



SCHOOL NEWSLETTER

www.willjamesms.com

281.6100

August 2017

Welcome to the 2017-2018 School Year!

It is our hope that this newsletter finds everyone having a relaxed and enjoyable summer. It is hard to believe that the summer break is almost history and the 2017-2018 school year is upon us. At Will James, we are busy putting the finishing touches on our preparations for the coming year.

On behalf of the faculty and staff, we would like to extend a "Special Welcome" to the 6th and 7th grade students and to any 8th grade students who will be new to Will James this fall. We sincerely hope that you will quickly become an active part of "your" school and feel the pride, spirit, and traditions that are so important to a successful school.

To those 8th grade students who are returning we say, "Welcome Back." We hope that you will continue to be active members of your school and that each of you will do your part in making those who are new to Will James this year feel welcome!

To the parents of all Will James students, we want you to know we think you are key elements in the educational process. It is our hope that all of you will feel free to contact us regarding any of your questions and concerns throughout the school year. It is by working together that we can do the best job of educating "our" students!

School Tours August 17, 2017

9:00 am

Afterward, visit the Vietnam Veterans Memorial on our Football Field!

Will James and Kiwanis Club are partnering up Monday, August 21 for a Back To School MOVIE night! Kiwanis Club will be fundraising to support the BPS back pack program. Will James will be providing snacks, hamburgers, and hot dogs. All current Will James students must be accompanied by an adult. Please bring lawn chairs or blankets for your comfort for the presentation on the football field.

Festivities begin at 7:30 pm!! See you there!

Monday, August 21, 2017 is MOVIE NIGHT!!

**Celebrate back to
school with Will
James and Kiwanis
Club**



Summer Hours

Will James Middle School has been under renovations this summer (new gym floor, some roof repairs, new tiles in select areas, and brand new Empower and Dig IT rooms). At this time we are anticipating the return to our building in early-mid August. Our alternate office site is at Lewis & Clark Middle



The staff of Will James Middle School would like to extend an invitation to our annual fall "Open House" on **August 31st** starting at **6:30 p.m.** The fall open house will afford parents an opportunity to meet teachers and tour classrooms.

We will be sending home an individual invitation with all students. Have your child fill in his/her schedule and bring it with you to the Open House.

We look forward to seeing you at Open House!

SOS Parent Meeting precedes Open House at 6 pm in the Gym. *See attached SOS letter

Administrators

Kim Verschoot– Principal
**Tim Lowe– Associate
Principal**

FIRST DAY OF SCHOOL INFORMATION!!

Students, you will LOOK for your **NAME and Advisory Teacher/ Room** on lists posted on the front window and in the hallways at Will James on August 24, 2017. At 8 am you will need to report directly to your advisory class to start the day. If you are compliant with immunizations, you will receive your schedule, locker number, padlock and planner right away in your Advisory classroom. **Bring \$5 for a padlock and \$5 for a planner!**



The following 4 resources are our main communication outlets. Please contact the main office to update PowerSchool and ICU contact information . If you are unable to access our website to view the news please contact our main office and a printed copy of the information will be made available. We will not be mailing out newsletters.



All students have a PowerSchool account where they can access the system to view grades, attendance, email teachers, and view school announcements on the daily bulletin.

Parents can create their own account and link multiple students. Parents can select the frequency of email alerts for students grades/attendance, assignment scores, school announcements, and lunch money balance. Contact the main office for instructions and/or access.

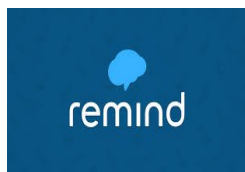


Stands for **Intensive Care Unit**. It is a communication tool that tracks **missing assignments** from students. Helps teachers and administrators communicate with students and parents quickly regarding missing assignments through email and/or text. Parent/guardian contact information from PowerSchool is entered in as ICU contact information. Please update information at the main office.



Visit our School website Current News page:
www.willjamesms.com

www.billingsschools.org for BPS



Remind is a smartphone app that will be used to provide important, time sensitive messages to you through texts. Your name is the only thing visible.

Text **@willja** to **81010** to join

Attendance Procedures

Call 281-6158 or 281-6100 option 1

Parent verification of any absence is mandatory. Parents should call our **Attendance Office (281-6158)** each day the student is absent from school. If no contact is made, the parent or guardian must send a note with the student when they return to school. A note should be sent to school if you are taking a trip, skiing, vacationing, etc. The student will then be given his assignments so the work can be made up before the absence, if possible.

Make-up work and assignments will be collected for any student who has been absent three (3) or more days due to an accident or illness. Assignments must be requested before 9:30 a.m. and can be picked up after 2:30 p.m. If a student is to leave school for an appointment, a note or phone call should be presented to the attendance office **before 8:10 a.m.**

Students are not allowed to leave the school building unless they check out with the attendance office. No student will be released without parent authorization. If a student leaves without permission, the absence will be treated as unexcused.

Student will NOT be released to anyone who is not on their PowerSchool contact list!

Counselors

Lance Dandliker, for (A-L) students
281-6155

Nichole Hamnes, for (M-Z) students
281-6154

Will James Counselors are available to provide student and parent support. They are eager to schedule Parent /Teacher conferences and provide for individual student needs. Please call your child's counselor for intervention, course or schedule questions, support, or advice.

STUDENT DROP-OFF

ONLY BUSES and FACULTY will have access to the back area of the building from 7:15 am to 3:30 pm. You may use the **front** parking spaces that are provided during this time.

All students will need to report to the cafeteria or designated outdoor area in the back of the school if they arrive prior to 8:00. Available teachers will have a sign-in sheet near the cafeteria for any student who would like teacher access prior to 8:00. **All parent drop offs will need to occur at the front of the building and students will walk around to the back cafeteria entrance.**

The front doors open to students at 8:00 am each day. Between 8:00am and 8:05am all students who have arrived at school need to be heading to their 1st period class. We ask that students not arrive before 8:00 am unless, of course, they are involved in a school activity such as an early morning musical rehearsal, early athletics practice, breakfast, or BOOST. The school day ends at 3:10 p.m. and all students should have left campus by 3:30 p.m. unless they are involved in a school activity or are under the supervision of a classroom teacher. Parents, we ask that you visit with your student about reporting directly to school each day and not leaving the campus once they arrive! At no time do we want Will James students gathering off the school grounds in the alleys, nearby parks or businesses. We ask the cooperation of students and parents so that problems can be avoided.

Met Transit Busing \$21/month

Billings Met Transit has a Will James busing route (T3) and will drop off students outside Will James at 7:55 am and pick-up students at 3:25pm. **Routes T3 or Route 7 (Broadwater)**

<http://ci.billings.mt.us/284/Bus-Routes-and-Schedules>
657-8218 Met transit office

One-way price is \$1.50. You may purchase monthly Met bus tickets inside Will James in the main office. Exact amount of \$21 cash or check payable to MET will be accepted.

*Effective August 2017, there is no school bus transportation (First Student) for regular education students into Will James as all boundaries are less than 3 miles from the

Immunization Requirements for School!

Students entering 7th grade must have a Tdap.

Please make it a priority to have the necessary immunizations given and submit the compliant documentation to the main office at Will James prior to August 24, 2017. Clinics do not notify the schools of updated records so it is your responsibility to make sure we have the proper documentation.

IMPORTANT!! Unfortunately, if documentations for any student are not received by the first day of school, your child will not be allowed to attend classes!!!!

School Nurse



The school nurse has multiple students and schools so there is not always a nurse on duty at Will James.

Some nursing services that are provided during the school year include vision and hearing screening on students new to the district, special education students, students who have failed previous screenings, requests from parents, staff or special services. Vision and scoliosis screening are done on all 7th grade students. The audiology department screens hearing on all 7th graders. If for any reason you do not want your child to participate in any of these screenings, please notify the nurse.

Also, please notify the nurse if your child has any medical condition or is on any medication of which we need to be aware. If your child has any allergies please notify the nurse and provide us with any necessary medication .

Prescription Medication Guidelines

For the safety of your child and others in school, the following steps need to be followed if your child requires any prescription medication during school hours.

1. A permission form must be filled out by the parent/guardian and **physician**. (Forms are available at the school main office)

2. Medications must be in a clearly labeled, original container with the following information:

- a. Name of Student
- b. Name of Medication
- c. Name of Physician
- d. Amount of medicine needed
- e. Time medicine is needed

3. Medication must be kept in the office where the student is responsible to come for it at the appropriate time.

4. The student must be able to dispense/pour the needed amount of medication under supervision.

Please refer to the student handbook for guidelines covering over-the-counter medication such as cold tablets, acetaminophen, aspirin, and ibuprofen.

Will James Class Schedules

**Mondays, Tuesdays,
Thursdays, and Fridays**

**All Wednesdays are PLC Day
(Dismiss at 2:30)**

6th grade				6th Grade			
Before	7:40 AM	8:10 AM	Boost or Cafete-	Before	7:40 AM	8:10 AM	Boost or
1st Period	8:10 AM	9:06 AM		1st Period	8:10 AM	8:56 AM	
2nd Period	9:10 AM	10:06 AM		2nd Period	9:00 AM	9:46 AM	
3rd Period	10:10 AM	11:06 AM		3rd Period	9:50 AM	10:36 AM	
4th Period	11:10 AM	12:14 PM	Lunch/Advisory	4th Period	10:40 AM	11:44 AM	Lunch/Advisory
5th Period	12:14 PM	1:10 PM		5th Period	11:44 AM	12:30 PM	
6th Period	1:14 PM	2:10 PM		6th Period	12:34 PM	1:20 PM	
7th Period	2:14 PM	3:10 PM		7th Period	1:24 PM	2:10 PM	
All Clear	3:30 PM			All Clear	2:30 PM		
7h grade				7th Grade			
Before	7:40 AM	8:10 AM	Boost or Cafete-	Before	7:40 AM	8:10 AM	Boost or
1st Period	8:10 AM	9:06 AM		1st Period	8:10 AM	8:56 AM	
2nd Period	9:10 AM	10:06 AM		2nd Period	9:00 AM	9:46 AM	
3rd Period	10:10 AM	11:06 AM		3rd Period	9:50 AM	10:36 AM	
4th Period	11:10 AM	12:10 PM	Advisory/Lunch	4th Period	10:40 AM	11:40 AM	Advisory/Lunch
5th Period	12:14 PM	1:10 PM		5th Period	11:44 AM	12:30 PM	
6th Period	1:14 PM	2:10 PM		6th Period	12:34 PM	1:20 PM	
7th Period	2:14 PM	3:10 PM		7th Period	1:24 PM	2:10 PM	
All Clear	3:30 PM			All Clear	2:30 PM		
8th grade				8th Grade			
Before	7:40 AM	8:10 AM	Boost or Cafete-	Before	7:40 AM	8:10 AM	Boost or Cafete-
1st Period	8:10 AM	9:06 AM		1st Period	8:10 AM	8:56 AM	
2nd Period	9:10 AM	10:06 AM		2nd Period	9:00 AM	9:46 AM	
3rd Period	10:10 AM	11:06 AM		3rd Period	9:50 AM	10:36 AM	
4th Period	11:10 AM	12:06 PM		4th Period	10:40 AM	11:26 AM	
5th Period	12:10 PM	1:10 PM	Advisory/Lunch	5th Period	11:30 AM	12:30 PM	Advisory/Lunch
6th Period	1:14 PM	2:10 PM		6th Period	12:34 PM	1:20 PM	
7th Period	2:14 PM	3:10 PM		7th Period	1:24 PM	2:10 PM	
All Clear	3:30 PM			All Clear	2:30 PM		

Lunch: 30 minutes either before or after Advisory
Advisory: 30 minutes to work on ICU assignments, homework, and/or discuss and learn select topics that are to be covered.

A/B Schedule

Students' health enhancement and non-music elective courses will be on a n A/B Schedule. This means that they alternate A classes with B classes every school day.

PLC (Professional Learning Communities) is a critical time where teachers focus on curriculum alignment, staff development, and how to prepare students for the knowledge that is needed. This replaces half-day PIR days. PLC days are on Wednesdays and students will be dismissed at 2:30pm

6 week grading calendar and Report Cards

Parents—Ask your child to show you their 6 week grades! Report Card on: OR VIEW IT ANYTIME ON POWERSCHOOL!

End of 6 week grades:

Oct. 6
 Nov. 21
 Jan. 12 (end of Semester 1)
 Mar. 2
 Apr. 20
 Jun. 1

Parent/Teacher Conferences: Oct. 12-13



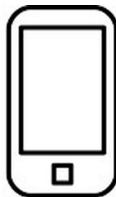
Will You Be Absent The First Day??

If you will be on vacation the first day of school, August 24th, please call the attendance office: **281-6158**. We will hold your schedule in the main office and you must check in there when you arrive. The counselors will then assist you with orientation.

Update address and phone at Main Office

Please make sure that your current address and phone number are updated promptly. Our district does not allow mail to be forwarded so it is critical you submit accurate information to receive mailings. Verification of a change of address is required.

CELL PHONE USE



Students may use electronic devices **BEFORE 8:10 am and AFTER 3:10 pm**. They may not use them in hallways, classrooms, or at lunch. If you need to give your student a message please contact the Attendance Office at 281-6158 and the message will be delivered.

Parent Advisory Committee (PAC)

A time for Will James Administrators to listen and visit about any concerns and comments that pertain to Will James from the parents' perspective. We will explain activities at Will James and any upcoming events. It will be held every other month in the conference room at 1:00 pm. Refer to our **website** and **PowerSchool daily bulletin** for future dates. Email Kim Verschoot at verschootk@billingssschools.org if you are unable to attend but have questions. First P.A.C. meeting is Tuesday, 9/19 at 1:00 pm.

Let's Get Organized

Once again this year we are asking that every student purchase a Will James day planner. All core classes will use them and the Advisory Teacher will be helping students organize their school day and keep track of assignments. Space is provided to record assignments each day for all subjects. The planner also provides the student with ideas on effective study skills, vocabulary builders, and other information of interest. The first pages of the planner contain the student handbook which outlines the rules, regulations, and other information about Will James and BPS. We ask that students bring \$5 on the first day of school to purchase their planner.

BOOST (Homework assistance)

Any Will James student can choose to take advantage of our before and after school homework BOOST time. Students can receive help and support from a teacher Monday through Thursday.



ICU

Intensive Care Unit (ICU) is a program used to assist with communication among parents, students, and teachers. If a student neglects to turn in an assignment, the teacher will enter that information into the ICU database and the parent will receive a text message and/or email alert about being placed on ICU. Our hope is that you will use this information to help assist and encourage your student to complete homework and assignments. Opportunities for assistance is during ICU lunch/Advisory, before or after school. Also, Boost is available.



Tardy Policy

Being prompt to class is important. Students will receive consequences for tardies. A student will be considered absent, not tardy, if they are over 5 minutes late for class. Fresh start each quarter.

1. Two tardies will be allowed without penalty.
2. Third tardy will result in one 30 minute detention.
3. Fourth tardy will result in one 1 hour detention and Counselor intervention.
4. Fifth tardy will result in one day of In School Suspension and administrative intervention.
5. Sixth tardy and subsequent tardies will result in a day at Truancy Center (OSS) and administrative intervention.



TRUANCY POLICY:

Truancy is defined as: absence from school not verified as valid by the parent and the Assoc. Principal. Truancies include, but are not limited to: leaving the campus without permission, spending time in unauthorized places, and not being in assigned classes. Truancy will involve a conference with the Assoc. Principal and a blue unexcused admit to class. Parents will be advised of the truancy and the school district attendance officer will be notified. Students will be assigned to either In School Suspension (ISS) or sent to the Truancy Center at the Lincoln Center.

Student Picture Day September 29

Student pictures for the 2017-2018 school year will be taken on Sept. 29h. Pictures will be taken during the students SS classes. Flyers will be sent home with students.

Retakes are scheduled after the week 10/23. We will announce on website and PowerSchool.

FREE AND REDUCED **LUNCH FORMS**

This application must be filled out annually!

Online application is on mealtime online or can be picked up in the main office.. Income-based, foster child, Categorical Certification, etc.

Free and reduced lunch applications are sent home with students the first day of school. The applications will need to be filled out and returned to the main office. It may take up to 10 days to process.

www.billingsschools.org

> PARENTS

> FOOD SERVICES OR MEALTIME ONLINE

Cafeteria Open

The cafeteria will be open for business on Thursday, August 24th. Breakfast is served from 7:45 am to 8:05 am every day.

\$1.25 Student Breakfast

\$2.90 Student Lunch

Additional cost for SNACK BAR
(prices subject to change)

Lunch tickets are not issued. BPS uses MealTime Online to provide the opportunity for you to make credit card deposits into student's cafeteria account. All students are given a personal account (personal School ID number) in which they deposit money into to use for meals or items from the snack bar. Please have students memorize their ID number.

To add money to their breakfast/lunch account:

- 1) Have student deposit cash or check into account at the cafeteria prior to school starting.
- 2) You may bring cash or check to the cafeteria to deposit before lunchtime begins.
- 3) Visit MealTime Online to deposit from credit card. *This is NOT automatic deposit.

Have A Great School Year!

PAYSCHOOL

Online payment processing system.

Billings Public Schools is pleased to bring you the online convenience of our payment processing system, PaySchool, for our middle and high schools. This program allows you to make school-related payments and fees 24 hours a day, 7 days a week at your convenience, all from your school's website. You can access PaySchool by going to each middle or high school's web site and clicking on the PaySchool icon.

Sport Activities

In order for any student to participate in a sports activity it is **mandatory** that they have a MHSA physical examination card (signed by physician and parent), a concussion form, BPS Activities Participation Agreement, Code of Conduct form, Emergency medical card, and compliant immunization records on file in the main office in order to participate. A new physical examination will be required each year for middle school students.

Please have physical examinations completed this summer if your student plans to participate in the fall season, All 6 forms are available at main office and at:

www.willjamesms.com

> Activities

www.billingsschools.org

> Students

> Student Activities

Participation Fee is \$45 for each sport (non-refundable)





Will James Athletics 2017-18



Session 1: August 21- October 9

*Practice starts BEFORE school starts

FOOTBALL: 7-8th graders

Team 1= 6 games with playoffs and Championship

Team 2= 6 games

CROSS COUNTRY: 6-8th grade girls and boys

5 meets with City Championships

SOFTBALL: 7-8th graders

Team 1= reg. season games + tournament

Team 2= reg. season games

Session 2: October 16 – December 8

GIRLS' BASKETBALL: 7-8th grade

Competative– 8th grade with 2 teams and tournament

Instructional-7-8th grade

6th grade– partnership with Park & Rec

BOYS' WRESTLING: 6-8th graders

5 local competitions

Prelim and Championship tournament

Session 3: December 11 – February 6

BOYS' BASKETBALL: 7-8th grade

Competative –8th grade with 2 teams and tournament

Instructional– 7-8th grade

6th grade– partnership with Park & Rec

Session 4: February 7 – March 28

VOLLEYBALL: 6-8th graders

Competative– 8th grade with 2 teams and tournament

Instructional– 6-8th graders

Session 5: April 3 – May 22

TRACK and FIELD: 7-8th graders

Running events only for 6th graders

5 local meets and a City Meet



7-8th Grade Boys' Football

Coach Elletson and the Will James football staff would like to welcome you to the 2017-2018 school year. Football for 7th-8th graders will begin with equipment check-out on **Monday, August 21st, from 3-5 p.m at Will James.** Practice begins **Tuesday, August 22nd from 3:30-5:30.** All participants must pay fees in the main office and have all required documents on file in the main office. Emergency cards and helmet safety forms will be handed out by the coaches. All participants must adhere to safety guidelines and must remain academically eligible to participate. Fees for football are as follows:

Activity Fee	\$45.00
Jersey/Mouthpiece	<u>\$35.00</u>
Total	= \$80.00



6-8th Grade Boys and Girls

Coaches Cummings & Warner would like to invite all **6-8th graders** participating in Cross Country to attend a short orientation meeting on Monday, August 21 in the gym at 3:30 pm. Those interested are reminded that in order to participate you must have all required forms and compliant immunization documents on file in the main office.

Pay fees in main office prior to practice and they are as follows:

Activity Fee	\$45.00
T-Shirt	<u>\$ 9.00</u>
Total	= \$54.00



7-8th Grade Girls' Softball

Coach Walker invites all 7-8th grade girls to a short meeting at 3:30 in Will James Cafeteria on Monday, August 21st. Parents are encouraged to attend, but not required. Try-outs will be Tuesday and Wednesday from 3:30-5:30 at Will James. Thursday, A and B Teams will be announced and practice will be 3:30-5:30. Girls must have all required forms and compliant immunization documents on file in the main office. Please pay fees in main office before August 22.

Activity Fee	\$45.00
T-Shirt	<u>\$ 9.00</u>
Total	= \$54.00

Will James Middle School

2017-18 Suggested School Supply

General:

1 box of Crayola colored pencils
Loose leaf paper (college ruled)
2 three-ring binders
Pocket dividers (5 or 8 tab)
Pencils (#2) for each semester
2+ Flair pens (blue or black)
1+ Sharpie fine tip (blue or black)
1 highlighter set
3 composition notebooks (college ruled)
2 spiral notebooks (college ruled)
2 two-pocket folders
1 package blue or black pens

Advisory/Homeroom Class:

1 box of tissue (Kleenex)
4 EXPO dry erase markers

Math: Scientific calculators (phones are not acceptable)

TI-30X IIS 2-line recommended or **TI-84** if desired.

1 ruler
4 EXPO dry erase markers

English:

2 rolls of scotch tape

Art: (only if taking Art)

G.U.M. eraser
1 set of Sharpies fine tip markers
6+ glue sticks
1 set colored markers

Spanish: (only if taking Spanish)

4 EXPO dry erase markers
Cleaning cloth for whiteboards

Band: (only if taking Band)

6th grade: Essential Elements Book 1 and Essential Elements Book 2

7th grade: Essential Elements Book 1 and 3D Band Book

8th grade: 3D Band Book and Essential Technique Book

Life Skills (Mrs. Morey's classroom only)

1 eight- inch scissor
6 large glue sticks
1 eight pack of EXPO fine tip dry erase markers
4 boxes of tissues (Kleenex)
1 large container of disinfecting wipes

**Additional supplies for
specific classes may still
need to be purchased after
the start of school.**

**Teachers will notify the
students of any other items
needed.**

**Student planners will be hand-
ed out to each student on the
first day of school.**

The cost is \$5





Will James Newsletter

2017-2018

Will James Middle School
1200 30th St. West
Billings, MT 59102

Non-Profit Org.
U.S. Postage Paid
Billings, MT
Permit #88