

Dear Parents and Guardians of Incoming HMS Learners:

Welcome Hawk Families! As the principal of Heritage Middle 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, Student Services Staff as well as frequently asked questions from students and families. This "Middle School Resource Guide" is designed to provide you with the answers to many of the most common questions that come up with parents at the beginning of the school year. Please read these carefully and keep them available for reference throughout the year. This document is also posted on the Heritage Middle School website under School News.

- **Who is the HMS Principal?** Mr. Michael Stecher is the Heritage Middle School principal and Mr. Josh Rudie is the HMS assistant principal. Mr. Stecher will work with 8th grade, Mr. Rudie will work with 6th grade and they both work with 7th grade students.

- **Who is the Heritage Middle School Counselor?** Amy Meier, Josie Krupich, and Trisha Hanson will be your student's counselors this year at HMS. They will provide middle level 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 Heritage Middle School?** Grades 6-8

- **What time does the school day start?** 8:40 AM

- **How early can students arrive at school?** The doors open at 8:05 a.m. If your child will be riding the bus to school, buses are scheduled to begin dropping off at HMS at 8:10 a.m. If your student walks or bikes to school and arrives before 8:05 a.m., they will have to wait in the entry way, and there will not be supervision. Doors open at 8:05 a.m. We strongly encourage students who walk or bike to school, or parent drop-offs to arrive at 8:00 a.m. or later.

- **What is available for students to do when they arrive in the morning?** Students head straight to their Hawk Homeroom for morning supervision. Students have the option to pick up a grab & go breakfast and eat breakfast in Hawk Homeroom.

- **What time does the school day end?** 3:40 p.m.

- **How do I know which bus my student rides?**

- o 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.

- o 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>

o \*Please make sure that your student 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!

o The Activity Bus will run from Heritage Middle School to Liberty Middle School and Sheyenne High School at the end of the school day for any HMS students participating in co-op programs. Students participating in these activities will be bussed to Liberty Middle School or Sheyenne High School, but Parents/Guardians are required to pick their child up at Liberty Middle School or Sheyenne High School upon completion of the activity.

• **Where do I pick up or drop off a student before or after school?** Please drop off/pick up your child near the front doors of the school, in the west parking lot/loop. If there are not any spots available in the parking loop, please park in a parking spot in the parking lot while you wait for your child.

• **Who do I notify if my student will be absent or late for school, or needs to leave early?** Call the Attendance Office at 356-5910 by 9:00 a.m. (if you get a voicemail, leave us a message with your name, student's name, and reason for absence or leaving early – it will be checked regularly), or email [heritage@west-fargo.k12.nd.us](mailto:heritage@west-fargo.k12.nd.us)

• **If I pick my student 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 call in, rather than come into the office. Once your student has checked out in the front office, they can walk out when they see you have arrived.

• **When returning a student to school after an appointment, do I have to come in with them?** No, you can call into the office to report their appointment. Please send the student in and direct them to report to the attendance desk. If they have been to a medical appointment, they should bring a note from the medical office whenever possible.

• **Can I request homework if my student is absent?** The learning pathways and resources can be found on Schoology. Learners can also communicate with our educators via their school email. For planned absences such as vacations, students are responsible for making arrangements ahead of time with their teachers to make up all the work missed.

• **How do I get a message to my student at school?** The easiest and often times, least disruptive to your child's learning would be to contact the office directly. If you know your learner is at lunch, you can text them. However, please do not text or call your child during academic times as they will not actively be utilizing their cell phones.

• **Where/how do I drop an item off for a student?** Please only drop off necessary items when needed. All items should be dropped off in the front office, clearly labelled with the student's first and last name (except for medications, which should go to the Nurse). Any floral or balloon deliveries will be held in the front office until the end of the day, when the student will be informed of the delivery and may come pick it up. Singing telegrams or similar deliveries are disruptive to the classroom learning environment and will not be accepted. We do not accept outside food orders/deliveries. Students may elect to bring in their own sack lunch or have the option to eat school lunch.

• **What supplies does my student need for middle school? Will they get a locker?** Students at Heritage carry their class supplies in their backpack or a zipper binder throughout the day, which eliminates the need for a locker. Students utilize coat racks and storage spaces which are available in all the team centers for coats, winter gear, etc. The school supply list for HMS includes:

### Required

- 1 - backpack
- 1 - 3.5mm iPad-compatible headphones or earbuds; may be wireless
- 48 - sharpened #2 pencils or mechanical pencils with lead
- 4 count - 2 bottom pocket folder - each unique solid color
- 1 - 12-count colored pencils
- 1 highlighter - any color
- 4-6 black pens
- 4 - college ruled spiral bound notebooks
- 1 count - 1 or 1.5 inch 3 ring binder
- 1 count - large pink eraser
- 1 - planner or calendar of choice (paper or electronic)
- iPad compatible stylus such as the Logitech Crayon
- 2 boxes of tissues
- 1 container disinfecting wipes

### Optional Items and Additional Recommendations

- 1 - iPad-compatible charging cord for school use
- 1 - TI-30X IIS calculator (*not needed, but is the recommended style if desiring to supply own*)

• **How do I find out my student's lunch account balance, inquire about lunch account charges, or limit what a student can charge for lunch?** You can see your student's balance and add money to your student'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 to the Heritage Kitchen Office at 356-5910.

• **When/Where are students allowed to use their cell phones?** Cell phone use is limited to lunch and before and after school hours and should not be out during academic times. If you would like to contact your child, please do so through the office as we do not want to interrupt their learning.

• **How do I receive Daily Announcements and Newsletters?** Newsletters will be posted on our school's website under "About Us", "School News". Mr. Stecher sends out communication to HMS families via Blackboard email messages, as well as a virtual recording of Heritage Happenings. You can access Daily Announcements on our school's website in the same location: <https://www.west-fargo.k12.nd.us/domain/2684>

• **What is the daily bell schedule?** Our school day runs from 8:40am-3:40pm, with one

lunch run for sixth grade, one lunch run for seventh grade and another lunch run for eighth grade. Our middle school students also have recess as part of their lunchtime. Please see the HMS schedule below.

## **HMS Grades 6-8 Daily Schedule**

[Building Schedule / Daily Schedule \(k12.nd.us\)](#)

Doors Open	8:05AM
Hawk Homeroom	8:40 AM - 8:50 AM
Period 1	8:53 AM - 9:47 AM
Period 2	9:50 AM - 10:44 AM
Period 3 (6th and 7th Grade)	10:47 AM - 11:41 AM
<b>8th Grade</b>	
Lunch	10:47 AM - 11:17 AM
Hawk Time	11:20 AM - 11:50 AM
Period 3	11:53 AM - 12:47 PM
<b>7th Grade</b>	
Lunch	11:44 AM- 12:14 PM
Hawk Time	12:17 PM- 12:47 PM
<b>6th Grade</b>	
Hawk Time	11:44 AM - 12:14 PM
Lunch	12:17 PM - 12:47 PM
Period 4	12:50 PM - 1:44 PM
Period 5	1:47 PM - 2:41 PM
Period 6	2:44 PM - 3:40 PM