

# BIGELOW HILL

STEAM

## INTERMEDIATE SCHOOL

300 Hillcrest  
Findlay, Ohio 45840  
419-425-8317

### Student/ Parent Handbook

2019 - 2020



*The mission statement of the Findlay City Schools*

Educating and Empowering for Life

*The mission statement of Bigelow Hill Intermediate*

Inspiring Leaders of Tomorrow



## Bigelow Hill Staff 2019-2020

Theis, Jennifer	Principal	Room 117 Office
Baker, Jeanine	4th Grade Teacher	Room 114
Betts, Kim	5th Grade Teacher	Room 102
Boes, Brad	5th Grade Teacher	Room 101
Boes, Lindsey	5th Grade Teacher	Room 104
Bowsher, Denise	Title 1 Teacher	Room 211
Brown, Tom	5th Grade Teacher	Room 107
Bundren, Candace	4th Grade Teacher	Room 112
Burchnell, Cori	Flexible Inst. Asst.	Room 115B
	Custodian, Night	Room 208
Cavitt, Laura	Cashier	Kitchen
	Music Teacher	Room 202 Stage
DeVaul, Joe	Intervention 5th	Room 133
Earl, Jennifer	Speech	Room 122
	Lunch Monitor	
Fleming, Catherine	School Psychologist	
Gray, Jacqueline	Instructional Aide	
	Instructional Aide	
Hemmelgarn, Erin	Physical Education	Room 204 Gym
Hinton, Debra	Lunch Monitor	
	Lunch Monitor	
Kirian, Megan	Guidance Counselor	Room 115
Kin, Katherine	4th Grade Teacher	Room 108
Klausing, Trisha	Occupational Therapist	
Lammers, Julie	Intervention 5th	Room 210
Launder, Brittany	4th Grade Teacher	Room 109
Lloyd, Bridgette	Librarian	Room 131 Library
Manley, Rochelle	Technology Aide	Cart
Mathews, Marcia	Cook	Kitchen
Miller, Julie	Title I Teacher	Room 121
Nissen, Beth Ann	Gifted Teacher	Room 105
Parsell, Teresa	Secretary	Room 118 Office
Phillips, Jodi	5th Grade Teacher	Room 103
Roach, Nicole	Intervention 4 <sup>th</sup>	Room 110B
Rozman, Kurt	Custodian, Day	Room 208
Schaefer, Deb	Instructional Aide	
	Lunch Monitor	
Stillings, Jennifer	5th Grade Teacher	Room 111
Tate, Jeanette	Art Teacher	Room 105
Thorbahn, Tonya	Intervention 4th	Room 110A
Watts, Kyle	5th Grade Teacher	Room 106
Wenner, Mackenzie	4th Grade Teacher	Room 113
Whitman, Madelynn	Nurse	Room 116



## **A Message from the Principal ~ Dr. Jennifer Theis**

Another school year is upon us! I hope your summer has been full of fun and exciting adventures. I would like to introduce myself as the principal at Bigelow Hill. This will be my 16<sup>th</sup> year with Findlay City Schools and 5<sup>th</sup> year as principal at Bigelow Hill. Prior to moving to Bigelow Hill, I taught 5<sup>th</sup> grade at Wilson Vance for 11 years. It is an honor for me to be here at Bigelow Hill to serve the students, parents, staff, and community. I am excited for a great school year!

We have several staff changes at Bigelow Hill this year.

Mrs. Bundren - 5th Grade

Mrs. Parsell - Secretary

Ms. Kirian - School Counselor

Mr. - Music

I feel very fortunate to be working with such a great staff!

Bigelow Hill is in its fourth year of being a Leader In Me building. The Leader In Me is based on the work of Dr. Stephen Covey's book *The Seven Habits of Highly Effective People*. The goal of the Leader In Me is for students to understand that they all have the essential qualities to become leaders. The Leader In Me also helps to create a common language within a school by teaching students the Seven Habits. Our first three years were a huge success and it is rewarding to see our students learn and live the seven habits in addition to taking on various leadership roles around the school and in their classrooms. We have worked hard as a building to transform the culture of our building and we are looking forward to entering our fourth year.

I am also proud to announce that Bigelow Hill has earned STEAM designation from the Ohio STEM Learning Network. The goal of STEM and STEAM schools is to foster intellectual, entrepreneurial and technical talent and design thinking. This is vital to Ohio's future economic growth and prosperity, which depends on an aligned education system to support the state's economic development efforts and that helps all Ohio students become innovators and inventors, self-reliant and logical thinkers and technologically proficient problem solvers. Bigelow Hill is only one of seven school who have earned this designation in the state of Ohio for way we are preparing our students to be 21st century learners.

Thank you to our PTO for wonderful support and hard work through the year. Their efforts and work help provide our staff and students with help in the classroom, field trip expenses, classroom books and supplies, technology upgrades, and much more. I hope you will be a part of our PTO. It takes many volunteers to support the several initiatives of the North End PTO.

[Progress Book](#) is an excellent way for parents and students to check grades using the web-based program. Passwords and usernames will be coming home within the first couple weeks of school. Keep this paper close to your computer for future reference.

Finally, be sure to follow us on Facebook and sign up for text alerts to keep informed about all the great things happening at Bigelow Hill!

**Have a GREAT school year! ~ Dr. Jennifer Theis, Principal**  
**Findlay City Schools Mission Statement**

Educating and Empowering for Life  
**#TrojanTrue**

## **Bigelow Hill Mission Statement**

Inspiring Leaders of Tomorrow!  
**#TrojanTrue #BeBIG**

## **Bigelow Hill Vision Statement**

Our vision as a Bigelow Hill Family is to inspire a community of lifelong learners and leaders through unique opportunities and experiences.

## **Seven Habits of Highly Effective People**

The Seven Habits of Highly Effective People is a set of expectations that have been developed by Stephen Covey and adopted by the Findlay City Schools Board of Education to help guide our students.

Habit 1: Be Proactive • *You're in Charge*

Habit 2: Begin With the End in Mind • *Have a Plan*

Habit 3: Put First Things First • *Work First, Then Play*

Habit 4: Think Win-Win • *Everyone Can Win*

Habit 5: Seek First to Understand, Then to Be Understood • *Listen Before You Talk*

Habit 6: Synergize • *Together Is Better*

Habit 7: Sharpen the Saw • *Balance Feels Best*

## **SECURITY ENTRANCE**

The main entrance by the flagpole is a secure entrance. In order to continue to provide a safe learning environment and monitor who is coming into our building, a secured entrance has been installed inside our front doors. This will be the only door unlocked during the day for you to enter. When you enter you

will walk into a secure area that will be monitored with a second door being locked. Once inside you will need to be “buzzed” in by the secretary. A security camera and intercom system will be used to verify who is entering and the purpose of your visit. If you are picking your child up for an appointment you may want to allow a few extra minutes to enter the building to sign your child out. We hope this is not too much of an inconvenience and will provide a more secure environment for students and staff. The entrance will be secured from 9:05 – 3:30 daily.

## **School Bus Safe-Riding Rules**

Ohio Pupil Transportation Safety Rules Regulation 3301-83-08

1. Pupils shall arrive at the bus stop before the bus is scheduled to arrive. (We recommend 3-4 minutes prior to the scheduled pick up time.)
2. Pupils must wait in a location clear of traffic and away from the bus stops.
3. Behavior at school bus stops must not threaten life, limb, or property of any individual.
4. Pupils must go directly to an available or assigned seat. (Local procedure instructs the driver to assign seats to all students on each route.)
5. Pupils must remain seated, keeping aisles and exits clear.
6. Pupils must observe classroom conduct and obey the driver promptly and respectfully.
7. Pupils must not use profane language
8. Pupils must refrain from eating and drinking on the bus except as required for medical reasons. (Please notify the transportation office in advance.)
9. Pupils must not use tobacco on the bus.
10. Pupils must not have alcohol or drugs in their possession on the bus except for prescription medication required for a student.
11. Pupils must not throw or pass objects on, from, or into the bus.
12. Pupils may carry on the bus only objects that can be held in their laps. (This includes musical instruments and school projects.)
13. Pupils must leave or board the bus at locations to which they have been assigned unless they have parental and administrative authorization to do otherwise.
14. Pupils must not put head or arms out of the bus windows.

## **Please Call the School**

When your child is going to be absent, please call the school office at 419-425-8317 by 9:30 a.m. to let us know of his/her absence and the reason for that absence. We have an answering machine for your convenience outside office hours. Once the answering machine message begins, if you don't care to listen to the school's entire message, you may press the # key to immediately leave your voice message. When your child returns please send in a note stating the reason for the absence. If

you child is absent due to an appointment be sure to get a doctor's note and send that in with your child.

## **Maintain Current Contact Information**

Throughout the year there will be times when it is necessary for your student's teacher, the office, or nurse to contact you during the day. It is very important that you maintain current contact information on file in the office. If you change jobs, phone numbers, or move please call or email to let us know so we can make those changes in our records.

## **School Hours**

Arrival Time	8:50 a.m.
Classes Begin	9:05 a.m.
Dismissal	3:30 p.m.

## **School Delays/Cancellations**

Listen to 1330 AM (WFIN) or 100.5 FM (WKXA)  
[www.findlaycityschools.org](http://www.findlaycityschools.org)

Sign up for the email distribution list at  
<http://mailman.findlaycityschools.org/mailman/listinfo/bigelowhillparents>

Sign up for Text Alerts at <http://ohioalerts.org/Findlay>

## **School and Lunch Fees**

School fees for grades 4 and 5 are \$21.50 (semester) or \$43 (year). Fees can be paid in the school office, to your child's teacher, or online at [www.fcs.org](http://www.fcs.org). Checks should be made payable to **Findlay City Schools.** **To pay online for fees and/or lunches, go to [www.fcs.org](http://www.fcs.org).** You will see an icon for EZ Pay. Click on the icon and it will walk you through the steps to make your payment. You will need your student's ID number. This is the same number they use to key in for lunches, so ask your child what their number is for lunch. If they have forgotten, feel free to contact Mrs. Czarnecki in the office to get it for you.

## **How School Fees are Spent (Grades 4 – 5)**

Math consumable supplies, Language Arts consumable supplies, Art supplies, Assignment Books, Handbook folders, Attendance Notepads

## **Lunch and Recess**

5<sup>th</sup> Grade 11:40 a.m. to 12:20 p.m.

4<sup>th</sup> Grade 12:25 p.m. to 1:05 p.m.

## **Breakfast/Lunch Prices**

	Individual	Month (20)
Individual Lunch	<b>\$2.70</b>	<b>\$54.00</b>
*Reduced Lunch	\$.40	\$ 8.00
Student Breakfast	<b>\$1.75</b>	<b>\$35.00</b>
*Reduced Breakfast	\$.30	\$ 6.00
Individual Milk	<b>\$.50</b>	<b>\$10.00</b>

(Make checks payable to **FCS Food Service** or **PAY ON-LINE**)

\*\*Reduced prices are only for students who qualify. If you qualified last year, you are eligible through the end of September for the same program (free or reduced). A new application must be submitted yearly. Applications are sent home the first day.

## **Breakfast Guidelines**

Breakfast is served from 8:50 a.m. to 9:05 a.m. (except on a two-hour delay, when no breakfast is served). If your child plans to eat breakfast at school, please follow these guidelines:

1. Arrive no earlier than 8:40 a.m. Bus riders are served upon arrival. No service after 9:00 a.m.
2. Enter through the main doors by the flagpole and go directly to the kitchen. Book bags and coats are to be placed on the stage.
3. Only students buying breakfast are allowed in the building at 8:40. Students not buying breakfast should report to class at 8:50 a.m.
4. Students are dismissed from the gym at 8:50 a.m. and should be in their homerooms by 9:00 a.m. All students will walk in an orderly manner to their homerooms. (Students who finish early will remain in the gym until dismissal.)
5. Lunch rules are in effect during breakfast.

## **Playground/Inside Recess**

Although we appreciate your willingness to help during recess times, it is important that the students follow consistent rules that have been set up by the school administration and keep a regular routine. Therefore, in order to ensure a safe and consistent recess environment for our students during inside recess and outside on our playgrounds, we feel it is in the best interest of our students that only board approved monitors supervise students. We encourage

parents to have lunch with their students, but once the students are dismissed for recess, please do not accompany the student outside or to the classroom. Parents are not allowed on the playground due to security and safety concerns.

## **Birthday Treats**

The giving of birthday treats is not practiced in the intermediate grades.

## **School Parties**

At Bigelow Hill there are three recognized parties that are celebrated throughout the year which include: Fall, Winter, and Valentine's Day. We request students do not bring personal gifts for their teachers for any holiday.

## **School Nurse**

A school nurse is on duty from 9:30 a.m. - 2:00 p.m. each school day. The nurse is here to cover medical needs and concerns of students and staff. Some of her duties include eye and ear screenings, distribution of medication, with the proper paperwork completed, and general first aid. If your child has an illness for more than 24 hours a family doctor should be contacted.

## **Medication**

We have many students taking medication at school for a variety of reasons. If your child needs to take prescription medication or daily over the counter medication at school, a Request for Administration of Medication form must be completed before school personnel can give medication. See additional guidelines under Administering Medicines to Students on the back of the student handbook folder. **STUDENTS SHOULD NOT TRANSPORT MEDICINE TO AND FROM SCHOOL.** It is the parent's responsibility to deliver the medicine to school.

## **Dress Policy**

Students are to wear appropriate clothes and shoes to school. Shirts that have words, pictures, or symbols should be suitable for school and our age group. Pants should be worn so as not to show undergarments (boxers, shorts, etc.). Shorts should be long enough that the edge of the shorts should be at the wearer's finger tips when arms are at his/ her side. Sleeveless shirts should have at least a one-inch band over the shoulder; no spaghetti straps or halter tops. The armholes must fit snugly under the arm; no large gapping arm holes. Shirts must cover all of the stomach. Shoes must be appropriate for running and playing outside. Students should also dress appropriately for the weather conditions. Students will go outside even in cold weather.

## **Directory Information Release**

Bigelow Hill makes directory information available upon a legitimate request unless a parent/guardian or student 18 years or older notifies the school in writing by October 1 of each school year that (s)he will not permit distribution of the following information. Under Ohio law, directory information includes the following: student's name, address, telephone listing, date and place of birth, major field of study, participation in officially recognized activities and sports, weight and height of members of athletic teams, dates of attendance, date of graduation, and awards received. The right of confidentiality and protection from improper disclosure will be in accordance with the Family Educational Rights and Privacy Act of 1974. On the Student Information form in the Directory information release and permission to use student image, please fill these boxes out accordingly.

## **Sign Up For School Email**

An easy way to keep informed and get the latest news quickly is to sign up for **District and Bigelow Hill emails**. It is simple! Go to the FCS web site. On the left you will find a link (District Information) to sign up for district emails.

While on the FCS web page go to the schools tab at the top and find Bigelow Hill. Scroll to the bottom of the Bigelow Hill page and find the blue email links for each grade. Click on the respective grade of your child and follow the easy step-by-step instructions. When school news, upcoming reminders, and/or PTO news is sent out, you will get the information fast. This also helps with keeping paper costs down. Thank you!

## **Parent – Teacher Conferences**

All FCS elementary schools will hold their Parent-Teacher conferences on the same dates in October. Your child's teacher will be contacting you to schedule an evening conference for one of the following dates: **Thursday, October 24th, Tuesday, November 7th, Thursday, February 27th, and Thursday, March 5th.**

## **PTO Officers**

### **Bigelow Hill, Northview, Jacobs**

2019 – 2020

President - Elizabeth Behrendt

Vice President - Kristy Szkudlarek

Secretary - Valerie Smith

Lead Treasurer (Jacobs) - Amber Hirt

Assistant Treasurer (Northview) - Deborah Anders  
Assistant Treasurer (Bigelow) - Carolee Hertel

## **Grade Cards**

Bigelow Hill uses a nine-week grading period. The end of each quarter will be November 6<sup>th</sup>, January 21<sup>st</sup> and March 25<sup>th</sup>, and May 21<sup>st</sup>. Report cards are sent home with students a week after the quarter ends. Grade cards will be mailed home at the end of the school year as long as a student does not owe school fees or have a library fine. **You may access your child's grades any time using Progress Book.** Passwords, usernames, and web address will be sent home in September.

## **Honor Roll & High Honors**

Students will receive recognition for achieving Honor Roll or High Honors.

Honor Roll        All A's and B's

High Honors     All A's

## **Perfect Attendance**

In order for students to receive and be recognized for perfect attendance, they must have zero absences, zero tardies and no early dismissals. The students must be at school all day, every day to earn perfect attendance!

## **Drop Off and Pick-Up**

Morning drop off and after school pick-up will take place behind the building. Students will enter or be dismissed through the gymnasium doors. There are **NO EXCEPTIONS** to this policy.

Parents/guardians picking students up at the end of the day will need to get in the car line. With the cooperation of students and parents/guardians, teachers are able to expedite the pick-up process in under 10 minutes. This provides ample time for parents to pick up other children who may be attending Jacobs or Northview.

Bus riders will be dropped off and picked up in the front of the building.

Students arriving after 9:05 a.m. or being picked up for an appointment prior to 3:20, may be picked up at the front of the building. For the safety of our

students, they will not be released to leave through the front of the building after 3:20.

**#TrojanTrue #BeBig**