

August 2014

Dear Chamberlain Parents:

Welcome to the 2013-14 school year. It is with honor that the staff of Chamberlain welcomes you and your child (ren) to our school community. The staff of Chamberlain sees learning as a key to success in life. Your child(ren) come to school to be safe, to learn and to grow in their life journey.

As a parent you have the awesome opportunity to participate in the growth of your child and in their education. We as a staff invite you to take this opportunity very seriously. I encourage you to communicate daily with your child(ren) about what they have learned at school. Ask them specifically about something new they learned, what was a highlight of his/her day, and what are some goals that they have. This communication can be key in the success of your child.

Join the staff at Chamberlain by being involved, and on the team for success of your child. I am hopeful for a wonderful school year! It is a joy to be part of your child's education.

Your Teammate in Success,

Kimberly Branham, Principal

Chamberlain Vision Statement

Chamberlain Elementary school is a community of hope where all children and adults are involved and supported in achieving academic, social, physical and emotional excellence.

Chamberlain Mission Statement

Chamberlain is a community of parents, students, and staff working together to instill in each other a positive self-image, individual responsibility, a desire to be lifelong learners/problem solvers, and to be the best we can be.

Beliefs of Chamberlain Elementary School

1. Everyone can and will learn.
2. We learn in different ways and in different time frames.
3. Everyone has equal value and worth. We build positive relationships with each other and treat each other with respect.
4. Mistakes are a natural part of the learning process.
5. Each person is responsible for their choices.
6. Feedback is essential to the learning process.
7. Success generates success

SCHOOL SCHEDULE

Students enter the school building at 7:35 a.m. We ask students not to come to school before 7:35. Adult supervision will begin at 7:35. Before school, please do not drop your children off at the front doors but drop them off at the Middlebury St drop zone.

Daily Schedule

7:35-7:50 Breakfast for all students
7:50 Bell rings indicating start of school day
(students arriving after 7:50 will be counted tardy)
2:50 Dismissal

KINDERGARTEN SCHEDULE

The same schedule as the rest of the school.

Parents, Guardians, Visitors to Chamberlain

For safety reasons, we are requiring all parent(s)/guardian(s) needing to pick up a student early from school must sign them out in the main office. Identification may be requested. Any one who is not listed on the student contact list will not be allowed to pick up a student without the explicit permission of that parent/guardian. The child will be called to the office to meet the adult.

In order to maintain the most secure setting for your child; all doors of the school building will be locked at all times. Please ring the buzzer on the front door to come into the building.

ATTENDANCE POLICY

The Chamberlain staff believes very strongly that good attendance is essential for effective and meaningful learning. Attendance to school and to class is the responsibility of the student and parents. We, as a staff, promise to work hard to make each lesson interesting and meaningful for each child. In return, we expect children to be in school unless they are sick.

Please call the office by 8:30 am. when your child is sick and will be missing school. After 4 absences of concern, unexcused absence (no call from parent), we will notify you by mail to let you know that. You will receive another letter after 7 absences of concern or a high number of excused absences. If absences of concern or a high number of absences continue, an Attendance Hearing will be held. Further absences will be referred to Probation Department or the Office of Family and Children.

TRUANCY/UNEXCUSED ABSENCES and EXCESSIVE ABSENCES/ TARDIES

STEP #1 - A letter will be sent to report attendance concerns

STEP #2 - If attendance problems continue there will be a conference with parent/guardian and assistant superintendent.

STEP #3 - Official notice will be served to parent/guardian that the case is being turned over to the Elkhart County Probation Department.

Unexcused absences are any time a child is absent from school and the parent has not called in a reason for the child to be absent that day.

BREAKFAST AND LUNCH

A well balanced breakfast and lunch are provided each day. If your child does not wish to eat the school's food he/she is welcome to carry a lunch. Milk will no longer be available for separate purchase. Please do not send soft drink, gum, or candy in your child's lunch.

Breakfast and lunch will be free for all children during 2013-2014. You do need to fill out a free and reduced lunch form so we can continue to do this.

BREAKFAST AND LUNCH BEHAVIOR EXPECTATIONS

- Once you've entered the building after recess, walk quietly in the hallways to the cafeteria keeping hands and feet to yourself.

 Talk quietly if you have to wait in line in the cafeteria and as you eat.

- Stay in the line where you were when you left the classroom.
- The coats and sweatshirts that you bring to the cafeteria are hung on hooks.
- Sit at designated places.
- Use inside voices as we talk. With 100 children in a room we need to use inside voices to hear each other and to have a nice atmosphere
- Take at least one bite from each different kind of food.
- Food is to be used only to eat.
- Please clean your area when you are ready to leave.
- All food is to be eaten in the cafeteria. No food is to be eaten in the hallways or on the playground.
- Children must stay on the school premises during lunch and recess.

BOOK RENTAL

		With Assistance
Kindergarten	\$68.50	\$20.41
First Grade	\$87.25	\$23.29
Second Grade	\$83.75	\$25.50
Third Grade	\$112.50	\$29.57
Fourth Grade	\$111.25	\$33.93
Fifth Grade	\$113.50	\$34.32

HEALTH INFORMATION

A school nurse is available to Chamberlain on a part time basis. The school nurse or designees will be responsible for minor ailments or injuries and will administer first aid at the school. In case of more serious illness or injury the school will inform the parents. **The parents are responsible to arrange for proper medical attention.** In extreme cases the school will call the ambulance and professional first aid people.

WHEN TO KEEP YOUR CHILD HOME FROM SCHOOL

The school expects your child to be in school on a regular basis, unless there is an illness. If your child has any of the following signs, she/he should not be sent to school:

Children with fever, vomiting, diarrhea should not return to school until 24 hours after the last episode

Remember, your child may still be sick and capable of spreading illness without a fever.

Hand washing is the best prevention against most illnesses. Talk to your children about the importance of hand washing and covering the mouth when coughing or sneezing.

If your child is being treated with an antibiotic by mouth, eye drops or ointment, please wait until after she/he has been on the antibiotic for a full 24 hours before sending him/her back to school.

A note from the parent/guardian requesting permission for a student to stay in at recess is acceptable for 3 days only. After that, a doctor's note must be provided.

Please alert the office by phone or note every time your child is absent, otherwise the

absence will be unexcused.

DO NOT send your child to school if any of the following are present:

Temperature above 99.6 degrees F. (Fever usually spike in the afternoon.)

Vomiting

Diarrhea

A rash that is "oozing"

Red eyes with drainage (not associated with allergies)

HEAD LICE

Students with head lice are sent home with instructions for treatment at the discretion of the nurse. The student has one full day excused absence for treatment. Upon return, the student is examined by the nurse.

IMMUNIZATIONS

State law (20-8.1-7-9.5) requires that all Kindergarten students and students who are enrolling for the first time in Goshen Community Schools have up-to-date immunizations. During registration, the parent/guardian will receive a list of the necessary immunizations. If the immunizations are not completed, the school nurse must be aware of the plan to complete the immunizations. If the immunizations are not completed in a timely manner, the student may be suspended from school. Students of parents with objections on file are exempt.

GENERAL

- When bell rings, children are to enter the building in an orderly manner
- Students shall be in their seats when the 7:50 bell rings.
- Hallways are a quiet place when classrooms are in session. Students shall walk when in the hallway.
- Appropriate language will be used at all times.
- All students will keep hands and feet to themselves.
- Respect for themselves, other students, staff members, and school property will be expected at all times.
- Gum or candy are not permitted on school grounds unless given by a staff member.

PLAYGROUND

- Students will practice courtesy, safety and good sportsmanship while playing.
- Respect will be shown for all people.
- Students must stay on school grounds unless given permission by a staff member to leave.
- Snowballs, skateboards, hard balls and playing tackle football are prohibited for safety reasons.
- When ice is on the playground, students must not slide on the ice for safety reasons.
- Fighting will mean exclusion from the recess area for a specified time.

BICYCLE REGULATIONS

- Students may ride bicycles to school; however, the school will not accept responsibility for the safety of the bikes. All bikes need to be locked when they are at school.
- All bicycles are to be licensed.
- Children are to walk their bicycles in the block where school is located.
- Bicycles must stay off the playground.
- Bicycles are to have one rider only.
- Bicycles are to be placed in the bicycle racks.
- All students must have a bicycle lock and use it.

Chamberlain Discipline Plan

A common conceptual language is used between students and adults. This plan encourages students themselves to maintain an environment conducive to learning. This, in itself, is a major step in creating a learning community.

Effective Discipline

1. Allow children reflection time and choices when possible
2. Give logical, appropriate consequences when necessary.
3. Help the child understand the principles behind the rules
4. Have appropriate guidelines set up ahead of time
5. Help children know the consequences of their actions. There should be no surprises. Support child in taking responsibility for their action.
6. Focus on the positive. Weaknesses are many times strengths overdone. Help them to see their strengths.
7. Chamberlain has the same discipline message grades K-5 and is consistent in its discipline.
8. Help child problem solve appropriate response to a troubling situation
9. Emphasis on the behavior instead of the person
10. Use discipline as a growth/learning process
11. External boundaries help develop internal control
12. The goal of effective discipline is to help the child become self-disciplined, build a sense of belonging, and encourage children to value the group as a whole.

Expectations

Rules have been set around the school to help define the above parameters, promote safety, good learning conditions, and procedures for 400 people to live together. Students are made aware of the reasoning behind the rules. Students using inappropriate actions are asked to reflect on their actions and make decisions on how they are going to change their behavior. If over time the student cannot make positive choices themselves, certain actions will be prescribed by the adults. Some are listed below.

Cafeteria

Use good manners
Keep hands and feet to yourself
Use inside voices
Walk in cafeteria and going to recess

Consequences

Reflection by student
If voices are too loud there will be a quiet time for a period of time
Helping to keep the cafeteria clean will occur if someone messes up the cafeteria

Hallways and Bathrooms

Walk in hallways and in bathrooms with hands and feet to yourself
Bathrooms are not for playing
Students are quiet in hallways when classes are in session - Level Zero
Any equipment taken to recess is carried

Consequences

Reminder/Reflection
Go back and start over
Removal of student or equipment back to the room
Other logical, appropriate consequences

Recess

Temperature -if 15° F or above, students will go outside for recess
Below 50° -Wear coats
Below 60° -Can wear long sleeves
60° or above-Can wear short sleeves
Keep hands and feet to yourself
Keep snow, stones, sticks, etc. on the ground
Practice good sportsmanship

Swings

One person per swing
Sit on swings only. Do not stand up.
Keep chains straight and not twisted
Stay on swing until it is stopped. Do not jump off of swing

Consequences

Warning
Reflection/Wall time

Miss recess time
Other logical, appropriate consequences

Fighting

Any fights on the playground, report students to principal immediately

Profanity

Good language is to be used at school

Consequences

Warning
Reflection/Wall time
Miss recess
Other logical, appropriate consequences

Putdowns

Name calling, making fun of persons, using words to demean another will not be allowed.

Racial slurs will be reported immediately to the principal.

Consequences

Warning
Wall time
Inform classroom teacher
Miss recess

Hitting, kicking in school

Any hitting, kicking in school will be reported to the principal immediately

Further incidences will result in longer in-school suspension time.

Bullying

Bullying is defined as repeated negative acts committed by one or more children against another. This is not tolerated.

Further incidencies will result in longer in-school suspension time.

Defiance, Insubordination

Work with the student who is defiant or insubordinate to do what is right.

Stay away from power struggles. Give choices as appropriate.

If student remains defiant/insubordinate, immediately report student's name to the office.

Consequences

Student will be removed from the room
In-school suspension will occur

Assemblies

Classes will be called down to assemblies.
Use respectful behavior
 Students are quiet and attentive
 Students participate in an orderly manner
Students will sit on their bottoms, not feet or knees
A hand signal from teacher will be used for students who need to stop a behavior.
Principal will use a hand signal to quiet students at beginning of assembly.
At the end of assemblies students will stay seated until principal dismisses students.

Consequences

Warning or student moved by teacher
Student removed from assembly

Guest Teacher

Guest teacher will do some things differently from the regular teacher
There are the same expectations of respect for the substitute teacher as for a regular teacher. This is a learning day and any student may not take away from the learning that is happening.

Consequences for substitute to use

Give a warning
Use recess time as necessary
Call the office to inform principal that a student is disruptive
If student action continues send student to the office.

Dismissal

All students will exit to their designated after-school destination. Students are to be off school premises at 2:55pm each day. There is no after-school supervision on the playground.

Chamberlain Champs

Chamberlain Champs is a program that recognizes and celebrates social and academic progress and success. Every child can earn this as it has to do with effort, growth and desire to get better than you already are. The celebration is held every nine weeks with children applauding each others accomplishments.

A Chamberlain Champ is:

Caring and Respectful

Has Self Control

Shows **A**cademic Progress

Makes Responsible Choices

Does her/his **P**ersonal Best

TRAFFIC SAFETY

To improve safety for the children going to and from school the following regulations have been set by the Goshen Police Department and Chamberlain School:

- Everyone who needs to cross Main Street is to do so at Main and Prospect Street by St. Mark's Church. A crossing guard is on duty there.

- Everyone who needs to cross Middlebury Street is to do so at Middlebury and North Fifth Street. Crossing guards will be there to assist.

- The driveway by the playground is not for parking except in the designated parking spaces. The driveway is mainly for morning student drop-off and, for Kindergarten student afternoon pick-up. Cars need to enter off of School Street and be continually moving in the driveway towards the exit on Middlebury Street.

- Afternoon car riders will exit through the front doors and be dismissed in the car rider line. Parking for cars at dismissal time is on School Street, at the Boys and Girls Club parking lot, on Fifth Street in front of the school or in the Chamberlain parking lot. Please do not park in a parking spot and expect your child to cross through the parking lot. There is no dropping off or picking up students on Middlebury Street as we have had a number of near accidents there. Thank you!

BRINGING THINGS TO SCHOOL

The only time students should bring toys, games, etc. to school is when their teacher instructs them to do so (example: show and tell). The students will assume responsibility for any items brought to school. Items specifically not to be brought to school include electronic games, radios, cameras, ipods, or other electronic equipment. Such belongings can be lost or broken at school. We would appreciate your help in keeping toys and equipment at home.

To help good relations in the classroom, party invitations may be sent to school to pass out to students only if every child is to receive one. If only a few students are to be invited to a party, arrangements must be made at home.

CELL PHONES: Cell phones are to be turned off upon entering the building and are to remain in the student's backpack until exiting the building at dismissal. If a child has a cell phone out during the school day, it will be brought to the office to be picked up by an adult.

PARENT - TEACHER CONFERENCES

A scheduled Parent/Teacher Conference for all students K-5 will be held at the end of the first grading period in the fall.. We do encourage parent/teacher conferences at other times throughout the year. As parents and teachers work together for the benefit of the child this will help ensure success. Please contact the teacher when your child is experiencing difficulty. Teachers enjoy hearing from you when school is going well for your child, also! Teachers are available for conferences by appointment.

REPORT CARDS

Report cards for students K-5 will be sent home on Monday, a week after the end of the nine (9) week period. Parents are encouraged to set up a conference time with the teacher if they have any questions about the report card. We ask that you arrange this conference in advance by note or calling 534-2691.

PROGRESS REPORTS

Progress reports will be sent home at the completion of each grading period. This informs parents of how their child is doing half way between report card times. If you have any questions about the progress report please call the teacher at 534-2691.

LOST AND FOUND

Any articles found by students or teachers will be turned into the school lost & found. Any individual may regain lost property by identifying it. Please have your child's name on all items and articles.

PHYSICAL EDUCATION (GYM CLASS)

Policy

Each student will have gym class once a week for 45 minutes.

Each student must have gym shoes that are worn only in the gym.

If a student does not have gym shoes, he/she observes gym class and does not participate.

Gym shoes may be borrowed from the gym teacher as long as it is not done on a regular basis.

A dated parent or doctor's note must be presented to the gym teacher if a student is not physically able to participate in gym class.

Contents of the Physical Education Curriculum include:

Team sports, individual sports, safety skills, rhythmic skills,

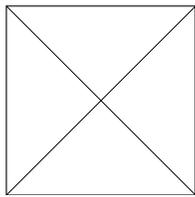
socialization skills, fitness awareness, manipulative skills,

locomotor and non-locomotor skills, perceptual motor skills, and more.

HELPFUL HINTS FOR PARENTS ABOUT HOMEWORK

- Please provide a quiet place and time for homework to be completed.
Right after the evening meal can be an excellent time for homework to be done if the meal isn't too late.
- Parents are encouraged and welcome to work with their child. Please allow the child to do the work and to learn from the experience. You can be a helpful coach. Give encouragement and support.
- Know your child. Some children work better when it is quiet while some work better when music is playing. This helps block out distracting noise. Doing homework in front of the TV is seldom helpful for completing work well.
- Parents should feel free to notify the teacher or school when homework becomes a problem or unduly burdensome.
- Parents are an important part of the learning process by setting appropriate expectations, talking to their child about what has occurred at school, and being good role models for learning and self-improvement.

CHAMBERLAIN ELEMENTARY SCHOOL



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2013-2014
HANDBOOK