

ABSENT NOTE EMAIL REMINDER

When your child is absent, please send an email **on the day your student returns** to the following address:

MWESabsence@hcpss.org

Please bookmark this as a tab on your computer, and on the day your student returns from their absence, please send an email to the above address with your child's name, the date of absence and the reason for the absence. If a reason is not included, the absence will be considered unlawful. NOTE: DO NOT send an email to your child's teacher. Often these emails are not forwarded to the front office for documentation. You may copy your child's teacher on the attendance email if you'd like.

We appreciate your help to ensure that our children are marked accurately on their attendance record. Thank you for taking the time to use our new email address created specifically for absences.

PLEASE BOOKMARK OUR WEBSITE

Our website is updated on a weekly basis and contains lots of important information. Please bookmark this important resource. It will save you a phone call as most of your questions can be answered from the website information.

mwes.hcpss.org

FRONT OFFICE HOURS

Our office hours are 8:00 am until 4:00 pm. Please understand that students will not be able to enter the building after 4:00pm to retrieve forgotten items. Our office staff will not be ringing students or parents into the building after 4:00 pm unless they are participating in a scheduled after-school activity. When you arrive to pick your student up from an after-school activity, please wait in the vestibule for the instructor to bring the students to you. Thank you for your patience and understanding as we tighten the security in the building. We would like to remind parents that dismissal is a very busy time of the day for the front office. **Every once in a while, we realize that you may need to pick your child up early from school. We are asking parents that need to pick up their child (ren) early to do so before 3:00 pm. If you arrive after this time, you will be asked to wait outside until your child is dismissed with their class at 3:15. Teachers are not finished with instruction until 3:10 pm. We will not be able to dismiss your child between 3:00-3:15.** Thank you for your cooperation in helping us have a safe and orderly dismissal at the end of the day.

LATE ARRIVALS AND EARLY DISMISSALS

- **School opens at 8:30 am. *If your student isn't in their classroom by the late bell (8:45 am), he/she is considered late. You must accompany your child into and out of the building each time your child has a late arrival or early dismissal. You must bring a photo ID.***
- If your student has an early dismissal, please make certain he/she is picked up by 3:00 pm to make certain you are out before our buses begin to arrive
- Please provide a note each day your child has an after-school activity. This helps the teacher and your child remember the activity on a weekly basis.

Grading Information:

Most grades will be posted through our teacher Canvas pages. However, please know that some grades that teachers collect are observational and anecdotal. As a result, Canvas will not reflect all grades collected. There are no interim progress reports this school year. Should a teacher have any concerns, they will inform the parent prior to the quarterly report card.

Chromebook Obligations: Beginning Monday, September 13, HCPSS will charge families for lost, stolen, or damaged devices per the following parameters.

- Families will be charged for any devices that are lost, stolen or damaged while in their care.
- If devices are lost, stolen or damaged during school hours and in the school building, school administrators will conduct an investigation to determine if the incident was the result of neglect on the part of the assigned student.

Headphones Needed:

As we move into the school year, there will be some assessments and instructional tasks that require students to use headphones. **We are asking that our families send in headphones with their students. Please label them with your student's name. Headphones can remain at school for consistent availability.** Thank you for your support!

We have a small amount of headphones for sale.

Cost \$5.50 via OSP only. [Purchase Here](#) If you are unable to pay online, please email jennifer_young@hcpss.org.

Purchasing headphones from school is optional and students are welcome to bring their own headphones in from home (**please label**). If students have previously purchased headphones at school, they have been passed on to their teachers.

Chromebook Expectations: Please continue to remind students and families that it is our expectation that students in grades 2-12 bring the Chromebook that was issued to them to school daily. Schools have a limited number of devices to loan to students. Information related to [HCPSS technology and devices](#) is online and may be shared with families.

If you have an **address change**, please fill out the attached fillable Address Change Form below and email it back to us with your new deed or lease. We also require a utility bill with your new address. This way we can electronically verify your school district and update your new address on file. If you have any questions, contact our registrar, Christie Shumaker at christina_shumaker@hcpss.org.

[Fillable Change of Address Form](#)

It is very important for us to have the most accurate information about your residency.