

Legacy Elementary School

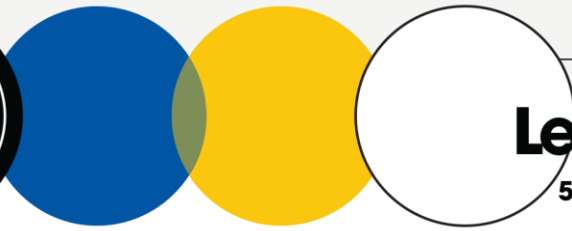
5150 9th St W, West Fargo, ND 58078 | P: (701) 356-2080

Dear Parents and Guardians of Legacy Learners:

Welcome Legacy Families! As the principal at Legacy Elementary School, I am excited to welcome you to this wonderful community. It is my goal to provide you with all the necessary information and resources to navigate this journey successfully.

Attached is a list of facts and FAQ's compiled by our Administration, Office Staff, and Student Services Staff as well as frequently asked questions from learners and families. This "Elementary School Resource Guide" is designed to provide you with the answers to many of the most common questions that come up with parents/guardians at the beginning of the school year. Please read these carefully and keep them available to reference throughout the year. This document will also be posted on the Legacy Elementary School website under School News.

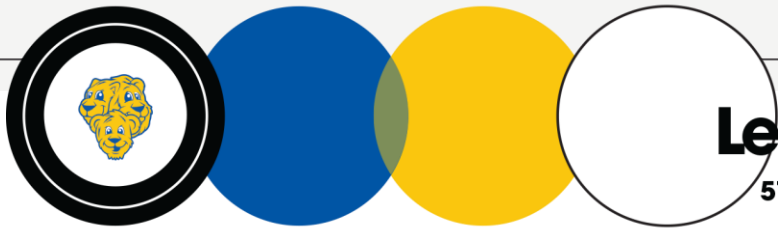
- **Who are the Legacy Principals?** Dr. Erin Spies is the principal and Mrs. Chelsea Midthun is the assistant principal at Legacy. Both support and assist all of our K-5 learners.
- **Who are the Legacy Elementary School Counselors?** Ms. Isabell Dabbert is our full-time counselor at Legacy and Ms. LeAnn Wahl is our part-time counselor. They provide elementary school counseling programming which includes guidance and support services in the areas of personal, educational, social, and career counseling through individual, small group, and classroom contact, as well as family consultation.
- **What grades are at Legacy Elementary School?** Grades K-5
- **What time does the school day start?** 8:10 a.m. is the late bell (when learners must be in their classroom seated and ready to begin class).
- **How early can learners arrive at school?** If your child will be riding the bus to school, buses are scheduled to begin dropping off at Legacy at 7:30 a.m. If your learner walks or bikes to school and arrives before 7:30 a.m., they will have to wait outside, and there will not be supervision. Doors open at 7:30 a.m. We strongly encourage learners who walk or bike to school, or parent drop-offs to arrive at 8:00am or later.
- **What is available for learners to do when they arrive in the morning?** Learners have the following options upon arrival in the morning:
 - **Breakfast:** Learners have the opportunity to eat breakfast at school when they arrive. They must have money in their lunch account to purchase breakfast.
 - **Reading Room:** Learners can attend the reading room for quiet reading Monday – Friday. They must bring reading material with them to access the reading room.
 - **Recess:** Learners have the opportunity to go outside for morning recess Monday – Friday.
 - **Fitness Club:** Learners can attend fitness club in the gym. We rotate by grade-level (K-1; 2-3; 4-5). The schedule is posted on our display screens in the hallway, and available on our school newsletter site.
 - **Art Club:** Learners can attend art club based on the 6-day rotation schedule. The schedule is posted outside the art classroom and on the display screens in the hallway, and is also available on our school newsletter site.



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- **What time does the school day end?** 2:40 p.m. We follow a structured dismissal schedule:
 - Learners who ride the bus are dismissed from class at 2:30pm. Bus leaves Legacy Elementary School at 2:35pm.
 - Walkers/Bikers are dismissed from class at 2:35pm and exit school grounds by 2:40pm.
 - If a learner lives north of Legacy, they will exit door #2 (in the gym) to access their bike at the bike rack and head home. If a learner lives south of Legacy, they will exit door #9 to access their bike at the bike rack and head home.
 - Learners who are Parent/Guardian Pick-Up are dismissed from class at 2:40pm and walk with their teacher to their class's assigned spot outside. K-2 Learners will be with their teacher at door #1 and 3-5 Learners will be with their teacher at door #9.
 - Parents/Guardians are asked to drive up to the Drop-Off & Pick-Up Zone where school staff will radio to the teacher and your child(ren) will come get into your car on the passenger side. Please have your window sign ready for faster communication.
 - Parents/Guardians who are walking up to school to pick up their child(ren) are asked to park in the parking lot, use the crosswalk and then pick up their child(ren) from the teacher. Please use the crosswalk when walking back to your parked car.
- **How do I know which bus my learner rides?**
 - The Transportation Department will have bus registration forms and paperwork sent out with on-line registration in August. Bussing assignments will be sent to families in the following weeks after registration that will include your students bus route assignment and times.
 - You may also acquire this information by calling the Bus Barn at 701-356-2120. You can find a link to the Transportation Department at <https://www.west-fargo.k12.nd.us/domain/108>
 - Please make sure that your learner knows their Bus # prior to the first day of school! Their Bus # will be the same for both before and after school. Have them write it down and keep it in their backpack if necessary!
 - We will provide a bus tag for all learners who ride the bus. This should be placed on your child's backpack for the entire school year.
- **Where do I pick up or drop off a learner before or after school?** Please drop off/pick up your child in the Drop-Off & Pick-Up Zone, located in the parent loop on the east side of the building. The Drop-Off & Pick-Up Zone is after the cross-walk up until door #9 (cones and signage will make this area visible).
 - If you elect to walk your child(ren) up to the school, please park in the parking lot and use the crosswalk to have your child(ren) enter through door #1.
- **Where does my learner put their bike if they bike to school?** If a learner lives north of Legacy, they will place their bike in the bike rack by door #2 (gym) and enter the building through door #1 (front doors). If a learner lives south of Legacy, they will place their bike in the bike rack by door #9 and enter the building through door #9.



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- **Who do I notify if my learner will be absent or late for school, or needs to leave early?** Call the Front Office at 356-3740 by 9:00 a.m. (if you get a voicemail, leave us a message with your name, learner's name, and reason for absence or leaving early – it will be checked regularly), or email legacy@west-fargo.k12.nd.us
- **If I pick my learner up early, do I have to call ahead? Do I have to come into the building to get them or can they just come out?** Always call ahead of time when possible, so we can get your child a pass to leave class at the appropriate time. We prefer you come into the front office to pick up your child.
- **How do I get a message to my child at school?** Call the front office to provide the message to one of our administrative assistants. Messages will be delivered to learners' teachers. If you must get a message to your learner, please call **BEFORE** 2:00 p.m. Emergency messages will be given to teachers and learners as received. We will take messages from Parent/Guardians only.
- **Where/how do I drop an item off for a learner?** Please only drop off necessary items when needed. All items should be dropped off in the main office, clearly labeled with the learner's first and last name (except for medications, which should go to the Nurse). **We do not accept outside food orders/deliveries.** Learners may elect to bring in their own sack lunch or have the option to eat school lunch.
- **What supplies does my learner need for elementary school? Will they get a locker?** Learners are assigned a locker by their classroom. The school supply list for Legacy is linked [here](#).
- **How do I find out my learner's lunch account balance, inquire about lunch account charges, or limit what a student can charge for lunch?** You can see your learner's balance and add money to your learner's lunch account by logging into your MySchool Bucks account: <https://www.west-fargo.k12.nd.us/domain/45> All other inquiries should be addressed by speaking with the Legacy Office at 356-3740.
- **Where do I pay for my student's technology fee, or any accidental breakage fees (1:1 device)?** You can pay the yearly technology fee, as well as any accidental breakage fees (1:1 device) in your MySchool Bucks account.
- **Are learners allowed to use their cell phones or smart watches?** Cell phone usage is not allowed by learners in the school building during academic times (8:00am-2:40pm). During the school day, all cell phones and personal electronic devices are to remain put away in learners' backpacks and remain in their locker.
- **How do I receive Daily Announcements and Newsletters?** Newsletters will be posted on our school's website under "About Us", "School News". Dr. Spies sends out "Legacy Happenings" a monthly communication to Legacy families via Blackboard email messages and/or Seesaw. You can access Daily Announcements on our school's website in the same location: [School News / School Newsletter \(k12.nd.us\)](#). Your child's classroom teacher will also utilize Seesaw to send class-specific updates and information.