



West High School

Summer 2018 Regent Reporter & 2018-2019 Enrollment Information

The enrollment process for ALL STUDENTS must be completed in two steps. The first step is completed online. The second step is completed in-person at West High School.

1. ONLINE ENROLLMENT - *Begins August 1, 2018*

Go to mmsd.org/enroll to complete the online enrollment.

You will be asked to:

- (1) Verify your child's current information,
- (2) Review the list of disclosures and permissions, and
- (3) Complete any additional forms you may need.



Additional Items:

1. Although you are not required to bring a copy of your enrollment and fee slips if your child is continuing from one grade to the next AND you have no changes to key information, we highly encourage you to do so as it will speed up the enrollment process.
2. If you do not recall your password, you may visit mmsd.org/lostpassword to receive an email with your username and/or password.
3. If your child's date-of-birth or your current address has not yet been verified, **the online application will prompt you to print a verification form to take to school for enrollment completion, along with proper birth and/or address documentation.**

2. IN-PERSON ENROLLMENT

****CURRENTLY REGISTERED MMSD STUDENTS:****

All students (including non-MMSD students who HAVE been pre-registered and scheduled):

TUESDAY, AUGUST 14, 2018 10:00 AM – 6:00 PM OR
THURSDAY, AUGUST 16, 2018 7:30 AM – 1:00 PM

Address Changes and Verification:

If your family has had a change of address or if your address needs to be verified, you **MUST** bring **one** of the following proof of address verifications to enrollment:

- (1) a current copy of your MG&E bill (including name and new address)
- (2) a copy of current lease
- (3) a copy of current mortgage statement
- (4) a copy of your current tax statement

Student Enrollment Days will begin in the Cafenadium.

Please enter through the Tech. Ed. doors located off the staff parking lot by the entrance to the track & field. (The parking lot can be accessed on Van Hise Ave or by descending the stairs on Regent Street.)

NOTE: If your son/daughter **will NOT be attending** West High School for the 2018-2019 school year, please call 204-3073 as soon as possible with the new school information.

****STUDENTS BRAND NEW TO MMSD (NOT yet registered):****

Students NEW to MMSD *who have NOT YET been pre-registered and scheduled:*

FRIDAY, AUGUST 10, 2018 2:00 PM – 6:00 PM

Students NEW to the Madison Metropolitan School District or students new to West who have not yet pre-registered and completed scheduling for the 2018-2019 school year should:

1. Call the Counseling Office at (608) 204-3073 to schedule an appointment.
2. Go to mmsd.org/enroll to begin the process online.
3. Print your verification form and signature page and bring it to your appointment.
4. Bring proof of residence (MG&E bill, current lease, mortgage statement, **or** tax statement). Families who live with other families (and are therefore not listed on the address verification) must fill out the [Co-Residency Form](#), **have it notarized** and bring in with other enrollment materials.
5. Bring your child's birth certificate.
6. Bring a transcript from previous school if available.
7. Bring current IEP if applicable and if available.
8. Bring Immunization records if available.

PARENT VOLUNTEERS NEEDED FOR ENROLLMENT

Tuesday, August 14 & Thursday, August 16, 2018



Ensure a great start to the 2018-2019 school year by joining more than 100 other parents in helping families navigate through the enrollment process. This is a great opportunity to reconnect with friends and neighbors and meet new parents that are a part of the West High community. Morning or afternoon shifts are available to

meet your schedule, and there are a variety of jobs from which to choose. [SIGN-UP TO VOLUNTEER](#) or contact [Deb Neff](#) at (608)628-2051 with questions.

INTERNET ACCESS AND ENROLLMENT ASSISTANCE

The Madison Metropolitan School District offers internet access and assistance in completing the online portion of student enrollment for the 2018-2019 school year. Please [check out the schedule](#) for a list of times and locations. You are also welcome to call the counseling office at 204-3073 for assistance in finding the location nearest you.

ENROLLMENT FEES FOR 2018-2019

The Madison Metropolitan School District has standardized the enrollment process regarding fees. **ALL fees will be collected at the time of enrollment.** The following is a breakdown of the possible fees that may be assessed to a student's account.

You may pay your fees with a credit card as part of the online enrollment process. **If you pay online, please print your fee receipt and bring it with you on the in-person enrollment day.** Fees may also be paid at the school with cash or check.

All outstanding obligations (textbooks, fees, or athletic equipment) must be cleared at or before enrollment. Call 204-4100 if you have questions.

Required Fees:	CONSUMABLE MATERIALS FEE TEXTBOOK FEE STUDENT ACTIVITY FEE	\$17.00 \$35.00 \$30.00
Additional Fees:	MUSIC INSTRUMENT RENTAL ATHLETIC SEASON ID PASS (<i>general admission is \$3.00 per game <u>OR</u> admission to regular season home games is free with a season pass</i>) YEARBOOK (Note: \$55.00 after January 1, 2019) STUDENT PLANNER	\$70/semester \$20.00 \$47.00 \$ 5.00

Course Fees:

ART		Computer Art – Illus. 3	\$15	FAMILY/CONSUMER	
2-D & 3-D Design	\$20	Computer Art–Video Prod	\$15	Body Structure/Function	\$25
Art Metals & Glass 1	\$60	Drawing & Design 1	\$20	Culinary Basics	\$30
Art Metals & Glass 2	\$60	Drawing & Design 2	\$20	Fashion & Sewing	\$30
Art Metals & Glass 3	\$60	Photography 1	\$20	International Cuisine	\$30
Art Metals & Glass 4	\$60	Photography 2	\$20	TECH ED	
Ceramics & Sculpture 1	\$20	Photography 3	\$30	Consumer Auto	\$20
Ceramics & Sculpture 2	\$30	Portfolio Development	\$30	Fund of Construction	\$30
Ceramics & Sculpture 3	\$30	PHY ED		Wood Fabrication 1	\$20
Ceramics & Sculpture 4	\$30	Challenges & Adventures	\$40	Wood Fabrication 2	\$30
Computer Art – Illus. 1	\$15	Challenges & Adventurs2	\$60		
Computer Art – Illus. 2	\$15	Lifeguard Train/Pro CPR	\$130		

Athletic Participation Fees: (*Payment requires a separate check*)

Athletic Participation Fee (Grades 9-12)	Per Sport	\$115.00
Maximum Participation Fee (Grades 9-12)	Per Family	\$500.00
	Hockey	\$800.00
Athletic Participation Surcharge (Grades 9-12) (<i>Surcharges are in addition to the \$500.00 Family Maximum</i>)	Gymnastics	\$100.00
	Wrestling	\$100.00
	Boys Golf	\$118.00
	Girls Golf	\$118.00

FIRST DAYS OF SCHOOL

Tuesday, September 4, 2018:

9th Grade Students ONLY – Freshmen Orientation Day

All incoming 9th grade students should report to their homerooms at 8:10am. Students will have received their schedule with Homeroom assignments during the Enrollment Days. Schedules will also be available at the Ash Entrance. Orientation will last until 3:41pm and will include meetings with counselors, a school tour, lunch, and other important information. **All freshmen MUST attend the orientation on Tuesday, September 4, 2018.** Freshmen will NOT be permitted off campus during lunch on this day. Lunch will be provided. Students do not need to bring anything with them on this day.



Wednesday, September 5, 2018:

ALL Students (grades 9-12) should report to school at 8:10am.

PICTURES

School Portraits & ID Photos during Enrollment:

School portraits will be taken by Lifetouch during enrollment on August 14 and 16. It is important that ALL students are photographed as these photos will be used for the school ID and yearbook photo. To purchase portraits, please complete the order form and return it to the Lifetouch photographer during enrollment. **Payment is due at that time.** For any questions, please contact Lifetouch at 1-866-620-8073. These packages that will be available for purchase:

Deluxe (A) \$20.00	Premium (B) \$26.00	Value (C) \$17.00	Basic (D) \$12.00	Entry (E) \$8.00
1 – 8x10	2 – 8x10	2 – 5x7	1 – 5x7	3 – 3x5
2 – 5x7	2 – 5x7	2 – 3x5	3 – 3x5	4 – 2x3
2 – 3x5	2 – 3x5	4 – 2x3	12 – 1½ x 2½	4 – 1½ x 2½
6 – 2x3	6 – 2x3	8 – 1½ x 2½		
12 – 1½ x 2½	12 – 1½ x 2½			
	1 – Portrait CD			

Picture Retakes:



ID photo retakes will take place on **Friday, September 7, 2018** for students who were unable to attend enrollment before school, during lunch, or during a study hall **with a hall pass** in the LMC. Lifetouch will return to West for **picture package retakes** on **Friday, October 19, 2018**. Students **MUST** bring their initial package to the retake session.

2018/19 Seniors and Parents - Senior pictures are due October 12, 2018 in room 2042.

[Senior picture information](#) is on our website. Photographers in the community are volunteering their time for students who are not able to afford the traditional senior picture experience. You will get your photo in the yearbook and a disk of images to print. **You must schedule an appointment with [Ms. Engelbart](#)** by September 21st.

WEST SCHEDULE CHANGE POLICY

2018-2019 Class Schedules:

Student schedules will be issued during enrollment (**Aug 14 & 16**). Students are reminded to bring their schedule with them on the first day of classes.

Schedule Changes:

Schedule changes will only be made during enrollment if:

1. There is an empty class period first semester.
2. A student did not pass a required course and/or the student's schedule does not meet grade level or graduation requirements.
3. A student did not pass a class that was a prerequisite for another class.
4. A student's Early College Credit course or other approved MMSD course conflicts with the student's schedule.
5. A summer school coursework necessitates a change in the student's schedule.
6. A senior student has a senior credit letter asking the student to see their counselor.

After August 16, ONLY the following schedule adjustments will be made:

1. Students can drop an extra class while still maintaining a minimum credit load. A study hall will be added in its place.
2. If the extra class that is dropped is a year-long class, or if the dropped class is a prerequisite for a second semester class, a new class for second semester may be added in the SAME PERIOD as the dropped class.
3. Teacher initiated level changes for a student may be made through the 7th week of the semester.

Schedule Appeal forms MUST be submitted to the Highland Office within the first week of the semester: **Semester 1 - Friday, September 7, 2018** • **Semester 2 - Friday, February 1, 2019**

Physical Education Grade Point Average Policy

Physical education letter grades are automatically included in the student's GPA unless otherwise requested. Through the **third week of each semester**, students and parents may sign a district statement eliminating their physical education grade from that semester's GPA. Forms MUST be returned to the Highland Office, Room 2011, by the end of the third week of each semester. This option cannot be reversed. Health class grades will continue to be included in the GPA as required by the district without option. The deadline for **1st semester is Friday, September 21, 2018**. The deadline for **2nd semester is Friday, February 15, 2019**.

INFINITE CAMPUS PARENT PORTAL



Parents and students can access grades, attendance, test scores, schedules and other information through the [Parent Portal](#). E-mail hyperlinks are also available to facilitate communication with classroom teachers. Only parents/guardians designated with legal rights to student records are assigned a Parent Portal account.

Campus Portal Information for your mobile device:

1. Download the App - Download the Infinite Campus Mobile Portal application from any of the following app stores: App Store, Google Play, Amazon Appstore for Android
2. Launch the Campus App and Enter your District ID (**HBTVTV**)
3. Enter Portal Account to Sign In. Enter your Campus Portal Username and Password

VISITOR ENTRY

During the school day all visitors to West High School are expected to enter using the Ash Street entrance. All other doors will be locked during the school day. Upon entry, visitors should proceed to check in and receive a badge at the Welcome Center.

GO-TO-SCHOOL NIGHT

Wednesday, September 26, 2018 at 7:00 pm

Parents are invited to walk through their student's daily schedule with a class overview by each teacher.



English Language Learners (ELL) Parent Meeting & Dinner

Wednesday, September 26 at 5:30 p.m. in the West High School Cafeteria

9TH GRADE PARENT/STUDENT MEETING

Wednesday, September 12, 2018

5:30 PM -- Dinner

6:30 – Informational Sessions

9th grade parents and students, help ensure a smooth transition to high school by joining us for a complimentary dinner followed by a program for incoming 9th graders. The program will outline expectations for our 9th graders and provide important information about the procedures, tools, and supports available to help navigate West High School. A panel of administrators, support staff, teachers, parents, and student representatives will be present to answer questions and offer insights and advice. Childcare is provided by West High School certified staff and students.

11th GRADE PARENT/STUDENT MEETING

Monday, October 15th at 6:30 p.m. in the West High School Auditorium

West High will host the FuturePaths Speaker Program for 11th grade students and their families. Presenters will speak on a range of postsecondary opportunities including Madison College (MATC), Apprenticeships, the UW System schools, UW-Madison, University of Minnesota, Winona State, private colleges, an art and design school, "IEP Goes to College", and military choices. This is a great time for students and parents to begin exploring post high school options and start discussions about their interests, feelings and emerging goals. Seniors and their parents who are interested in attending the presentations to obtain more information on post high school options are also welcome to attend.



12th GRADE PARENT/STUDENT MEETING

Monday, September 17th at 6:30 p.m. in the West High School Auditorium

The 12th grade senior meeting will contain important post high school and financial aid information for parents of seniors who are applying to college.

COUNSELOR CONTACT INFORMATION

In the grid below you will see the names and contact information of the West High School Counselors. Students are assigned to Counselors based upon their Smaller Learning Community and then the first letter of their last name.

SLC & STUDENT'S LAST NAME	COUNSELOR	EMAIL	Counselor Phone
ELL Students	Sky Chandler	slchandler@madison.k12.wi.us	(608) 204-4131
AVID Students	Lisa Lehman	lalehman@madison.k12.wi.us	(608) 204-4132
Pathways Students	Amanda Dyer	acdyer@madison.k12.wi.us	(608) 204-4133
Regent A - Gd	Jane Glynn	jlgyynn@madison.k12.wi.us	(608) 204-4135
Regent Ge - Z	Karen Coombs	kecoombs@madison.k12.wi.us	(608) 204-4134
Van Hise A - N	Kelly Anderle	kaanderle@madison.k12.wi.us	(608) 204-3194
Van Hise O - Z	Jabalja Gussine	jkgussine@madison.k12.wi.us	(608) 204-4129
Highland A - N	Amanda Dyer	acdyer@madison.k12.wi.us	(608) 204-4133
Highland O - Z	Jabalja Gussine	jkgussine@madison.k12.wi.us	(608) 204-4129
Ash A - F	Jane Glynn	jlgyynn@madison.k12.wi.us	(608) 204-4135
Ash G - Z	Cynthia Nordmeyer	cwnordmeyer@madison.k12.wi.us	(608) 204-4130
Admin. Assistant	TBD	TBD	(608) 204-3073
Registrar	Beth Esser	blesser@madison.k12.wi.us	(608) 204-3064

2018-2019 LOCK/LOCKER PROCEDURE

Lockers are assigned during the first week of school. A combination lock is assigned to each locker and is considered the property of West High School. All students are assigned a locker and a "locker buddy". Two students are assigned to each locker due to space limitations. **No personal locks will be allowed on the lockers.** If a personal lock is found on a locker, it will be removed. There is a \$10 fee for lock replacement (for any reason). Contact the Ash Office with questions.



West High School does NOT provide locks for gym lockers. It is EXTREMELY important for students to lock their personal belongings in their locker during gym class. Locks must be removed at the end of each gym class.

GRAPHING CALCULATORS FOR MATH CLASSES

The West High Math Department will use TI-83 plus & TI-84 graphing calculators in the following courses: Calculus AB AP, Calculus BC AP, Statistics AP, Pre-Calculus, Algebra 3, Algebra 2-Trig, Algebra 2-Trig Honors, and Algebra 1 Honors. All other math courses will require a Texas Instrument TI-30 or any other scientific calculator or TI-83 plus or TI-84. More advanced calculators like the TI-89 and TI-92 or other symbol manipulation calculators may be purchased, but they may not be allowed on certain assessments. Please check with your math teacher. Models other than Texas Instrument may be purchased, but students may need to refer to the owner's manual for additional assistance. West High School has a limited amount of calculators for student use available to students who qualify for free or reduced lunch. Please check with your math teacher during the first week of school if you would like to explore that option.

FOOD & NUTRITION PROGRAM

Breakfast and lunch will be available in the cafeteria for all students beginning Wednesday, September 5, 2018. Students may add money to their Food Account at any time during Breakfast or Lunch. Parents may also [make online payments](#) and add funds or monitor Lunch Accounts.

All students must know their Pin Numbers in order to deposit money or access their Lunch Account. Students may be asked to present their Student ID if they don't know their Pin Number. If you have any other questions you can call the Food Service Office at 204-4127.



Families of students eligible for Free or Reduced Meals

must [complete an application](#) YEARLY. Only one application is needed per family, even if family members attend different schools.

MEAL PRICES – 2018/2019 (All USDA Meals Include Milk and a Fruit or Vegetable)		
Consumer	Breakfast	Lunch
Elementary School Students	1.25	2.60
Middle School Students	1.50	3.00
High School Students	1.50	3.00+
Reduced Price	0	.40

Note: USDA regulations require we offer and serve a complete meal (must take 3 of 5 items offered with one being a fruit or vegetable). All incomplete meals will be charged ala carte. Individual items such as milk cannot be provided at a free or reduced price to supplement a meal from home.

ATTENDANCE

Students should always check in and out of their SLC office when leaving for any reason or when arriving late or returning from an appointment. Prior permission must be given by a parent/guardian for an absence to be excused.



Attendance Phone Numbers:

SLC 1 – Regent Office – 204-4108

SLC 2 – Van Hise Office – 204-3091

SLC 3 – Highland – 204-3075

SLC 4 – Ash Office – 204-4116

Athletic Office – 204-4103 (for absence mistakes regarding student athletes participating in an athletic event during school hours).

Did you know you can now report your child absent online?

Use our [online form](#) to report your child absent from school. You are welcome to continue using our attendance phone numbers (SLC Offices) if you'd prefer. The online form is simply an additional option for attendance reporting.

Frequently asked questions regarding attendance and absences:

<p>My student has an appointment which cannot be scheduled outside of the school day...</p>	<p>Send a signed note with your student, or call their SLC office PRIOR to the appointment and provide the time at which you are requesting the student leave school, indicating if/when the student will return to school. If returning to school, the student should check in at their SLC office to be excused and be given a pass to class if applicable.</p>
<p>My student is sick for the day...</p>	<p>Each day a student is absent the parent/guardian should call their SLC office by 10am. Provide the student's name, ID #, date, who you are in relation to the student, and the reason for the absence.</p>
<p>My student called me from school and wants to go home sick...</p>	<p>Students feeling ill should get a pass from their teacher to go to the nurse. The nurse will call to get parent/guardian permission to leave school and then provide the student with an Outside Excuse Permit. OR the parent can call the student's SLC office to give verbal permission for the student to leave, but the student MUST check-out at their SLC office and get an Outside Excuse Permit BEFORE leaving the building.</p>
<p>My family is taking a vacation which will cause my student to be gone for more than 3 days...</p>	<p>The student must first present a written parent request for a pre-approved planned absence to their SLC office 5 days before the absence. S/he must then take the PPA form to his/her teachers to sign. The form must be returned to their SLC office 3 days before the absence. The student will then take a copy for his/her parent to sign and return before the absence. The student is responsible for making up all missed work.</p>
<p>My student needs to leave school early due to a family emergency...</p>	<p>Send a signed note with your student or call their SLC office and provide the time at which you are requesting the student leave school. The student MUST check-out at their SLC office and get an Outside Excuse Permit BEFORE leaving the building.</p>
<p>My student was mistakenly marked absent from a class...</p>	<p>The student should pick up an Attendance Update Request Form from their SLC office, take it to their teacher to sign verifying that they were present, and then return the form to their SLC office.</p>
<p>Acceptable reasons for excused absences:</p>	<ol style="list-style-type: none"> 1. Student is ill 2. Religious Holiday 3. Bereavement due to death in the immediate family 4. A medical appointment that cannot be scheduled outside of the school day 5. Inclement weather 6. Serving as an elected official
<p>Leaving the building for illness or appointments without an Outside Excuse Permit is considered an unexcused absence.</p>	<p>Parents should call/email the SLC office secretary or write a note to excuse their student. Even with this parental excuse, students must sign out of the building in their SLC office and receive an Outside Excuse Permit before leaving the building. Students should talk to their SLC principal or nurse before leaving the building if they do not have prior permission from a parent. In the event that a student does not sign out before leaving the building, the absence can only be excused by their SLC principal upon presentation of a legitimate excuse from the parent. The principal will excuse a student who does not sign out in the office ONLY ONCE in the student's high school career. See the School Supplement to District Policy Guide for more information.</p>

West High School 2018-2019 Bell Schedules

Regular Bell Schedule

1 st	8:10	-	9:06
2 nd	9:11	-	10:05
3 rd	10:10	-	11:04
4 th	11:09	-	12:03
Lunch	12:03	-	12:48
6 th	12:48	-	1:42
7 th	1:47	-	2:41
8 th	2:46	-	3:41

Early Release Bell Schedule

1 st	8:10	-	8:57
2 nd	9:02	-	9:47
3 rd	9:52	-	10:37
4 th	10:42	-	11:28
Lunch	11:28	-	12:13
6 th	12:13	-	12:58
7 th	1:03	-	1:48
8 th	1:53	-	2:39

Early Release Mondays:

September 10th, 17th, 24th
 October 1st, 8th, 15th, 29th
 November 5th, 26th

December 3rd, 17th
 January 7th, 14th, 21st
 February 11th

March 4th, 11th
 April, 1st, 8th, 15th, 29th
 May 6th, 13th, 20th

ATTENTION CLASS OF 2021 – YOU'RE INVITED!

FRESHMEN PARTY

Saturday, September 8, 2018

7:00-10:00pm in the West High Cafeteria

FUN!

FREE!

MUSIC • DANCING • GAMES • PHOTOS • FOOD • FRIENDS



Students must register!
 Please sign up the PTSO table in
 the Cafeteria during Enrollment
 or at the Welcome Center
 during the first weeks of class.

ATTENTION PARENTS:
 Sign up to be a Party Sponsor
 and/or Volunteer by contacting
[Deb Neff](mailto:Deb.Neff@westhigh.edu) at (608)628-2051

COMMUNICATION – Get Connected, Stay Informed

Madison West High School Website west.mmsd.org



facebook.com/MMSDWest



twitter.com/MadisonWestHS



“**This Week At West**” is our weekly E-Newsletter emailed to parents and students each Friday with information about the upcoming week. It is also available on our website at west.mmsd.org/week-west and posted on Facebook.



The “**Regent Reporter**” is our monthly E-Newsletter emailed to parents and students on the 1st of each month during the school year. It is also available on our website at west.mmsd.org/regent-reporter-archives and posted on Facebook.

Counseling Department News: Sign up to receive text messages about college visits, post-secondary planning information, financial aid, scholarships, scheduling info, summer opportunities, parent nights and more!

Seniors: Class of 2019

text @f4bggh to the number 81010
(español) @hc734h al número 81010

Sophomores: Class of 2021

text @bahd82 to the number 81010
(español) @46ek8e al número 81010

Juniors: Class of 2020

text @gk2ahe to the number 81010
(español) @2g47ck al número 81010

Freshman: Class of 2022

text @922b8b to the number 81010
(español) @kgb7gg al número 81010

“LIKE” the [West Counseling Facebook Page](#) and bookmark the [West Counseling Website](#)

MARK YOUR CALENDARS!

9th Grade Parent/Student Meeting

Wednesday, September 12th
Dinner at 5:30pm • Meeting at 6:30pm

11th Grade Parent/Student Meeting

Futurepaths Presentations

Monday, October 15th at 6:30pm

12th Grade Parent/Student Meeting

College & Financial Aid Night

Monday, September 17th at 6:30pm

[Go To School Night](#) (All Grades)

Wednesday, September 26th at 7:00pm

College Boot Camp for Seniors

Tuesday, September 4th in the LMC
(9th grade only day - day before school starts)

12:30-1:30pm or 1:40-2:40pm

- Get a head start on what you need to know as a Senior applying to 2 or 4 year colleges
- Some topics include: Common Application, Parchment, Letters of Recommendation & Brag Sheets
- All Seniors are welcome to attend one of these sessions

Senior Citizens:

This will not conflict with your other duties that day