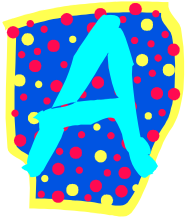


# The ABC's of the Primary Grades



**Attendance** – Regular school attendance is essential for your child to make the most of his/her education. Please make every effort to have your child at school everyday.

**Absences due to illness** – If a child is diagnosed as having a communicable disease, the office should be informed. Both strep throat and pink eye are highly contagious. A child should be on medication for at least 24 hours before returning to school. This is to protect our school community.

**Arrival** – Children may arrive between 7:45 and 8:10 each morning. Punctuality is encouraged in establishing positive habits. Children arriving after 8:10 will be marked “tardy” for the day.

**Agendas** – Students receive an agenda for primary teachers to communicate information to parents and for parents to correspond with primary teachers. Read and initial your child’s agenda daily.

**AR (Accelerated Reader)** – The reading teachers will explain AR to the parents.

**Aftercare** – Aftercare is available until 6:00 pm. Additional charges of \$5.00 per every fifteen minutes will be posted to your account when a student is picked up after 6:00 pm.

**Awards** – The primary grades will occasionally give out awards to students during Circle. This usually takes place one Friday per month. We will notify you through written correspondence of the date and the time of the presentation.



**Backpacks** – Your child’s backpack should be large enough to hold a pocket folder. Backpacks help your child carry folders, notes, projects and books to and from school. Please check your child’s backpack daily. Rolling backpacks do not fit well in our lockers, so they will not be allowed.

**Before Care** – Before Care begins at 7:00 am. Any student who arrives at school before 7:45 am will be sent to before care.

**Breakfast** – Research shows that children who eat breakfast learn better than those who don’t. Please be sure that your child is eating breakfast daily.

**Birthdays** – Every child’s birthday is special. Birthdays are very important to children. If you would like to bring treats for the class on your child’s birthday, please make arrangements with the teachers. The treats will be given out at lunch time. We do ask that you please be considerate of all students’ feelings in regard to party invitations. We ask that any invitations given at school include the entire class. If this is not possible, please mail invitations.



**Chapel** – Chapel is held each Monday. The entire student body meets in the sanctuary for a time of worship. Parents are always welcome to attend.

**Circle** – Circle is held each Friday. This is another time that the student body comes together. Parents are always welcome.

**Classroom Website** – Our primary classroom websites can be found at [hvcs.org](http://hvcs.org).

**Conferences** – Conferences are scheduled three times each year. This is a time for exchanging information. However, we can conference throughout the year if the parent or teacher feels the necessity.

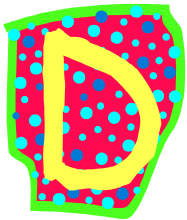
**Communication** – Communication between home and school is vital to your child's success. It is important to the primary staff that you are aware of everything going on at HVCS. To keep you informed, a weekly newsletter is posted on our website. If you feel the need to talk to the primary staff, please call the school, and send a note or an e-mail. We will attempt to respond within 24-48 hours.

Direct line at HVCS: 423-894-3200  
[afrost@hvcs.org](mailto:afrost@hvcs.org), [bhedrick@hvcs.org](mailto:bhedrick@hvcs.org),  
[lmoore@hvcs.org](mailto:lmoore@hvcs.org) or [mscott@hvcs.org](mailto:mscott@hvcs.org)

**Calendar** – Located on our website, you will find an online calendar. We update it regularly with school information, classroom events, and volunteer opportunities.

**Clothing** – Please dress your child in comfortable clothing that is within the uniform requirements. It needs to be easily handled for rest room visits. Shoes should be comfortable and should totally enclose the feet. It is a good idea to label all articles of clothing.

**Confidentiality** – The safety and well-being of our students is our number one priority. Please do not gossip. We insist that any conversations or observations made while in the school setting should not be discussed in or out of school with anyone other than Mrs. Young.

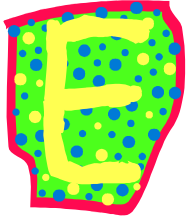


**Dress code-** Please refers to uniform requirements for primary grades.

**Dismissal** – Classes dismiss at 3:00 pm. Drive under the green canopy at the top of the hill and a primary staff member will bring your child to your vehicle. Do not leave your vehicle. Please follow the traffic line. If your child attends our aftercare program, you will need to sign him/her out.

**Discipline** – Students thrive on positive recognition and praise. We work hard to create an environment of friendship and respect. We teach students that life is about choices and we expect them to make appropriate choices. We strive for consistency and will start the year with clear expectations. We strongly believe that all students have the right to learn in a safe and productive environment. When problems arise, they are dealt with naturally and logically. Students are encouraged to tell each other how they feel. We encourage them to stop and calm down, talk and listen to each other, and then agree on a plan and try it. We have a “traffic light” discipline system in our primary classrooms. Each day the student begins on green. The students receive a verbal reminder, if the behavior continues the “clip” is moved to yellow. Continued negative choices will result in the “clip” moving to red. If a child is on “red” for a day, he/she will miss 10 minutes of recess time and/or write sentences.

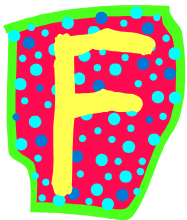
**If a student continues to be disruptive during instructional time, we will address the concerns in our parent/teacher communication. Any physical abuse demonstrated such as bullying, hitting, pushing, etc. will be addressed swiftly and immediately.**



**E-mail** – The primary staff can be reached by e-mail at our school e-mail address. We will respond within 24-48 hours to our e-mail. However, if you need to discuss something urgently, please call the school office.

**Emergency Cards** – Please return and complete the emergency cards promptly. If you're personal contact information changes, please inform the office @ 894-3200 or [stomas@hvcs.org](mailto:stomas@hvcs.org).

**Early dismissal** – If a child needs to leave school before regular dismissal time, you must go to the office to sign him/her out. Our secretary will call for your child to meet you in the office.



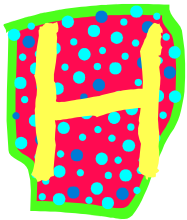
**Field trips** – Most of our “field trip” experiences come to HVCS. For example, the Creative Discovery Museum, the Chattanooga Zoo, and the Aquarium all have educational classes that come to our classrooms. This is a wonderful experience. We try to limit our off-campus field trip experiences for our students’ safety. Information will be sent home in advance informing you of all the details regarding off-campus trips. We will request parent chaperones as needed. A booster must be provided for all students less than 9 yrs of age and less than 5 ft tall.

**Fire/Inclement Weather drills** – Your child will participate in frequent drills throughout the year. Students are expected to walk quickly and quietly to our designated exit. We will practice and become familiar with the procedures before our first scheduled drill so that your child will be prepared.



**Good-byes** – Please say your good-byes at the bottom of the stairs or in the fellowship hall. Saying good-bye at school can be very emotional on you. But try to send your child off with a smile and a wave along with the reassurance that you will see them after school. Remember even distressed children settle very quickly once you're gone. Make your leave loving, but brief. If they cry, it usually last about 30 seconds after you're gone! Please don't feel guilty about leaving your child with us if they are crying. Just trust that they will be shown concern and compassion from the moment they enter our room. Our main goal is to make them comfortable right away.

**Good Times** – We have a lot of good times in primary classes!

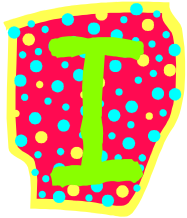


**Health** – Please let us know of special circumstances which may affect your child. These could include medication that may make him/her sleepy, a death in the family, etc. Also, please let us know of any allergies your child may have, especially food allergies. We sometimes cook or do food activities to compliment lessons and it would be helpful to know when we plan our recipes.

**Homework** – Your child will have homework. The homework will be sent home in your child's homework folder. Please return your child's homework folder daily. Completing and returning homework helps build a sense of responsibility and prepares him/her for the homework he/she will have to complete in later school years.

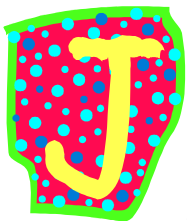
**Home reading program** – Please read with your child nightly. This can be a special time for you to share with your child.

**Help at home** – Your child is expected to know: full name, address, telephone #s, parents' names, date of birth, and sight words. Your child should be able to tie shoes laces, zip, and button and snap clothing. They should be able to: count to 100, print their first and last name with only a capital letter at the beginning, recite the alphabet, name shapes, identify #s 0-100, identify letter names out of sequence and give the correct sound for each letter.



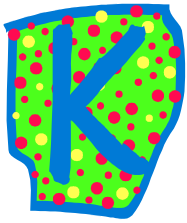
**Illness** – The question of when to keep your child home from school is often a difficult one, especially when decisions may affect your work schedule and alternate arrangement may need to be made. It is important; however, to keep your child home if he/she is ill. This helps them to feel better quicker and prevents others from becoming ill. Children function more effectively in the classroom when they are healthy. If your child has had a temperature, we ask that you allow him/her to be **fever free for 24 hours** before returning to school.

**Independent Reading** – Because children learn to read by reading, they need plenty of opportunities to read independently. Sufficient time and appropriate materials are necessary to develop and strengthen reading abilities. By giving the children time to read both at school and at home, we can work together to provide a literature-rich environment and a life-long love of reading.

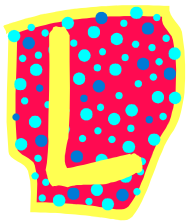


**Journey** – This year is sure to be an incredible journey for your child and we are so glad that we share it with you and your family. We will cross many milestones together and face many new challenges. With your help, we can make this year a journey that your child will cherish for the rest of his/her life.

**Journal Writing** – One strategy that will be used to help convey the vital concept that “print conveys meaning” is the frequent use of journal writing. In these journals, the students combine their emerging writing skills with their drawing skills. As the children are exposed to a variety of phonics and reading experiences, journal entries will move from drawing and “inventive” spellings towards more conventional writing.



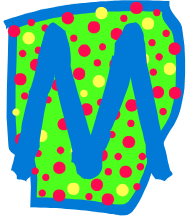
**Kindness** – Students are encouraged and expected to treat all members of our classes as well as others with kindness and respect. Bothering others, bullying and interrupting learning will not be permitted.



**Lunch** – We eat lunch from 11:30 – 12:00 each day. Children may bring a packed lunch from home or eat a school lunch. The lunch menu is available on the website each month. Select what days your child will eat at school. The lunch costs \$3.00 daily and milk/juice is \$45.00 a year. The days that you do not select for your child to eat at school, you need to send a packed lunch. It is important to keep a copy of your lunch menu in a prominent place at home in order to keep track of the days he/she has ordered. You are welcome to come and eat with your child. Please sign in at the office and wait for us in the gym.

**Lost and Found** – Lost items can be found in our lost and found in the gym. Please label all of your child’s belongings.

**Label** – Children do not remember their personal items. Please label their personal items.



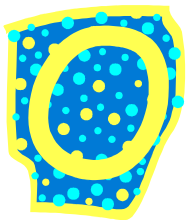
**Money** – Money is difficult for children to keep track of. Whenever you send money with your child, please put it in a sealed envelop or baggy. Please label it with your child’s name, teacher’s name, and what the money is for.

**MM (Monday Mail)** – The weekly/biweekly newsletter sent home in a special white envelop each Monday. It may also include student work from the previous week.



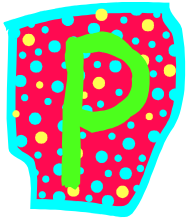
**Newsletter** – We will send home a weekly newsletter in MM. This will be in your MM folder. This will keep you informed about any special activities, schedules, and events for the week. It will include an overview of the week’s lesson plans along with information to help reinforce learning at home.

**Nurse’s Station** – We are very fortunate to have a nurse’s station operated by our parent volunteers who are registered nurses. They will tend to sudden illnesses and will take care of your child until you can be reached to pick him/her up from school. They also administer all medications to students during school hours.



**Outside** - Your child will have outside time daily, weather permitting. Please dress your child appropriately for the weather.

**Orientation/Parent Night** – The primary staff will host a Parent Orientation Night during the first month of school. You will be notified of the date. We encourage you to attend, because we will be discussing EVERYTHING you need to know in order to have a successful year.



**Parties and Celebrations** – There are five school wide celebrations each year. The room parents will organize the events and coordinate volunteers and donations (to assist with what the budget doesn't cover). All are welcome to participate in the festivities! We will have some other celebrations that we will organize and keep you informed.

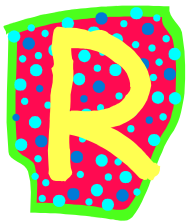
**Playground Procedures** - Please review these playground rules and safety procedures with your child:

1. Always follow the directions of the adult on duty.
2. Follow all school rules.
3. Walk to recess and lunch in an orderly manner.
4. Do not jump off any playground equipment.
5. Do not run outside the fence. If a ball goes outside the fence, report it to the adult on duty.
6. Stay off the hill by the parking lot.
7. There will be no contact sports involving tackling.
8. Only one person per swing. Swings should not twist.
9. You may only come down the slide on your bottom facing forward.

**Parent Involvement** – Your support of school activities makes your child feel important and sends the message that you value school! We are always happy to have your help for special activities in the classroom. We will try to let you know ahead of time if we need your assistance. Requests for help will be published in our weekly newsletter. We hope that you can come and join in the fun!



**Questions** – Please contact us if you have any questions or concerns regarding your child’s education. We will make every effort to answer your concerns. Please feel free to call us at school, send an e-mail, or write a note.



**Report Cards** – Report cards are issued every nine weeks. These reports reflect the progress your child has made toward various primary grade objectives and uses a grading system that reflects the developmental nature of primary grade learning.

**Room Parent(s)** – Each grade level has a head room parent. The job of the room parent is to collaborate with the primary teachers to coordinate parties and activities, to seek volunteers when needed, and to help with fundraisers. Being a room parent is a great way to be involved in your child’s school life.

**Recess** – Determined by the weather, the children will play outdoors or indoors after lunch each day. Please keep this in mind when helping your child to select clothing for the day. Additional recess will be at the teachers’ discretion.

**Rules** – There are six rules for first and second graders.

- We are always good listeners.
- We are helpers, not hurters.
- We are walkers, not runners.
- We are builders, not breakers.
- We are talkers, not shouters.
- We are quiet workers, not players.

**Restrooms** – Have your child use the restroom shortly before coming to school. We will go to the restroom once in the morning, before lunch and once in the afternoon. Children may also go individually as needed throughout the day. Please make us aware of any medical problem that might require more frequent restroom trips.

**Reading Homework** – Read with your child for at least twenty minutes daily. Record the time on the weekly reading log sent home in MM.



**Screen Time** – Reading: It’s the screen time that counts! The AAP recommends no more than 2 hrs per day with screen media (TV, computer, game stations). Excessive viewing has been linked to behavioral and physical problems.

**Safety** – Your child’s safety is top priority. We take every precaution when your child is in our care. Please send a note or call the school, if your child’s transportation changes. Students will be dismissed only to parents or designated persons unless notified. We may request for identification if we do not recognize the person picking up a child.

**School Supplies** – You can find our school supply list on our website: hvcs.org. When supplies are brought in, some will be combined as community supplies. However, items such as a folder or notebook will be kept for your child’s personal use. Please label your child’s personal belongings such as their lunch box, back pack, coats, etc.

**Snacks** – We will have a snack break in our morning rotation. We request that the snacks be healthy and can be eaten quickly. Inappropriate snacks will be saved for a dessert after lunch. Salty and sweet snacks are not appropriate. No juice boxes, only water.

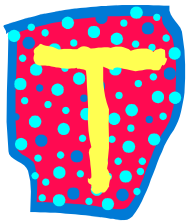
**Schedule** – A copy of our “typical” daily schedule will be given at the Orientation Parent Meeting.

**Specials** – “Specials” consist of Art, Music, PE, Spanish, Computer, and Library. Although every precaution is taken, it’s best to “dress for mess” on the days your child attends art. Always dress for movement on PE days. Your child must wear tennis shoes to fully participate in PE.

**Spelling** – A list of words will be sent home in Monday Mail. A test will be given on Wednesdays.

**Social Studies** – The social studies curriculum focuses on the students and how they relate to others in their families, classroom, school and community. Holiday celebrations will also be highlighted. Activities will help the children engage in their natural curiosity for the world around them.

**Science** – The focus of the science curriculum is on developing an awareness and appreciation of the wonders of God’s world. Through scientific inquiry, concepts will be presented. The areas of study will be explored utilizing a literacy based, hands-on approach.

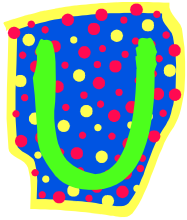


**Toys** – Bringing toys to school is discouraged, because they distract the children from learning. Our classrooms are filled with items to keep us busy, and lost or broken toys can result in sad feelings. Students may bring in books that are clearly marked with their name.

**Tardiness** – It is very important that your child arrive on time so that they can get settled in and ready for the day. If a child arrives after 8:10, he/she is tardy. If your child is late, you must accompany him/her to the office to sign the tardy log.

**Take-home folders** – Every student will receive a red take-home folder at the beginning of the year. It will travel with them to and from school every day. We will check the folders each morning for completed homework assignments. Be sure to empty the folder on a daily basis and return it back to school every morning. This is a great tool that we will utilize everyday to aid your child in their success.

**Transportation changes** - If a child's transportation for any given day changes, please notify us by sending a note or by calling the school office.



**Unique** – Each child is unique and special! They enter our classrooms with different skills, personalities, experiences, backgrounds and learning styles. Our goal is not to make each child alike, but to foster their individual strengths and help each child develop to his or her fullest potential, academically and socially. The two most important elements to instill in your child are a positive self-concept and a love for learning.

**Uniforms** – Students should wear khaki or navy bottoms and collared shirts with sleeves. All students should wear shoes that totally enclose the feet and are comfortable. Socks are to be worn with all shoes. On PE days, students may wear our PE t-shirts and gray or navy gym shorts.



**Volunteers** – If you are interested in volunteering in our school, please complete the volunteer sign-up sheets. The volunteer list suggests the different ways you can help.

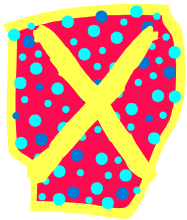
**Visitors** – All guests, including familiar faces, must sign in and get a visitor badge. HVCS welcomes and encourages family involvement. It is important to remember that while this may seem inconvenient to frequent visitors, it is the goal and responsibility of the school to create a safe learning environment.



**Weather** – When inclement weather necessitates the closing of school, announcements for HVCS will be made on television stations WDEF (12), WRCB (3), and WTVC (9); also on radio stations WDEF, WGOW, and WBMW.

**Water Bottles** – Water bottles are needed to keep the children hydrated. The water bottles must be spill proof. Label the water bottle with your child's name.

**Website** – Our class websites can be accessed at [www.hvcs.org](http://www.hvcs.org). Check in regularly to find information about curriculum, special events, and school news. It's the next best thing to being in our classroom each day!



**X'tra clothes** – Please make sure your child has extra clothes at school. Each article of clothing should be labeled and placed in a large Ziploc storage bag. The clothing may be stored in the student's locker.



**You!** – Please remember that you are your child's first and most important teacher. No one can influence your child's life in the way that you can!

**Younger Siblings** – Thank you for making childcare arrangements for younger siblings. It is in our program's best interest to have our volunteer available without younger children. Younger siblings can become a distraction and it's important that our full attention be on our students.

**Yearbooks** – You will have an opportunity to purchase a yearbook in the spring. What better way to capture those elementary years than with an HVCS yearbook. Please share your photographs of special school events with our yearbook staff.



**ZzZzZz's** - Make sure that your child gets plenty of rest. The American Academy of Pediatrics recommends that children ages 5-10 should get 10 hrs or more of sleep per day. A bedtime routine is a wonderful gift to your child. A bath, putting on PJs, reading a story, singing, and creating a soothing atmosphere can help your child sleep soundly. It helps them to be alert and ready to learn each day!