



Quail Hollow Middle School Front Office Policies

Approved by SLT December 3, 2013

Item Drop Off

From time to time a student may forget an item he or she needs at school. Items may include a lunchbox, instrument, completed assignment, athletic equipment, etc. We appreciate that some parents are available to deliver these items to students after the start of the school day. It is also our responsibility to maintain a learning environment as free from interruptions as possible. In order to maintain a learning-focused environment, Quail Hollow Middle School will limit the interruption of instruction to deliver items dropped off after the start of the school day. If an item is dropped off prior to 10AM, an announcement will be made at the school-wide class change and the student may report to the front office during class change to pick up the item. If the student does not report to the office, the item will remain in the front office until a second announcement is made at dismissal time (4:15). Items dropped off after 10AM will be held in the front office until student dismissal (4:15), at which point an announcement will be made for the student to report to the front office to pick up the item. In order to maintain consistent instruction for all students, phone calls will not be made to individual classrooms to notify students of item delivery. Parents will not be permitted to personally deliver the items to students as this also interrupts the learning environment. If a student forgot his or her lunch at home, the student may purchase a lunch from the school. All students have lunch accounts. Students may experience consequences for late assignments or failure to have an instrument in class as a result of forgetting the items at home. While we want all children to be successful, we are also committed to teaching students personal responsibility and organization, skills that will prepare them for lifelong success.

Please note that parents occasionally bring in a “special lunch” for a student to celebrate a birthday or other special occasion. Parents should bring these meals at the student’s scheduled lunch time. A parent will be permitted to register as a visitor and deliver the meal directly to the cafeteria at the time of the student’s lunch.

Early Dismissal

Students may need to be checked out from school prior to the end of the school day to attend appointments or family events. Our goal is to work with parents to make this process as efficient as possible. We are also responsible for maintaining a learning environment as free from interruptions as possible. For this reason, the following guidelines are in place for early dismissal:

- Requests for early dismissals should be reported to the front office staff during morning arrival (8:45-9:15) in writing from a parent or approved guardian. Students are permitted to deliver notes to the front office when they enter the building. When a student submits the request for early dismissal, the child will be issued a pass for the time of the early dismissal.
- It is the student’s responsibility to monitor time and use his or her pass to report to the office for early dismissal at the scheduled time.
- At no time will a class be called during instructional time regarding early dismissal, as this interrupts teaching and student learning.
- If a student fails to report to the office at the scheduled time, the front office staff will call the student’s teacher during class change time to request the student report to the front office.
- If a student forgets to submit a request for early dismissal or if an request for early dismissal is made after 9:15, the student will be called to the front office during class change time. This means that parents may need to wait for their child until class change time.

- At no time may a parent go to a classroom to pick up a child as this interrupts the learning environment. Scheduled class visits or observations by parents are always welcome.

- Emergencies are handled on a case-by-case basis. An example of an emergency would be the unexpected hospitalization of an immediate family member.

Please note that this policy also applies to parents who request to meet with a student during the school day. Students may only be called to the front office to meet with a parent during class change.