

Garfield Elementary



Student Responsibility Handbook

2011 – 2012

Educating Today for a Better Tomorrow!

We graduate each student prepared for college, career, and citizenship.

PRINCIPAL'S MESSAGE

We cordially extend a warm welcome to all parents and students of Garfield Elementary. It is our goal to meet each child's needs in a kind, caring and supportive way. We strive to create strong connections and a caring community of learners. We believe that every child CAN succeed, every teacher makes a DIFFERENCE in the life of a child, and the FAMILY is an important partner in the learning process. Education is most successful when a strong partnership exists between the community and the school. I encourage you to visit your children's classrooms often, attend school activities, and lend a helping hand as a school volunteer. We love to have parents here at school to join in the fun and the hard work! When parents, families, and community members get involved with schools, ALL children benefit! Adult participation sends the message that school is important and that the work children do there is worthy of adult attention. **WE APPRECIATE THE VALUABLE CONTRIBUTION YOU MAKE TOWARDS THE SUCCESS OF OUR SCHOOL!**

We look forward to an exciting and rewarding year together! We are excited about working with the PTO, our school partners, and the community at large to help provide our students with the best possible opportunity to excel academically and personally. Our expectation is that all of the students here at Garfield will go on to pursue post high school higher education. This goal can be a reality because all staff members have high expectations of the students, the parents, and of themselves. At Garfield we work hard to foster a strong partnership with parents and the community. We believe this is crucial to the success of our students. Keeping parents informed is accomplished through newsletters, phone calls, voice mail, e-mail, conferences, mid-term reports, grade information in grades 3-6 on Infinite Campus and report cards.

Our school improvement goals this year are in the area of reading and math. We set goals for academic improvement and plan for staff training. We gather data (ISAT/IRI/CBM scores and daily classroom work and other frequent assessments) throughout the school year to assist us in evaluating student achievement. Another goal at Garfield is to provide a warm and positive learning environment where students and staff uphold the Boise District's values of *Respect, Dignity, Honesty, Responsibility, and Teamwork*. All of us at Garfield welcome your active participation in developing the physical, educational and emotional well-being of our students.

If you would like more information about Garfield Elementary School, please call me at 854-4950 or contact me by e-mail (Debbie.donovan@boiseschools.org). This handbook has been put together to provide important information about the school year and serve as a guideline regarding policies and procedures at Garfield Elementary. It is certainly not all-inclusive, but hopefully it will be a handy reference source. I realize that this is a lot of information to process, but I believe it will be well worth your time to examine the contents. To find out more information regarding Boise's Strategic Plan, Curriculum, or Testing, you can visit our district's website at <http://www.boiseschools.org>. **Your child's school experience is of utmost importance to our staff and your input into it can only help to make it more positive.**

Thank you!

Debbie Donovan



DAILY SCHEDULE

PHONE: 854-4950
 FAX: 854-4951
 OFFICE HOURS: 8:00 - 4:00

1914 S. Broadway Ave.
 Boise, ID 83706

TIME SCHEDULE:

Grades 1 - 68:40-3:15
 Early Dismissal..... 1:15
 Kindergarten a.m. Session.....8:40-11:30
 Early Dismissal 10:30
 Kindergarten p.m. Session.....12:30-3:15
 Early Release.....11:30-1:15

PRINCIPAL: Ms. Debbie Donovan debbie.donovan@boiseschools.org
 ADMINISTRATIVE ASSISTANT: Mrs. Kay Akers kay.akers@boiseschools.org

Daily Recess/Lunch Schedule

<u>Morning Recess</u>		
10:00-10:15		1 st grade
10:15-10:30		2 nd grade
10:30-10:45		3 rd and 4 th Grade
10:45-10:55		Kindergarten
<u>Lunch</u>		
11:30-11:50 Lunch	11:50-12:15 Recess	1 st grade
11:40-12:00 Lunch	12:00-12:25 Recess	3 rd grade
11:50-12:10 Lunch	12:10-12:35 Recess	5 th grade and 5/6 Combo
12:00-12:20 Lunch	12:20-12:45 Recess	4 th grade and 3/4 Combo
12:10-12:30 Lunch	12:30-12:55 Recess	6 th grade
12:20-12:40 Lunch	12:40-1:05 Recess	2 nd grade
<u>Afternoon Recess</u>		
1:30-1:45		1 st grade
1:45-1:55		Kindergarten
1:45-2:00		5 th and 6 th grade
2:00-2:15		2 nd grade
2:15-2:30		3 rd and 4 th grade

Garfield Elementary 2010-11 School Calendar

August 24	First Day of School (Early Release)
September 5	Labor Day (Holiday)
September 15	Open House/Parent Orientations 6:00-7:30 p.m. Classroom Orientations 6:00-6:30 Grades K, 1, and 4 6:30-7:00 Grades 2, 3 7:00-7:30 Grades 5, 6
October 6-7	State Inservice (No School for K-12)
October 28	Early Release (K-6)
November 2-4	Kindergarten Parent/Teacher Conferences (No School for K)
November 3-4	Parent/Teacher Conferences (No School for 1-6)
November 21-25	Thanksgiving Vacation (No School for K-12)
December 16	Early Release (K-12)
December 19-30	Winter Break
January 16	Martin Luther King Jr. Day (No School for K-12)
January 20	End of First Semester - Early Release (K-12)
January 23	Staff Inservice (No school for K-12)
February 20	Presidents' Day (No School for K-12)
March 15	Kindergarten Registration 3:30-5:30 p.m.
March 23	Early Release (K-6)
March 26-30	Spring Break
May 28	Memorial Day (No School for K-12)
June 1	Last Day of School - Early Release (K-12)



Hours:

Kindergarten a.m. 8:40-11:30
Grades 1-6 8:40-3:15
Kindergarten p.m. 12:30-3:15

Early release:

Kindergarten a.m. 8:40-10:30
Grades 1-6 8:40-1:15
Kindergarten p.m. 11:30-1:15

ARRIVAL AND DEPARTURE GUIDELINES

To support students in behaving responsibly and safely, the following expectations are emphasized:

- **Supervision will be provided from 8:15 A.M. to 3:30 P.M. each school day.** We discourage parents from sending children to school prior to 8:15 A.M. since no supervision is provided. **Students will not be allowed into the building before the 8:40 bell rings unless they have a staff sponsored activity or need to add money to their lunch account. Students are expected to go home directly after school is dismissed. We provide adult supervision in the bus loading areas before and after school.**
- Students are expected to follow all bus rules and to behave in a safe, orderly manner.
- Students are expected to use the sidewalks and crosswalks, and to refrain from crossing parking lots, or walking or riding bikes behind parked cars. An adult crossing guard is on duty at the Broadway intersection. Students are required to follow the guard's directions.
- The student safety patrol is on duty at the intersection behind the school on Leadville as well as at the corner of Broadway/Boise Ave.
- **DROP OFF/PICK UP PROCEDURES:** For the safety of our students-we would like to continue the following pick up locations for our students. School bus students will continue to be picked up in the front parking lot. **Parents picking up their students will do so in the back parking lot. DO NOT ENTER USING THE BROADWAY ENTRANCE. Many of our students cross that entrance to get to the light at Broadway and Boise. Please park in a designated spot if you are waiting for your child to exit the school. We appreciate your cooperation and assistance with this procedure to ensure a safe exit for ALL kids. We will have supervision at the back playground and dismissal area until 3:30 p.m. if your child has not been picked up we will take them to the office to call home.**
- **The bus area (marked by a yellow curb) in the front parking lot must remain clear at all times.** Children and adults may not walk between busses. Cars may not park or stop between the busses and the parking lot.
- Garfield students are expected to remain on the school grounds once they arrive with the exception of those students who go home for lunch. If your child is going to go home for lunch on a regular basis, one note at the beginning of the year is sufficient. For the student who goes home for lunch on occasional basis, please send a note or call the office each time. Any time a student leaves the campus he/she must be signed out at the office. Should a child need to leave school for any other reason, please notify the office and the child's teacher.

ATTENDANCE AND TARDY POLICY

Regular attendance is very important. Your child's attendance at school is very important to their educational success. It makes a child feel more a part of school and reduces confusion over assignments and behavior expectations. We appreciate your efforts to schedule your vacations around our calendar.

If your child needs to be absent, please call Garfield before 9:30 a.m. This line is available 7 days a week, 24 hours a day for your convenience. Procedures for using this line are:

1. Dial 854-4950
2. At the cue, leave the necessary information

If we do not hear from you, we will call the parent/guardian to verify the absence. If you are unable to make telephone contact, please send a written excuse the next day. Students who arrive at school after the 8:45 tardy bell must check in at the office and get a tardy slip. **We ask parents to help students take responsibility for getting to school on time.** Students may have consequences for unexcused tardies and you will be notified if those become frequent. Without parental/guardian knowledge of the absence, we will determine the absence to

be a truancy for which there will likely be consequences within the school. **The office will also notify parents if their children have excessive absences and tardies, which may also result in a referral to Ada County Juvenile Attendance Court for a possible investigatory hearing if absences exceed 10 days. Attendance letters will be sent after 5, 8 and 10 absences and/or tardies.**

BEHAVIOR/DISCIPLINE

Prohibition of Gangs and Hate Groups

Gangs, hate groups, and similar organizations or groups which advocate hatred or discrimination on the basis of race, color, religion, sex, ancestry, nation origin, or handicap, are inconsistent with the fundamental values of the educational environment of the Boise Independent School District. The activities of such groups and their members are prohibited on school property, and at all school sponsored functions. Such prohibited activities include, but are not limited to: the congregation of members, the solicitation or recruitment of members, the possession of group paraphernalia and materials, the intimidation of others, the advocacy of discrimination, and any other behavior, such as the wearing of gang colors, or insignia and the use of language, codes, and/or gestures that provoke violence or seek to advocate the purpose and objectives of such groups. Disciplinary action may include suspension or expulsion.

Prohibition of Weapons

The Boise Independent School District has no tolerance for students who bring to school weapons or other objects/substances, which are a threat to the health and safety of students, staff, or visitors, or are a disruption to the educational process. Possession and/or use of these objects/substances at the elementary school or a school function will result in a suspension and possible expulsion from school.

Prohibition of Abusive/Offensive Language

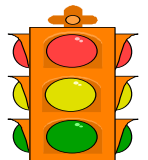
It is the policy of the Boise School District to maintain an atmosphere that is free from sexual harassment. It is a violation of this policy for any employee of the District to harass a student or for any student to harass another student through conduct or communication of a sexual nature.

In compliance with this policy, we adhere to strict enforcement of our rules forbidding improper language on the school grounds. When students use language that is offensive and/or sexual in nature, parents will be notified and together we will decide on appropriate consequences. It is our desire that no student or adult be subjected to language or harassment that makes him/her feel uncomfortable or unsafe.

Rules

Two principles govern the conduct rules in the Boise School District and Garfield School. First, behavior that is disruptive of the educational process is prohibited. Second, conduct which infringes upon the rights and property of others is prohibited. Students will be made aware of school rules and policies in several ways. Rules will be taught and reviewed in each classroom. Rules will be reviewed at assemblies by the principal and staff.

Please refer to your copy of [A Student's Guide to Rights and Responsibilities](#) (located in the agendas (Grades 4-6) provided by the Boise School District) for more specifics about rules and consequences.



Teaching Responsible Behavior

The staff at Garfield have established academic and behavior expectations for students in their classrooms. These expectations are carefully reviewed with the students. During the first few weeks of school, teachers focus on specific lessons promoting responsible behavior.

We expect students to assume responsibility for their behavior. Students make choices that determine consequences. When they demonstrate a lack of self-management or make choices that interfere with learning and safety, we provide fair and consistent consequences that promote responsible behavior.

Expectations

Children feel more positive about themselves if they see themselves as successful students. One way to ensure success is to develop clear expectations that encourage students to assume responsibility for themselves and their choices. The following expectations address the concerns for ensuring a positive and safe school environment. While the expectations do not cover every possible situation, they are designed to assist students in developing responsible self-management skills.

- Follow adult directions the first time.
- Be courteous, respectful and friendly to all people.
- Be safe in all areas.
- Share and care for school equipment and property.
- Help, assist and include others.

Consequences

Most of our students have little difficulty following school expectations. When students exhibit unacceptable behavior, the following consequences may apply:

- Verbal Warning
- Logical Consequence
 - loss of a privilege
 - loss of recess
 - time out
 - school service
- Detention (after school-3:15-3:45 p.m.)
- Suspension

Fighting, hurting others, and bullying will automatically be referred to the principal or classroom teacher. Once a student is referred to his/her teacher or the principal, he/she may be issued a Parent/Guardian Notice with the incident and consequence noted. Parent/Guardians Notices have to be returned the next day or the student will stay in from recess until it is returned.

If a student receives after-school detention he/she needs to have a ride arranged for 3:45 pick-up or permission to walk/ride home. We understand that arranging to pick up your child at 3:45 for after-school detention can be difficult for many families. After-school detention is only given for recurring or serious offenses. We appreciate your support with this matter.

The following will be posted in our hallways which promote Respectfulness, Responsibility and a Safe Learning Environment:

R + R = SAFE

<u>Common Area</u>	<u>Respectful</u>	<u>Responsible</u>
HALLWAYS	<ul style="list-style-type: none"> • Keep voice level appropriate. • Use kind words and actions. • Respond appropriately when someone talks to you. • Care for property. 	<ul style="list-style-type: none"> • Walk on the right side of the halls. • Keep hands and feet to yourself. • Have Hall Pass
CAFETERIA	<ul style="list-style-type: none"> • Use good manners when eating. • Be friendly to those around you. • Say "Please and Thank you". • Wait patiently in line. • No cutting in line. • Keep voice level appropriate 	<ul style="list-style-type: none"> • Clean up your area. • Keep food and drinks in cafeteria. • Follow directions of adults.
RECESS AND LUNCH	<ul style="list-style-type: none"> • Use appropriate language • Be respectful of other student's activities. • Join games and activities when invited. • Keep hands and feet to yourself. 	<ul style="list-style-type: none"> • Share equipment. • Invite others to join in. • Report injuries and threats. • Return equipment.
Library	<ul style="list-style-type: none"> • Talk appropriately • Say "Please and Thank you". • Respond to others appropriately. • Whisper • Wait for Librarian to invite in. 	<ul style="list-style-type: none"> • Patiently wait for assistance. • Re-shelve books correctly • Protect books • Return materials on time.
BATHROOMS	<ul style="list-style-type: none"> • Keep voice level appropriate. • Give people privacy. • Use good manners. • Use appropriate language • Move in and out of bathroom quickly. 	<ul style="list-style-type: none"> • Wait patiently • Properly dispose of trash. • Flush toilets. • Wash and dry hands.
GYM	<ul style="list-style-type: none"> • Wait for invitation to come in. • Keep hands and feet to yourself. • Talk in a quiet voice • Use appropriate language 	<ul style="list-style-type: none"> • No student in the gym without adult supervision.
BUS AREA	<ul style="list-style-type: none"> • Help others if they need it. • Respond appropriately when someone talks to you. • Keep hands and feet to yourself. • Use appropriate language. 	<ul style="list-style-type: none"> • Keep school materials in backpack. • Be on time. • Get on and off the bus quickly and quietly.
ASSEMBLIES	<ul style="list-style-type: none"> • Sit quietly next to your teacher. • Listen and pay attention to presentation. • Use appropriate language. • Applaud at the appropriate times. 	<ul style="list-style-type: none"> • Keep hands and feet to yourself. • Wait to be dismissed. • Arrive and leave orderly. • Be dismissed by your teacher.
OFFICE	<ul style="list-style-type: none"> • State your purpose respectfully. • Use kind words and actions • Use manners and appropriate language. • Keep feet and hands to yourself. 	<ul style="list-style-type: none"> • Check in at the Office. • Remain calm. • Wait patiently. • Leave Office when your business is completed.

Rewards:

- Each week a student from each playground will be chosen as the Garfield Pride (MVP) Student for displaying good behavior at recess. MVP Students will receive a small incentive and have their names and pictures on display.
- Students are awarded Citizenship Awards at the Quarterly Awards Assembly.
- Students will also be recognized for their good behavior in their individual classrooms.

- Individual Paw Points will be given to students exhibiting outstanding behavior during the school day. Each week names will be drawn from these Individual Paw Points.
- Classroom Paw Points given for great behavior throughout the building.



BICYCLES, ROLLER BLADES, HEELYS, SKATEBOARDS AND SCOOTERS

Students may ride bicycles to school and use the bike rack provided on the playground. It is recommended that children lock their bicycles. Although we will supervise this area to the best of our ability, we cannot be responsible for damaged or stolen bicycles. It is recommended to have your bicycles licensed with the Boise Police Department. This is a cheap insurance and a great help if the bicycle is stolen. Keep a personal record of the serial number and description of the bicycle. Students may also ride roller blades, skateboards and scooters to school. Students can only wear the Heelys if the wheels are taken out of the shoes once the students are on school grounds. Students will need to have an alternate pair of shoes to wear at school, if they cannot take the wheels out of the shoes.

Remember to caution your children to use extra care and watch carefully for traffic and other students. Students are reminded to walk their bicycles, scooters and skateboards on school grounds.

CLOTHING

We depend on parents' good judgment to help children select appropriate dress for the school day. We enjoy keeping up with the latest styles and fads, but we have found that the following guidelines help keep the school atmosphere free of distractions and comfortable for all individuals. Students' clothing and grooming should be appropriate, should not be immodest, and should not be a disruption or interference to the educational process when the student is on any school premises or at any school sponsored activity, regardless of location. Students who arrive at school with inappropriate clothing will be asked to make arrangements for more suitable clothing.

Examples of inappropriate clothing include:

- Hats in the building.
- Clothing, jewelry and tattoos that show or advocate drugs, alcohol, tobacco, gangs, sexually explicit material, or illegal acts.
- Gang clothing, jewelry, emblems, symbol, signs, codes, etc. which evidence gang affiliation i.e. rags, bandannas, gang graffiti, etc.
- Low riding pants.
- Shorts/skirts need to be fingertip length.
- Tank tops with spaghetti straps.
- Midriff tops

COMMUNICATION



It is our desire as educators to keep the lines of communication open with all parents. Teachers will be sending homework with the students every week. Please take time to go over each paper with your child so you will know what is being taught and how your

child is progressing. If you have any questions or concerns regarding your student's progress or classroom, please feel free to contact the classroom teacher and setup an appointment. A **weekly newsletter** will be sent from the office to keep you informed about upcoming events, successes at school and other valuable information. Encourage your child to make every effort to get the newsletter, "**Grizzly Tracks**", **home each Monday**. Newsletters will also be posted weekly on Garfield's web site. "**Monday Folders**" **will be used to send home weekly work and notices on one day each week.**

Parent/Teacher Conferences are held in the fall on November 2nd and 3rd for Kindergarten and the evening of November 2nd and all day on November 3rd for Grades 1-6. You are welcome to request a conference or a visit with your child's teacher at any time.

Report cards will be sent home on January 27, April 6, and on the last day of school, June 1. We encourage parents to call or e-mail teachers with questions. Infinite Campus Parent Portal is available for parents/students to keep up to date on student's progress throughout the school year. Parents/Students in grades 3-6 will be able to view grades and assignments. Teachers will be updating grades/assignments on a weekly basis. Please make sure the office has your current email address. Directions to access the parent portal will be provided at the Open House/Parent Orientations on Sept.15.

Every staff member at Garfield can be reached via e-mail by using the following format for e-mail addresses: Firstname.lastname@boiseschools.org

CURRICULUM

Garfield will be following the state and district's curriculum. Specific curriculum standards can be found on the district website at: <http://www.boiseschools.org/curriculum/index.html>

ELECTRONIC DEVICES

It is strongly encouraged that students do not bring electronic devices to school. We can not be responsible for items that are stolen or damaged. If you must have an electronic device at school, all devices shall be turned off, kept in student's backpack and not be visible during the school day. This includes and is not limited to: cell phones, mp3 players, CD players and other electronic devices. Students who have these items turned on and/or visible in the classrooms, playground, and/or lunchroom will have them taken away. The electronic device will not be returned until a parent or guardian comes to school to get it. We can not responsible if these devices are stolen or damaged.

ENCOURING POSITIVE BEHAVIOR

A positive school environment supports academic, social, and personal growth and encourages individual responsibility. In compliance with state wellness policies...we will be utilizing non-food incentives to encourage and reinforce positive behavior. Some of the ways in which we encourage, promote, and recognize responsible self-management are:

- Classroom acknowledgment, encouragement, and support
- Students who are exhibiting outstanding behavior will be given an individual Paw Point to add to the weekly drawing. The weekly names drawn will receive a small token of appreciation.
- Class Paw Points
- Wall of Fame board to post notes of individual students' successes and achievements

- Communications to parents from teachers and principal
- Reading buddies
- Extra recess time
- Garfield Pride awards
- Mentoring programs
- Award Assemblies

HEALTH

Immunizations

The Idaho Immunization Law states that children of grades pre-school through 12 shall provide proof of immunizations, or sign an exemption at the time of first enrollment in an Idaho school. **Your child's immunization must be on record for your child to be present at school.** It is the responsibility of the parent or guardian to provide proof of immunizations to the school.

The following are minimal state requirements for immunization in Idaho at school entry age.

DtaP 5 doses at any age (Diphtheria, Tetanus, Pertussis) if born after September 1, 1999.

Polio 3 doses at any age

MMR 2 doses given on or after the 1st birthday (Measles, Mumps, Rubella)

Hepatitis B 3 doses at any age (All children born on or after November 22, 1991)

These immunizations can be given by your family doctor or by the Central District Health Dept. You may obtain the Health Dept.'s current schedule by calling 375-5211. **Your child must be immunized and certified information given to the school nurse before he/she can attend school.** For more information contact our school nurse.

Medications



The school nurse or designee shall administer all medications, prescription or nonprescription. If your child is taking a prescription medication that needs to be given at school, please contact the School Nurse or the Health Technician to complete the necessary paperwork. *Prescription medications must be in the correctly labeled prescription bottle in order to be given at school.*

They will not be accepted in baggies, envelopes, etc. Non-prescription medications may be given only if the medications are in the original bottle with clear instructions from the parent as to how they are to be administered (dose, time, etc.) ALL medications are to be stored in the Nurse's office.

Head Lice

Students suspected of having head lice should be sent to the Nurse/Health Tech's office to be examined. If lice are found, parents/guardians will be called and the student will be sent home. After treatment the affected children may be readmitted to school. Normally the presence of nits will not exclude the child from school. In repeated cases, however, the school may continue to prevent a child from returning to school until both lice and nits are removed. This decision will only be made by the principal after consulting with the School Nurse/Health Tech.

Injury or Illness

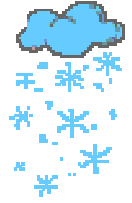
Please do not send your child to school if she/he is ill. If a child is injured, we will administer basic first-aid only.

If the injury is judged to be serious, the parent/guardian will be notified. If someone cannot be located, we will call 911 to have your child transported to the nearest medical facility. If a student has any physical limitations that keep them from participating in PE, recess or other school activities for more than 2 days, we will need a physician's documentation. **It is extremely important that the school has CURRENT home and work phone**

numbers and at least two “emergency” names and numbers to contact.

INCLEMENT WEATHER

During **extremely** cold or wet weather, students will be supervised out of the weather from 8:15 until 8:40 in the mornings and during recesses. We urge our students to dress for the weather! We will go out to recess under most circumstances to provide a break for students. Please make sure that your child has the necessary cold/wet weather clothing.



LOST AND FOUND

Lost clothing and lunch boxes are placed in the Lost and Found area is located in the basement. Children may look in this area to locate their belongings. Please **label** the inside of your children’s clothing and lunch boxes.

Smaller lost items are turned into the office and will be returned to the owner when identified. Encourage your children to ask in the office about lost items. If your child loses money or other valuables, he/she should check in the office and we will help out in any way we can.

Unclaimed lost and found items may be donated to charity several times a year. This will be announced in the schools newsletter: *Grizzly Tracks*.

LUNCH AND BREAKFAST PROGRAM

The cafeteria is a place for students to eat a nutritious meal and to develop social skills. The following expectations are emphasized:

- Students are expected to keep themselves in a quiet and orderly manner in line.
- Students are expected to use proper table manners and to speak softly at all times.
- Students are expected to clean up after themselves by putting silverware, trays, and trash in proper places.
- For health reasons, students are not to trade or share food.
- Students are expected to leave playground equipment in containers until they’re finished eating lunch.

A free breakfast is provided for every student in the classroom each morning. We will also be participating in a *Fresh Fruit and Vegetable Program*—fruits and vegetables will be provided as a daily afternoon snack.

Each student is issued a personal account with a Personal Identification Number (PIN) for purchasing meals. Payments can be made before school in the kitchen. We encourage adding enough for a week or a month’s worth of meals. We discourage the charging of lunches. Charges will be added to the “debit” accounts and will be subtracted when future payments are made. Applications and information about free and reduced meals will be sent home with students at the beginning of the year or given to parents upon registration. For further information, contact Kathy Carpenter at 854-4950. MyLunchMoney.com is now available to be able to access a secure online prepayment system for Boise Schools’ lunch program.

LUNCH - FULL PRICE

Students - \$1.95/day

Adults - \$3.10 /day

LUNCH - REDUCED PRICE

Students \$.40/day or \$2.00/week or \$8.00/month

MILK – ½ Pints - \$.40

MUSIC

Beginning string and band instrument classes are offered for grades five and six. It should be understood that due to scheduling difficulties, students taking instrumental music classes might miss some regular classroom instruction. Therefore, the student may have class work to complete later. Vocal music classes are part of all students' weekly schedule. We will also be offering choir for students in grades 3-6.



PARENT-TEACHER ORGANIZATION

Meetings will be held at the school at 3:30 p.m. on the first Thursday of each month. Notices of meeting dates and activities will be sent home. *All Garfield parents are welcome.* Your input and suggestions are important and greatly appreciated!

The Garfield Volunteer “Room Parents” and teachers will work together to provide student parties at appropriate times. Normally we have three all-class parties: Halloween, Winter Break, and Valentine’s Day.

Parent Involvement Resource Center—Located in Room 212. A variety of resources are available for parents to check out. A computer is also available for parents to access student information on Infinite Campus, etc.

PERSONAL PROPERTY

Boise Independent School District is not responsible for any property belonging to a student or any other person when such property is brought onto or left on Boise School premises. We ask that children not bring toys to school unless approved by the classroom teacher in advance. If a personal item is lost, we suggest checking the Lost and Found area to see if the item has been returned.

The following are examples of inappropriate and/or illegal items which are not to be brought to school:

- | | |
|--|--------------------------|
| Gum | Hard balls |
| Radios, tapes and CD players | Electronic toys/games |
| Beepers or cell phones | Valuable/breakable items |
| Gambling devices | Laser pointers |
| Drugs, alcoholic beverages, narcotics, tobacco, lighters, and matches | |
| Explosive devices, firecrackers, fireballs, cherry bombs, etc. | |
| Weapons, guns, knives, chains, or toys which are realistic simulations or “look-alikes”. | |
| Gang identification paraphernalia such as rags, bandannas, gang graffiti, etc. | |

PLAYGROUND

Students are not allowed to eat or drink anything on the playground. Lunch, juice, milk, etc. must be finished in the lunchroom before going outside.



Playground supervisors are available to assist students with problems. They are to be obeyed and treated with the same respect that is given to any other adult staff member. Playground rules will be reviewed with each class. We welcome parents to join us on the playground at any time. Stop by the office for a visitor's badge and be sure to log your volunteer hours.

SAFETY

Visitors

For the safety of Garfield students, all adult visitors, including parents and substitute teachers, are required to sign in at our office and obtain an identification badge. All adult workers in our District will have identification badges.

Parents are welcome and encouraged to visit classes any time except during periods of testing.

We frequently have requests from separated or divorced parents to deny the "other" parent the right to see the child. We can do this only in conjunction with a court order. We will not release students to unknown adults, but we cannot deny the other parent the right to see the child, speak to the teacher, and have access to educational information about the child unless a court has ruled otherwise. If you find yourself in such a situation, please give the school a copy of the court order so that we may make our decisions accordingly.

The school cannot provide a place for non-custodial parents to visit their children, *even if the court has allowed visitation*. All such visitation should take place off school grounds. Likewise, the school cannot get involved in the transfer of children from one parent to another. Please make these arrangements at another location or with a third party.

Emergency Response Plan

Garfield School has an Emergency Response Plan that has been carefully developed for use in case of an emergency. The Plan is to provide guidance for the participants as they prepare for, respond to, and recover from emergencies or disasters. Our plan is available for your inspection in the office.

In the event of an emergency or disaster that involves participants at our school, parents and patrons are asked to observe several guidelines so that we can follow our Plan and thereby protect and provide for the safety of all participants. These guidelines are as follows:

- If necessary, Garfield's off-site meeting location for student pick-up information will be the LDS Church across the street on Broadway.
- If appropriate, participants will be kept at Garfield or the LDS Church until the crisis has passed.
- Stay tuned to local radio and television stations for crisis information.
- Do not call the school or District offices, as telephone lines will be needed to deal with the emergency.
- Do not drive to the school as roads will be needed and/or blocked by emergency vehicles and police.
- Each year, facility participants will be familiarized with the Emergency Response Plan and will receive training and practice.

Student Check-Out

Students leaving school prior to regular dismissal time **must be signed out and picked up in the office**. Written or personal parent requests are required if children need to leave school at any time other than the usual dismissal time.

The school requires written or verbal permission from a parent or legal guardian if someone else is picking up

children. This person **must** appear in the office to identify himself/herself before picking up any child AND must present a valid picture ID.

Parents delivering or picking up students are encouraged to use the parking lot behind the school.

SPECIAL SERVICES

We offer a wide range of special services to help meet your child's needs. The following are available and can be reached by calling us at 854-4950: counselor, community resource worker, psychologist, nurse, speech and language specialist, learning disabilities teachers, reading specialist and gifted and talented facilitator. We welcome your questions and concerns about any aspect of your child's education. Contact the principal if you would like to discuss these at any time.

SPORTS

An after-school athletic program in major sports is offered boys and girls in grades five and six.

Girls Basketball: October – December

Boys Basketball: January – March

Boys & Girls Track: April – May



Transportation to events is provided by parents. Student spectators **must** be accompanied by the child's parent/guardian/grandparent. There is extremely limited seating in our gym for spectators and there is limited supervision.



TELEPHONE CALLS

Students are not allowed to use the phones under normal circumstances. Children will not be called to the phone except in cases of emergency. We also do not allow students to call home to arrange after school play dates or to go home with another student. We also encourage our students to be responsible for bringing the necessary items to school rather than rely on calling parents to bring these items to school.

TESTING

A variety of testing measures will be used throughout the school year to provide specific data on the students at Garfield. We will carefully examine this data to assist us as we meet the needs of the students. This data will also be made available to parents. Please feel free to contact the school if you need assistance interpreting this data. We are committed to ensure student success for all students at Garfield!

Idaho Reading Indicator: To ensure that all children master the skills they need to become successful readers, Idaho Law requires that every student from kindergarten to third grade be tested twice each year. Students in the Boise School District are tested three times a year. (September, January, and May)

Achievement Level Tests will be given in the spring (April-May) according to State Board of Education design. These computerized tests will be given to grades 3-6 and will include Math, Reading and Language Usage and Science for 5th Grade.

VISITORS

Parents are welcome to visit the school and your son/daughter's classroom anytime. A phone call ahead of time is not essential, but does make sure that the time you spend with the teacher or in the classroom meets your needs. All visitors, including parents and volunteers, must sign in at the office and wear a visitor's badge. This will enable us to provide a safe school by knowing who is in the building at all times. School age friends and relatives are not allowed to come to school and be part of the classroom. They are allowed to visit during lunch time if they have an adult with them. If you have concerns or questions about these policies, please contact the principal.

VOLUNTEERS

Garfield is grateful for its excellent volunteer program, sponsored by the PTO. Volunteers help our teachers and students in many ways to enhance the quality of instruction and strengthen our school-community relations. When parents, families, and community members get involved with schools, all children benefit. Research strongly supports parental involvement in the education of children and indicates that it is a key factor in children's success at school. We encourage you to become an active partner in your child's education. A large number of people volunteered their time last year. **Many hours of volunteer time have contributed to the success of many programs and projects at Garfield.** A sign-up form will be coming home soon after school is in session. Garfield's volunteer coordinator for this school year is Kristina Taylor.

When coming into the school to volunteer, the school district requires you to check in at the office first and to wear a visitor's badge. Please record your volunteer hours on the sign-in sheet on the office counter.

Equal Opportunity Policy

It is the policy of the Independent School District of Boise City, in subscribing to and promoting the principles of equal opportunity under the law, that neither the Board of Trustees nor its designated agents will discriminate in employment or in the equal delivery of educational services and Garfield's Equal Opportunity Policy. Garfield Elementary Success Compact
A Three-Way School Pledge

When students, parents, and teachers all make a commitment, we are able to predict that students will be successful, productive, and responsible citizens. Without the commitment of all three, students are likely to be less successful.

As a student I will:

- Believe in my ability to learn.
- Attend school every day and be prepared to learn.
- Complete all assignments and homework and turn them in on time.
- Be responsible for my own behavior and follow the rules of Garfield School.
- Be a cooperative, respectful member of our school.

As a Parent/Guardian or family member, I will:

- Believe in my child's ability to learn.
- Respect and support my child, the teacher, and the school.
- Make sure my child attends school every day, is on time, and has assignments and homework completed.
- Recognize and reward my child's school success.
- Make sure my child's physical and emotional needs are met: adequate sleep, regular medical attention, proper nutrition, support and praise.
- Attend school events whenever possible.

- Provide a time and place for my child to do homework and read.

As a teacher, I will:

- Believe in each student’s ability to learn.
- Respect that each child and family is unique.
- Teach grade level performance standards.
- Strive to address the individual needs of every student.
- Provide a safe, positive, and healthy learning environment.
- Create a welcoming environment for parents and students.
- Communicate regularly with families about their child’s progress in school.

After having read and discussed the Student Handbook and Compact with your child, please, sign and date this agreement. Return ONLY the bottom portion to your child’s classroom teacher and keep the handbook for future reference.

Student’s Signature _____ Date _____

Parent’s Signature _____ Date _____

Teacher’s Signature _____ Date _____