



POTTERVILLE PUBLIC SCHOOLS

August 8, 2018

Dear Potterville Middle and High School Families,

As we approach the beginning of the 2018-2019 school year, we wanted to communicate a logistical change slated for the fall. The district has undertaken an initiative to restructure the Middle and High School Offices that will allow the district to reallocate resources to address academic and behavioral needs. Therefore, we are providing you with insight on this new direction as we begin another great year at Potterville Public Schools.

During the first couple weeks of school, the Middle School Office will run its daily operations in the same location as it has always been. On September 4, the Middle School Office will combine with the High School Office located in the high school building. This will become the **HS/MS Main Office** for **BOTH** middle and high school. All middle school students will start using the HS/MS Main Office for late sign-ins, checking students out for appointments, dropping off belongings, delivering messages, etc.

Mr. Wise will now be serving as the principal of the middle and high school student bodies. In order to assist Mr. Wise in his new role, the district will be adding a Dean of Students and an Administrative Assistant to the Student Support Network (SSN). The Dean of Students will be located in the Student Support Network office, located centrally in the building. The Dean of Students' role is to work cooperatively with the principal, counselor, school social worker, staff, students and parents towards creating a positive school climate. Mr. Leale has accepted the position of our new District Multi-Tiered Systems of Support (MTSS) Coordinator and will continue to support the Potterville student bodies.

Mr. Wise and Mr. Leale will be in attendance at the Middle School Open House on Wednesday, August 15th from 5-7 pm to greet families impacted by this change and help ease the new transition.

The infographic on the following page outlines the important logistical changes for the beginning of this school year.

Kevin Robydek, Ed.S., Superintendent



MIDDLE SCHOOL AND HIGH SCHOOL LOGISTICAL INFORMATION FOR THE 2018-19 SCHOOL YEAR

All Students in Grades 5 - 12

All changes take effect on August 20 unless otherwise noted.



SIGN-IN & SIGN-OUT

All parents who need to sign-in or sign-out their students will do so in the **HS/MS Main Office**.



DROP OFFS

All parents who need to drop off items or communicate with their students will need to do so at the **HS/MS Main Office**.



PHONE CONTACT

All parents who need to phone their students need to contact the **HS/MS Main Office at (517) 645-7609**.



MEDICATIONS

All parents who need to have PPS staff assist in dispersing medication for their children will drop the medication off at the **Student Support Network Office**.



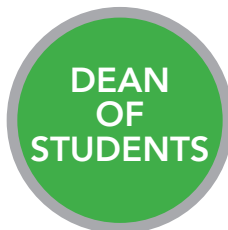
MIDDLE SCHOOL OFFICE CHANGE

Parents may contact Mr. Leale or Ms. Hopkins for 5th-8th grade needs through Aug. 31. **The Middle School Office will shut down after Labor Day weekend and all further communication will be targeted to the HS/MS Main Office.**



COMMON HANDBOOKS

Students will be provided a handbook the first week of school. Additional copies will be housed in the HS/MS Main Office. **Handbooks will be available on the district's website as soon as possible.**



DEAN OF STUDENTS

Mr. Leale will serve as the Interim Dean of Students until the position is filled. **District leaders have set a goal of no later than Oct. 1 to have our Dean of Students in place.** The Dean and SSN Office will be the primary communication between the district and families concerning attendance, behavioral or social/emotional concerns.



STUDENT SUPPORT NETWORK

Our Student Support Network (SSN) will begin functioning as a revamped entity. All student medication and first aid needs will be processed through the SSN. Our Social Worker, Dean of Students and SSN Administrative Assistant will be housed within the SSN.