



HOWARD LAKE • WAVERLY • WINSTED

JIM SCHIMELPFENIG, MIDDLE SCHOOL PRINCIPAL

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PHONE: 320-543-4660 • FAX: 320-543-4632

August 10, 2023

Dear Students and Parents of HLWW Middle School:

Welcome to HLWW Middle School! I am eagerly anticipating the arrival of the students and the start of an exciting school year. The first day of school is **Tuesday September 5th**. Our “Open House” is scheduled for **Wednesday, August 30st**. Students in grades 6, 7, and 8 are assigned a 45-minute open house time alphabetically by their last name. If you have students in your family with different last names, pick one of their times and both may attend at the same time. The schedule for Open House is:

4:30-5:15 A through F
5:15-6:00 G through K
6:00-6:45 L through P
6:45-7:30 Q through Z

The **fifth grade student & parent meeting is at 5:30** in the activity center. Students with last names A through K should attend open house prior to the meeting (4:30-5:30) and students with last names L through Z should attend the open house after the meeting from (5:30-7:00).

When entering the Middle School please check the grade level tables located in the commons to see who your child’s advisor is, then proceed to the advisor’s classroom. When you meet with the advisor, your child will be given their schedule. The advisor will issue your child their lock and locker. (Locks will be collected at the end of the year. Lost or damaged locks will cost \$7 to be replaced.) The advisor will also be issuing your child their Chromebook. In order to receive their Chromebook the [**Internet Use Agreement steps**](#) **must be completed on or before August 29, 2023**. The Student Handbook will be distributed electronically in each student’s Google Drive [**2023-24 Student Handbook**](#). A printed copy will be available upon request in the Middle School Office and can also be found on the Middle School website home page.

Parents must also have a ParentVUE account. This allows you to view grades and have the most up-to-date contact and emergency information. You also get online access to your child’s grades and attendance at any time and is updated on a weekly basis. If you do not have an account, you can create one by sending an email to [**parentvue@hlww.k12.mn.us**](mailto:parentvue@hlww.k12.mn.us). Along with your name please include your child’s name, grade, and school. An account will be created for you and you will receive a username and password by email. You will need to access your ParentVUE account and update your emergency contact information. If you do not have internet access, you must contact Tami Bangasser at 320-543-4660 or see her at Open House to update your contact information.

When you have finished meeting with your advisor, you may visit other classrooms on your schedule as you make your way around the building. This is also a good time to find your locker and practice your combination. Feel free to place any school supplies in your locker at this time.

Students may decorate the inside of their locker but may only use blue painters tape or magnets. Students are not allowed to hang things on the outside of their lockers.

This year the State of Minnesota has covered the cost of lunch and breakfast for all students. Families can stop in the kitchen to deposit money into your child’s lunch account to purchase a la carte items or second lunches. The kitchen is located in the High School Commons. If you have any student health concerns, they may be shared with Morgan Johnson, our school nurse. The Health Office is located next to the High School Office. At that time, you may also drop off any medication your child might need. Optional physical education uniforms for 7th and 8th grade PE can be purchased online. [Purchase PE Uniforms](#) Please note that 5th and 6th grade students will not change for PE and only need tennis shoes.

Below you will see additional contact information that you may find helpful. If you have any questions prior to the Open House, please call the Middle School at 320-543-4660. I look forward to working with you to ensure a year filled with opportunity and success for all of the HLWW Middle School students.

Sincerely,

Jim Schimelpfenig

Questions	Contact Person	Email	Phone
Chromebook Questions	Travis Eldred	teldred@hlww.k12.mn.us	
ParentVUE & StudentVUE_	Technology Department	parentvue@hlww.k12.mn.us	
Lunch and Food Programs	Michelle Johnson	foodservice@hlww.k12.mn.us	320-543-4615
Transportation	Nicole McKee	nmckee@hlww.k12.mn.us	320-543-4650
Health Concerns & Medications	Morgan Johnson	morgan.johnson@hlww.k12.mn.us	763-290-3889
Schedule Changes (Band/Choir Only)	MS Office Tami Bangasser	tbangasser@hlww.k12.mn.us	320-543-4660 ext.2100