



# NOTES FROM THE OFFICE:

Students may sign themselves in at the office if they are tardy

Student can **ONLY** be checked out by someone on their emergency contact list and that person should be prepared to show photo ID.

Students can only be called to the office once someone is present and ID has been verified. ***Please understand that during PA (Physical Activity outside) time, lunch, class change, etc it may take longer to dismiss your child and plan for that possibility.***

Students may not be checked out after 2:45.

## **If your child is absent:**

Please respond on ParentSquare or send a parent note or doctor's note when your child returns to school. Notes should be turned into the blue attendance box at the front desk.

***\*Please be aware that notes must be turned in within 5 school days of your child's return to school.***

***KCS will be monitoring absences closely and parents will be notified after 5 unexcused.***

A student must be present for 3 ½ hours throughout the day in order to be counted present.

In order to protect instructional time, Chromebooks, home packed lunches, & eyeglasses are the **ONLY** items that can be dropped off for students during the school day. (This includes no flower or balloon deliveries)

**\*No outside food or drink is allowed.**

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Please communicate transportation with your child prior to school.

Due to the size of our student body, messages can not be delivered to students. Please contact the office as early as possible in the case of an emergency.

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

Unfortunately, we do not allow outside visitors during lunch.

Students may not be in possession of any medications, including over the counter medications, on campus. Please view the KCS medication policy online & contact the school nurse, Tierra Salyers [tierra.salyers@knoxschools.org](mailto:tierra.salyers@knoxschools.org) about any prescription medications needed at school. Students are allowed to have cough drops.

Please see the Student Handbook on the HVMS homepage for more information.

Thank you for keeping HVMS running safely & smoothly!

Front Office Staff,

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