

HARDIN VALLEY ELEMENTARY SCHOOL



STUDENT-PARENT HANDBOOK *2025-2026*

HARDIN VALLEY ELEMENTARY SCHOOL
11445 Hardin Valley Road
Knoxville, TN 37932

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<https://www.knoxschools.org/hardinvalleyes>

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A. WELCOME

Welcome to Hardin Valley Elementary School! We are so excited to begin another year! Our administration, faculty, and staff are committed to providing the best education for all of our children. We are thankful for the support of our parents and community who help us to create an environment where all children can learn and feel valued.

B. ATTENDANCE

It is important for children to be in school every day, unless they are sick. The day begins at **7:45 a.m.** Children should be in their seats and ready to begin the day at this time. Children must be in school three hours and thirty minutes to be counted present for the day; however, our normal day ends at 2:45 p.m. A call will go out to parents via Parent Square if a student is not in school that day by 10:30 a.m.

Tardiness causes students to miss vital instructions and explanations at the beginning of the day. Traffic is always heavy from 7:15 a.m. to 7:45 a.m. and will not be a reason to exempt students from tardies. The back car rider line will be open from 7:00-7:50 and the front car line will be open from 7:35-7:50. **However, if your child arrives after 7:45, they will be marked tardy. At that time, please park in the front lot and walk your child into the main office to sign them in. Students may not be dropped off at the curb after 7:45.** If tardiness becomes habitual, the principal and/or social worker will contact the parents of the student, and steps must be taken to correct the problem. More than 3 tardies or early check-outs during a nine-week grading period will negatively affect perfect attendance awards.

Knox County Board of Education policy (J-120) allows students' absences from school to be excused only for the following reasons:

1. Personal illness
2. Illness of immediate family member
3. Death in the family
4. Extreme weather conditions
5. Religious observances
6. School-sponsored or school-endorsed activities
7. Military active duty/deployment
8. Summons, subpoena, or court order

Any absence not complying with the above reasons for excused absences will be considered as **unexcused**.

Knox County Board of Education further states, "A student may be absent, due to illness, no more than ten (10) days per school year with written parent excuse(s). Beyond ten (10) days per school year, a medical statement will be required."

Excuses for absences must be made in writing to the school by a parent or guardian and must be submitted within five (5) days of the student's return to school. Students' unexcused absences will be addressed through our school social worker.

A student who will be absent for 11 days or more due to illness or injury may receive homebound instruction. Parents should contact the school for information regarding the procedure to follow.

Makeup work: If a student must be absent for any reason, excused or unexcused, makeup work should be provided to students when they are absent. A reasonable amount of time should be given for the return or makeup work. (ex 2-3 makeup days). Please refer to KCS Board Policy J-120 Attendance.

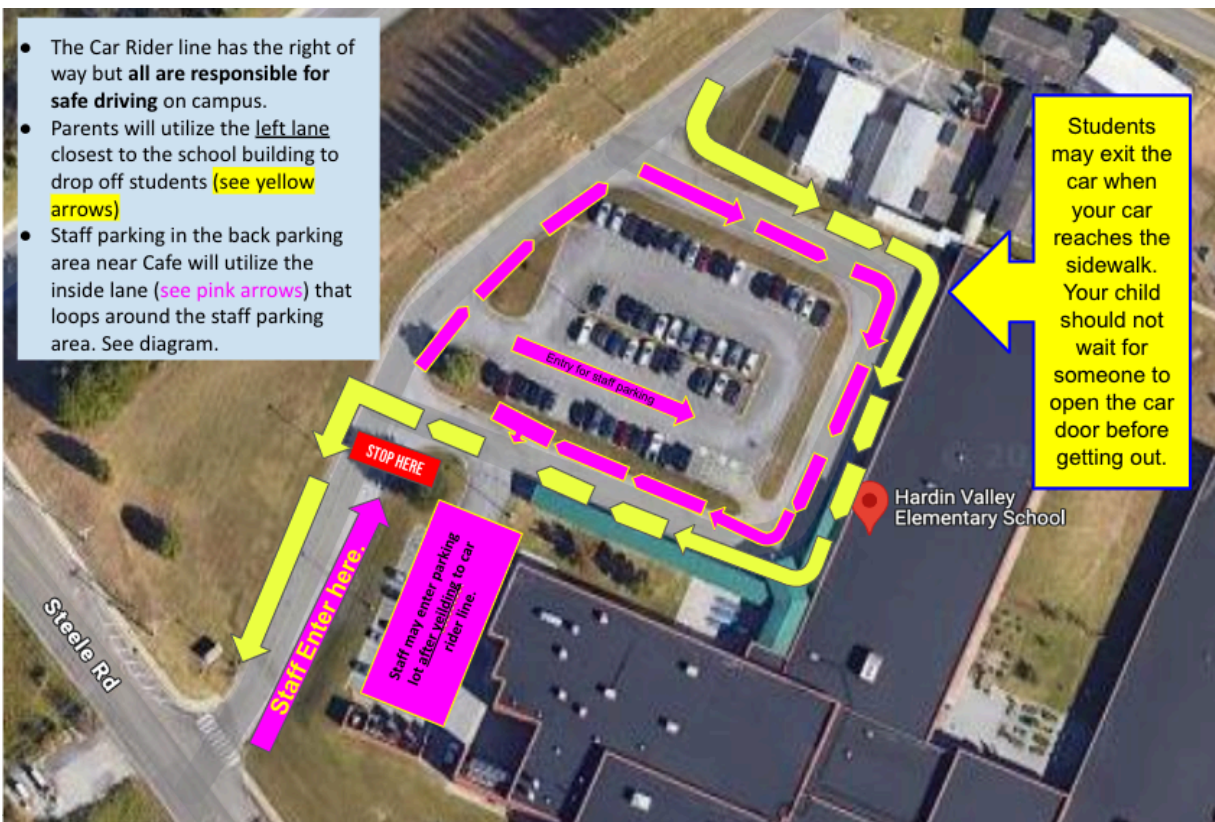
C. ARRIVAL AND DISMISSAL

ARRIVAL

Students who arrive between 7:00 and 7:35 a.m. report to the gym (1st-4th), 5th grade hall (5th graders), Cafeteria (Kinder), or to the cafeteria for breakfast. Students begin dismissing to their classrooms at 7:35 a.m.

Back Car Rider Line (7:00-7:45): If you are using the back car rider line for drop-off, your child should exit the vehicle from the left side, starting at the sidewalk by the portables. While staff and safety patrol members are available to assist, students are encouraged to exit the car on their own and do not need to wait for someone to open the door.

- If your vehicle does not have a door on the left side, your child **must** walk in front of your car, never behind it.
- **Please do not drop off in areas without a sidewalk.**



Front Parking Lot Drop-Off (7:35–7:45 a.m.): Before 7:35: Please **do not** use the front parking lot or turn into the driveway from Hardin Valley Road before 7:35 a.m., as buses are unloading. This helps ensure they stay on schedule for their next routes.

- Do **not** wait at the top of the driveway or in the barbershop lot. Continue to the back drop off line.

Bus Priority After 7:35: If a bus arrives after 7:35, it will bypass the car line by using the left lane. **Please stop and yield** to allow the bus to move to the front. No vehicles may pass while the bus is unloading.

Independent Exit Required: Students using the front car line must be able to exit the vehicle independently. Please remain in your car.

- If your child needs help getting out, use the **back parking lot** instead.

No Walk-Ups: Do not park and walk your child up to the building. Only a few pre-approved families (e.g., staff with students, substitutes) are allowed to do so. Others will be asked to rejoin the car line.

Backup Plan: If you are waiting to turn left into the front loop after 7:35 and traffic is backed up, **continue to the back loop** and join that line instead.



DISMISSAL

Dismissal time starts with our buses loading at 2:40 p.m. Car rider dismissal will begin at approximately 2:45 p.m. We will provide each family with a car tag (you may request duplicates) with your child's name on it to place in your dashboard. This will help keep the flow of traffic moving at dismissal, as we call your child's name on the walkie-talkie to come out from the building and stand at an assigned cone. If you forget your car tag, you will be asked to drive around to the front of the school, park, and show identification in the office in order to pick up your child. All students should be picked up or on their way home by 3:00 p.m. unless they have after-school activities (after-school daycare, tutoring, etc.). An after-school childcare program is available at the school. Please call the office for details.

IMPORTANT REMINDER: If your child needs to change their method of getting home (i.e. from bus to car rider; or to go home with another parent), a signed and dated parent note should be delivered to your child's teacher that morning. We will not accept Parent Square messages due to the timeliness of a change. The student will **NOT** be released to another adult unless written permission from the parent or guardian is provided. ***Due to security concerns, we do not take phone calls asking to change your child's method of getting home.***

If you are checking your child out, you must park in visitor parking. All students must be signed out in the office before leaving school. We will always ask to see proper identification. **Student checkouts will not be permitted after 2:00 p.m.,** except for extreme emergencies. Please plan accordingly. Otherwise, you will be

expected to get in the car rider line for normal dismissal procedures. Additionally, frequent early checkouts can disrupt your child's learning and are considered educationally inappropriate. If a pattern develops, it will be addressed in the same manner as a tardy.

D. TRAFFIC PLAN

The drop off and pick up area for car riders will be located in the back of the school. Our traffic pattern is explained in this video: https://youtu.be/ZZ_MClammqk.

Only buses are allowed in the front drive of the school between the hours of 6:30 a.m. - 7:35 a.m. and 1:30 p.m. - 3:00 p.m. Parents may not park in the bus lane during these hours for any reason between the hours of 6:30 a.m. 8:00 a.m. and 1:30 p.m.-3:00 p.m.. As the video mentions, car riders must enter via the road by the HVA softball field and practice football field. Buses will be dropping off and picking up students in the front drive.

There are less than 20 parking spots available in the front parking lot once all of our staff arrive. If you arrive with your child after 7:50 a.m. you must come to the front and enter the parking lot via Steele Road and park in the visitor parking- these spots are not numbered. You will need to walk your child in to sign in. There will be **NO** parent parking in the back parking lot as it is reserved for staff only. For the safety of all students, please study carefully the video for our traffic pattern and closely read this handbook.

STAFF PARKING IS NUMBERED:

Please do not park in a space that is numbered or designated for Office Staff at any time.

Our staff, *especially office personnel*, have varying schedules and may come and go throughout the day. We appreciate your understanding and cooperation with parking as we work to support a large team of approximately 100 staff members, not including student interns or itinerant staff.

E. BUS TRANSPORTATION

Bus transportation is provided for children who reside in the Hardin Valley Zone and who live at least one mile or more from the school. Bus service is provided to and from the student's residence only. A schedule of routes and stops will be available on the district website, by going to the *Families* tab. Select the *Need to Know* tab and then select the *Bus Stop Locator* tab. The Supervisor of Transportation, who you may reach by calling 865-594-1550, arranges these schedules and should be contacted with concerns or questions.

Riding the bus is a privilege, and students riding the bus should know that this experience is an extension of the school day. Therefore, bus riders are expected to follow the rules and regulations regarding safety and behavior on the bus and at all bus stop locations. Assigned school personnel will be on duty at the school to meet the buses each morning and to monitor the boarding of the buses at dismissal time.

Buses load and unload at the **front** of the building, our designated bus loading and unloading area. Anytime a student needs to ride a bus other than his/her assigned bus, a dated, signed note from the parent or guardian must be sent to the office before the change may occur. Space must be available on the bus and both the office and bus driver must agree to the change. The note is good for one day only and must state the bus

numbers for both morning and afternoon routes. This policy will be strictly enforced; students will not be allowed to ride another bus without a parent/guardian note.

Each bus is equipped with video cameras that face the children as well as the driver. As a parent, you can also track the location of your child's regular in-zone assigned school bus by using Bus Stop Locator. Not every bus has this feature, but some do. This information can be found at knoxschools.org under the *Families* tab.

Buses are contracted through Knox County Schools. The only control the school has is over student discipline. For all other issues, please contact the Transportation Department directly at 865-594-1550.

F. VISITOR AND VOLUNTEER REMINDERS

All visitors must present a valid photo ID to enter the building—no exceptions. Office staff will verify your ID at check-in and may need to compare it to information on our emergency cards. This process can take time, so we appreciate your patience and cooperation as we work to keep everyone safe.

Safety and security are always our top priority.

For those interested in volunteering, please remember:

- All classroom volunteers must be pre-approved and scheduled by the teacher.
- Drop-in volunteering is not permitted, as it disrupts instruction and office operations.
- Knox County Schools requires all volunteers to complete a background check if you are working with children or supervising on a field trips. This background check can take up to two weeks.
- If you're not on the teacher's volunteer list for that day, you will not be able to volunteer.

Thank you for helping us maintain a safe and supportive environment for all students and staff!

G. DRESS CODE & POLICY

To help create the best possible learning environment for elementary students, the following standards for student dress must be observed in all Knox County Elementary Schools:

1. Pants must not sag below the waist and must be at a safe length.
2. Head apparel, except for religious or medical reasons, must not be worn inside the school building.
3. Footwear is required and must be safe and appropriate for indoor or outdoor physical activity.
4. Clothing or accessories may not display offensive, vulgar language or images, and must not advertise products that students may not legally purchase.
5. For students in Grades 3-5 "Short shorts," miniskirts, and skin-tight outer materials are inappropriate attire.
6. For students in Grades 3-5, shirts, blouses and dresses must completely cover the abdomen, back, and shoulders, and shirts or tops must cover the waistband of pants, shorts, or skirts, with no midriff visible. Skin-tight outer materials are prohibited without appropriate coverage.

The school administration reserves the right to determine whether a student's attire and appearance is within acceptable limits. In matters of opinion, the judgment of the principal/designee shall prevail. The principal may allow exceptions for school-wide programs or special classroom activities. The teachers and the principal will administer appropriate consequences for policy infractions.

H. DISPENSING OF MEDICATION

As a general policy, medicines are not administered to children at school. However, in special circumstances, a *Medical Information Form* may be obtained by parents from the school office. This form should be filled out by both the parent and the physician prescribing the medication for the child. Once completed, the parent must bring the form and medication to the school office and arrangements will be made for the school nurse to administer the medication at the prescribed time. Under no circumstances should a student transport medication to school.

I. SCHOOL CLINIC

Hardin Valley Elementary School is very fortunate to have a school clinic available to all students staffed by a full-time nurse. If emergency medical treatment is necessary, the parents will be contacted. If it is determined that a child is ill (fever, vomiting, severe headache) the parent will be notified and will be expected to pick the child up. Please park in the parking lot in an available visitor parking spot. Please make sure up-to-date emergency information is on file at the school office. **Your child must be fever and vomit-free for 24 hours before returning to school.**

J. SCHOOL DISCIPLINE PLAN

The entire staff of Hardin Valley Elementary School is committed to establishing an atmosphere throughout our school in which children feel safe, secure, happy, and have a maximum opportunity to learn and achieve. Students who follow classroom and school rules are kind and considerate of others and perform to the best of his/her ability. To accomplish this, it is necessary to have established rules and guidelines for students.

The following discipline plan has been implemented and students are expected to follow this simple, yet structured discipline plan so that they, parents, and teachers know exactly what is expected from day one. At the beginning of the school year, each grade level will also send home its specific expectations for classroom behavior, as well as a system of rewards and consequences. Please discuss these with your child.

- 1. Listen to and follow directions and first requests of all school personnel (principal, teachers, aides, cafeteria workers, clinic workers, custodians, parent volunteers, and bus drivers).
- 2. Speak positively to and about fellow students.
- 3. Respect the rights, space, and property of others. Bullying will not be tolerated in any form or to any degree at Hardin Valley Elementary School. Please refer to Board Policy J-211 on the KCS website.
- 4. Use appropriate language and manners.
- 5. Walk at all times and remain respectfully quiet in the hallways.
- 6. Follow all rules posted in special areas (cafeteria, Encore classes, bus) and in the classroom.
- 7. **No toys or other distracting items are allowed at school.**

If an issue arises, please begin with the teacher first. The majority of issues can be handled by speaking with the teacher before contacting an administrator. After speaking with the teacher and the issue still remains, please contact an administrator to then set up an appointment.

Below is a table for reference that describes the differences between bullying and other behaviors. Please familiarize yourself and your child with this chart.

Conflict	Rude	Mean	Bullying
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Occasional	Occasional	Once or Twice	Is REPEATED
Not planned; in the heat of the moment	Spontaneous; unintentional	Intentional	Is planned and done on purpose
All parties are upset	Can cause hurt feelings; upset	Can hurt others deeply	The target of the bullying is upset
All parties want to work things out	Based on thoughtlessness, poor manners or narcissism	Based in anger; impulsive cruelty	The bully is trying to gain control over the target
All parties will accept responsibility	Rude person accepts responsibility	Behavior often regretted	The bully blames the target
The effort is made by all parties to solve the problem			The target wants to stop the bully's behavior, the bully does not
Can be resolved through mediation	Social skill building could be of benefit	Needs to be addressed/should not be IGNORED	CANNOT be resolved through mediation

K. BREAKFAST AND LUNCH PROGRAMS

Knox County Schools Food Service Department provides nutritional breakfasts and lunches for students. Breakfast is served from 7:00 a.m. until 7:45 a.m. Prices are set by the Knox County School System Food Services Department. Ice cream and additional items are not included in the cost of breakfast or lunch. Costs are: Breakfast - \$2.25, Lunch - \$3.25.

Students are assigned a "PIN" (personal identification number) that is used daily to account for breakfast/lunch usage/payment. This PIN tracks the student's individual cafeteria account. Parents may deposit as much money in the child's account as they wish, but we do encourage parents to pay for at least one week's worth of lunches at one time. There is an online option available to deposit money into your child's lunch account. Information about this can be found at www.linqconnect.com.

Each child with extra money in hand is asked by a cashier if they want the change deposited in their account or change back. We encourage all accounts to be cleared by the end of the year. No deposits will be taken into the accounts during the last week of school. We give students fair notice when their account is approaching zero.

We discourage parents from sending in fast foods and carbonated drinks. Nutrition promotes better learning abilities. We serve healthy, nutritious meals, and we encourage your child to eat breakfast and lunch with us.

L. CAFETERIA

**Due to our large enrollment and limited available seating,
we will not be able to accommodate parents during lunchtime.**

Restaurant and fast food meals are not to be brought to school and dropped off for students for lunch. We will go over complete cafeteria procedures with the children during the first few days of school. Lunchtime is NOT recess time, and we ask that our students behave as they would at the dinner table at home.

Cafeteria Expectations

- #1- Respect your neighbors' space. Keep your hands and feet to yourself.
- #2- Do not trade, share, play, or throw food.
- #3- Voice level should be at a 1 or a 2 (whisper to normal voice).
- #4- Be respectful at all times.

M. FREE AND REDUCED MEAL APPLICATIONS

If you need assistance with your child's lunch or breakfast costs, there is a program for free or reduced prices, which may benefit you. Information on how to apply online is being sent home in a separate flier. The information to apply can also be found at www.linqconnect.com. If your income status happens to change during the school year, you may apply anytime online.

N. SCHOOL FEES/ FEE WAIVERS

School fees for each child will be \$50.00, and can be paid through Givebacks. This fee will also include field trip fees for the year. Please make every effort to have fees paid by the end of the first grading period. Forms are available to apply for a Fee Waiver, if you so choose. School fees are used to purchase supplies and materials that all students use on a daily basis and pay field trip dues with the exception of the 5th grade Wesley Woods and the end of year student leadership trip. We strongly encourage all parents/guardians to pay the assessed fee. Without this fee, we are unable to provide the much needed supplementary materials and supplies that enhance student learning every school day.

O. FUNDRAISERS

Our school will officially sponsor one major fund-raising campaign each year. This annual fundraiser will begin in September. The price of coupon books is \$20 each. The School Coupon Books will be sold by all Knox County Schools during this period. Our school Leadership Team will determine the use of profits from these sales, and we will publicize this information. Please encourage your neighbors and relatives to reserve their coupon purchases for Hardin Valley Elementary this school year. (note: Hardin Valley PTO may have more than one fundraiser during the school year, for example, the fall "Hoe-Down" and the "Hawk Walk" in the spring.)

P. SCHOOL PORTRAITS

Individual school portraits will be scheduled for fall. Group and individual portraits will be made during the second semester. More detailed information will be sent home at a later date after all plans have been finalized.

Q. TEXTBOOKS

Students are fully responsible for the care of all textbooks which are issued to them. Parents will be assessed for replacement costs if books are lost or damaged. The majority of our texts are online and/or consumables.

R. CHROMEBOOKS

No stickers, please. Stickers (excluding the asset tag and service tag) or any form of personalization or graffiti are all considered intentional damage and are not covered under insurance. If a student or school decides to use any stickers, even for identification purposes (individual names, teacher names, sIDs/login information, School name, etc.), the student or school will be charged the cost of replacement part(s) needed to return the Chromebook back to its original condition. Prices for these repairs will range from \$25 to \$250 for a full device replacement in some cases of extreme damage (such as food where the Chromebook is no longer working).

S. HOMEWORK

Homework is a valid learning experience and a necessary extension of the school's educational program. Typically, there might be as much as 10 minutes per grade level of homework per night (example: 2nd grade might be 20 minutes, 5th grade might be 50 minutes). Read carefully and go over with your child the classroom teacher's policy concerning homework. If your child is completing more homework than stated above, please speak with the teacher.

T. GRADE REPORTING

Report cards are issued every nine weeks (five school days after the end of the grading period). In addition, interim progress reports will be sent home. Grading standards will be given to you by your child's teacher as per grade level requirements.

U. COMMUNICATION

Teachers will utilize Parent Square or KCS email to communicate with you. We highly encourage parents to download Parent Square to help facilitate information.

- **DISTRICT AND SCHOOL WEBSITE** – The Knox County website is www.knoxschools.org, and it has a tremendous amount of information at your fingertips.
- **CLASS NEWSLETTERS** - Teachers will send home regular communication outlining information about the happenings in their room. Please look for a newsletter or some other approved type of written or Parent Square communication every week or so, based on your grade level's procedure.
- **ASSIGNMENT/BEHAVIOR NOTEBOOKS** - Each homeroom teacher will provide additional, grade-level consistent, means of two-way communication between home and school regarding behavior, assignments, deadlines, and daily instructional plans.
- **PARENT PORTAL** - Aspen Family Portal is your online access point for important student information such as grades. If your child has been pre-registered, you should start receiving emails in early July when the system is rolled over to the upcoming school year.

- **PARENTSQUARE:** ParentSquare is the sole KCS communication platform and how HVES communicates with all families. It is a vehicle for families to receive classroom, school, and district messages through phone, email or text, and on the ParentSquare mobile app. Please make sure that we have your correct email and mobile phone number on file. If you need to make a change, let the office know.
- **TAKE-HOME TUESDAY FOLDERS** - Please look for additional information (schoolwide notices, graded papers, PTO information, etc.) to be coming home each Tuesday in this brightly decorated folder. Please return this folder to school the next day so that it can be reused each week.
- **HVES FACEBOOK** - Like our school Facebook page to see all the fantastic learning and events at school.
- **X** - follow us on X @hardinvalleyes!
- **CLASSROOM OBSERVATIONS** - Parents are genuinely welcome to visit to observe their children's classes. We request, however, that you notify the principal 24 hours in advance of your requested visit and the purpose of your visit. Once approval has been granted by the principal, the principal will then notify the class that you request to visit. On the date of your visit, you must first report to the school office, sign in on the visitor log, and receive a visitor badge. Your visit will be limited to thirty minutes. Such visits are not to be used for unscheduled parent-teacher conferences. Teaching time is valuable and should not be taken from any child or teacher.
- **TELEPHONE** - The school phone is a business phone and is to be used only for that purpose. No student will be allowed to use the phone unless given permission by the teacher or office personnel. A student cannot be called out of class to talk on the phone, except in case of an emergency. If you need to speak with a teacher, please call the office and we will forward you to the teacher's voicemail. He/she will return your call, within 48 hours unless it is an emergency. Thanks for your patience and understanding that phone calls during school take time away from the students' instruction, and we must protect our very valuable teaching time.
 - If a student forgets his/her homework/items we will not call and interrupt classroom instruction. The work/items will be put in the teachers' mailbox and given to students when the mailbox is checked for the day. *The only item we will call the classroom for is a student's lunch, lunch money, or glasses.*
- **PARENT-TEACHER COMMUNICATION/CONFERENCES** - We strongly encourage communication between parents and teachers. Parent Square is a useful tool for communication along with email. Please keep in mind that our teachers have responsibilities outside of the school day and are off contract after 3:15 p.m. They will make every effort to respond to messages within 48 hours, and often much sooner. Thank you for your understanding and respect for their time. Your homeroom teacher will invite and encourage you to sign up for a formal Parent-Teacher conference beginning of October, on designated dates. At any time, you may request a parent-teacher conference.
- **PARENT/GUARDIAN MEETINGS WITH SCHOOL ADMINISTRATORS-** We kindly ask that if you would like to meet with one of the administrators in the building, please request an appointment along with the nature of your request via phone call, email, or by completing a form in the front office. We will do all that we can to meet at the earliest possible time. *Please do not drop in and expect a conference.* With over 900, students this is not an option. Note that our goal for responding to parent/guardian communication is 24 hours (unless it is a weekend or school break/vacation).

V. GENERAL INFORMATION

1. **EMERGENCY CARD** – A "Student Information Verification Form" will come home the first week of school for you to complete. The information completed on this document is used to create an emergency card in the office and the clinic and provides the teacher and administration with contact information. Emails and phone numbers must be updated if they change. If a child becomes ill or hurt, we must be able to contact someone based on this emergency information. If you have child custody

information of which you feel we need to be aware, please be sure to provide legal documentation for our files.

2. **WHAT TO LEAVE HOME** - Anything not needed for class should not be brought to school. Forgotten Chromebooks, forgotten water bottles, skateboards, pets, candy, gum, trading cards, electronic games, and toys of any kind should not be brought to school unless the teacher gives permission for these to be brought to class only. Anything that tends to distract students from focusing on the teacher and the curriculum is not appropriate for an elementary school environment. Fireworks, firearms, knives, matches, tobacco of all types, alcohol, illegal drugs, and medication (of any kind in the hands of children) are illegal on school property, and possession will result in serious consequences.
3. **WHAT WE WILL ACCEPT and NOT ACCEPT IN THE FRONT OFFICE:** We will NOT accept water bottles, Chromebooks, tennis shoes, cell phones (personal communication device), homework/projects due to your child forgetting at home or in the car. We will accept lunches, lunch or field trip money, and glasses ONLY. With a school this size, it interrupts our office as well as classroom instruction.
4. **USE OF PERSONAL COMMUNICATION DEVICES IN SCHOOL-** Cell phones and smart watches must remain off and in student backpacks **at all times while your student is at school**. Please refer to School Board Policy J-240.

KCS Personal Communication Devices Policy:

1st offense: Staff member takes the device- Device returned to student at the end of the day. Teacher contacts parent and notifies administration.

2nd offense: Staff member takes the device and gives it to office with student name/grade/homeroom teacher. Student may pick up at end of day. Administration contacts the parent and the teacher enters a discipline referral, and discipline is issued following KCS Policy Misbehaviors and Disciplinary Options J-190 and J-240.

3rd offense: Staff member takes the device and gives it to the office with student name/grade/homeroom. Parent pick up at the end of day. Administration calls parent for device pick up. Discipline is issued following the KCS Policy Misbehaviors and Disciplinary Options J-190 and J-240.

4th offense: Staff member takes the device and gives it to office with student name/grade/homeroom teacher. Administration calls parent and meets with parent/student. Discipline is issued following the KCS Policy Misbehaviors and Disciplinary Options J-190 and J-240.

5. **FIELD TRIPS** - Teachers are encouraged to incorporate curriculum-appropriate field trips as part of the educational program. Detailed information will be sent home by the teacher for every field trip. Make sure that your child's written permission slip is on file one week before the field trip date. Students are now permitted to leave the field trip with a parent; however, they must request permission 24 hours in advance using a KCS Field trip form that will be provided by teachers. Parents must also have a photo ID with them when signing the child out from the teacher as well. The Emergency Cards described above will be taken on the trip by the teacher. On the day of any field trip, your child must be at school on time, even if the parent is a chaperone. Official paperwork and checks for buses and venues are

written based on attendance in the classroom at 7:45, and tardiness may keep your child from attending the trip.

6. **FIRE/EMERGENCY DRILLS** - The system for exiting the building, as well as other procedures, will be discussed and rehearsed periodically and practiced regularly. These drills should be taken seriously.
7. **EMERGENCY SCHOOL CLOSING** - During inclement weather, and the possibility of school closing, a primary concern is knowing how your child is going home. Please review with your child how they will be going home if this does occur and make sure teachers have accurate information. If school is closed, a Parent Square will be initiated, and you will get a call, based on the information you provided on the *Student Information Verification* form completed at the beginning of the school year.
8. **PTO** - Show your support for the school by joining the PTO. Recognizing that parent and family involvement increases student success, the PTO seeks to help the school reach its objectives in educating our children. The school office can put you in touch with the PTO if you have questions or would like to be involved. You can keep up with the latest PTO news by joining the “Hardin Valley Elementary PTO” page on Facebook.
9. **VOLUNTEERS** – Volunteers are an important asset to our school. Volunteers will be scheduled by teachers based on classroom needs, so be sure to sign up with your child’s homeroom teacher at the beginning of each year. Please know that there is a security screening process involved through Knox County Schools if you want to volunteer in the school.
10. **CLASS PARTIES** -
 - Two class parties will be held each school year, coordinated by designated room parents in collaboration with the classroom teacher and with approval from the principal.
 - To support a focused and respectful learning environment, birthday parties and the delivery of balloons, stuffed animals, or other celebratory items during the school day are not permitted, as they may disrupt instruction.
 - Parents wishing to provide a birthday treat may do so with prior approval from the classroom teacher. Approved treats will be shared at the teacher’s discretion and in accordance with school guidelines.
 - Classroom celebrations are designed to strengthen the sense of community among students and teachers. For this reason and limitations on space, siblings are not able to attend class parties, and the final spring celebration will be reserved for students and their teachers only. This special time allows students to reflect on their growth, celebrate their accomplishments, and enjoy meaningful moments with their classmates and teacher.
 - If you plan to check your child out of school early on the day of a class party, please provide the teacher with at least 24 hours' notice.
11. **SCHOOL COUNSELOR** - We have trained school counselors here five days per week to do classroom, small group, and individual counseling with students. Please contact the office if you desire a parent conference or consultation, and they will return your call.
12. **LOST and FOUND** - We maintain a lost and found at our school. Many expensive and useful items are left in our lost and found. Due to sheer volume, we donate all leftover items to charity at the end of each 4 ½ weeks. Be sure to label all clothing and personal items with your child’s name. We do announce often and encourage students to look for lost items.

13. CIVILITY CODE- Knox County Board of Education Policy B-230. We strongly believe that all humans should be and remain civil to one another despite the circumstances. This includes parent-to-parent as well. At HVES, we strongly enforce the Civility Code and this includes not only face-to-face interactions but email and phone calls as well. If you violate the Civility Code, depending on the severity, this could potentially result in a no-trespass order. "In a world where you can be anything, BE KIND!"

Expectations

Students, faculty, staff, parents, guardians and all other members of the community shall:

1. Treat one another with courtesy and respect at all times,
2. Take responsibility for one's actions.
3. Be cooperative, to the greatest extent possible, toward one another and in solving problems based on what is in the best interest of students.
4. Refrain from behavior that threatens or attempts to disrupt school or school district operations physically harms someone, intentionally causes damage, employs loud or offensive language, gestures, or profanity, or inappropriately shows a display of temper.

***"No school can work well for children if the home and school
do not act in partnership on behalf of the children's best interests."***

Dorothy H. Cohen