

**TUFFREE MIDDLE SCHOOL
"TAKING CARE OF BUSINESS" DAYS
AUGUST 14 & 15, 2018**

Dear Parents and Students:

Welcome to the 2018-19 Tuffree Middle School year! **This year, school will begin on Tuesday, August 28, 2018.** Each year, in preparation for the opening of school, middle school students attend a "Taking Care of Business" (TCOB) day or sometimes called registration day. These days have been scheduled for **Tuesday, August 14th and Wednesday, August 15th, in the Tuffree Multi-Purpose Room. Make-up registration will be August 20th from 8:00 am - 11:00 am.** Students are scheduled by grade and last name; the specific date and time slots are listed below. Parents are encouraged to accompany students.

All registration forms will be handled **online** and must be completed **PRIOR** to TCOB Days. If you do not have access to a computer or need help filling out these forms online, you can attend the Parent Assistance Days at Kraemer on August 7-8th from 7:00-4:00pm in their MPR. Additionally, we will have computers set up here in the Tuffree school office during normal business hours (7:30-4:30pm from August 7-9th & 13th). Our office staff is here to assist you. To complete this process online (after August 1st), go to your Aeries Parent Portal account and update your information at portal.pylusd.org. You must log in under the "Parent" account, not the "Student" account. Go to the "Student Info" tab at the top, then click on "Data Confirmation." Once you have completed this online registration, you will receive an email confirming that registration is complete. You can print that out and bring to station #1 to save time. **You will not be able to go through the stations without completing this online portion.** To expedite the process on your assigned TCOB Day, bring the following:

- Cash or multiple checks to pay for items listed below and appropriate payment amounts ready before entering the MPR.
- Immunization records, PTA Membership Form, appropriate forms for specific groups like band, colorguard, and choir.

8th Grade - Tuesday, August 14, 2018

A-B	8:00-8:30	M-N	10:30-11:00
C-D	8:30-9:00	O-P	1:00-1:30
E-G	9:00-9:30	Q-S	1:30-2:00
H-J	9:30-10:00	T-V	2:00-2:30
K-L	10:00-10:30	V-Z	2:30-3:00

7th Grade - Wednesday, August 15, 2018

A-B	8:00-8:30	M-N	10:30-11:00
C-D	8:30-9:00	O-P	1:00-1:30
E-G	9:00-9:30	Q-S	1:30-2:00
H-J	9:30-10:00	T-V	2:00-2:30
K-L	10:00-10:30	V-Z	2:30-3:00

The "Taking Care of Business" procedures are:

Station #1 – REGISTRATION VERIFICATION AND UPDATED STUDENT INFORMATION: Print and turn in a copy of the email confirming completion of your online registration (to save time) or we will check the list to verify this. You **will not** be able to proceed through the registration lines without this. We will have computers set up for those still in need of registering.

Station #2 – HEALTH OFFICE: Turn in proof of Tdap immunization (for 7th grade only) if you have not already done so. Please bring a copy for the school to keep on file. If proof of immunization is not received prior to the first day of school, your child will not receive their schedule or be able to attend class until it is received. **NO SHOT, NO SCHOOL.** Any students holding personal belief exemptions, you will need to bring proof of all immunizations. Additionally, you will be turning in all medications to be taken at school and informing our health clerk of any health issues. You may bypass this station if you have done this.

Station #3 – PAY FEES:

The following purchases are made at this station. **You may write one check for the purchases listed below. Make it payable to Tuffree ASB. Please include the student's name in the memo portion of the check.**

- A Tuffree **Agenda Planner** is a **\$5.00 donation**. These are very useful for keeping track of homework, projects due, and other class assignments. It is sometimes used for communication purposes between parents and teachers. It is **required** that your student maintain some type of planner.
- A Tuffree **Yearbook** can be pre-ordered (**highly recommended**) for **\$40.00**. Yearbooks are distributed the last week of school.
- **Associated Student Body (ASB) activities** card is **\$20.00**. Entitles students to pre-paid admission to **ASB** activities and dances.

- **P.E. ITEMS:** All students are required to have P.E. clothes. Tuffree P.E. clothes will be available for purchase. The cost of these items is: **2 Shirts (one yellow; one gray) \$16.00 and Shorts-\$10.00.** We strongly encourage students to purchase Tuffree PE clothes, but if purchasing the PE items at a local store, students are required to have a plain yellow and a plain gray t-shirt and short-sleeved. The shorts must be plain black and the length mid-thigh or longer. You will also be able to purchase a three ring binder that will be needed during P.E. for \$2.00.

Station #4 – Pick up student agenda: Show receipt from station #3.

Station #5 - P.E. CLOTHES: Pick up the individual P.E. items paid for at station #3. Adults will be available to help with sizing if necessary. You will also be able to pick-up the three ring binder here.

Station #6 - PTA: Drop off your 2018 - 2019 Tuffree Membership Form at the PTA table. You will be able to pay for the 8th grade End-of-Year Party. Also, this is the time to order and pay for the class t-shirt for \$25. Spirit wear clothing will also be available for purchase. This year's "Spirit Wear" is special since it's Tuffree's 50th Anniversary Celebration!

Station #7 - ID CARDS AND PICTURES: ALL STUDENTS GET THEIR PICTURE TAKEN FOR AN ID CARD AND THE YEARBOOK. Students who have purchased ASB Activities (paid for at Station #3) will have "ASB" printed on their card. SCHOOL PICTURE PACKAGES are available and may be purchased at this station.

Station #8 – CLASS SCHEDULES: A list of classes will be handed out at this station, but the student's actual class schedule will be distributed the first day of school. Any errors in class assignments should be noted at this time by speaking directly with the Counselor, Mrs. Edwards. Only scheduling errors (duplicate classes, missing class, etc.) will be considered. Changes **will not** be made for placement preference, teacher/period preference, or electives. Corrections will be made prior to the first day of school.

Station #9 – INSTRUMENTAL MUSIC PROGRAM: This is where band and orchestra students pay their participation donation and uniform items. Incoming 7th graders will need all items unless they have obtained them from former students. Total cost for band = \$171; Total cost for orchestra = \$147. NOTE: Undershirt, pants, and socks are not included in this cost and must be purchased on your own. If needed, the \$100 participation donation may be spread over two or more payments; however, uniform items must be paid in full on TCOB Day (registration). To provide you the best pricing, we place one collective order in late summer. No items will be available for take-home.

Station #10 VOCAL MUSIC PROGRAM: At this station, students interested in choir can sign up for vocal ensemble auditions (held for new and incoming students on Monday, August 20th), submit T-shirt sizes, pick up a performance schedule calendar, and meet our new choir teacher, Ms. Parsons.

Station #11 – Disaster Supplies Donation: Your donation of \$5.00 (**checks only**, made payable to Tuffree Middle School). This will assist the school in purchasing items such as additional walkie/talkies, first aid supplies, water, thermal blankets, stretchers, search & rescue equipment, sanitation items, batteries, flashlights, etc.

Station #12 – LIBRARY: Pick up your set of textbooks for use at home.

Please note: If you have submitted paperwork for Inter/Intra District Transfers, receipt of this registration packet does not indicate transfer acceptance. Bring your acceptance letter with you.

We look forward to seeing you on August 14th & 15th.

Sincerely,
Cindy Freeman, Principal

Important Dates:

August 14-15, 2018	TCOB Days (see times above)	August 20, 2018	TCOB Make-Up Day (8:00am-11:00am)
August 16, 2018	ASB Training Day (8:00am-12:00pm)	August 21, 2018	7th Grade Orientation Day (MPR 8:00am-12:00pm) New Parent Orientation (Library 8:00-8:45am)
August 16-17, 2018	WEB Training Days (8:00am-12:00pm)	August 28, 2018	First Day of School