



August 12, 2020

Welcome back to school! We are excited to have students back in classrooms. Due to the Covid 19 Guidelines and Hill County Health Department recommendations, Havre Middle School will be utilizing an online registration process. Please register your student no later than Friday, August 21, 2020.

Parent Portal: It will be necessary for you to have a Parent Portal Account. To set up a Campus Parent Account, go to [Havre Public Schools](https://mtdecloud2.infinitecampus.org/campus/portal/havre.jsp) and select the Parent Portal link or click the link below. <https://mtdecloud2.infinitecampus.org/campus/portal/havre.jsp>

Schedules: Student schedules have been built and will be available to view through Parent Portal before the start of the school year. In accordance with the Phase 2B plan approved by the Board on August 11, 2020, the student population will be divided into 2 groups. Group A will attend Monday & Wednesday, Group B will attend Tuesday and Thursday. Go to blueponyk12.com to view this plan in its entirety. More information will follow once the student split is determined.

Contact Information: Log in to your Parent Portal Account and choose the “More” Tab. This gives you the ability to view your student’s current contact information and make any necessary changes. Please be sure to verify this information and update as needed. Take into consideration that It may take a couple of days for the changes to take effect so you may want to check the information to verify your revisions went through.

Paperwork: There are three mandatory forms which are required to register your student for school. Additionally there are four forms necessary for your child to participate in extracurricular activities. To access these forms, go to [blueponyk12.com](https://www.blueponyk12.com); Select Schools; Select Havre Middle School or click the link below.

<https://www.blueponyk12.com/domain/23>

Registration: Choose Registration Forms

Extracurricular: Choose HMS Activity Schedules: Select Activity Forms

Forms can be downloaded, printed, signed and dated. Completed forms can be dropped off at the school, mailed to HMS; PO Box 7791: Havre, MT 59501 or emailed to karnst@blueponyk12.com OR lippym@blueponyk12.com. Paperwork must be received at Havre Middle School no later than Friday, August 21, 2020.

Payment: Fees due to the school can be found in Parent Portal. Be sure to check under both the School Store tab and the Fees tab. Every student is required to purchase a student ID (\$2.00), an assignment notebook (\$4.00) and to pay fines assessed for lost or damaged school issued items. There is also the option to purchase a memory book (\$20.00) for your student. Add all items to your cart to make payment in full. Payment must be made prior to the first day of school. When verification of payment has been posted to your account the above items will be distributed to your child.

Medication: Students requiring medication to be dispensed to him/her at school, please print off the Medication Authorization form, found under the Registration Forms tab. Bring the completed form, along with the medication (in an original bottle) to the school.

Opt-Out: Students of families opting out of onsite instruction will be treated the same as students instructed at the school facility for purposes of grading, discipline and other educational rights.

Need Help: If you are unable to access the forms or make your payment online, call Havre Middle School at 395-8552 to set up an appointment to get your child's registration completed.

Thank you for working with us as we navigate the online registration process. Together we will provide your child with a quality education while keeping them safe and healthy in the process. Please call us with questions or concerns.