



BAYSIDE MIDDLE SCHOOL



STUDENT PLANNER 2008-2009

Dear Raider Students and Parents,

Welcome to "Raider Nation." As you begin your journey through the 2008-2009 school year, I am looking forward to having you become a part of the outstanding tradition of excellence long established at Bayside Middle School. This year enrich your middle school experience by participating in intramural activities or joining one of our many clubs. If you wish to attain greater heights you can join one of our academic or athletic teams, which have achieved numerous division and city-wide championship awards.

Remember that each of your actions has an impact on those around you and each of us has a responsibility toward ensuring that our school is a place where all students are afforded the same level of respect. As you go through this year remember the Raider motto, and always conduct your self with "Dignity, Honor, and Respect."

Parents, education is a joint effort, and our administration, faculty, and staff are committed to working with you to ensure your student has a positive educational experience. There are many ways you can become involved; from joining the PTA, volunteering in the school, or simply checking your child's homework each night. Our commitment to excellence is our promise to you and our expectation of every student.

Sincerely,

Dr. Barbara O. Cooper



ADMINISTRATION

Dr. Barbara O. Cooper Principal
Mr. Robert Ambrose Assistant Principal
Mr. Jeff Hofmann..... Assistant Principal
Mrs. Kim TuckerAdministrative Intern
Mrs. Debra Defoor Guidance Director
Mr. John Murray Student Activities Coordinator

GUIDANCE COUNSELORS

Mrs. Lilian Marchbank
Mrs. Debra Defoor
Mrs. Denise Williams

Mrs. Janet Rutherford (Guidance Secretary)

OFFICE STAFF

Mrs. Lee Ard....School Administrative Associate
Mrs. Rose Boone.....School Office Associate
Mrs. Kathy Peterson.....Data Processing Clerk
Mrs. Aleisha Nash.....Discipline Secretary

SCHOOL IMPROVEMENT SPECIALIST

Mrs. Alison Acosta

Important Phone Numbers

Main Office648-4400
Guidance.....648-4411
Attendance.....648-4401
Clinic.....648-4407
Student Activities648-4421

SCHOOL HOURS

Students: 9:10 a.m. – 3:40 p.m.
Office: 8:15 a.m. – 4:15 p.m.

SCHOOL RESOURCE OFFICER – OFFICER MACAPOBRE

The Virginia Beach Police Department School Resource Officer Program provides police officers in all Virginia Beach middle and high schools. The officer fulfills a vital role in promoting safe school communities. Safe school communities promote trust in our schools and police, contribute to the learning process, and foster quality growth. In addition to serving as police officers in the school communities, these officers also:

- provide a safe environment in their school communities by using crime prevention strategies and utilizing enforcement measures.
- provide guidance, act as positive role models, and serve as a contact to support services within and outside the school environment.

Students and parents are encouraged to contact Officer MAC to assist in matters of school and community safety.

LATE ARRIVAL PROCEDURE

- Students arriving late to school are to report to the main entrance to receive an admittance slip. Parental explanation of tardiness is required.

EARLY CHECKOUT PROCEDURE

- ! Students requesting to leave school early should submit a written request from their parents to the main office before school.
- ! An excuse slip will be provided to leave class at the designated time.
- ! Students are to report to the main entrance to be officially signed out.
- ! Students may not leave school unless the parent or guardian comes to check the student out.
- ! Students will not be released directly from the classroom to anyone unless the teacher has been notified to do so by the office or the clinic.

END OF DAY DISMISSAL

- ! Students should be out of the school building and off school grounds by 3:50 p.m. unless attending a school-sponsored activity under the supervision of an administrator, coach, or teacher.
- ! Students may not leave school grounds after arrival in the morning or prior to departure of the buses in the afternoon. A student who normally rides a bus may walk home only if a written request from the parent is submitted and approved by an administrator.

CAFETERIA PROCEDURE

Breakfast and lunch are served daily in the cafeteria. Students should observe the following procedures:

- ! Students should report to the cafeteria on time during their designated lunch periods.
- ! Students reporting late to the cafeteria for lunch must have an authorized excuse note.
- ! Students should not break in line or save a place for another student.
- ! Students may not purchase food for other students.
- ! All food must be eaten in the cafeteria.
- ! Once the serving lines are closed, students will not be allowed to purchase food.
- ! Students should remain seated while eating.
- ! Students are responsible for placing dishes, silverware, trays, and trash in the appropriate disposal area.
- ! A cafeteria monitor will dismiss students.
- ! Students will be assigned cafeteria duty for minor rule infractions. Accumulation of excessive cafeteria duty days or refusal to complete cafeteria duty will result in detention or additional administrative action.

BREAKFAST/LUNCH
The cost of breakfast is \$1.00 per day. Lunches are \$2.00 per day.

FREE/REDUCED BREAKFAST/LUNCH PROGRAM

- Virginia Beach City Public Schools participate in the Federal Free and Reduced Breakfast and Lunch Program.
- Applications will be given to students during the first week of school. Applications may be picked up in the main office after the first week.
- Rules and regulations for the Free/Reduced Breakfast/Lunch program are provided with the application. Please read them carefully.

LOST AND FOUND
 The custodians maintain a lost-and-found department. Any articles found should be taken immediately to a custodian. The school cannot be responsible for any loss which a student may incur, but every effort will be made to find missing articles. Articles will be disposed of if they are not claimed within a reasonable time.

ATHLETIC SCHEDULE (INTERSCHOLASTIC SPORTS)

- Fall – Football // Soccer (Boys/Girls) - Tryouts begin on August 25, 2008.
- Winter I – Basketball (Boys/Girls) – Tryouts begin on November 12, 2008.
- Winter II – Wrestling // Volleyball (Girls) – Tryouts begin on February 2, 2009.
- Spring – Baseball // Softball // Field Hockey // Track (Boys/Girls) – Tryouts begin March 23, 2009.

ALL STUDENTS NEED A PHYSICAL ON A VBMSL FORM IN ORDER TO TRY OUT FOR A SCHOOL TEAM

ADMISSION TO SPORTING EVENTS

- Admission will be charged for all indoor sporting events and football games.
- The cost is \$2.00 for adults/\$1.00 for students. Championship events are \$4.00 for adults and \$2.00 for students.

ACTIVITY BUSES

- Activity buses are provided for students who participate in after-school programs.
- Students must ride the bus which stops closest to their home. Due to the reduced number of buses, activity buses make fewer stops; school board policy states that students may have to walk up to one mile to their home.

DISCIPLINE

Bayside Middle School provides a safe and orderly learning environment. Students are expected to follow all expressed guidelines. If they choose not to comply, disciplinary action will result.

Disrespect –insult, belittle or degrade any faculty member, staff member or student.

Examples:

- use of profane or vulgar language
- use of obscene or vulgar body language or gestures
- use of hostile language
- use of degrading or insulting comments

Disobedience –refusal to comply with direct instructions from any staff member.

Examples:

- refusal to change seating arrangements
- refusal to stop chewing gum
- refusal to proceed to out-of-class destinations as directed
- refusal to follow all established school regulations

Disruption—causing a break in the normal, orderly procession of activity in school including the classroom, halls, cafeteria, gym area, assemblies, buses, etc.

Examples:

- unnecessary noise: i.e., laughing; animal noises; slamming of doors, books, or desks; or obscene noises
- comments or statements unrelated to the topic at hand
- unnecessary movement in the seat or around the room
- fights, wrestling moves or general “horseplay”

DRESS CODE

School Board policy dictates that students are expected to dress appropriately for the occasion. Students may not wear extreme or ostentatious apparel to school. Examples are given below. Students:

- must wear footwear at all times. Flip-flops and slippers are not acceptable.
- must wear clothes as they are designed to be worn.
- may wear shorts, subject to the following restrictions: no cut-offs unless hemmed, no running, jogging or gym shorts.
- may not wear headgear of any kind.
- may not wear lewd or suggestive T-shirts, dresses, or skirts.
- may not wear apparel which advertises, glorifies, or symbolizes any illegal substances or substances illegal to minors.
- may not wear tank tops, fishnet shirts, or other apparel specifically designed as beachwear or which exposes the midriff or the back.

TELEPHONE CALLS
Telephones in the main office are for emergency student use only.

CLINIC

- Students who become ill during the school day and find it necessary to leave class must have a pass from their teacher or the teacher of the next bell (in the case of between-class needs) before they will be admitted to the clinic. Students are expected to use the clinic only if they cannot remain in class.
- When the clinic staff determines that a student is too ill to remain in school, parents will be notified, if possible. Students may not leave school after becoming ill without receiving a dismissal from the clinic.
- Parents must bring prescription medication to the clinic in the original unopened container and complete the appropriate form. Over-the-counter medications must be distributed by the clinic only with a doctor’s note. Medications that need to be split should be split before being sent to school. Students must have a physician’s note in order to carry an inhaler at school. Medications should only be delivered to the clinic staff and never given to any other school staff members.
- When filling out the emergency information cards, please be aware that only the student’s parent and the people listed on the “If parent can’t be reached” line may pick up a student from school.
- Please be aware that the clinic staff is not on the grounds after school office hours. Therefore, there is no medical staff at school for after-school activities. If medications are needed after 4:00pm, parents must bring the medication each day and supervise its application, with the exception of inhalers.

STUDENT PICTURES

Student pictures are scheduled to be taken early in the fall and again in the spring. The sale of pictures provides a fundraising project for the students and student-related materials. Student photographs from the fall are placed in the yearbook whether the students purchase the photographs or not. The picture day is announced in advance. Students are encouraged to dress appropriately for their photographs, and they must comply with the dress code.

Pictures are pre-pay only and 100% guaranteed. If students do not like their picture they may retake them. If students are still not satisfied after the retake, they may get their money back.

MISSION
Our mission in the Bayside Middle School community is to provide opportunities for all students to reach their full potential.

PHILOSOPHY

Bayside Middle School shall provide a positive and supportive environment dedicated to enhancing student self-esteem, to

increasing learning and achievement, and to facilitating the transition to further education and adulthood. Bayside Middle School will foster maximum development of the student's intellectual, physical, social, and emotional abilities by addressing the unique developmental characteristics and individual needs of young adolescents.

BAYSIDE MIDDLE SCHOOL

- ! Values a secure and orderly learning environment.
- ! Values each individual's right to achieve.
- ! Values a school-community partnership.
- ! Values fairness, mutual understanding and respect, and individual rights.
- ! Values people who instill the desire to learn.
- ! Values academic excellence and the conditions to promote it.



Dignity ☆ **Honor** ☆ **Respect**



BUSES

Students should meet and depart school buses only at their regular stops. Students must ride assigned buses only, unless special permission is requested in advance and granted by the administration.

BICYCLES

Students should secure their bikes with their own locks. Bike racks are provided at the school. Students may not bring their bikes into the building or ride their bikes on the sidewalks, track or sports fields.



SEASONS FOR ATHLETIC PROGRAM / 2008-2009

SPORTS	TRYOUTS - START DATES	CONTEST DATES
1st Nine Weeks		
FOOTBALL	Monday - 8/25/08	9/24/08 - 11/13/08
SOCCER - Boys	Monday - 8/25/08	9/10/08 - 10/30/08
SOCCER - Girls	Monday - 8/25/08	9/11/08 - 10/30/08
2nd Nine Weeks		
BASKETBALL - Boys and Girls	Wednesday - 11/12/08	12/1/08 - 1/21/09
3rd Nine Weeks		
VOLLEYBALL	Monday - 2/2/09	2/17/09 - 3/19/09
WRESTLING	Monday - 2/2/09	2/19/09 - 3/21/09
4th Nine Weeks		
FIELD HOCKEY	Monday - 3/23/09	4/6/09 - 5/18/09
TRACK & FIELD - Boys and Girls	Monday - 3/23/09	4/6/09 - 5/16/09
BASEBALL	Monday - 3/23/09	4/6/09 - 5/20/09
SOFTBALL	Monday - 3/23/09	4/6/09 - 5/19/09
ACADEMIC ACTIVITIES		
DEBATE	Monday - 8/25/08	Practice Round 10/11/07-Tournament 10/27/07
ACADEMIC CHALLENGE	Monday - 11/17/08	12/3/07 - 1/16/08
DRAMA (ONE ACT PLAY)	Monday - 2/2/09	3/14/08 & 3/15/08
FORENSICS	Monday - 3/23/09	5/14/2008

Virginia Beach City Public Schools Student Portal Student Quick Reference Card

Login to your Student Home page using vbstudents\00000 (00000 represents your student ID). As a student, you will need to know how to get to your Class sites, how to find information on your assignments, how to access resources that the teacher has placed on the class site, how to upload resource documents into your own document library, how to complete an assignment and upload it onto the class site, and how to participate in a class discussion. This Quick Reference is provided to help remember how to efficiently accomplish all this.

Your Student Home Page at
<http://studentportal.vbschools.com/students/00000>

The screenshot shows the student portal interface. At the top, it says 'Craig Student Home'. Below that is the 'Student Workspace' section with a document library table. The table has columns for Type, Name, Class, Teacher, and Due Date. One document is listed: '00012Assignment01' with a 'NEW' icon, in the 'Eng131' class, by 'Terry Teacher', due on '7/22/05'. Below the table is a calendar for July 2005. On the right side, there is a 'Change Password' link and a 'Day Bell Course Title' section. A storage gauge indicates '1.82 of 50 MB' used. A 'Welcome to the pilot of the Student Portal!' message is also visible.

Getting to My Class Sites: Get to your Class sites by clicking on your Class Links.

Uploading Files: Upload Files into your document library by clicking on the **Upload Document** in the document library link bar. Browse for your file and then click **Save and Close** to upload your document.

Downloading A File: Download a file from your Document library or any other simple link on the web by right clicking the link to the file (e.g., **00012Assignment01**). From the shortcut menu that appears, select **Save Target As...** Browse to where you would like to save the file and click **Save**.

Removing A File From A Document Library: To remove (delete) a file from your document library, move the cursor over the document to be deleted. A dropdown box appears. Click on the **down arrow** in the right corner and a dropdown menu is displayed as shown below. Click on the **Delete** menu selection and the file will be deleted.

Editing A File In A Document Library: There are two common ways to edit a file that is contained in a document library.

Method 1: To edit a file that is not a Microsoft Office file (e.g., MS Word, MS Excel, or MS PowerPoint) or if you do not have Microsoft Office 2003 or later, Method 1 is for you. Using this method you first download the file to your computer for editing and then upload it back into the document library after you have finished. This will replace the original file with your edited file.

- Follow **Downloading** above to download

the file.

- Edit the file on your computer and save it.
- Follow the **Uploading Files** above to upload the file.

Method 2: You can only use this method to edit a Microsoft Office file with Microsoft Office 2003 applications on your computer. This method edits the file directly while online.

- In your Student Home page, select the document that you would like to edit. In this example we are going to edit **00012Assignment01** as shown in the figure above.
- Move the cursor over the document to be edited. A dropdown box appears. Click on the **down arrow** in the right end of the box and a dropdown menu is displayed.
- From the dropdown menu, select **Edit in Microsoft Office Word**. The document will open in MS Word for editing.
- When you save the document it will be saved back to your Student Home site, not onto the computer you are using. Save your work frequently to avoid losing your work.

How To Change My Password: To change your password, open your **Student Home** page. On the right side bar, click the **Change Password** link to open the change dialog. Enter your old (current) password, your new password and then confirm your new password by entering in the confirmation box

provided. Click the **OK** button to submit your change.

Finding Class Assignments: Click on the Class Link to get to the Class site you wish to check. Teachers will normally place your class assignments in the **Class Assignments** the Calendar in the center of the Class Home page. Find the assignment listed in the calendar view and click on the assignment link for more information about the assignment. This may include attached documents and links to websites that may assist you in your work.

Working On My Assignment: Use the other skills listed above to work on your assignments. First find the assignment and gather resources uploading them to your Student Home page document library so you have them to complete your work. Create an assignment file in which to work and upload it to the document library so you can work on it at school or wherever you have an Internet connection. Edit your file using one of the two methods listed above. When you are ready to turn in your assignment follow the procedure below.

Turning In My Assignment: When you have completed your assignment and it is ready to turn in, there are two recommended methods for turning in (uploading) your completed assignment. The first (discussed here) is to upload the file from your computer. The second (not discussed here) is to upload the file from a network place. See Student Online help for steps to use this second method. Here's how to turn in your assignment.

- You must have your completed assignment on your computer. If you have placed your most recent version of your completed assignment on your **Student Home** page document library, open your **Student Home** page and download your completed assignment to your computer. (If you already have your completed assignment on your computer, skip this first step.)

- When you have your completed assignment on your computer, then open your **Class site** and click the **Add new item** link at the bottom of the Inbox list. Enter the Title of the assignment and select the assignment name from the Assignment dropdown. Add your assignment to the item by clicking the Attach File link. Click **Save and Close** to upload your assignment.

Making A New Event For My Calendar: open your **Student Home** page. Click on the **Add new event** link at the bottom of the calendar on your Student Home page. This opens the New Item dialog. In the New Item dialog, you are required to enter the Title of the event and the Begin date. You can add an End date, a Description of the event, and a Location for the event as desired. If the event recurs regularly, you may add a Recurrence. Selecting Weekly would add this event every week as you specify in the recurrence dialog that will be presented (not shown here). Note: The Workspace option, "Use a Meeting Workspace..." is not used even though it is presented on the dialog. After the data is entered, click the **Save and Close** button to add the event to your calendar.

Deleting an Event From Your Calendar: Click on the event title displayed on the calendar. When the dialog opens, select the **Delete Item** button. Click the **OK** button on the warning dialog that appears to delete your event.

Online Help: Online help can be accessed at <http://studentportal.vbschools.com/studentinfo/Student%20Help%20Files>. Other information may be available at <http://studentportal.vbschools.com/studentinfo>.

Home Help

TECH WRIT 1 ENG131

Home

Quick Launch Bar

Documents
Pictures
Lists
Inbox
Class Announcements
Discussions
Surveys

Class Announcements

Class Assignments

Class Announcements

Class Assignments

Class Inbox for completed assignments

Click "Add new item" to add completed assignments

Virginia Beach City Public Schools
AHEAD OF THE CURVE

Class Workspace

Class Announcements

Welcome Back! NEW 7/27/2005 8:28 AM
by Terry Teacher
Welcome back to school and to the the Technical Writing Class. You will be learning more about this awesome resource we share to make learning more fun and relevant. I look forward to enjoying the course together.

▣ Add new announcement

Class Assignments

▣ New Item | Today | View by Day | View by Week | View by Month

September 2005						
Sun	Mon	Tue	Wed	Thur	Fri	Sat
28	29	30	31	1	2	3
				Assnmt01		

Inbox

Reviewed	Title	Created By
▣ Assignment : Assnmt00 (1)		
Yes	Assnmt00-00000 <small>NEW</small>	Craig Student
▣ Assignment : Assnmt01 (1)		
Yes	Assnmt01-00000 <small>NEW</small>	Craig Student

▣ Add new item