



**Westwood  
Middle School**

Chad J. Fletcher, Principal

Johnathan Graf, Assistant Principal &

Athletic Director

August 18, 2017

Dear WMS Family,

We are looking forward to the Solar Eclipse on Monday. Participating in this rare event will certainly create lasting memories for our students. To help you know what to expect and create the best experience for our students, below you will find helpful information with which we would appreciate your cooperation:

1. While we will take attendance on Monday, we will excuse any absences or early dismissals.
2. Please do not pick up your child for dismissal from school on Monday after 12:00 pm (noon).
3. We will issue solar glasses to each child who has returned a signed permission form. These glasses have been checked and are specified for this event. Any student who does not have permission to participate will remain the building.
4. On 8/21, we will be on a 12:30 schedule. At 12:30 students will return to homeroom. At 1:00, we will dismiss all participating students to the football stadium. Teachers will be assigned to specific groups of students to supervise.
5. Students are to be reminded to keep their solar glasses on the entire time they are observing the eclipse.
6. We will return to homeroom around 2:30 for the balance of the day. Students should not look at the sun or eclipse at any time without their glasses. The eclipse event itself will take place between 12:00-3:00 pm.
7. **We will hold dismissal on Monday until 3:15. This will allow students to leave campus AFTER the eclipse in order to best mitigate the chances of them viewing the sun without proper protection.**

Respectfully,

505 Taylor Street, Manchester TN 37355  
Phone: (931) 728-2071 Fax: (931) 728-0962  
Website: <http://www.wms.manchestercitysch.org/>

Dear Parent or Guardian,

In response to concerns from parents who are picking students up at both Westwood Elementary School and Westwood Middle School, we are attempting to streamline the pickup process for parents with students at both schools. Beginning Monday August 21st, parents with students at both schools will have a new pick up procedure. Parents will first pick up their middle school students at 3:00 pm and then proceed around the elementary building to pick up their elementary student in the back of the building (see map below.) Elementary students must be picked up no later than 3:15. Our hope is that this will decrease the amount of time parents spend in the pickup line.

Thank you for your patience and support.

Melissa Glenn

Chad Fletcher

8/15/2017

Westwood Middle School - Google Maps

Google Maps Westwood Middle School

Parents with children at both WES and WMS.

