

**Chamberlin Hill
&
Jefferson Primary**



**Parent Handbook
2019-2020**

*Jefferson Office – 419-425-8298
Chamberlin Hill Office – 419-425-8328*

August, 2019

Dear Chamberlin Hill and Jefferson Families,

The Chamberlin Hill & Jefferson Handbook provides information for parents and students. A clear understanding of its contents will ensure a better school experience for our students.

Expectations of student behavior, understanding of school rules, general school procedures and operations are discussed and outlined for your review.

It is essential that parents review this Parent Handbook and discuss it with their children. An ongoing open system of communication between the home and the school is a crucial ingredient to a meaningful educational experience for your children. Remember that this is your school and you are always welcome here.

Yours in Education,

Lyndsey Stephenson – CH Principal

Kim Plesec – JE Principal

The 7 Habits[®] Tree

AND REMEMBER TO
TAKE CARE OF YOURSELF

Habit 7

SHARPEN THE SAW[®]
Balance Feels Best

THEN PLAY WELL
WITH OTHERS

Habit 6

SYNERGIZE[®]
Together Is Better

Habit 5

SEEK FIRST TO UNDERSTAND,
THEN TO BE UNDERSTOOD[®]
Listen Before You Talk

Habit 4

THINK WIN-WIN[®]
Everyone Can Win

START WITH YOU

Habit 3

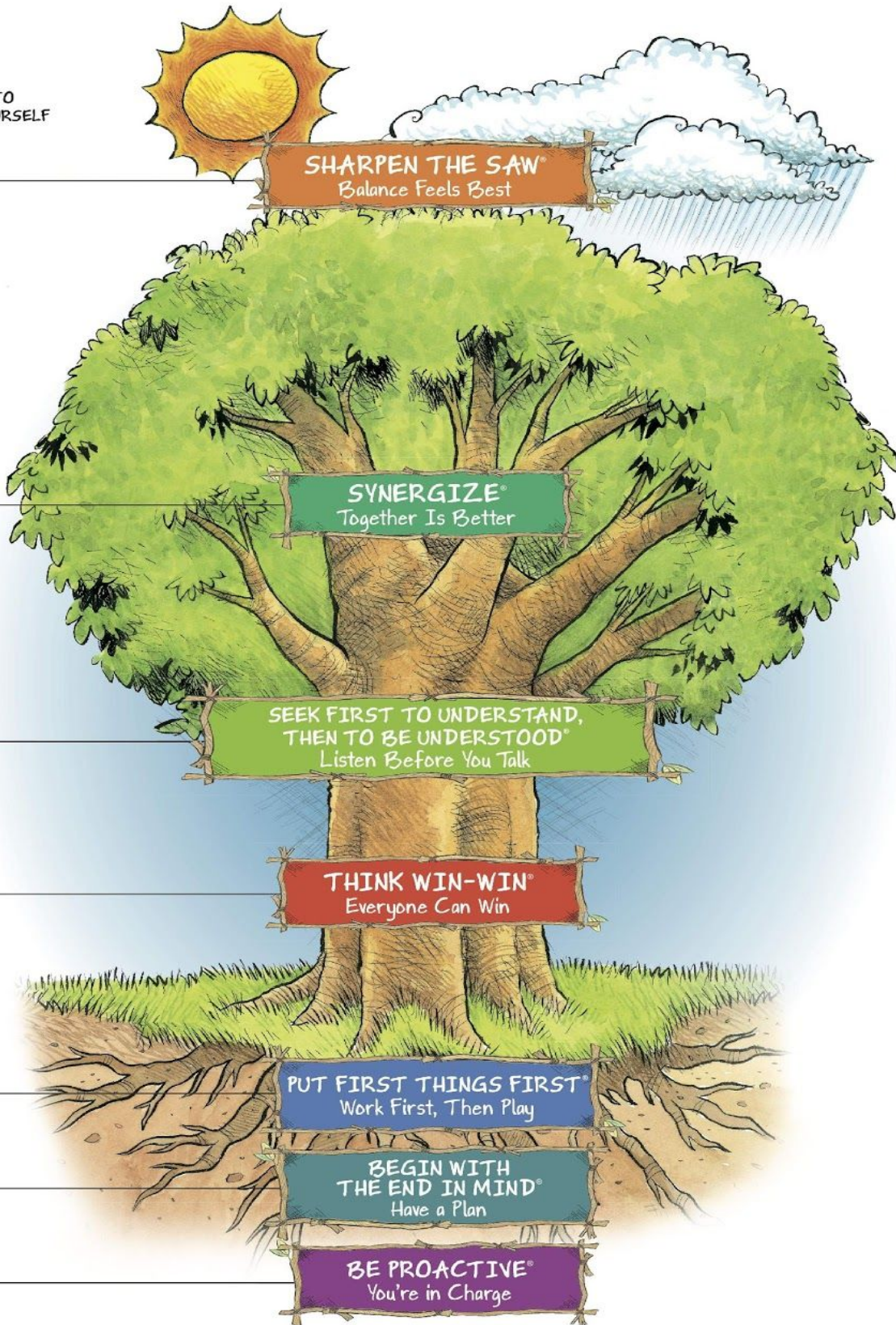
PUT FIRST THINGS FIRST[®]
Work First, Then Play

Habit 2

BEGIN WITH
THE END IN MIND[®]
Have a Plan

Habit 1

BE PROACTIVE[®]
You're in Charge



www.theleaderinme.org

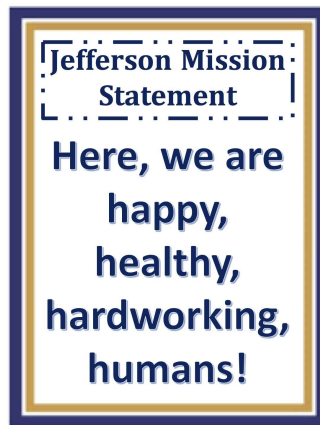
<https://www.stephencovey.com/7habits/7habits.php>

<http://www.franklincovey.com>

FCS Mission:

Educating and empowering for life.

JE Mission



CH Mission

I will challenge myself, show respect, encourages others, and take pride in my community because . . . It starts with me.

Strategies

- *Share the expectations and process of Leader In Me with students and parents.
- *Teach The 7 Habits
- *Teach and model expected student behavior.
 - Focus areas: Arrival, Lunch, Recess, Bathroom, Dismissal
- *Participate in Service-Learning projects
- *Develop Leadership roles and groups with student input
- *Implement consistently - Lighthouse Team, BLT, TBT's, Building-wide schedule, Curriculum mapping/schedule, Core++ Model
- *Implement Common Core, RTI practices, Differentiation, Marzano strategies
- *Collect and analyze data on academic and behavioral progress as determined by district, BLT's.

The Mission, Vision, and Strategies are developed and will be pursued as expected in conjunction with or aligned to the current Findlay City Schools Strategic Plan as approved by the FCS Board.

Jefferson Primary Daily Schedule

Kindergarten, Grade 1 & 2

Breakfast begins	8:50 am
Arrival/Entry into Building	9:00 am
Classes begin - Tardy bell rings	9:15 am
2 Hour Delay Arrival	11:00 am
2 Hour Delay – Tardy Bell	11:15 am
Student Dismissal/Exit Building	3:40 pm

Special Weather Related Schedule

3 Hour Delay Start + 1 Hour Extended Day

Arrival/Entry into Building	12:15 pm
Student Dismissal/Exit Building	4:40 pm

Students may not arrive or enter the building before 9:00am unless eating breakfast or attending a scheduled morning session with teachers. Students are not monitored prior to 9:00am due to staff meetings, conferences, or in-service. Parents must sign students in at the office if late to school.

Please make sure any daycare arrangements are in place for *scheduled and weather related 2 Hour Delays*.

The Superintendent may choose to utilize a Special Weather Related Schedule as seen to the left. Please make sure any daycare arrangements are in place for this schedule.

Chamberlin Hill Daily Schedule

Grades 3, 4, 5

Breakfast begins	8:40 am
Arrival/Entry into Building	8:50 am
Classes begin - Tardy bell rings	9:05 am
2 Hour Delay Arrival	10:50 am
2 Hour Delay – Tardy Bell	11:05 am
Student Dismissal/Exit Building	3:30 pm

Special Weather Related Schedule

3 Hour Delay Start + 1 Hour Extended Day

Arrival/Entry into Building	12:05 pm
Student Dismissal/Exit Building	4:30 pm

Students may not arrive or enter the building before 8:50am unless eating breakfast or attending a scheduled activity such as band, choir, tutoring. Students are not monitored prior to 8:40am due to staff meetings, conferences, or in-service. Parents must sign students in at the office if late to school.

Please make sure any daycare arrangements are in place for *scheduled and weather related 2 Hour Delays*.

The Superintendent may choose to utilize a Special Weather Related Schedule as seen to the left. Please make sure any daycare arrangements are in place for this schedule.

Bad Weather

Due to bad weather or scheduled staff professional development, school can be delayed for 2 Hours, 3 hours plus 1 hour extended time, or closed. Please note the time of delay chosen and all start times are moved back accordingly. Dismissal remains at the regular time unless the 3+1 plan is implemented. For any of this information please view the District Website @ www.findlaycityschools.org, sign up for email/text alerts on this page, or listen to 1330AM, 96.7FM, 100.5FM, 103.7FM, or watch Toledo channels 11, 13, 24, 36. Please make any necessary daycare and transportation arrangements if required. All busses will run routes.

Absences

Remember, the “Missing Child Act” requires you to notify the schools if your child is going to be absent. If you do not call, we are required by that same law to contact you to determine the absence. Please do not be offended by this call – it is the law. You may call the school offices 24 hours a day and leave a message when necessary. Calls should be made prior to their Tardy Time in order to communicate that absence

to the classroom teacher. Leave your child’s name, grade, teacher, and why they are going to be absent. Please follow your child’s absence with a parent note or doctors excuse to the school office. You may request homework for pick up in the office. We need a half days notice. Make attendance a priority. The school day ends at CH 3:30/JE 3:40 please allow your child to stay for a full day of learning. Habit #1 – “Be Proactive” – You’re in charge of your child’s learning. A day absent is learning missed. Great attendance is an expectation of all employers. Start your child understanding that now!

Jefferson Office – Mrs. Mason, 419-425-8298 Chamberlin Hill Office – Mrs. Welker, 419-425-8328

Breakfast

Breakfast is served every morning. **Jefferson and Chamberlin Hill students may enter the building at 8:40am and go directly to the cafeteria.** Once there, they must eat quickly. We do not expect them to be late to class due to eating breakfast. If you would like your child to have breakfast and you are transporting, be sure they arrive at 8:40am. Students are eligible for free or reduced breakfast plan when the application has been completed and approved. Please contact the office if this is needed.

Student Cost: \$1.75/Reduced \$.30 Adult Cost: \$1.75 Milk: \$.50

Lunch Prices

Student Lunch: \$2.70 / Reduced \$.40

Milk: \$.50

Adult Lunch: \$3.20

You may pay money to your child’s lunch account by either sending a check into the school office or going online using EZPay and paying with a credit card (you can also check your child’s balances on EZPay). Your child accesses these funds by “punching in” their student ID code as they see our cashier in the lunch line. When this account runs low, a notice will be sent home from our Food Service Cashiers. Please make all checks out to ***Findlay City Schools. Use the memo line to designate for fees or lunches. Do not pay school fees and lunch costs on the same check. They must remain separate.*** If you are currently experiencing financial hardship, please contact our office and request a Free/Reduced Lunch/Fee application. **Secretaries do not have access to account information. If you would like an update on account balances, please call the FCS Food Service office @ 419 – 420 – 7014.**

Lunch Schedules

Lunch schedules allow for 20 minutes of recess and 20 minutes for eating. Parents are not permitted on the playground during recess. Students then enter to eat. When eating, students are to remain seated until finished. They are to speak quietly and follow all instructions provided by monitors. Students are responsible for cleaning their area used – all trash removed from table and floor, if dropped. If there is poor weather, we will remain in classrooms. Please see the “Jefferson/Chamberlin Recess & School Clothing” Guide in this packet. Please be cogniscent of what you are packing in your child’s lunch and if it prepares them for an afternoon of learning. Please do not send sugary, caffeniated, energy drinks. You are welcome to come eat lunch with your child. They love to see you and show you off to friends!

Jefferson Lunch Schedule		
Kinder.	Lunch	11:15 – 11:35
	Recess	11:35 – 11:55
First Gr.	Lunch	11:35 – 11:55
	Recess	11:55 – 12:15
Second Gr.	Lunch	11:55 – 12:15
	Recess	12:15 – 12:35

Chamberlin Lunch Schedule		
5th Grade	Recess	11:30 – 11:50
	Lunch	11:50 – 12:10
3rd Grade	Recess	11:55– 12:15
	Lunch	12:15 – 12:35
4th Grade	Recess	12:20 – 12:40
	Lunch	12:40 – 1:00

School Fees

Kindergarten through Grade 5 - \$43.00 year or \$21.50/semester

Please make all checks out to *Findlay City Schools*. *Use the memo line to designate for fees or lunches. Do not pay school fees and lunch costs on same check. They must remain separate.* If you are currently experiencing financial hardship, please contact our office and request a Free/Reduced Lunch/Fee application.

You may pay Fees online using “EZ Pay”. You may use credit or debit card, or electronic check.

- 1) Go to www.findlaycityschools.org
- 2) Click on **EZ Pay** online payments
- 3) Select your student’s school
- 4) Select your student’s type of fee
- 5) Enter the amount you want to pay
- 6) Check out

Library And Computer Labs

The library and computer equipment is open for student use during the school day. For the benefit of others, all students are urged to return checked-out materials on time. If for some reason checked-out materials are lost, etc., and cannot be returned, the librarian should be informed immediately.

Acceptable Student Use

Students may only access the district network and/or Internet by using their assigned network account. Use of another person’s account/password is prohibited. Students may not allow other users to utilize their passwords.

Students may not intentionally seek or suggest to other students to seek information on, obtain copies of, or modify files, data or passwords belonging to other users, or misrepresent other users on the network. Students may not upload, download, create or transmit confidential information, a computer virus, worm, Trojan horse, or other harmful components or corrupted data, or vandalize the property of another. Vandalism includes any malicious attempt to hack, alter, harm or destroy software, hardware, data of another user, other Network resources, or the use of the Network to destroy anything on the Internet or outside Networks. Students may not purposely engage in computer activities that degrade or disrupt the operation of the Network or that waste limited resources. For example, do not waste toner or paper in printers, and do not send chain letters, even for non-commercial or apparently “harmless” purposes, as these, like “junk email”, use up limited Network capacity resources. Students are encouraged to save and store their work in their server account, understanding that school staff may review computer files or messages that are created by the student. Material may be reviewed for grading and appropriate content. Additionally, files may be reviewed for any harassing or threatening material, and/or any vulgar or obscene content. Students are not to modify or remove any

identifying labels on computer equipment. Students are permitted to use networked software and school-supplied software. Programs written by the student which are part of an assignment in a school’s course of study may be run, as required, for that course of study’s requirements, with teacher supervision. Students may not install or delete programs on the school’s computers. Students may not download programs from the Internet or any portable device and attempt to install onto District computers. Students shall not remove, alter or copy Network software for their own personal use or for the use of others. All electronic communication between students and teachers should take place through their district assigned accounts. Students are asked to advise school staff when they observe any violation of the school’s policy for the use of the school’s computers. Students are asked to advise their teacher when a computer malfunctions in any way. Students may not use the

District's computers or network to offer for sale any substance the possession or use of which is prohibited by law or the Student Discipline Code. Students may not create, copy, view, transmit, download, upload, or seek, sexually explicit, obscene or pornographic materials. Students may not create, copy, view, transmit, download,

or upload any materials that include the design or detailed information for the purposes of creating an explosive device, materials in furtherance of criminal activities or terrorist acts, threatening materials or any other materials that violates or encourages others to violate the law or the Student Discipline Code. Students may not upload, download, copy, redistribute or republish copyrighted materials without permission from the owner of the copyright. Even if materials on the Network are not marked with the copyright symbol, students should assume that they are protected under copyright laws unless there is explicit permission on the materials to use them. Students may not use web proxies to view, download or seek materials, files, information, software or other content that may be offensive, defamatory, misleading, infringing, or illegal, or to view or access content or information unrelated to the curriculum. Students may not post or distribute inappropriate photos or media (pornography, dangerous, or hate-related media of any kind). This includes cyberbullying or harassing another individual (student or employee) or posting/transmitting information of any kind about another person without their consent, including, but not limited to video, images, audio, text, or any other media. Example: Any material, images/media taken from within the district or its property cannot be used for defamatory, inaccurate, obscene, sexually explicit, lewd, hateful, harassing, discriminatory, violent, vulgar, rude, inflammatory, threatening, profane, pornographic, offensive, or terroristic purposes. This includes, but is not limited to, disseminating electronically (email/Instant Messaging) or posting this type of information about another student or employee on an outside communication site such as MySpace, FaceBook, etc.

Exceptions to any of the above rules are permitted only under direct teacher supervision. Violations of these rules may result in disciplinary action, including, but not limited to, termination of access to the school's computers, detention and/or suspension. Violations also may be referred to the appropriate legal authorities and/or other legal action may be pursued. **The complete acceptable use policy is available online at www.findlaycityschools.org.**

Progress Reports & Grade Cards

Jefferson and Chamberlin Hill both follow a quarterly reporting schedule or 9 weeks. Student achievement in academic areas, as well as behavior, effort, and attendance will be reported to families at the end of each 9-week period.

Jefferson utilizes a Progress Report that is comprised of a checklist of expected skills and learning benchmarks. Each of the curricular areas will be assessed at different times of the year. These areas align directly to the State of Ohio expectations standards.

Chamberlin Hill utilizes a percentage and letter grade format for the curricular areas assessed. Again, these areas align directly to the State of Ohio expectations standards. The grading scale at Chamberlin is as follows:

- 92% - 100% = A**
- 82% - 91% = B**
- 72% - 81% = C**
- 62% - 71% = D**
- Below 61% = F**

Parents may access grades and information by using an online system called ProgressBook. It can be found under the "Parent" tab at the top of the Findlay City Schools web page. Look for the link to the right. **Access sheets with passwords will be provided at Open House.**

www.findlaycityschools.org



Student achievement in subject areas such as Art, Music, Physical Education, will use the following scale:
Outstanding = O Satisfactory = S Needs Improvement = N Unsatisfactory = U

Progress Reports and Grade Cards will be distributed 5 working days after the close of the grading period. Chamberlin parents will be asked to sign and return a "received and comment" card.

9-Week Grading Periods End:

9-Week Grading Periods End:

October 30, 2019

January 14, 2020

March 18, 2020

May 21, 2020

Progress Reports/Grade Cards Sent Home

Progress Reports/Grade Cards Sent Home

November 6, 2019

January 21, 2020

March 25, 2020

Will be mailed several days after May 25, 2020

Parent / Teacher Conferences

Jefferson and Chamberlin Hill staff believe conferences should occur as soon as students make adjustments to returning to school and have begun a consistent routine but have not developed practices or habits that are detrimental to learning the remainder of the school year. Therefore we hold conferences just prior to the First Nine Weeks reporting period in order to discuss what to expect on the Progress Report and/or Grade Card, as well as to communicate any needed changes in academic practices, attendance, or behaviors. Should you not be able to attend these conferences due to a conflict in your schedule, please contact your teacher and a meeting can be set for an alternative time. Teachers will work with families who may need to schedule multiple conferences. We strongly believe in meeting with every parent!

Conference Dates - Jefferson & Chamberlin Hill

We have scheduled our conference dates as follows. We expect 100% participation from families.

Tuesday, October 8 – 4pm to 8pm

Thursday, October 10 – 4pm to 8pm

Thursday, October 17 – 4pm to 8pm

Thursday, February 6 – 4pm to 8pm

Dress Code

Parents are requested to send children to school clean, neat, and appropriately dressed for the learning activities of their day. Clothing should be comfortable to enable a child to participate in classwork as well as physical education and playground activities. Clothing should be appropriate for weather conditions since “We Go Outside Everyday We Can”. It is strongly recommended to label items such as jackets, sweaters, coats, boots, hats, gloves, mittens, and gym shoes – as an insurance against loss. Clothing which distracts or disrupts the learning process is not acceptable at school. We may have the student change into something else that we have or contact the home to bring something appropriate. Bare midriffs, tank tops, spaghetti string straps, and mesh jerseys without t-shirts underneath are prohibited. Clothing advertising drugs, alcohol, tobacco, or displaying inappropriate language, pictures, or figures are prohibited. **Flip-flop sandals, although popular and fashionable, can cause injuries if worn during recess or physical activities. We discourage wearing them.**

Gym Shoes

All students grade K-5 are required to wear gym shoes for Phys. Ed. class. This is a safety precaution for students. It is not necessary to keep an extra pair of shoes at school but students must remember to wear or bring them on their scheduled gym class days.

Birthday or Classroom Celebrations

Several times during the year classroom teachers may choose to provide snacks, host a celebration as a reward or motivator for students, or even connect foods into various reading, math, and science lessons. This is done at their discretion and with the knowledge of the dietary or allergy restrictions of their class. A large portion of our student population have issues with various foods and ingredients, therefore, **no edible treats as birthday celebrations are to be brought to school.** If there is something else you could provide or make a special contribution to the class instead, that would be preferable. Individual teachers should approve a class gift of any kind. Please be sure to contact them. We are continuously trying to balance fun activities with safety precautions and appreciate your understanding.

Items such as balloon or flower bouquets and large displays are disruptive and prohibited. If delivered to school, they will remain in the office until the end of the day or we will call and request you pick them up. They will not be delivered to the classroom.

We request that you mail or contact families directly for party invitations. We will NOT pass items out in class. Do not ask your child to do so. The teachers will return the invitations home if seen doing so in class. We can assist with individuals you may not be able to contact by sending home a class birthday list per request. Please notify the school by September 20 if you do NOT wish such information to be released this school year.

School Visitors

You are welcome to visit the school, especially to share a lunch with your child. If you wish to speak to your child's teacher you must leave a message with the secretary, make an appointment, call, or utilize email. **Do not expect to speak to your child's teacher as school begins. This also applies to 20 minutes after the dismissal bell.** Once students enter or exit the building, the teacher's focus must be on directing the children and be aware of any issues. If you enter the room and begin a conversation you then become a distraction and disruption to your child's class routine and a risk to the safety of all students. We do not know the intent of every adult that enters the building and therefore we must take every precaution necessary.

All visitors to the buildings must sign in at the office – including volunteers. If you are bringing items your child needs, they must be left in the office and will be delivered by staff. Secretaries are instructed to not allow interruptions to class unless an emergency exists. Again, to ensure children's safety all doors except the main front entrance are locked after their arrival. Thank you for respecting learning time and these safety practices. Unfortunately, incidents across our own country have caused us to change visitation and open door practices. We hope you understand.

Jefferson & Chamberlin Hill Parent Teacher Organization (PTO)

The joint PTO is an excellent example of partnership and caring between schools and for the children. The strength in parental leadership and commitment to service to the buildings is essential and commendable. Parents can discover many opportunities to be active participants in their school environments and voices for support, change, and/or vision. This organization utilizes teacher representatives to communicate classroom or school needs and to report on events that PTO has sponsored or items purchased. PTO publishes a monthly newsletter detailing meetings, activities, and school news. I encourage all parents and teachers to attend meetings when possible.

PTO Officers for 2019-20

Co-President – Erika Hermiller

Co-President- Emily Romick

Public Relations – Christina Treece

Treasurer JE/CH – Shelly Stimmel

Secretary – Monica Ferguson

PTO Meeting Dates, Times, and Location

Please see JE/CH Calendar Page

Events – Jennifer Bateson
Fundraising – Andrea Barger
Jeffersonchamberlinhillpto@gmail.com

Social Media

Please utilize the Findlay City Schools' web site for updated calendars, lunch menus, and a vast array of information. Also, check out each individual building's page. The website can be found at www.findlaycityschools.org. To find activities sponsored within the Findlay community, click on the 'Opportunities' link at the top of the tabbed area of the page. This is continuously updated. For academic websites, click on the "for Parents" tab and the "Web Site Links" on the left of the screen. Many of these provide practice in every subject for your child. We encourage you to subscribe to the FCS, Jefferson, and Chamberlin Hill Parent email list. You can sign up for alerts or messages. Just visit the school page of your choice. Look for the "Subscribe" link in the right-hand column. CH also provides FB live morning announcements at approximately 9:05.

Field Trips

At various times throughout the school year, classes will schedule trips away from the building. In order for your child to be involved in such an activity, we need your permission. Please note that you will receive information prior to each fieldtrip. At that time, if you do not wish for your child to participate in the fieldtrip, you will need to send a written notification to the teacher prior to the fieldtrip day, informing us that your child may not participate. Please note that individual permission forms for each fieldtrip will **not** be sent home. I give permission for my son/daughter to participate in any planned and school sponsored field trips during the 2017-2018 school year. Realizing that all due care will be used to insure a safe experience. I release the school from all liability should an unforeseen accident occur.

District Handbook

This handbook is created as a building-specific guide for expectation and practice. All elementary schools in Findlay also have a Board Approved Handbook Folder that includes rules, student code of conduct, and all systemic expectations for our school district. The District Handbook is provided to every parent as a pocket folder at the very beginning of the year or event – such as Open Houses. Please make sure you review this information and keep this folder handy as a guide. You can also access this handbook on each building website under "Announcements" on the right-hand column.

**Please Check Each Item, Fill Out Info., and
Return to Classroom Teacher by Friday, September 6, 2019**

- I have read and understand the information in this Handbook and the District Handbook Folder.
- I have subscribed to the FCS, Jefferson, and Chamberlin Hill Parent email list.
You can sign up for alerts or messages. Just visit the school page of your choice. Look for the “Subscribe” link in the right-hand column.
- I can follow Jefferson and Chamberlin Hill activities and events by liking us on FACEBOOK!
- If I have questions, I know I can contact the school office @ 419-425-8298 (JE) or 419-425-8328 (CH) for further clarification.
- I have reviewed any items necessary with my child.
- I will abide by these expectations as presented.
- I will retain this Handbook and District Handbook for future reference if necessary.
- I give permission for my child to be on the school social media sites, FB, websites, etc.
- I give permission for my child’s name, address, phone number to be put on class birthday list.
- My child has permission to participate in any and all field trips that may be sponsored by Jefferson Primary School during the 2019-2020 school year.

Name: _____

Student: _____

Teacher: _____

Date: _____

Jefferson/Chamberlin Recess & School Clothing Guidelines

Living in Ohio requires adaptability to frequent weather changes. *We will go outside for recess every day that we can.* Should there be rain, wind, or snow, we watch the radar and thermometer and if there is no precipitation we will go outside, at least on the blacktop. We care about your child's health but also know that outdoor activity is crucial to a healthy lifestyle. Watch/Listen to local weather reports and help your child dress according to our guidelines below or also be prepared for delays and cancellations.



Dress for Winter play

Wind Chill / Temperature

70 – and up

60 – 69 degrees

40 – 59 degrees

30 – 39 degrees

29 degrees & below

20 degrees & below

10 degrees & below

Clothing Guidelines

Pants, shorts, skirts, short-sleeves

Long sleeves, sweatshirt, jacket

Pants, jacket over long sleeves, layers are best.

Coat required with hat & gloves recommended.

Coat, hat, & gloves required.

**Coat, hat, & gloves required.
Wind chill factor considered.**

Outdoor recess unlikely.

Check Weather + School Delays and Closings – Local Media

Web Sites

Findlay City Schools Web Page: www.findlaycityschools.org

The Weather Channel: www.weather.com

Newspaper

The Courier – Weather on back page of section 1 – Local news and internet links
www.thecourier.com

1330 AM – WFIN

www.wfin.com - School Delays/Closing Link updated online, weather

Radio

100.5 FM – WKXA

www.wkxa.com - School Delays/Closing Link updated online, weather

103.7 – WCKY – School Delays/Closing Link updated online, weather

T.V.

CH. 11 – WTOL, Toledo – Scrolling reports on-air

www.wtol.com