

August 18, 2020

Dear Williamston Middle School Students, Parents, and Guardians:

**Welcome to the 2020-21 School Year!** This year we are experiencing learning and building relationships in new ways. The WMS faculty, staff, and administration are committed to supporting your child as we venture into the 2020-21 school year. This letter provides detailed information and important changes that are intended to provide your student(s) and family with a smooth back-to-school transition. **This information is sent electronically to provide advance notice, but please watch for a back to school envelope this week that includes your child's schedule and forms.**

**Save the Date and Open House Cancelled:** Due to COVID-19, in person back to school events will not take place. Back to school pick up times are assigned below and teachers are creating an alternative plan for open house that introduces the teachers virtually.

**Pick Up 2020-2021 Back to School Materials :** Materials for the current school year (back to school folder with WCS student login and password information, course workbooks, supplies specific to certain classes, Chromebooks for those students receiving a device will be distributed on August 24 and 25 according to the following schedule:

- Monday, August 24: 9:00 AM (A-B ), 10:00 AM (C-D), 11:00 AM (E-F), 12:00 PM (G-H), 1:00 PM (I-J), 2:00 PM (K-L)
- Tuesday, August 25: 9:00 AM (M-N ), 10:00 AM (O-P), 11:00 AM (Q-R), 12:00 PM (S-T), 1:00 PM (U-Z), 2:00 PM (drop in)

Students/families should **drive to the back of the middle school for curbside pickup**. WMS staff will meet you, get your student name and schedule, and then retrieve the school materials that will be distributed to you. Students and families will wait in the car loop while staff retrieve materials from inside the building.

Please have your student schedule ready when you arrive for your appointment so that staff are able to gather appropriate school materials. WMS student schedules for the 2020-21 school year can be viewed in PowerSchool (<https://ps.gowcs.net/public/home.html>). If you need help accessing PowerSchool, please contact Tara Brooks at [brookst@gowcs.net](mailto:brookst@gowcs.net) or 517-655-4668.

If you are unable to pick up materials at the designated time and need to make alternative arrangements to turn in your student forms or for material pick up, please contact the WMS office at 517-655-4668.

**The following forms are important and MUST BE RETURNED DURING SCHEDULED PICK UP DAYS AND TIMES in order to ensure WMS has up-to-date student information.**

**Please COMPLETE and SIGN 6<sup>th</sup> Grade Enrollment Form (if included in the mailing), Registration Update, Permission Form, Internet Use Agreement, Virtual/Online Permission Form, and COVID 19 School Health Screening Agreement**

PLEASE WATCH YOUR MAIL FOR ALL FORMS THAT WERE SENT TO YOUR HOME THIS WEEK.

- **6<sup>th</sup> Grade Enrollment Form** (6<sup>th</sup> grade only) - Forms were provided in the spring and most are complete. If your child's enrollment forms are not turned in then please find it in the mailing.

- **Registration Update** (6-8 grades) - Communication between school and parents/guardians is crucial to the success of all students. Enclosed is the current contact information on record for your student (6-8). Please review this information and print any updates/changes on the form.
- **Permission Form** (6-8 grades) – Includes field trips and transportation, permission to photograph, directory information, and code of conduct acknowledgement.
- **Internet Use Agreement** (6-8 grades) -Must be signed and returned before a student’s network account will be opened.
- **Virtual Online Permission Form** (6-8 grades) - Online permission is required during remote instruction. **COVID 19 School Health Screening Agreement** (6-8 grades) For the health and safety of students, the health department recommends regular health screening.

**DROPS AND ADDS FOR REQUESTED SCHEDULE CHANGES:**

WMS will be offering the DROP AND ADD process through a Google Form. Please click [HERE](#) to access the form, complete and submit as soon as possible or by **Aug. 26th at 3 PM**. We will do our very best to consider your request, although some requests will not be able to be met due to class times and class size limits. At this time, we are limiting changes to those that are necessary. Schedule changes will be made prior to the start of school on August 31st. You will receive an email response. The form is due no later than **August 26 at 3:00 PM**.

**REMOTE LEARNING SCHEDULE:** Students are encouraged to follow regular routines with instruction to set themselves up for success. The schedule is designed to provide asynchronous and synchronous time daily. Asynchronous learning/instruction is completed without live interactions with the teacher (i.e. reading and writing tasks, instructional videos and online activities). Synchronous learning/instruction is scheduled and includes live interactions with a teacher (i.e. Google Meet sessions with learning tasks, in person scheduled support, phone calls, and drop in virtual office hours).

**Week 1-2 Schedule:** Students and teachers (hours 1-6) will engage in activities daily. The focus of the first two weeks of school is to build relationships between teachers and students during daily synchronous and asynchronous instruction. Students and teachers will participate in live community building activities (i.e. Google Meet and online activities). Teachers will also communicate learning platforms, behavioral expectations, and the forms of communication between school and home (ie office hours, phone calls, email, PowerSchool, Google Classroom). Teachers will assign synchronous and asynchronous tasks and closely monitor student performance and provide timely feedback and support.

**Week 3 and beyond Schedule:** Teachers will post weekly agendas on Monday at 8:00 AM. Asynchronous and synchronous activities will take place (hours 1-6). Teachers will provide an overview of the week and intentionally monitor student understanding of the weekly content. Tuesday - Friday teachers and students will engage in asynchronous and synchronous activities. Students will receive feedback from the teachers and have opportunities to seek additional support during scheduled teacher support time Tuesday and Thursday (synchronous - in person or online), drop in synchronous office hours Tuesday - Friday (ie phone call, email, Google Meet). See the link [HERE](#) for details.

**GOOGLE CLASSROOM DURING REMOTE LEARNING:** All teachers will use Google Classroom for course announcements and classwork. Please see the link [HERE](#) for parent’s guide to Google Classroom. Students will receive invites to Google Classroom from their teachers by August 31.

**WMS STUDENT HANDBOOK & CODE OF CONDUCT:** The WMS Student Handbook, which includes the Code of Conduct is online at <https://www.gowcs.net/domain/313>

**ATTENDANCE:** If your student is absent, please call the Attendance Line at 517-655-4668 (press #1) within 24 hours of the absence. On the recording, state the student’s name, grade, date of absence and reason for absence OR electronically submit an absence online at <https://www.gowcs.net/domain/164>

**SCHOOL MESSENGER NOTIFICATION SYSTEM:** Williamston Community Schools utilizes a rapid notification system called School Messenger. This automated system notifies parents/guardians of school closings and other important messages. Messages are sent out based on information in our PowerSchool student information system. Parents/guardians are able to add

additional phone numbers and email addresses into this system by logging into the PowerSchool Parent Access account. Instructions can be found on the WCS website ([www.gowcs.net](http://www.gowcs.net)) under the “Parents/Families” link.

**FREE AND REDUCED LUNCH:** Qualifying families should complete the enclosed form and return it during scheduled distribution days. This federal program is highly confidential and helpful for many of our families, thus we want to ensure that all families that qualify receive the benefit.

**2019-2020 YEARBOOKS:** Due to COVID-19 the yearbooks are delayed and expected to arrive early this fall. Delivery updates and distribution will be determined in the future.

**ADDITIONAL BACK-TO-SCHOOL PROCESSES:**

Due to beginning the year with remote instruction, other processes that usually take place during the traditional Save the Date Day (school pictures, locker assignments, yearbook order forms, etc.) will be completed when we return to in person learning.

I hope this information is helpful in planning for the new school year. If you have additional questions, please contact the Williamston Middle School main office at 517-655-4668. I look forward to working with you as we continue Williamston Middle School’s strong tradition of excellence!

Sincerely,



Deb LaFleur  
Principal

Enclosures in the mail sent to your home: Required forms (**BOLD**) must be returned when picking up back-to-school materials

- **6th Grade Enrollment Form** (6<sup>th</sup> grade only - if included in the mailing)
- **Registration Update** (6-8 grades)
- **Permission Form** (6-8 grades)
- **Internet Use Agreement** (6-8 grades)
- **Virtual Online Permission Form** (6-8 grades)
- **COVID 19 School Health Screening Agreement** (6-8 grades)
- Student Schedule
- Remote Learning Schedule
- Free/Reduced Lunch Application