

## **HVMS Front Office FAQ**

### **Do I need to come into the office to sign my child in if s/he is tardy?**

No. Students may sign themselves in the office.

### **What is the procedure if I need to pick my child up early?**

A student can only be checked out by someone on their emergency contact list. This person must present identification. You may write a note with a pick-up time if you would like your student to meet you in the office. The student will present the note to their teacher and come to the office at that time. A student may wait up to 10 minutes past the time on the note for pick up.

*Please note that during PA (Physical Activity) time or lunch time, students are not in their classrooms and it may take longer to reach your child's teacher. If you need to pick up a student at this time it is recommended you come prior to the start of PA time or send a note for your child to come to the office at that time.*

### **What is the cut-off time for early dismissal?**

Students can be dismissed until 3:00. Please keep in mind traffic is heavy at that time around the schools and it will take longer to reach the school.

### **How long does my student need to be at school to be counted present?**

A student must be present for 3 ½ hours in order to be counted present. This can be 3 ½ consecutive hours or broken up for appointments.

### **What should I do if my child is absent?**

The day your child returns to school please send a note and have them drop it in the blue bucket on the office counter. A student may be excused up to 10 days per school year with a parent note, and unlimited medical notes. Excusable reasons are listed in the student handbook and on Knox County Schools website.

**Can I eat lunch with my student at school?**

No.

**Can I bring my student lunch, balloons, flowers, etc?**

No.

**Can someone pick my child up if they are not on the emergency contact list?**

No. Please make sure anyone who may need to pick up your student is on their emergency contact list.

**Can I change how my child is getting home by phone or email?**

No. Please communicate transportation with your child prior to school.

**Can my child ride a different bus?**

If a student is riding a different bus, they must bring a note dated and signed by the parent/guardian with the bus number to the office by 8:45 on that day for administrator approval. A student will not be allowed to ride a different bus without the signed note.

**How can I get my child's work if they are absent?**

You may email your child's teachers and ask them to send work to the office to be picked up. We recommend calling before you come to make sure work has been sent down. The general rule is that a student must be absent three days for work to be requested, and then teachers have 24 hours to get it together.

**How can I set up a parent-teacher meeting?**

Contact your child's homeroom teacher and they will set up a meeting time for you and your child's teachers.

**Can my child take medicine at school?**

No medication of any kind can be self-administered by students. Students are allowed to have cough drops.

**How can I find out what is going on at the school?**

You will not see many notes and flyers coming home in middle school. The best way to keep up is to regularly check the HVMS

website <https://www.knoxschools.org/hardinvalleymms>. Also, HVMS PTO maintains instagram and facebook pages that are updated often.