



West Sylvan Middle School

2017-2018



COMMUNICATIONS

School Messenger: Is the method used by West Sylvan to keep families abreast of what's happening in the school community. The principal's weekly newsletter and other important information will be relayed in this manner. To ensure you receive these emails please make sure your current email address is filed with the main office.

West Sylvan Website: Registration, bell schedules, school supplies, ParentVue link, Foundation donation link and other timely information can all be found on our website. Check it out at www.pps.net/westsylvan

School Calendar: Our calendar is posted on our website and updated on a regular basis.

Text Alerts: Be the first to know! Get text alerts about school closures, bus delays, emergencies and school events. Text YES to 68453

ParentVue/StudentVue: ParentVue and StudentVue are tools that give families the ability to monitor grades and assignment information securely from your internet browser at home or on your mobile devices. The StudentVue account will be activated during the first weeks of school. If you do not already have a ParentVue account, information on how to log in and create an account is included in this packet.

ANNUAL REGISTRATION

Please support West Sylvan with your contributions. Help us to continue the outstanding programs and classes on offer. Review the registration payment sheet and keep in mind that there are several ways in which to complete payment.

1. SchoolPay. You may pay by credit card by going to www.schoolpay.com – select my account if using Schoolpay for the first time. If you need help with your SchoolPay account please contact the main office.
2. You may mail in your payment and registration donation form to West Sylvan MS, 8111 SW West Slope Drive, Portland OR 97225
3. You may send in the payment and registration form with your student on the first day of school. These forms can be dropped off at the main office.

STUDENT VERIFICATION FORMS

In order to keep our student records current, we kindly request an annual review of the enclosed PPS enrollment documents. Please review all information carefully and:

- If the information is current please sign, date and return to school along with all the other paperwork by Friday, September 14th
- If the information is not current and accurate, please make changes on the form itself. If the change is that of an address, include two proofs that show the new address. **Addresses will not be updated without the**

two proofs. Acceptable proofs of address include, mortgage statement, rental agreement, county tax bill, rental insurance statements or utility bills. Please return all paperwork to school by September 14th.

ATTENDANCE

All absences must be cleared by a parent/guardian. On day of absence call the main office at 503 916 5690 and leave a message on the attendance line and please include the student's **full and legal name** and reason for absence. If your child needs to leave during the school day, please send them to school with a note for the main office and they will be cleared to leave class at that time. Phone calls to release students from class are disruptive to the entire classroom and should be avoided.

BUSES

If you need information about bus stops, go to the PPS website transportation link: www.pps.k12.or.us/depts-c/bus/ or call 503 916 6901. Please send a note with your student if they plan to take a different bus home from school or will be getting off at a different stop. All bus notes need to be turned into the main office upon arriving at school.

BACK TO SCHOOL NIGHTS & OTHER UPCOMING EVENTS

You will meet your student's teachers and gain an understanding about the teachers' expectations for your child's learning. You will follow your child's schedule and spend about 15 minutes in each class. Please be on time, because we start promptly at 6:30 with your student's first period teacher. **This evening is an informative session for parents only.**

| Event | Date | Time |
|--|--------------------------------------|----------------------------|
| Schedules Available on ParentVue | Wednesday, August 15 th | After 12:00 noon (approx.) |
| Community Care Day* | Saturday, August 18 th | 9:00am – noon |
| Orientation/first day for 6 th grade students only | Monday, August 27 th | 9:15am – 3:45pm |
| First day of school for ALL (6 th -8 th grade) | Tuesday, August 28 th | 9:15am – 3:45pm |
| 6 th Grade Back-to-School Night | Thursday, September 13 th | 6:30pm – 8:00pm |
| 7 th & 8 th Grade Back-to-School Night | Thursday, September 27 th | 6:30pm – 8:00pm |

* Help get the school campus ready for the new school year! Bring tools and meet in the parking lot. **This is not a drop off event.**