

Back to School Guide

WELCOME BACK 2021-22

Your resource to prepare for a successful school year!





Dear Horning Families,

As Principal, I am honored and excited to be part of the Horning Middle School community. I would like to extend a special welcome to Horning Middle School, home of the Hawks, to all new and returning HMS students and their families. Hopefully, you will find this Back to School Guide helpful as we kick off the 2021-22 school year.

We are excited to welcome students, families and staff back in the building as we finalize construction and facility upgrades at Horning Middle School. Please note that due to ongoing construction, the building will not be available to students and families until the **Parent Information and Back to School Night** that will take place on August 26, 2021.

The goal at Horning Middle School is to build upon the success of the House structure that was launched during the 2018-19 school year. At the heart of the house structure at Horning is a dedicated school wide daily advisory period that takes place from 7:30 a.m. to 7:50 a.m. We see the advisory period as critically important to ensuring student's needs, both academically and socially/emotionally, are met.

Your child's advisor will be your and your student's point person within the house system. Your child's advisor will be there to help you navigate through any questions and concerns that may arise. As you view your learner's schedule, the advisor's name will appear in the "Advisory" section. Please note that this will be finalized later in August and may not appear on your learner's schedule at this time. Please refer to our monthly newsletters for additional communication regarding the upcoming school year.

I look forward to a successful year for all of our learners. If you have any questions, please don't hesitate to contact the main office at 262-970-3305.

To stay informed, Horning uses a variety of ways to communicate with our school community throughout the school year:

- Bookmark our school website: <https://sdw.waukesha.k12.wi.us/HorningMS>
- Follow us on Facebook <https://www.facebook.com/HorningMSHawks>
- Follow us on Twitter [@HorningMiddle](https://twitter.com/HorningMiddle)

Your in Learning,

Robert Blessington
Principal

TABLE OF CONTENTS

[Parent Checklist](#)

[Log-in to your Parent Portal on Infinite Campus](#)

[Infinite Campus is the one stop shop for all school-related activities.](#)

[View Class Schedule](#)

[Required: Online Annual Registration](#)

[School Supplies](#)

[Set Up Your Student's Lunch Account](#)

[School Pictures](#)

[Check Transportation Information](#)

[Pay Fees](#)

[Other Optional Fees](#)

[Accepted Payment Methods](#)

[School Day Schedule](#)

[Daily Schedules](#)

[Arrival: 7:10AM](#)

[Safer Student Drop Off Before and After School](#)

[Attendance](#)

[Key Contact Information.](#)

[Office Directory](#)

[ADMINISTRATION](#)

[STUDENT SERVICES](#)

[OFFICE](#)

August Important Dates

- **August 26th** - Open House & Parent/Student House Information Night **3:50-5:30 p.m.** (*optional* - more information to come)

Door Open: 3:50 p.m., 4:00 to 4:20 Session #1, 4:30 to 4:50 Session #2, 5:00 to 5:20 Session #3

September Important Dates

- **September 1st** - First day of school
- **September 10th** - Picture Day-during school hours. *Make-up day to be determined.

Parent Checklist

Start the school-year prepared! Complete these tasks before the first day of school

✓ Log-in to your Parent Portal on [Infinite Campus](#)

[Infinite Campus](#) is the one stop shop for all school-related activities.



A parent portal account is *required* to complete annual registration.

NOTE: A student account does not permit registration access.

- If you are new to Infinite Campus, please contact IC Help at ichelp@waukesha.k12.wi.us or 262-970-1072 for setup assistance.
- If you have forgotten your password please contact Sue Miller samiller@waukesha.k12.wi.us 262-970-3303 for assistance.

✓ View Class Schedule

Schedules for the 2021-2022 school year can be viewed on [Infinite Campus](#). Every effort is made to create an appropriate academic schedule and honor elective preferences for each student. To view your child's schedule click on your student's name to view the class schedule.

✓ Required: Online Annual Registration (starting August 1, 2021)

Back-to-school forms, fees, class schedules, bus schedules, and locker assignments will be on [Infinite Campus](#). In addition to the online registration, a separate form must be completed annually for: medications, free and reduced lunch, and an extracurricular code of conduct agreement and concussion form. A Horning Student Handbook parent and student acknowledgement form will be sent home at the beginning of the school year to be signed and returned to school.

**Health Room & Medical Forms

Students requiring medication during school hours must have completed authorization forms on file with the health room prior to school starting.

A new form is required each school year. Please find the appropriate form for your student on the [Nursing Services](#) section of the School District of Waukesha website. Forms can also be turned into the Health Room during Back to School and Parent Information Night that is taking place from 4:00 to 5:30 p.m. on Thursday, August 26, 2021.

✓ **School Supplies**

[Horning School Supply List 2021-2022](#)

✓ **Set Up Your Student's Lunch Account**

Deposit money into your student's food service account by credit/debit via [Infinite Campus](#) or cash/check made payable to the School District of Waukesha (SDW). For more information on Food Services, including pricing and free & reduced lunch, click [here](#).

✓ **School Pictures**

All students should have their school picture taken for the yearbook and for required Student ID cards. School pictures are available to purchase from School and Sport Pics. A link for ordering the photos will be sent to you, please note the photographer is no longer accepting paper order forms or cash. School photos will be taken during the school day on September 10th with a make-up date to be determined.

✓ **Check Transportation Information**

Bus information will be posted on [Infinite Campus](#) only. Postcards will not be mailed out this year

If you have transportation questions please visit the [SDW Transportation webpage](#) for information regarding regular transportation, pay to ride transportation, transportation to an alternate location, and special education transportation. All necessary application forms are located on this webpage. For further questions, please contact Evonne Johnson at 262-970-1150 or at emjohnson@waukesha.k12.wi.us.

✓ **Pay Fees**

Please click [here](#) for the 2021-2022 School District of Waukesha Student Fee Schedule.

School fees are due by the first day of school on September 1, 2021. Fees may be paid by credit/debit at the District Office or on [Infinite Campus](#) or by cash/check made payable to the School District of Waukesha either by mail or in-person in the main office with Mrs. Aylsworth.

1. Materials Fee \$60

The materials fee covers items such as book/software rentals and classroom materials. This fee does not cover loss or abuse of school-issued materials to students.

2. iPad Technology Application Fee \$25

Covers the annual cost of applications (apps) used by students in the Waukesha School District. This fee does not cover loss or abuse of the school-issued iPad or accessories.

3. Student Planner/Agenda \$3

The cost of a student planner will be assessed to all students. Students will receive their planners during the first week of school from their teacher.

4. Lock Rental Fee \$1 each (two locks required)

Locks for both gym lockers and street (hallway) lockers will be rented yearly. All students will receive their locks during the first week of school.

Other Optional Fees

Food Service Account

Hot and cold meals, plus à la carte items, are available for purchase for breakfast before school and during lunch. Deposits may be made to each student's food service account by cash or check made payable to School District of Waukesha (SDW). Credit/debit payments may be made online through the [Infinite Campus](#) Parent Portal.. Assistance is available to families who qualify for free and reduced lunch. [How do I know if I qualify?](#) [How do I apply?](#) [Can I apply online?](#) To see if you qualify please complete the [2021-2022 household application](#). **A new application is required each school year.**

Accepted Payment Methods

Cash, Check or Money Order made payable to the School District of Waukesha (SDW). Please write one check for all required student fees with the student's name in the memo section. (Separate check required for School and Sport Pics picture package orders and Food Service deposits.) Checks/Money Orders may be mailed to: Horning Middle School, 1809 Butler Dr, Waukesha, WI 53186

Debit/Credit Card payments accepted for student fees and food service accounts using the [Infinite Campus](#) Parent Portal.


Interest-free installment plans are available to families needing additional time to pay student fees. Contact Jess Huinker at 262-970-1048 for more information.

School Day Schedule

Link to [A/B Daily Calendar](#)

Link to [2021-2022 School District of Waukesha Calendar](#)

**Note for the 2021-2022 school year, there are 3 Early Release days from 7:30 am-12:36 pm for staff in-service on October 27th, February 17th and May 27th.*



DAILY SCHEDULE

7:30 a.m. - 2:36 p.m.

2021-2022 BELL SCHEDULE					
(please also review the 2021-2022 A/B Day Calendar)					
Advisory		7:30 - 7:50			
1		7:53 - 8:37			
2		8:40 - 9:24			
3		9:27 - 10:11			
4		10:14 - 10:58			
Lunch 1	10:58 - 11:28	5	11:01 - 11:45	5	11:01 - 11:45
5A	11:31 - 12:15	Lunch 2	11:45 - 12:15	6	11:48 - 12:32
6A	12:18 - 1:02	6A	12:18 - 1:02	Lunch 3	12:32 - 1:02
7		1:05 - 1:49			
8		1:52 - 2:36			

May 21, 2021

Schedule

7:10-7:25 AM	ARRIVAL (soft start)	Starting at 7:10 a.m. the building will be open and Students will go to their locker and then report to their assigned Advisory through designated door location. Linger in the hallways is not allowed.
7:30 AM	FIRST CLASS	Classes begin at 7:30AM each day. Students are expected to be in class and ready by 7:30AM. Students who are late must report to the Attendance Office.
2:36 PM	LAST BELL	School day ends after 8th period. <ul style="list-style-type: none">• Students will be dismissed after 2:36. Please arrange a pick up location with your child.

Student Drop-off/Pick-up (see map below)

- Parent drop off and pick up will be at the main entrance (Door 1) on Butler Drive, in front of the main office. The cafeteria entrance off of Wolf Road is for School Buses only.
- Once they are dropped off, students will enter through the following doors as assigned by House:
 - Door 2: Houses 6DL and 7B
 - Door 5: FLIGHT
 - Door 8: 6A,6B, 8A, 8DL, and any students interested in participating in school breakfast program
 - Door 10: 7DL, 7A, 8B



- **Dropping off and picking up during school hours**
 - For students being dropped off or picked up during the school day, this should take place at our main entrance. Students being dropped off will need to press the door buzzer and office staff will allow the student in. Students getting picked up will need a prior request made by their parents. Students will then be released when the parent/guardian arrives.

Crosswalks

Students should always use crosswalks to cross the street.

Parking

Visitor parking is available by the main entrance.

Attendance

Effective May 11, 2018, the procedure for reporting student attendance was changed. We are now using [Safe Arrival](#). There are 3 ways to report an absence:

1. Call the toll-free number: **1-866-490-7371** ([directions for using the toll free#](#))
2. **Online via [schoolmessenger.com](#)** ([directions for using the website](#))
3. **[School Messenger App](#)** ([directions for using the app](#))

Please be aware of the following guidelines for late arrival or early dismissal during the school day

Late Arrival

Classes begin at 7:30 AM. Students who arrive after 7:30 AM are marked tardy. Please enter Horning Middle school through the Main Entrance (enter the parking lot on Butler Dr), ring the buzzer, and report to the Main Office for a pass to class.

Key Contact Information

Horning Main Office Number	262-970-3300	<u>MENU</u>
		1 - Attendance
		2 - Student Services Secretary
		3 - Principal's Secretary
		4 - Assistant Principal's Secretary
		5 - Staff Directory by Name

ADMINISTRATION

Principal	Robert	Blessington	rblessin@waukesha.k12.wi.us	262-970-3310
Asst. Principal <small>(DL6, 6B, DL7, 7B, 8B, DL8)</small>	Bryan	Lyday	blyday@waukesha.k12.wi.us	262-970-3311
Dean of Students <small>(6A, 7A, 8A, FLIGHT)</small>	Susan	Inkmann	sinkmann@waukesha.k12.wi.us	262-970-3450

STUDENT SERVICES

School Counselor <small>(6A, 7A, 8A, FLIGHT)</small>	Angie	Jackson	ajackson@waukesha.k12.wi.us	262-970-3327
School Counselor <small>(DL6, 6B, DL7, 7B, 8B, DL8)</small>	Natalie	Ramirez	nramirez@waukesha.k12.wi.us	262-970-3326
School Psychologist	Lindsey	Lemus	lslemus@waukesha.k12.wi.us	262-970-1093
Social Worker	Angie	Krueger	akrueger@waukesha.k12.wi.us	262-970-1699

OFFICE

Assistant Principal's Secretary	Pam	Craig	pcraig@waukesha.k12.wi.us	262-970-3317
Principal's Secretary	Jodi	Aylsworth	jaylsworth@waukesha.k12.wi.us	262-970-3305
Health Room	Olivia	Trejo	otrejo@waukesha.k12.wi.us	262-970-3315
Student Services Secretary	Sue	Miller	samiller@waukesha.k12.wi.us	262-970-3303