



August 2018

Dear West Middle School Families,

Welcome to the 2018-2019 School Year!

We would like for the start of your 2018-2019 school year to go as smoothly as possible, so in this letter we have highlighted some of the important items that will contribute to that smooth transition. Let's begin with Student Registration Day.

### **Student Registration**

Student registration is an important day for all students to attend, and is scheduled for:

Wednesday, August 22 – 8:30 – 11:00 a.m. – 7<sup>th</sup> grade students  
12:00 – 2:30 p.m. – 8<sup>th</sup> grade students

Friday, August 24 – 8:30 – 11:00 a.m. – 6<sup>th</sup> grade students last name beginning A – L – Cafeteria  
12:00 – 2:30 p.m. – 6<sup>th</sup> grade students last name beginning M – Z – Cafeteria

**\*Reminder:** 6<sup>th</sup> grade Warrior Games will take place in the evening following registration on August 24<sup>th</sup>. See attached flier for more details. This is an activity for students only; parents are welcome to drop off and pick up in the loop.

At registration, students will pick up their schedule, order a yearbook (optional/can be done on-line), have their school picture taken and receive their locker assignment as well as turn in Academic Integrity form. The PTSA will also have tables set up for you to turn in membership forms, pick-up calculators, locker pals, and pre-order the Author-In-April book for Language Arts classes.

Late registration, for students unable to come August 22 or August 24, will be Tuesday, August 28, from 9:00 – 11:00 a.m. Students will not be able to have their picture/ID taken and will have that done on the make-up date of Thursday, September 6<sup>th</sup>.

**Students New to RCS for 2018-19 School-year** – There will be an orientation on Tuesday, August 21<sup>st</sup>, at 1:00 p.m. for students new to Rochester Community Schools in the WMS media center.

### **Important Registration Online Information**

***In an effort to be more environmentally conscientious as a District, we are posting the registration information on our West M.S. website. Some items you will need to print and bring to registration and other items you will need to print or save for your own records.***

Here is how you can get to this folder of information. Go to [www.rochester.k12.mi.us/west](http://www.rochester.k12.mi.us/west). Scroll to the bottom and click on the folder “Registration 2018-2019.” Documents that you will need will be in that folder.

## **Bring to Registration**

Please print the following information **and bring them with you to registration:**

1. RCS Middle School Academic Integrity Agreement.
2. Kaiser Studio School Picture Information, there are two options: Bring the order form with payment to registration or pay with credit card on the Kaiser Studio website: <https://preorder.kaiserstudio.com> and use School ID Code – WESTMS2018.
3. Yearbook order form. Print your receipt if you purchase a yearbook on-line or you can pay for the yearbook at registration. On-line orders begin August 13, 2018 [www.yearbookordercenter.com](http://www.yearbookordercenter.com) enter Order #40559.
4. PTSA Membership/Donation Form
5. PTSA Author-In-April book order

### **Additional Registration Information**

Also posted in the folder, and important for you to review, are the following policies and information:

6. Cell Phone Policy
7. Dress Code
8. Attendance Information
9. Suggested School Supply List
10. Chartwells (food services) Information
11. 2018-2019 Student Extracurricular and Activity Fee Schedule
12. MHSAA Athletic Physical Form (must be turned in before students can try-out for a sports team)

### **Emergency Card Updates - ParentVue**

Beginning with the 2018-19 school year, parent will be given information to go into their ParentVue to update Emergency Card information. Information has been sent out via SchoolMessenger in early August to make updates. We ask that you please take the time to complete the process by August 20<sup>th</sup>, before the registration dates on August 22<sup>nd</sup> and August 24<sup>th</sup>.

### **First Day of School**

Tuesday, September 4<sup>th</sup> – Full Day – Times: 7:25 a.m. – 2:22 p.m.

### **Bus Information**

Bus information will be available on ParentVue in Synergy at the end of August for the 2018-19 school year.

## School Day Schedule

HOMEROOM	7:25 – 7:35 AM
1 <sup>ST</sup> PERIOD	7:40 – 8:38 AM
2 <sup>ND</sup> PERIOD	8:43 – 9:41 AM
3 <sup>RD</sup> PERIOD	9:46 – 10:44 AM
4 <sup>TH</sup> HOUR	
7/8 <sup>TH</sup> GRADE – LUNCH	10:44 – 11:14 AM
CLASS	11:19 – 12:18 PM
6 <sup>TH</sup> GRADE – CLASS	10:49 – 11:16 AM
LUNCH	11:16 – 11:46 AM
CLASS	11:46 – 12:18 PM
7/8 <sup>TH</sup> GRADE – CLASS	10:49 – 11:46 AM
LUNCH	11:48 – 12:18 PM
5 <sup>TH</sup> PERIOD	12:23 – 1:20 PM
6 <sup>th</sup> PERIOD	1:25 – 2:22 PM

### Week at a Glance

Every Friday we send out our WMS “Week at a Glance” with upcoming dates, PTSA information, and other pertinent information for our West families.

### Calendar Information

Remember to check our West calendar for upcoming events. The West calendar is located on the West website, just click on Calendar located on the top row and check West.

Enjoy the remainder of your summer. If you have questions or concerns, please call West Middle School at 248-726-5000. We look forward to seeing you at registration!

Sincerely,

Michael K. Dillon, Principal  
mdillon@rochester.k12.mi.us