plan 2014-2015

Teacher:

Subject:

Unit Title:

Date(s):

Topic:

VA SOLs & Essential Knowledge:

Stated from the VDOE curriculum framework.

5 Phase Lesson Structure

Phase 1: Learning Target (What knowledge or skill will students possess after the lesson is completed?)

The learning target should be displayed in the classroom for the duration of the bell for all students to refer to throughout the lesson. The **Essential knowledge** from the VDOE Curriculum framework will be referenced when creating a learning target using vocabulary that is relevant to students. The **essential question** from the VDOE curriculum framework may be presented at this time, as well. Students may also be exposed to a problem/question that will be revisited during Phase 4 (Metacognition) of the learning plan.

**Recommended time for this phase: 3 minutes*

Phase 2: Activate Prior Knowledge (What prior knowledge will students need to access in order to successfully hit the learning target stated above?)

It is critical during this phase of the lesson that teachers activate prior knowledge that **all** students possess. Pre-assessment may be useful for the teacher to understand what cognitive level is necessary to allow all students to begin engaging in the lesson. Learning for all students will not take place if they do not feel they have a general foundation of the learning target. This most likely will be the warm-up activity as students enter the room. This phase of the lesson will lend itself to **formative assessment**.

**Recommended time for this phase: 7 minutes*

Phase 3: Engage Students (How will students access new knowledge or skill of learning target?)

Direct instruction/guided practice/independent practice will take place during this phase of the lesson. All student learning/work should be *visible* to the teacher. Activities should lend themselves to all students engaging in learning and the teacher will **formatively assess** all students during this phase.

**Recommended time for this phase: 20 minutes*

Phase 4: Metacognition (What will students do with this knowledge or skill?)

Students will be expected to apply their new knowledge or skill during this phase. **Differentiation** may play a role during this phase of the lesson. **Problem solving** and **literacy skills** should be integrated when applying knowledge at this point of the lesson. The **enduring understanding** from the VDOE curriculum framework may be utilized at this time.

**Recommended time for this phase: 10 minutes*

Phase 5: Assessment (How do we know students hit the learning target for daily lesson?)

Students will be expected to demonstrate the ability to meet the learning target during this phase. Students will independently complete a **formative assessment** to be used by the teacher to **reflect** on learning for the day. It is the expectation that all students meet the minimum standards of learning. This assessment should add closure to the lesson, as well, reiterating the learning target.

**Recommended time for this phase: 10 minutes*

Teacher Evaluation of Learning Plan (Notes for Future Use)

1. What percent of students hit the learning target?

The teacher will use data from Phase 5 (Assessment) to answer this question.

2. What is the plan for those students who did not meet the learning target with success?

The teacher will diagnose a plan for remediating those students who did not meet the learning target.

2014 - 2015 Learning Walk Schedule

Observer(s)	Time Observed	Class: Core, Elective, Radier Prep, SOL Lab, Acad Supp	Teacher(s) Observed
Week of Sept 2- 5			
Mon- No School			
Tues- Kramer & Gay			
Wed- Kramer & Johnson			
Thurs- Gay & BeeBe			
Fri- Magual, Woodhouse, Johnson, Kramer, & Gay			
Week of Sept 8 - 12			
Mon- Johnson & Walton			
Tues- Acosta & Walton Johnson			
Thurs- Gay & Walton			
Fri- Kramer & Gay			
Week of Sept 15 - 19			
Mon- Johnson & Nichols			
Tues- Gay & Vickrey			
Wed- Walton & Johnson			
Thurs- Kramer & Gay			
Fri- Acosta & Walton			
Week of Sept 22 - 26			
Mon- Kramer & Gay			
Tues- Acosta & Walton			
Wed- Nichols & Acosta			
Thurs- Vickrey & Nichols			
Fri- Johnson & Vickrey			
Week of Sept 29 - Oct 3			
Mon- Johnson & Nichols			
Tues- Gay & Vickrey			
Wed- Walton & Johnson			
Thurs- Kramer & Gay			
Fri- Acosta & Walton			
Week of Oct 6 - 10			
Mon- Gay & Walton			
Tues- Johnson & Vickrey			
Wed- Nichols & Kramer			
Thurs- Acosta & Gay			
Fri- Walton & Vickrey			

2014 - 2015 Learning Walk Schedule

Observer(s)	Time Observed	Class: Core, Elective, Radier Prep, SOL Lab, Acad Supp	Teacher(s) Observed
Week of Oct 13 - 17			
Mon- Kramer & Acosta			
Tues- Nichols & Johnson			
Wed- Vickrey & Walton			
Thurs- Acosta & Gay			
Fri- Kramer & Nichols			
Week of Oct 20 - 24			
Mon- Acosta & Johnson			
Tues- Gay & Walton			
Wed- Kramer & Vickrey			
Thurs- Nichols & Acosta			
Fri- Gay & Johnson			
Week of Oct 27 - 31			
Mon- Vickrey & Walton			
Tues- Kramer & Nichols			
Wed- Gay & Acosta			
Thurs- Johnson & Walton			
Fri- Kramer & Vickrey			
Week of Nov 3 - 7			
Mon- Nichols & Acosta			
Tues- Staff Day			
Wed- Gay & Johnson			
Thurs- Vickrey & Kramer			
Fri- Gay & Walton			
Week of Nov 10 - 14			
Mon- Johnson & Nichols			
Tues- No school			
Wed- Acosta & Kramer			
Thurs- Walton & Vickrey			
Fri- Gay & Nichols			
Week of Nov 17 - 20			
Mon- Kramer & Walton			
Tues- Johnson & Acosta			
Wed- Vickrey & Walton			
Thurs- Nichols & Gay			
Fri- Acosta & Kramer			

2014 - 2015 Learning Walk Schedule

Observer(s)	Time Observed	Class: Core, Elective, Radier Prep, SOL Lab, Acad Supp	Teacher(s) Observed
Week of Nov 24 - 28			
Mon- Walton & Gay			
Tues- Johnson & Nichols			
Wed- Acosta & Kramer			
Thurs- No school			
Fri- No School			
Week of Dec 1 - 5			
Mon- Vickrey & Nichols			
Tues- Kramer & Gay			
Wed- Acosta & Walton			
Thurs- Johnson & Vickrey			
Fri- Kramer & Nichols			
Week of Dec 8 - 12			
Mon- Acosta & Gay			
Tues- Walton & Johnson			
Wed- Nichols & Vickrey			
Thurs- Kramer & Acosta			
Fri- Gay & Nichols			
Week of Dec 15 - 19			
Mon- Johnson & Kramer			
Tues- Vickrey & Acosta			
Wed- Gay & Nichols			
Thurs- Walton & Kramer			
Fri- Vickrey & Nichols			
Week of Jan 6 - 9			
Mon- Nichols & Walton			
Tues- Acosta & Gay			
Wed- Kramer & Johnson			
Thurs- Nichols & Vickrey			
Fri- Kramer & Walton			
Week of Jan 12 - 16			
Mon- Vickrey & Walton			
Tues- Kramer & Nichols			
Wed- Gay & Acosta			
Thurs- Johnson & Walton			
Fri- Kramer & Vickrey			

2014 - 2015 Learning Walk Schedule

Observer(s)	Time Observed	Class: Core, Elective, Radier Prep, SOL Lab, Acad Supp	Teacher(s) Observed
Week of Jan 19 - 23			
Mon- No School			
Tues- Johnson & Vickrey			
Wed- Walton & Nichols			
Thurs- Acosta & Kramer			
Fri- Gay & Walton			
Week of Jan 26 - 30			
Mon- Staff Day			
Tues- Staff Day			
Wed- Second Semester			
Thurs- Vickrey & Kramer			
Fri- Walton & Gay			

Bayside Middle School – Learning Walk Template

Teacher: _____ Date: _____ Observer: _____

<input type="checkbox"/> Yes <input type="checkbox"/> No	1. Learning Target: Specific objective that students are expected to achieve is clearly posted in classroom throughout the lesson.
4 <input type="checkbox"/> All of the time 3 <input type="checkbox"/> Most of the time 2 <input type="checkbox"/> Some of the time 1 <input type="checkbox"/> Never φ <input type="checkbox"/> No opportunity to observe	2. Accessing Content: Uses practice that involve all students in responding, encouraging all students to formulate answers and to participate.
4 <input type="checkbox"/> All of the time 3 <input type="checkbox"/> Most of the time 2 <input type="checkbox"/> Some of the time 1 <input type="checkbox"/> Never φ <input type="checkbox"/> No opportunity to observe	3. Check for Understanding: Monitors student responses through focused listening and observing, circulating around the room when students are working independently or sharing with partners.
4 <input type="checkbox"/> All of the time 3 <input type="checkbox"/> Most of the time 2 <input type="checkbox"/> Some of the time 1 <input type="checkbox"/> Never φ <input type="checkbox"/> No opportunity to observe	4. Feedback and Acknowledgement: Provides specific feedback and positive affirmation for performance, focusing on achievement and effort rather than on inherent qualities.
4 <input type="checkbox"/> All of the time 3 <input type="checkbox"/> Most of the time 2 <input type="checkbox"/> Some of the time 1 <input type="checkbox"/> Never φ <input type="checkbox"/> No opportunity to observe	5. Positive Learning Environment: Promotes a positive learning environment, connecting with the learners and promoting student success. Utilizes positive procedures to encourage appropriate behavior.

Reinforce:

Refine:



VIRGINIA BEACH CITY PUBLIC SCHOOLS

A H E A D O F T H E C U R V E

Evaluation Schedules

Process	Due	P1	P2	P3 and PC	F1 and F2	Summative
Mini-Classroom Observation	9/30	X	X			
Goal Setting	10/15	X	X	X	X	X
Select Formative Options	10/15	X	X	X	X	X
Mini-Classroom Observation	11/1			X		
Formal Observation	11/1	X	X			
Mini-Classroom Observation	12/1				X	X
Formal Observation	1/15	X	X			
Mid-Year Goals Review	1/30	X	X	X	X	X
Interim Evaluation	1/31	X	X			
Mini-Classroom Observation	1/31			X		
Formal Observation	3/15	X	X			
Formal Observation	4/1			X		X
Mini-Classroom Observation	4/1				X	
End of Year Goals Review	5/15	X	X			
Summative Evaluation	5/15	X	X			
End of Year Goals Review	6/1			X	X	X
Summative Evaluation	6/1			X		X

The table above depicts the minimum Teacher Evaluation System requirements and official timelines. Administrators may conduct formal observations of any teacher at any time. In addition, administrators may complete Off-Cycle Summative Evaluations when needed.



VIRGINIA BEACH CITY PUBLIC SCHOOLS

A H E A D O F T H E C U R V E

Summative Evaluation Process

Due	P1 and P2	P3/PC	F1 and F2	Summative
(August/Sept)	Review Teacher Evaluation System Requirements			
By 9/30	Mini-Classroom Observation			
By 11/1	Formal Observation and Post Conference	Mini-Classroom Observation		
By 12/1			Mini-Classroom Observation	Mini-Classroom Observation
By 1/15	Formal Observation and Post Conference			
By 1/31	Interim Evaluation Due	Mini-Classroom Observation		
By 3/15	Formal Observation and Post Conference			
By 4/1		Formal Observation and Post Conference	Mini-Classroom Observation	Formal Observation and Post Conference
By 5/15	Summative Evaluation and Post Conference			
By 6/1		Summative Evaluation and Post Conference		Summative Evaluation and Post Conference

Timelines have been established to keep the process moving in order to meet state guidelines at the end of the school year.

Collection Form

Class Interventions

Tutoring

Retest/Test Corrections

Differentiation

Other: _____

Q1 Date _____

Checks & Student Interventions

Q2 Date _____

Q3 Date _____

Q4 Date _____

Checked Records

Contacted Case Manager

Other Teachers

Change in Seating Arrangement

Involved Student Support Specialist

Academic Detention

Assigned Detention

Discipline Referral

Excessive Absence Form

Referral to RSN Team

Student-Grade Improvement Plan

Teacher/s: _____

Date of Initial Conference: _____

Student Name: _____

Student Grade: _____

Focus Area(s): _____ English _____ Math _____ Science _____ Social Studies

Plan was initially developed in: _____ Q1 _____ Q2 _____ Q3 _____ Q4

Student Goal: _____

Student Commitment:

What steps can I take to improve my grade?	Who can help me?	Date

Teacher Directed Interventions:

(Click on the category to make the drop down choices visible.)

Assessment:	Learning Profile:	Understanding:	Instruction:	Self-Management:

Student Signature/ Date

Teacher Signature / Date

Parent/Guardian Signature/ Date

For Parent-Teacher Phone Conferences only:

Name of Parent/Guardian: _____

Date: _____ Time: _____

Reflection of Improvement Plan:

Teacher/s: _____

Date of Follow-up Conference: _____

Reflection completed at the beginning of: _____ Q1 _____ Q2 _____ Q3 _____ Q4

Is student making progress toward goal? _____ Yes _____ No

If yes, please provide reflective evidence and plan for continued student success:

If no, please add additional steps to both the Student Commitments and Teacher Directed Intervention sections, along with adjusted or additional Teacher Directed Interventions as needed. Include the new start date for steps and interventions.

If no, please also include reflective notes from conference with student:

Student Signature/ Date

Teacher Signature / Date

Parent/Guardian Signature/ Date

For Parent-Teacher Phone Conferences only:

Name of Parent/Guardian: _____

Date: _____ Time: _____

BAYSIDE MIDDLE SCHOOL – 2014 – 2015 PROFESSIONAL LEARNING PLAN



JANUARY 2014 – JUNE 2014						
Event	Date	Purpose	Target	Lead	Focus	Notes
Raider Tech Times	Weekly	Technology news from the division and in-school, how-to's, tips, online resources, social media updates and more	All Bayside Middle Faculty and Staff	Phillip Friedman (CRS)	Technology Tips and Know How	
SharePoint Teacher and Student Sites	January 8, 2014 March 25, 2014	Website management that include shared calendars, blogs, wikis, surveys, document libraries, and more	All Bayside Middle Faculty and Staff	Phillip Friedman (CRS)	Technology Tips and Know How	
SharePoint for Moderate Users	January 14 and 16, 2014	Website management that include shared calendars, blogs, wikis, surveys, document libraries, and more	All Bayside Middle Faculty and Staff	Phillip Friedman (CRS)	Technology Tips and Know How	
Professional Learning by Professional Learning Communities (PLC) per Subject	January 14 – 16 (Math 6, 7, 8) January 8, 23 and 30 (Science 6, 7, 8) January 15 – 16 (Social Studies 7, 8) March 11 – 13 (Math 6, 7, 8)	To follow the division's strategic objectives (Balanced Assessment, Engaging all students, Improved Achievement)	Math, Science and Social Studies teachers	Admin Team and Instructional Specialists from Teaching & Learning	Align curriculum framework to assessments and create a unit plan that provides the students with meaningful and rigorous work	English PLP were held in December Social Studies 6 were held in December

BAYSIDE MIDDLE SCHOOL – 2014 – 2015 PROFESSIONAL LEARNING PLAN



Faculty PLP Wednesday afternoons	Monthly January 15, 2014 February 19, 2014 March 19, 2014 April 23, 2014 May 21, 2014	Continuous development and application of the knowledge and skills needed to increase and enrich student learning	All Bayside Middle Instructional Staff	Jan – Guidance Feb – Acosta & Gay Mar – Gay Apr – Johnson May – Equity Affairs Specialist	Jan – Building Relationships Feb – WICOR Mar – WICOR Apr – Hint Cards May – Finishing Strong	
Class Dojo	February 5 and 6, 2014	Online tool to track and manage positive student behavior	All Bayside Middle Faculty and Staff	Phillip Friedman (CRS)	Technology Tips and Know How	
Struggling Readers Academy	February 20 – 21, 2014 March 13 – 14, 2014	understanding the literacy challenges of certain students and identify where in the literacy continuum these students are	(4) 6 th Grade Core Teachers (2) 7 th Grade Core Teachers (5) 8 th Grade Core Teachers	Center for Teacher Leadership	how to move students forward and help them gain confidence in their reading ability	
Virginia Tiered System of Support	March 18 and 19, 2014	Unpacking the Virginia Tiered System of Support (VTSS)	All Bayside Middle Instructional Staff	Dr. Rick Bowmaster (VDOE)	The framework and philosophy that provides resources and support to help every student to be successful	
SharePoint for Advanced Users	March 18, 2014	Website management that include shared calendars, blogs,	All Bayside Middle Faculty and Staff	Phillip Friedman (CRS)	Technology Tips and Know How	

BAYSIDE MIDDLE SCHOOL – 2014 – 2015 PROFESSIONAL LEARNING PLAN



		wikis, surveys, document libraries, and more				
Virginia Tiered System of Support Part II	April 21 and 22, 2014	Utilizing Virginia Tiered System of Support (VTSS) on student data	All Bayside Middle Instructional Staff	Dr. Rick Bowmaster (VDOE)	How to run effective data meetings	Video tapped
Edmodo	April 29, 2014	An online resource for classes to connect and collaborate, share content, and access homework, grades and school notices.	All Bayside Middle Faculty and Staff	Phillip Friedman (CRS)	Technology Tips and Know How	

July 2014 – June 2015

Event	Date	Purpose	Target	Lead	Focus	Notes
Voluntary PLP	August 21 and 22, 2014	To follow the division's strategic objectives (Balanced Assessment, Engaging all students, Improved Achievement)	All Bayside Middle Faculty and Staff	BMS Admin Team	*Learning Plan Development *Teacher/Student Rapport *AVID Strategies *Student Engagements *Data Analysis	See Agenda
2014 Teacher In-service Week	August 25 – 29, 2014	To follow the division's strategic objectives (Balanced Assessment, Engaging all students, Improved Achievement)	All Bayside Middle Faculty and Staff	BMS Admin Team	*Learning Plan Development *Teacher/Student Rapport *AVID Strategies *Student Engagements *Data Analysis	See Staff Week Agenda



BAYSIDE MIDDLE SCHOOL – 2014 – 2015 PROFESSIONAL LEARNING PLAN

Synergy Refresher/Grade Book Setup/ Office 2013 intro/SharePoint Remix/OneDrive	August 27 and 28, 2014	To follow the division's strategic objectives (21 st Century Skills)	All Bayside Middle Faculty and Staff	Phillip Friedman (CRS)	Technology Tips and Know How	
Grade Book Setup/OneDrive/ Active Inspire and SMART	August 29, 2014	To follow the division's strategic objectives (21 st Century Skills)	All Bayside Middle Instructional Staff	Phillip Friedman (CRS)	Technology Tips and Know How	
Faculty PLP Wednesday afternoons	Monthly September 17, 2014 October 15, 2014 November 19, 2014 December 17, 2014 January 21, 2015 February 18, 2015 March 18, 2015 April 15, 2015 May 20, 2015	Continuous development and application of the knowledge and skills needed to increase and enrich student learning	All Bayside Middle Faculty and Staff	Sept – Kramer/Gay Oct – Nov – Dec – Jan – Feb – Mar – Apr – May –	*Learning Plan Development *Teacher/Student Rapport *AVID Strategies *Student Engagement *Data Analysis	Professional focus may change due to feedback from our learning walks and observations
Teaching with Poverty in Mind, Book Study	October 27, 2014 November 10, 2014 November 24, 2014 December 8, 2014	designed to enhance your understanding and application of the information contained in Teaching with Poverty in Mind	Any interested member of the Bayside Middle faculty and staff	Angelyn Nichols, Gifted Resource Teacher (GRT)	to address specific ideas shared in the book that might warrant further reflection	
Math PLP	8th grade October 1, 2014 December 5, 2014 February 2, 2015 April 4, 2015	To follow the division's strategic objectives (Balanced Assessment,	Math teachers	Lauren Gay Troy Walton Dawn Kramer	The PLC team will use the curriculum framework to align assessments	

BAYSIDE MIDDLE SCHOOL – 2014 – 2015 PROFESSIONAL LEARNING PLAN



	<p>7th Grade: October 6, 2014 December 1, 2014 January 16, 2015 March 13, 2015</p> <p>Algebra: November 17, 2014 February 13, 2015</p>	Engaging all students, Improved Achievement)			and create a unit plan that provides the students with meaningful and rigorous work.	
English PLP	<p>7th Grade: October 8, 2014 December 8, 2014 February 9, 2015 March 23, 2015</p> <p>8th Grade: October 9, 2014 December 10, 2015 February 11, 2015 March 24, 2015</p>	To follow the division’s strategic objectives (Balanced Assessment, Engaging all students, Improved Achievement)	English teachers	Lauren Gay Troy Walton Dawn Kramer	The PLC team will use the curriculum framework to align assessments and create a unit plan that provides the students with meaningful and rigorous work.	
Science PLP	<p>7th grade October 30, 2014 January 12, 2015 March 18, 2015 April 1, 2015</p> <p>8th grade October 23, 2014 January 14, 2015 March 19, 2015 April 2, 2015</p>	To follow the division’s strategic objectives (Balanced Assessment, Engaging all students, Improved Achievement)	Science teachers	Lauren Gay Troy Walton Dawn Kramer	The PLC team will use the curriculum framework to align assessments and create a unit plan that provides the students with meaningful and rigorous work.	(Paid for by ADI grant money approved by T & L)
Social Studies PLP	<p>7th grade October 14, 2014 January 7, 2014</p>	To follow the division’s strategic objectives	Social Studies teachers	Lauren Gay Troy Walton	The PLC team will use the curriculum	

BAYSIDE MIDDLE SCHOOL – 2014 – 2015 PROFESSIONAL LEARNING PLAN



	March 3, 2015 March 29, 2015 8th grade October 15, 2014 January 8, 2015 March 5, 2015 March 30, 2015	(Balanced Assessment, Engaging all students, Improved Achievement)		Dawn Kramer	framework to align assessments and create a unit plan that provides the students with meaningful and rigorous work.	
Adjusted Dismissal PLP	October 3, 2015 December 5, 2015 February 13, 2015	To follow the division's strategic objectives (Balanced Assessment, Engaging all students, Improved Achievement)	All Bayside Middle Faculty and Staff	BMS Admin Team	*Learning Plan Development *Teacher/Student Rapport *AVID Strategies *Student Engagement *Data Analysis	
Staff Day PLP	November 4, 2014 January 26, 2015 April 3, 2015	To follow the division's strategic objectives (Balanced Assessment, Engaging all students, Improved Achievement)	All Bayside Middle Faculty and Staff	BMS Admin Team	*Learning Plan Development *Teacher/Student Rapport *AVID Strategies *Student Engagements *Data Analysis	
Raider Tech Times	Weekly	Technology news from the division and in-school, how-to's, tips, online resources, social media updates and more	All Bayside Middle Faculty and Staff	Phillip Friedman (CRS)	Technology Tips and Know How	



Dr. Ray Jones SY 2014-2015

Dates 2014-2015	Course Title	Selected Elementary, Middle, and High Principals	Location
August 18	Post Observation Conference	Elementary (11:30 a.m. – 3:00 p.m.) Secondary (7:30 a.m. – 11:00 a.m.)	Princess Anne High
October 22 January 14 February 24	Instructional Coaching	High School Principals	Princess Anne High
October 21 January 15 February 25	Instructional Coaching	High School Principals	Kempsville High
October 23 January 12 February 26	Instructional Coaching	High School Principals	Salem High
July 21 October 24 December 8 February 13	Instructional Coaching	Middle School Principals	Bayside 6 th Grade Campus and Middle School
October 20 January 13 February 23	Instructional Coaching	Middle School Principals	Corporate Landing Middle
December 11 February 11 March 20	Instructional Coaching	Middle School Principals	Larkspur Middle
December 12 February 12 March 17	Instructional Coaching	Middle School Principals	Lynnhaven Middle
December 9 February 9 March 18	Instructional Coaching	Elementary School Principals Providence Arrowhead Thoroughgood	Arrowhead Elementary
December 10 February 10 March 19	Instructional Coaching	Elementary School Principals College Park Corporate Landing Hermitage	College Park Elementary

Bayside Middle
Parental Involvement Plan

JAN 2014 – JUNE 2014

Event	Date	Purpose	Target	Lead	Focus	Notes
Community Outreach	Monthly Civic Leagues Church Visits	Provide community members with school improvement, progress and projects	All students All Parents and guardians Community stakeholders	Dr. Johnson, Principal	Recap of Parent Night Delivery of Raider Newsletter	
Student of the Month Ceremonies	January 10, 2014 February 14, 2014 March 14, 2014 April 11, 2014 May 16, 2014	Recognize students who exemplify the specific monthly character education themes	Students and Parents	Andrew Wynn, Student Activity Coordinator (SAC)	Positive Recognition	
School Planning Council	January 2014 April 2014 June 2014	develop and oversee a school Plan for Continuous Improvement for accreditation and community needs from analysis of school data	All students All Parents and guardians Community stakeholders	Dr. Johnson, Principal	School Planning Council	
Activities Banquets	February 6, 2014 March 25, 2014 May 15, 2015	Recognize and praise student athletes and activity participants	Students and parents	Andrew Wynn, Student Activity Coordinator (SAC)	Positive Recognition	
Parent Information Night	March 24, 2014 6:00 – 7:30	Provide training on curriculum strategies to support students at home.	All students All Parents and guardians Community stakeholders	Admin Team	Helping students to finish the semester strong through academics	
End of Year Recognition Ceremonies	June 11, 2014 June 12, 2014	Recognize students for academic achievement & efforts	Students and parents	Andrew Wynn, Student Activity Coordinator (SAC)	Positive Recognition	

Bayside Middle
Parental Involvement Plan

YEAR 2014 – 2015

Event	Date	Purpose	Target	Lead	Focus	Notes
Community Outreach	Monthly Civic Leagues Church Visits	Provide community members with school improvement, progress and projects	All students All Parents and guardians Community stakeholders	Dr. Johnson, Principal	Recap of Parent Night Delivery of Raider Newsletter	
New Students Orientation	August 26, 2014	Opportunity for new students to meet administrative and support team, to illustrate the various resources provided to students and parents at BMS, and tour the building.	New students New Parents and guardians	Literacy Specialists	Familiarize new students and parents with Bayside teachers, staff and school building	<ul style="list-style-type: none"> • Great turnout • Remember to send a detailed Alertnow message that includes the upcoming Open House so parents will not get confused
Open House	September 4, 2014	Provide opportunity for teachers, instructional specialists, and coaches to showcase their expectations and their resource of support for student achievement.	All students All Parents and guardians Community stakeholders	Dr. Johnson, Principal	Welcome parents and students to Bayside. Allow opportunity to meet teachers and visit classrooms.	<ul style="list-style-type: none"> • Continue sending home the student's special Open House schedule and reminder flyer by the student the afternoon of the Open House

Bayside Middle Parental Involvement Plan

Raider Newsletter	September 30, 2014 October 30, 2014 November 30, 2014 January 30, 2014 February 28, 2014 March 30, 2014 April 30, 2014 May 30, 2014	Provide parents with school improvement, progress and projects	All students All Parents and guardians Community stakeholders	Literacy Specialists	Provide parents with school improvement, progress and projects	
Student of the Month	October 3, 2014 November 7, 2014 December 5, 2014 January 9, 2015 February 6, 2015 March 6, 2015 April 2, 2015 May 1, 2015	Recognize and praise students displaying positive attributes	Students and Parents	Andrew Wynn, SAC	Positive Recognition	
School Planning Council	October 2, 2014 January 8, 2015 April 16, 2015 June 4, 2015	Develop and oversee a school Plan for Continuous Improvement for accreditation and community needs from analysis of school data	All students All Parents and guardians Community stakeholders	Dr. Johnson, Principal	School Planning Council	
Parent Workshops	October 23, 2014 6:00 – 7:30 November 20, 2014 6:00 – 7:30 January 15, 2015 6:00 – 7:30 February 26, 2015 6:00 – 7:30 April 23, 2015 6:00 – 7:30	Provide parents with school improvement progress / updates. Provide training on curriculum strategies to support students at home.	All students All Parents and guardians Community stakeholders	Admin Team Troy Walton Dawn Kramer Erin Vickrey Dawn Kramer/ Angelyn Nichols Alison Acosta	Technology Literacy Math/Science English/SS SOL Jamboree	

Bayside Middle Parental Involvement Plan

Breakfast Club	October 24, 2014 8:00 – 8:45 November 21, 2014 8:00 – 8:45 January 16, 2014 8:00 – 8:45 February 27, 2014 8:00 – 8:45 April 24, 2014 8:00 – 8:45	Provide parents with school improvement progress / updates. Provide training on curriculum strategies to support students at home.	All students All Parents and guardians Community stakeholders	Admin Team Troy Walton Dawn Kramer Erin Vickrey Dawn Kramer Angelyn Nichols Alison Acosta	Recap of Parent Workshop	
Activities Banquets	November 19, 2014 February 3, 2015 March 26, 2015 May 19, 2015	Recognize and praise student athletes and activity participants	Students and parents	Andrew Wynn, SAC	Positive Recognition	
End of Year Recognition Ceremonies	June 16, 2015 June 17, 2015	Recognize students for successes in academic achievement and efforts	Students and parents	Andrew Wynn, SAC	Positive Recognition	

**Believing
in
Bayside Middle School**

**Dr. Aaron C. Spence,
Superintendent of Virginia Beach City Public Schools**

September 17, 2014



The Story of Bayside Middle School

Bayside Student Demographics

Category	Grade 6 2013-14	Grade 7 2013-14	Grade 8 2013-14	Total Unique 2013-14	Grade 7 2014-15	Grade 8 2014-15	Total Unique 2014-15
Count of Students	333	330	324	987	321	319	640
Male	47.4%	49.4%	59.0%	512	45.8%	48.3%	301
Female	52.6%	50.6%	41.0%	475	54.2%	51.7%	339
Hispanic/Latino	11.1%	6.4%	8.3%	85	10.3%	7.2%	56
NOT Hispanic/Latino	88.9%	93.6%	91.7%	902	89.7%	92.8%	584
Caucasian	20.4%	15.8%	24.4%	199	19%	16%	112
African American	54.1%	65.8%	60.8%	594	58.6%	64.9%	395
Asian	4.2%	3.9%	2.8%	36	3.7%	3.8%	24
Limited English Proficient	3.3%	1.2%	2.2%	22	TBD	TBD	TBD
Gifted and Talented	10.2%	5.8%	9.6%	84	8.4%	4.7%	42
Individualized Education Plan	11.7%	15.5%	12.7%	131	10.6%	13.8%	78
Free Lunch	64.6%	69.7%	59.6%	638	61.1%	64%	400
Reduced Lunch	7.5%	8.8%	11.4%	91	8.4%	10.7%	61



Celebrating Student Success



Ms. Joy Byrd-Butler

Virginia Board of Education
Meeting Agenda – September 26, 2013
Resolution/Recognition:
Resolution of Recognition
presented to Virginia's 2013
Outstanding Secondary School
Assistant Principal of the year:
*Dr. Paula Johnson, Principal at
Bayside Middle School, Virginia
Beach City Public Schools*



Dr. Paula Johnson

Test	Spring 2012 Percent	Spring 2013 Percent	Spring 2014 Percent	Percentage Point Change from 2012 to 2013 (math) and from 2013 to 2014 (all)
Grade 6 Mathematics	38.16	53.36	54.25	15.20/.89
Grade 7 Mathematics	23.65	20.97	52.54	-2.68/31.57
Grade 8 Mathematics	29.60	29.91	40.83	.31/10.92
Algebra I	78.30	56.77	78.95	-21.53/22.18
Geometry	84.91	81.82	73.13	-3.09/-8.69
Overall Math for state accreditation	50%	53%	61%	3/8
Grade 6 Reading		52.79	58.54	5.75
Grade 7 Reading		61.83	64.29	2.46
Grade 8 Reading		56.91	67.68	10.77
Grade 8 Writing		53.35	59.38	6.03
Overall English for state accreditation			68%	
Grade 6 US History I		67.13	63.19	-3.94
Grade 7 US History II		63.82	61.31	-2.51
Grade 8 Civics		66.35	68.62	2.27
Overall History for state accreditation			66%	

Developing Bayside Sixth-Grade Campus

Research shows sixth-grade transitions yields higher retention and discipline rates

Research also supports smaller class size environments to strengthen the student-teacher bond



The Plan for Restructuring

1. Shared governance

2. Reconstitution of staff

3. Improved instructional programming

4. Comprehensive professional development

The Plan for Restructuring

1. Shared governance

2. *Reconstitution of staff*

3. Improved instructional programming

4. Comprehensive professional development

The Plan for Restructuring

1. Shared governance
2. Reconstitution of staff
3. *Improved instructional programming*
4. Comprehensive professional development



Teachers Taking Action

The Plan for Restructuring

1. Shared governance
2. Reconstitution of staff
3. Improved instructional programming
4. *Comprehensive professional development*

Professional Development

Teachers

- ✓ Summer: unpacking standards
- ✓ AVID
- ✓ Literacy
- ✓ Fair/Equitable grading practices
- ✓ RTI database
- ✓ Data meetings
- ✓ Growth Mindset
- ✓ No nonsense nurturing

Administrative Team

- ✓ Providing feedback
- ✓ AVID
- ✓ Ray Jones: Coaching
- ✓ Developing a school literacy plan
- ✓ Data meetings

The Bayside Middle Staff

Professional learning to align curriculum

Structured collaborative planning during the day



Bayside's Community Partners



Partnerships Respond to Student Needs

- School Planning Council
- Partners in Education
- School Volunteers
- Community Outreach
- Vertical Alignment
- Open Gym
- Church Youth Employment Seminar
- Virginia Wesleyan College Marlin to Marlin Partnership
- African-American Male Summit
- Gentlemen's Club
- Ladies Club
- Beach Girls Rock
- Urban League of Hampton Roads
- Girls on the Track
- WAVE Church Shine Girls
- C-Straight
- Enoch Church Daywatch
- Bayside Future Leaders

Parental Support





Believe

Questions?

Important News!

Our School Counselors

Mrs. Towana Hunter
8th grade Counselor
Towana.Hunter@vbschools.com

Ms. Melissa Jones
7th grade Counselor
Melissa.Jones@vbschools.com

- Please register all new students by August 27, 2014. Effective September 2, 2014, registration will be done by appointment between the hours of 9:00 a.m. and 3:00 p.m. Please contact Ms. Goodman, Guidance Secretary, at 648-4411 to schedule your appointment.
- Students and parents should review schedules and contact guidance at 648-4411 *only* if corrections are needed due to missing or repeated classes in the schedule.
- Changes in original core course selections and exploratory courses may be reflected in students' schedules due to spring SOL testing results and final grades. Per Virginia Beach City Public Schools guidelines, students who received a failing SOL score in math or reading have been identified for mandatory participation in SOL Lab. Some students may have been identified for Independent Reading. These mandatory classes replace an elective in the student's schedule.
- One the first day of school, all students will receive a yellow copy of their schedule. Any changes that are made to the schedule will reflect on the yellow copy.

Student Activities



- Tryouts for fall sports (football, girls soccer and boys soccer) will begin on Monday, August 25th, at 3:45pm. All tryouts will be held at the Bayside Middle School 7th and 8th grade campus. Students must provide their own transportation to tryouts on Monday, August 25th. Activity buses will be provided to transport athlete's home on Monday, August 25th and will pick up and drop off the students for the rest of the week. These tryout dates are for all grades 6-8. Sports physicals will be given at the Bayside Middle 7th and 8th grade campus on Tuesday, August 19th, at 4:00 p.m. in the cafeteria. The cost for a sports physical is \$15 (cash only).
- Only physicals completed on the VBMSL Athletic Participation/Parental Consent/Physical Examination Forms [Rev. 4/11] will be accepted. Copies of this form can be found in the school's main office, in the Student Activities office, or on the school system's website: www.vbschools.com. Click on the Athletic/Academic Schedules link under the "Student" section.

- Please note that the "School Entrance Health Forms" are not accepted as athletic physicals. Only physicals completed on the VBMSL Athletic Participation/Parental Consent/Physical Examination Forms [Rev. 4/11] will be accepted. Copies of this form can be found in the school's main office, in the Student Activities office, or on the school system's website: www.vbschools.com. Click on the Athletic/Academic Schedules link under the "Student" section. For any questions or concerns regarding student activities, please contact Mr. Wynn at 648-4421 or at Andrew.Wynn@vbschools.com.

VBCPS Check Policy

All checks require all name, address and phone number. Checks are made payable to Bayside Middle School.



AUGUST 2014

Administration

Dr. Paula Johnson
Principal

Ms. Lauren Gay
Assistant Principal

Ms. Dawn Kramer
Administrative Assistant

Mrs. Towana Hunter
Guidance Department Chair

Mrs. Alison R. Acosta
School Improvement Specialist

Mr. Andrew B. Wynn
Student Activities Coordinator

Inside this issue:

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Welcome To Bayside Middle School

965 Newtown Rd. Virginia Beach, VA 23462

757-648-4400

www.baysidems.vbschools.com

Welcome to the 2014 -2015 school year at Bayside Middle School! Our faculty and staff have been busy over the summer preparing for our first year together as a 7th and 8th grade middle school. We are excited about our new format and committed to providing opportunities for all students to reach their full potential while giving each student the knowledge and skills necessary to meet the challenges of the future.

Please use this brochure as a resource as we prepare for the work ahead of us. When the school and family work together with high expectations for student achievement and conduct, students demonstrate greater success as positive, confident learners.

It is with great honor and humility that I start my 26th year in Virginia Beach City Public Schools with the students, parents, faculty, staff and community of Bayside Middle. It is with our collective dedication and passion for student success that we strive together for excellence. We want and need you to support our school, our students, our teachers, and our programs. Your ongoing involvement makes a significant difference in building a better future for our children.

Bayside Middle is destined for amazing achievement in 2014-2015!

Sincerely,

Paula Johnson, Ed.D.
Principal

Believe

New Student Orientation Open House

Tuesday	Thursday
August 26, 2014	September 4, 2014
5:30 p.m. - 6:30 p.m.	6:00 p.m. - 8:00 p.m.

Tour the School!

Meet the Teachers!



ALERTNOWSM Parent Notification Service

AlertNow allows school administration to send important information quickly via phone and/or an email account to parents/guardians of students, about emergency situations and school delays or cancellations due to inclement weather. Parents/guardians receive reminders about various events and circumstances such as report card distribution, Open house, delayed buses, class field trips and more. Please be sure to provide a local phone number when filling out emergency information forms.

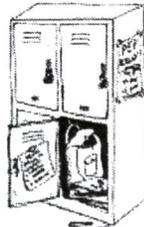
Transportation: Bus schedules will be available at the school or at www.vbschools.com. Students should ride their assigned bus to and from school on the first day to become familiarized with the bus driver, bus number and stop.



Back to School Rules

Cell Phones and BYOD: Middle school students may possess, display, and use a cell phone or portable communication device **before and after** the instructional day. Students are responsible for ensuring that their devices are turned off and out of sight during the instructional day when not in use as directed by a teacher or administrator. School officials shall take possession of portable communication devices and ISS or OSS may be assigned for any violation of the policies.

Students will **NOT** be permitted to bring book bags or rolling luggage in classrooms, PE lockers rooms, or the cafeteria. Upon arrival to school, all students will store their book bags in their lockers for the school day. Students are to unload their book bags take with them only what they need for the first few classes of the day.



During the school day, students will have assigned times designated for locker use. A book bag is defined as a backpack, knapsack, or satchel having one or more straps or a briefcase style handle with compartments of a size large enough to carry textbooks.

Student Dress: A student will maintain personal attire and grooming standards that promote safety, health, and acceptable standards of social conduct. Clothing that exposes cleavage, private parts, the midriff, or undergarments, or that is otherwise sexually provocative, is prohibited. Examples of prohibited clothing include, but are not limited to: slippers, sagging or low cut pants, leggings worn as outerwear, low cut neck lines that show cleavage, tube tops, halter tops, backless blouses or blouses with ties in the back, clothing constructed of see through materials and head coverings unless required for religious or medical purposes. All students are expected to wear dress appropriate to the occasion; extreme or ostentatious apparel or appearance is to be avoided. Any article of clothing or accessory or tattoo which advertises alcohol or an illegal substance, depicts lewd graphics, displays offensive or obscene language or is gang-related is forbidden. If there is a doubt about a particular item of appeal, the student should contact a school administrator for a decision. If the item is deemed inappropriate, the student will be sent to the clinic where extra clothing is housed to change. If necessary, parents will be notified to bring a change of clothes to their students. When necessary, students will report to ISS until the dress code issue is corrected.



School Hours
9:20 a.m.-3:50p.m.

Office Hours
8:00a.m.- 4:30p.m.

Main Entrance
Walkers and students that are dropped off must enter through the main entrance. Our student drop-off and pick-up area is in the front of the school.

New Bell Schedule	
Bell 1	9:20 - 10:10
Bell 2	10:15 - 11:05
Bell 3	11:10 - 12:00
Bell 4	12:05 - 12:55
Bell 5	1:00 - 2:00
Bell 6	2:05 - 2:55
Bell 7	3:00 - 3:50

School Planners
Each student will be issued a student planner. The planner is intended to assist students in developing the life-long habit of effective planning and organizational skills. If lost, a \$5.00 replacement fee will be charged. All students are required to carry the planner daily.



Early Release/Late Arrival: Students should attend school regularly and on time. However, students who need to leave prior to 3:50 p.m. must bring a written note stating the date, time and reason for the early release to the main office prior to the beginning of first bell. Students who arrive after 9:10 a.m. must check in at the security desk and present a written explanation for the tardiness. Students are expected to be on time for classes including lunch.

Student Progress Reports and Parent Portal

Parents can access student grades and other information through the Parent Portal. In order to access this resource, parents/guardians must register on www.vbschools.com/schoolnet/index.asp. In addition, every student will receive a formal progress report between report cards. Weekly progress reports will not be provided. For questions regarding access to Parent Portal, please contact the main

Before, During and After School Help



Academic Support

Students who receive a D or E in one or more core courses during a marking period will be assigned a mandatory academic support class during the following marking period. This mandatory academic support class will replace the elective for that

SOL Labs

In SOL Labs, core teachers provide student with remediation designed to improve student performance in a core area. Students are identified for SOL Labs based on prior year SOL performance. This lab is mandatory and replaces an elective.

Breakfast Club

Students may work on their schoolwork and homework in the cafeteria from 8:00 a.m. to 8:50 a.m. All students arriving on campus before 8:50 a.m. must participate in our Breakfast Club.

Tutoring

After-school tutoring will be offered through our tutoring program and by teachers. Teachers and parents may make recommendations and students may request assistance by contacting Mrs. Acosta at 648-4412.