Heritage Middle School
2026–27 Parent/Student Handbook
Home of the Patriots!

School Website & Activity Calendar: wcpss.net/heritagems
WCPSS Website: https://www.wcpss.net/
Main Phone Line: 919–562–6204

Welcome to Heritage Middle School, the proud home of the Patriots! At Heritage, every student matters. We are dedicated to fostering a school community where you feel supported, respected, and inspired to grow into your best self. Together with our families, we work to ensure each child thrives academically, makes positive choices, and develops strong character.

Our teachers create engaging learning experiences that challenge students to collaborate, communicate, think critically, and apply their knowledge in authentic ways. We pride ourselves on living out the HMS Way each day – showing respect, taking responsibility, building relationships, and striving for excellence in all we do.

We encourage every student and family to find a way to connect, contribute, and be part of our vibrant school community. We are here to ensure your middle school years are meaningful, memorable, and filled with opportunities to grow.

We are excited for the journey ahead and honored to partner with you. Let's make it a great year… Go Patriots!

A copy of the full student handbook is available on the HMS website and will contain any necessary updates made available during the school year. Only highlights are printed in the agenda.

Attention: If you do not speak English or need translation/interpretation services to understand this document or other school processes, please call (919) 852–3303. Atención: Si no habla inglés o necesita servicios de traducción/interpretación para comprender este documento u otros procesos escolares, llame al (919) 852–3303.

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إذا كنت بحاجة إلى خدمات الترجمة المجانية للتعرف على سير العمليات بالمدرسة، اتصل بالرقم (919) 852-3303

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यदि आपको विद्यालय की प्रक्रियाओं को समझने के लिए निःशुल्क अनुवाद सेवाएं चाहिए, तो (919) 852-3303 पर कॉल करें

학교/교육 과정에 관한 무료 번역 서비스가 필요하시면 다음 번호로 연락하여 주십시오 (919) 852-3303

Nếu quý vị cần sự thông dịch miễn phí để hiểu phương pháp trường học, xin vui lòng gọi số điện thoại (919) 852-3303

如果您需要免费翻译服务来了解学校流程，请致电 (919) 852-3303

Schedules and Attendance

Student School Hours

School hours are 8:20 AM–3:05 PM. Students may enter the building at 7:50 AM and should go directly to breakfast or their lockers before heading to homeroom. To start the day smoothly and be ready to learn, students must be in homeroom by 8:20 AM. Anyone arriving after 8:20 AM will be marked tardy and must check in at the main office for a tardy slip. Please schedule appointments for doctors and dentists outside of instructional time whenever possible. When students miss part of instructional units, learning is disrupted.

Inclement Weather

In case of early dismissal, delay, or closure due to inclement weather, the WCPSS Superintendent will notify local media, update school and district websites, share on social media, and communicate through phone, text, and email. HMS will send a message out to families as well. Breakfast will be served during 1–2 hour delays, and lunch will be provided before early dismissals.

Daily Bell Schedule

The daily bell schedule was unavailable at the time of print. We apologize for this inconvenience, but we are leaving space here for you to write your schedule below.

Time	Subject/Class

Holidays

- Mon., Sep. 7 – Labor Day
- Wed., Nov 11 – Veterans Day
- Wed./Thurs./Fri., Nov 25–27 – Thanksgiving
- Mon., Dec. 21 – Fri., Jan. 1 – Winter Break
- Mon., Jan. 18 – Martin Luther King, Jr.
- Fri., March 26 – Good Friday
- Fri., May 31 – Memorial Day

Teacher Workdays

There will be NO school for students on the following dates.

- August 21, 2026
- November 3, 2026
- April 5, 2027
- June 30, 2027

Track-Out Dates: WCPSS MTYR Calendar can be found at
https://www.wcpss.net/student-life/calendars-and-attendance

Track 1 Track Out Dates	Track 3 Track Out Dates	Track 4 Track Out Dates
• Sept. 14 – Oct. 5, 2026 • Dec. 7 – Dec. 18, 2026 • Mar. 8 – Mar. 25, 2027 • June 4 – June 30, 2027	• Jul. 30 – Aug. 20, 2026 • Oct. 26 – Nov. 13, 2026 • Jan. 25 – Feb. 12, 2027 • Apr. 19 – May 7, 2027	• July 7 – July 29, 2026 • Oct. 7 – Oct. 23, 2026 • Jan. 4 – Jan. 22, 2027 • Mar. 29 – Apr. 16, 2027

Attendance

Regular school attendance is important to promote consistency in learning and student achievement. Attendance is taken by class period.

If a student is sick and absent, notify the homeroom teacher via email, a written note or doctor's note must be hand-delivered to the front office, attached to a TalkingPoints message, and/or emailed to hms-attendance@wcpss.net. Absences are marked unexcused until a note is received, which must be submitted within 2 days to be excused.

Per WCPSS Board Policy, an absence is excused for the following reasons:

- illness or injury
- a death in the family
- health care appointments
- court appearances
- religious observance
- natural disasters
- outside educational opportunities; a completed "WCPSS Prior Approval for Excused Absence" form is required, in advance, of the absence. While we recognize that events such as sports competitions and games provide valuable experiences, they do not qualify for approval as an Educational Opportunity absence.

Absences for educational opportunities must be planned as educational from the start and submitted to the principal, before the absence, for approval.

Late Arrival/Early Dismissal

Arrival to school on time is important in establishing a routine that supports a successful school day. Excessive tardiness and frequent early dismissals disrupt the learning environment and can impact student progress. We encourage all students to strive for strong attendance habits.

When a student must arrive at school after the tardy bell, the student should report to the main office, sign in through the Verkada system, and receive a tardy slip to class.

When checking out your child, please be prepared to show a picture ID. A parent (or approved adult) must sign out the student who needs to leave early. A student will only be permitted to leave the campus with those listed on their emergency card. In an emergency, we may accept a phone call or note from a parent. Please arrive before 2:45 PM to check out a student. If you arrive after this time, the office will call your child to report to carpool directly following the 3:04 PM announcements.

Make-Up Work

Your child will need to make up all the work they missed, as scheduled by the teacher. We will work with individual situations when students are sick or have a serious family emergency. See our Grading Policy for our full make-up process.

Student Conduct: The HMS Way

The HMS Way

Heritage Middle School is a Positive Behavior Intervention and Support School (PBIS). This initiative promotes a consistent expectation for student behavior, recognizes students who demonstrate appropriate behavior, and enhances a climate conducive to learning.

The three basic expectations at HMS are:

- Have Respect for All
- Make Ourselves Accountable
- Show Safe and Responsible Actions

To see and know the HMS Way in all locations, refer to the HMS Way Matrix in the handbook.

Code of Conduct

All students are responsible for complying with and are expected to be familiar with the WCPSS Code of Student Conduct and school board policies governing student behavior and conduct. The WCPSS Board of Education Student/Parent Handbook is available online at https://www.wcpss.net/handbook.

All Code of Student Conduct policies are contained in the WCPSS Student/Parent Handbook, which is distributed to all students and parents at the beginning of each school year or upon enrollment in the WCPSS. If there is a conflict between the rules expressed in this handbook/agenda/planner and the Code of Student Conduct policies, the WCPSS Code of Student Conduct policies shall take precedence.

Personal Items

Personal items with no educational purpose are prohibited, and the school is not responsible for lost or stolen items. These items may be confiscated and returned only to a parent during office hours. Students should secure personal items in their lockers upon entering the building. Bluetooth earbuds, headphones, SMART watches, and cell phones are not allowed during instructional hours.

Recognition and Celebrations

At HMS, we not only teach expectations but also celebrate students who demonstrate them. We recognize positive behavior through character education awards, breakfast celebrations, grade-level recognition, admin shout-outs, music at lunch, positive parent communication, and other incentives to showcase and reward the "HMS way".

Discipline

The Code of Student Conduct promotes a positive, focused learning environment where safety and order support student success. Staff partner with students and families to uphold the HMS Way, with clear classroom expectations established by teacher teams. When behavior significantly disrupts learning or safety, administrators will provide support and take fair, appropriate action in alignment with WCPSS Board Policy.

Students serving In-School Suspension (ISS) or Out-of-School Suspension (OSS) are **not allowed** to participate in any extra-curricular activities on the day of their suspension.

Dress Code

Students are prohibited from wearing or carrying items that display profanity, violence, or obscenity; promote alcohol, drugs, or tobacco use; violate the Code of Student Conduct; threaten health or safety; or disrupt the educational environment.

Students must wear clothing that covers the chest to mid-thigh with opaque fabric, ensuring that undergarments and private areas are also covered. Head coverings are generally prohibited indoors, except for religious, cultural, medical, or disability-related reasons. Please be aware of and follow the WCPSS dress code policy.
https://www.wcpss.net/u/~board/family-resources/post/dress-code

Academics

Interims and Report Card Dates

Interims shall be given at the midpoint of each grading period for any student who is failing a course or whose course grade has dropped by a letter grade or more.

Report cards will be distributed during the week following the end of the quarter for Track 3, or the week after students return from a track-out for Tracks 1 or 4.

At the time of printing, exact dates were not available.

Student Devices and Internet Access

Computer technology is increasingly vital for public education in the 21st Century. Accordingly, WCPSS will, to the extent feasible, issue a district-owned laptop computer at no charge for approved educational purposes ONLY. Students must adhere to the service agreement of the device use and internet policy, or access can be denied.

ALL middle school students will receive a WCPSS email account. Students and staff should use their WCPSS emails to communicate with each other.

Grading Policy

At Heritage Middle School, grades are intended to accurately represent student learning and progress. We are committed to ensuring that both students and families are kept informed of any updates or changes to grades in a timely manner. We believe that behavior and work habits should be measured separately from academic grades and should not be factored into students' academic grades. The two primary questions that will guide our grading policy are:

1. Do my assessment/practice assignments align with (and only with) the curriculum?
2. Does a student's numeric average represent their knowledge of the curriculum?

Homework

The following are school-wide expectations for homework:

1. The purpose of homework is to practice and reinforce what is taught.
2. Homework will NOT be graded.
3. Homework is required and should be completed as assigned.
4. Homework is a prerequisite for a student to qualify for retest or test correction opportunities.
5. Homework shall not exceed 90 minutes for all subjects combined on any given day.
6. Homework shall not be assigned over holidays or track-outs. However, homework may be assigned over weekends.

Classwork and Assessments

The following are school-wide expectations for classwork and assessments:

We will use the following percentages:

- 50% Major Assessments (at least 2 grades in this category)
- 30% Minor Assessments (at least 3 grades in this category)
- 20% Classwork Activities/Quick Checks (at least 3 grades in this category)

Grading Scale & Extra Credit

We follow a 10-point grading scale.

A = 90-100
B = 80-89
C = 70-79
D = 60-69
F = 0-59

**Extra Credit will not be offered to students. For students at risk of academic failure, our school will offer a prevention/intervention plan.*

Missing or Late Work and Work Habits	Prevention/Intervention Plan
1. Missing Work: When students are absent for 1–3 days, they shall be given 1 day for each day they were absent to make up their work with no penalty. When students are absent for more than 3 days, they shall be given 2 days for each day they were absent to make up their work with no penalty. 2. Late work: Late work may be submitted up to five (5) school days beyond any graded assignment due date with up to a 10% penalty. 3. Behavior/Work Habits shall not be factored into academic grades. 4. Zeros shall not be counted, except in rare cases with administrative approval. Teams will incorporate weekly academic recovery for students to complete work. 5. Student grades shall not be negatively impacted for non-academic or non-curricular variables (such as no name on the paper, wrong size paper, parent signature, cheating, etc.). 6. Cheating will be addressed through the discipline process.	For students at risk of academic failure, our school supports them in the following ways: 1. Encore is utilized to provide intervention/remediation/enrichment in addition to activities a teacher may offer for his/her subject area. 2. All students will be provided the opportunity to re-test and/or complete test corrections on a major assessment if the student has: a. Completed all classwork and minor assignments about the unit before the retest. b. Participated in remediation opportunities offered. 3. The final grade will be the average of the original score and the retest (i.e. First test 70, Second test 80, New grade 75) OR if test corrections are offered – students will receive half-credit back on the corrected items. (i.e. First test 70, completed test corrections, new grade 85, assuming they corrected all mistakes)
For access to the entire grading policy, homework policy, and honor code, please check it out on our website. Please note that the policies may have been updated since the time of this print, so please check the website for the most updated version.	

Miscellaneous

Communication Between Home and School

Consistent parent–teacher communication supports student success. Teachers share updates via newsletters, calendars, Talking Points, and our website. Email and Talking Points are preferred, with responses within 24–48 hours (unless tracked out, weekends, or holidays). Teachers are available for calls, emails, or meetings during planning or after school. Instructional time will not be interrupted. Please schedule meetings at a mutually convenient time.

The principal will send a weekly message to families every Friday at 5:00 PM, with updates available on the school website under the Principal's Message link.

PTA

Parents and staff are encouraged to join the PTA in supporting students at Heritage. The PTA has several fundraising opportunities, including collecting Box Tops for Education, linking your grocery cards to HMS, participating in family Spirit Nights at local restaurants, purchasing and painting our Spirit Rock, and our annual no–fuss fundraiser. PTA updates are in each of the principal's Friday updates.

Volunteer

We hope families will register online to volunteer. There are a variety of volunteer opportunities through the PTA, school field trips, and other school–related activities. All WCPSS parent and community volunteers are required to register. Use the link to start your volunteer registration: https://myvolunteer.com/wcpss/volunteer/login

Infinite Campus

Infinite Campus is the state's student information system. Parents and students have the opportunity to log into a secure network and access student grades and attendance. Teachers will update grades in their electronic grade books at least once every other week. Only the final report card is mailed home.

Deliveries

Deliveries of flowers, balloons, etc., will not be accepted for students at school. These items are not allowed in the classroom or on the bus. Please celebrate special occasions after school hours.

To maintain campus safety and minimize disruptions to instruction, outside food deliveries (including DoorDash and similar services) are not permitted for students.

Forgotten Items at Home

We understand students may forget items, but repeated drop–offs should be avoided. Items left in the front office will be available for pickup during lunch. Instructional time will not be interrupted.

Lost and Found

Lost and found items are kept in a cart near the cafe and in the main office for small items. Students should check for lost items promptly. Unclaimed items are donated to charity regularly, with reminders given in daily announcements before donation.

Lockers

Students will be assigned a locker in their academic hall. 6th–grade students are required to use a school–issued lock. The school will provide locks for the academic hall lockers. If 7th or 8th–grade students bring their lock, they must provide the serial number and combination code to their homeroom teacher. It is recommended that their locker remain locked at all times. A $6.00 replacement fee will be charged for lost hall locks.

PBIS Matrix – The HMS Way in all Locations

	Hallway	Restroom	Cafeteria
Have Respect for All	• Use indoor voice • Follow adult directions • Use school–appropriate language • Respect displayed work	• Use indoor voice • Respect privacy • Take care of school property	• Use indoor voice • Speak politely to cafeteria staff and others • Respect others' personal space • Raise your hand before getting up • Quiet at the administrator's signal
Make Ourselves Accountable	• Be in your assigned area • Go directly to destination • Move with purpose • Bring required materials • Refrain from the use of cell phones and earbuds during instructional time	• Make use of scheduled breaks • Return to class promptly • Report any concerns to an adult • Refrain from the use of cell phones and earbuds	• Pay for all items • Keep your area clean (floor/table) • One student may leave the table at a time • Wait for your teacher's signal at dismissal • Report to your cleaning duty as assigned • Refrain from the use of cell phones and earbuds
Show Safe and Responsible Actions	• Walk on the right • Keep hands and feet to self • Secure personal belongings	• Keep hands and feet to self • Use supplies appropriately • Place trash in containers • Wait your turn patiently	• Walk at all times • Wait your turn and respect others' place in line • Clean up spills • Refrain from sharing food

PBIS Matrix – The HMS Way in all Locations

	Arrival/ Dismissal	Assembly/ Auditorium	Field Trip	Media Center
H	• Pause respectfully for the Pledge • Follow adult directions • Listen during announcements	• Listen actively • Sit with your feet on the floor • Clap at appropriate times • Follow adult directions • Respect other's personal space	• Follow adult directions • Listen actively • Use school–appropriate and polite language • Represent the HMS Way	• Use indoor voice • Use school–appropriate language • Respect shared spaces
M	• Go directly to breakfast, homeroom, bus or carpool • Eat breakfast, refrain from lingering, and get to class on time • Have a pass to go to another area of the building • Report to the office if late • Listen and watch for your bus	• Participate as directed • Stay seated until dismissed • Raise hand before getting up • Keep questions on the topic • Refrain from the use of any technology	• Turn in forms/ money on time • Participate positively • Stay with your group • Refrain from the use of cell phones and earbuds	• Use your time purposefully • Bring and sign in with your pass, and upon leaving • Food, drink, and gum are not allowed (unless approved by media center staff) • Refrain from the use of cell phones and earbuds
S	• Be quiet and attentive during morning and afternoon announcements • Walkers; wait for staff direction before crossing • Stay in the room when attending after–school events	• Remain seated as directed • Keep food and drinks put away • Leave the area clean	• Observe school/bus rules • Walk and remain with your group/class • Use devices only when permitted	• Wait patiently in line • No more than 5 students from a class without the teacher • Handle books and resources with care

MULTIPLICATION CHART

x	1	2	3	4	5	6	7	8	9	10	11	12
1	1	2	3	4	5	6	7	8	9	10	11	12
2	2	4	6	8	10	12	14	16	18	20	22	24
3	3	6	9	12	15	18	21	24	27	30	33	36
4	4	8	12	16	20	24	28	32	36	40	44	48
5	5	10	15	20	25	30	35	40	45	50	55	60
6	6	12	18	24	30	36	42	48	54	60	66	72
7	7	14	21	28	35	42	49	56	63	70	77	84
8	8	16	24	32	40	48	56	64	72	80	88	96
9	9	18	27	36	45	54	63	72	81	90	99	108
10	10	20	30	40	50	60	70	80	90	100	110	120
11	11	22	33	44	55	66	77	88	99	110	121	132
12	12	24	36	48	60	72	84	96	108	120	132	144

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