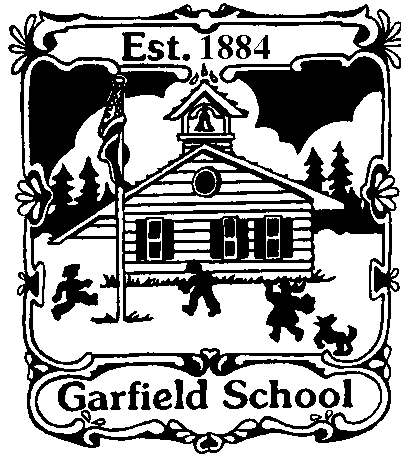


2011-2012 Handbook



Garfield School
2200 Freshwater Road
Eureka, California 95503
(707) 442-5471

WELCOME!

The Garfield staff welcomes you to the 2011-2012 school year! We are looking forward to continuing the relationship with the community, parents, and students as we work together to prepare our students for the future.

This year's handbook has been revised. After you have reviewed the booklet, please **sign and return page 17** to school with your child. We hope it is clear, complete and useful. If we leave any question unanswered, please feel free to ask a staff member or call the office for clarification.

We know this will be a year of fun and achievement. We are glad you are a part of it!

SCHOOL PHILOSOPHY

Garfield School is committed to providing the best education for our students by making positive use of our unique characteristics as a small rural school. Students enjoy a small class size where every student is recognized as an individual with talents. Successful students feel competent about what they can do. The school stresses basic skills and the application of those skills in a developmentally appropriate approach. The development of skills extends to social skills and the growth of students as positive, contributing members of their community.

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SCHOOL DAY

| | |
|----------------------------------|-------------|
| Kindergarten | 8:30-1:00 |
| 1 st | 8:30-2:55 |
| 2 nd -3 rd | 8:30-3:00 |
| 4 th -6 th | 8:30-3:05 |
| Recess | 10:00-10:15 |
| Lunch | 11:45-12:30 |

Children arriving prior to 8:15 am will be enrolled in the morning GASP. It is also necessary to request children in grades 1-3 leave the school grounds immediately if they are walking, or be picked up promptly after their dismissal and not "wait around" for the 4-6 dismissal. At 3:00 any 1-3 students remaining on campus will be enrolled in GASP.

ARRIVAL AND DEPARTURE PROCEDURE

Entering and Exiting by Car:

Enter the parking lot from the west - Little Red Schoolhouse driveway.

Exit the parking lot from the east - Freshwater Store driveway.

This applies to all vehicles at any time of the day.

Morning Arrival 8:15 - 8:30:

Drive slowly, enter by west, pull in to an empty space, if available, and drop off your child. Do not allow children to run unattended across the parking lot from running vehicles. Bicycles should be walked from the east exit along the sidewalk to the bike rack.

Regular Dismissal 1:00 (K), 2:55 (1st), 3:00 (2nd-3rd), 3:05 (4th-6th)

Minimum Day Dismiss 1:00 ALL GRADES (K-6):

* Use enter and exit routes above.

* **Do not** block the emergency exit, which is the large drive through gate at east end of parking lot.

* Parents please come to the walk gate to collect your child at dismissal. Even if you are parked in the lot, come to the gate to pick up your child. K's pick up at classroom door.

* Bike riders walk bikes from rack along Little Red Schoolhouse, to sidewalk, and out the east exit.

MISSION STATEMENT

“Together we nurture, respect, and challenge all individuals to become self-directed, life-long learners and productive citizens.”

- We will instill the joy and value of learning in all students.
- We will provide a balanced curriculum including language arts, social studies, science, mathematics, physical education, and the arts by using a hands-on approach that encourages individual creativity.
- We will provide an environment that encourages the development of personal and group responsibilities including positive social skills and effective self-management strategies.
- We will create a climate that values individual and cultural differences.
- We will foster positive, open and effective partnerships with families and community, as we believe this teamwork is essential for the success of each student.

GOALS

Garfield in the Twenty-First Century

1. **STUDENTS IN THE LARGER COMMUNITY:** Students will understand and appreciate their relationship to the world by exploring individual similarities and differences and cultural similarities and differences.
2. **LIFELONG LEARNING:** Students will perceive learning as personally rewarding and a lifelong activity that extends beyond the school door.
3. **CRITICAL THINKING:** Students will be an effective problem solver for personal, social and academic problems.
4. **INTERPERSONAL COMMUNICATION SKILLS:** The student will interact effectively as an active member of the community.
5. **COPING SKILLS:** Students will develop a variety of skills to cope effectively in a changing world.
6. **SATISFACTION WITH SELF:** The students will feel a sense of satisfaction with self and a sense of personal power and control over their lives and their futures.

SCHOOL RULES AND REGULATIONS

RESPECT: Students are expected to demonstrate proper *respect for teachers, staff, peers and visitors* in order to keep from disrupting the educational process. Students verbally abusing anyone, using profane language or gestures, or willfully defying the authority of the school staff will be suspended. Teachers may restrict a student's time at lunch recess for disciplinary purposes.

RESPONSIBILITY: *School property* is here for everyone in the school to use and enjoy. Proper care needs to be taken to maintain it. Any student purposely damaging or stealing school property will be subject to disciplinary action and possible suspension.

Students are expected to *attend class* unless ill or have an arranged absence. Students need to bring a written note from their parent or guardian after any absence. *Truancy* is defined as "more than three unexcused absence and will be referred to the school administration for action." Habitual absences or tardiness will be referred to the Eureka Student Attendance Review Board.

SAFETY: Possession of knives, firearms, or other *dangerous objects* of no reasonable use to the student in school is prohibited.

Possible results: Objects confiscated, family/police notified, suspension/expulsion

Possession of tobacco or any *controlled substance* is prohibited on school grounds.

Possible results: Substance confiscated, family/police notified, suspension or expulsion

Intentionally attempting to or *causing injury* to another individual will not be tolerated.

Possible results: Family notified, student suspension

**Harassment:* Schools need to be a *mentally and physically safe* environment for all students. Garfield School prohibits any act of harassment verbally or physically amongst staff, student and visitors.

Examples of harassment include: bullying (using voice of body language to manipulate others), verbal/physical threats, teasing, sexual comments and other acts that threatens the victims safety and/or his/her ability to succeed academically/socially at school.

Possible results: Family notified, student suspension

PARTNERSHIP FOR SCHOOL SUCCESS

At Garfield School we believe that cooperation between school and home is essential for a child to succeed to his or her highest potential. When we combine our resources for education and guidance we provide cohesive and positive boundaries in which a child can feel safe. We believe that schools and families working together can solve even the most difficult problems. The more collaboration we model between home and school, the more assured the child will be that his or her education is important both to their parents and their teachers. This compact recognizes the importance of this partnership.

District Role: The District will provide the best education possible for your child. His/her unique qualities and learning styles will be considered and encouraged. Our educational program will be based on the highest academic expectations while providing instruction in the arts, physical education, and technology. An important goal is that each child is recognized for and feels proud of his or her best efforts. Speech and Special Education programs will be provided when deemed necessary. We encourage parent participation and provide information about our program through a monthly newsletter, classroom communications, parent conferences, and many programs for parent information and education.

Parent Role: The parents will insure that their child regularly attends school, arrives on time, is well rested and well fed. The parents will encourage a positive attitude about school and the district's efforts to provide a rigorous academic program. Parents will set the expectation that their child will be responsible for his/her assignments and do them to the best of his/her ability. A consistent time for homework will be established and the child's assignments will be checked regularly. The parents will support the school's efforts to encourage positive social behavior.

Student Role: The student will pay attention to school lessons and do them to the best of his/her ability. The student will treat teachers, school personnel, and classmates with respect. The student will work to be a positive group member both in class and on the playground. The student will follow school rules, do homework regularly and accept responsibility for his/her work and behavior.

STUDENT RESPONSIBILITIES

STUDENT BEHAVIOR CODE

Rules and regulations are established for the purpose of maintaining an atmosphere that is conducive to both learning and the promotion of self-esteem for each student. Students who fail to comply with the rules and regulations of the school district may be counseled, reprimanded, suspended, or, in extreme cases, expelled in accordance with provisions outlined in the California Education Code.

STUDENT RESPONSIBILITIES

- Respect the rights of others to study and learn.
 - Attend school regularly unless ill or legally excused.
 - Be on time for school.
 - Obey school rules.
 - Complete all in-class and homework assignments.
 - Respect school property and carefully use and return all materials and equipment.
 - Come to class with necessary books and materials.
 - See that school correspondence to parents or guardians reaches home.
 - Promptly obey all directions of teachers and staff.
 - Be respectful and courteous to teachers, staff, and classmates.
 - Follow safety procedures in walking and riding to and from school.
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- No make-up.
 - NO GUM!

HOMEWORK

Homework reinforces classroom instruction, helps teach responsibility, and provides an excellent opportunity for parents to encourage and support their child's learning. Work is not sent home as homework that has not been covered in class. There is strong evidence that school success is highly associated with a student's access to a home that provides a quiet place for a child to do his/her homework an established time every day that homework will be done. If there is no homework or the work has been finished, your child should read during "homework time". Grades 4-6 have a homework log in which they record their assignments. Please check this log daily to make sure your child has completed his/her assignments. Getting books, homework, and lunches to school and home is your child's responsibility. Backpacks are helpful.

DRESS CODE

Following school dress code ensures the safety and healthful self-image of all students. The following are not allowed: extremely short shorts or miniskirts; sagging pants; bare midriffs; open toe or open heel shoes; high heeled shoes; *Heelies*; backless, strapless, or spaghetti string tops; shirts with inappropriate wording or pictures that construe violence, drugs, tobacco, alcohol or advocate racial, ethnic or religious prejudice; make-up. Hats and sunglasses may not be worn indoors. Parents will be notified if a child's clothing is inappropriate.

FAMILIES...YOU CAN HELP AT HOME

Show a positive interest in the assignments your child brings home. Be an attentive listener and encourage your child to discuss the day's events with you. Promote good study habits by providing an appropriate time, location and study environment for completing homework. Take time to read all notes and bulletins from school.

PARENT RESPONSIBILITIES

ATTENDANCE

By law it is the parent's responsibility to ensure that students attend school. The only excused absences are illnesses, doctor appointments, and court appearances. Regular daily attendance is of utmost importance to your child's progress in school. If it is necessary for your child to be absent, **PLEASE CALL THE OFFICE OR SEND A NOTE** giving the reason for and the dates of the absence. If you know in advance that your child will be absent from school for reasons that are not excused by the state (family business trips, religious days, etc.), please notify the teacher at least three days in advance so he/she will have sufficient time to arrange for an Independent Study Agreement.

TARDINESS

It is important to your child's sense of responsibility that he/she be at school on time and not wander in late. A child coming in late has a harder time adjusting, and is disruptive to class members and the teacher. If your child arrives after the school bell they must check in at the office. Please send a note with your child or call the school to explain the reason for the tardiness.

MEDICAL AND DENTAL APPOINTMENTS

Please schedule doctor appointments after school whenever possible. If you need to take your child from school during school hours, please send a note and/or call requesting dismissal at a particular time.

PARENT CONFERENCES

Garfield schedules two regular parent-teacher conferences each year. This year conferences will be held November 14-18, and March 12-16. We feel conferences are a means of establishing a cooperative relationship vital for the steady academic growth of your child. Noting this on your calendar now may be helpful in your scheduling. Report cards are sent home in June. Should you desire a conference at some other time during the school year, please call the office and make an appointment. If you have any questions about school please phone the office.

TESTING

In March, fourth grade students will take the state mandated writing test. In May, we administer the state mandated standardized test called the CST to all 2nd -6th graders and a 4th grade writing test. In May, fifth graders are given the physical fitness assessment. This information is used by the state to assess our programs. Results of the test are distributed to parents by mail during the summer.

FIELD TRIPS

Permission slips for students to attend field trips must be signed by the parent or guardian and returned to the school on the specified date before the field trip. If the slip is not returned on time, the student will not be allowed to go on the trip and will stay at the school with assigned work.

USE OF PRIVATE VEHICLES

We welcome parent driver volunteers. Though in order to be considered you must have the following:

- 1) Insurance coverage at a minimum of Bodily Injury \$100,000/300,000 per accident, Property Damage \$25,000 per accident, Medical Payments \$2,000
- 2) Vehicle in good working order
- 3) Seat belts in good working order (students/school can provide booster as needed)
- 4) Fill out current form---See Office for forms

STUDENT INSURANCE

The school carries accident insurance, which covers accident of enrolled students on the school grounds while school is in session. If your child is in an accident during school, please submit any medical bills to the school as soon as possible. If the school does not receive bills within 30 days, the insurance will not pay, and the parent will be financially responsible. The school has 100% coverage up to \$10,000. You have the option of purchasing insurance through the same company and extending coverage to your home. The application is in the enrollment packet.

***** APPOINTMENTS WITH TEACHERS *****

If you need to contact your child's teacher during school hours, please phone the school office at 442-5471.

SCHOOL LEADERSHIP

SCHOOL BOARD

| | Term Ends |
|------------------------|-----------|
| Kathy Blair | 2013 |
| Nancy Frost, Clerk | 2011 |
| Kathy Moxon, President | 2013 |

School Board Meetings:

The regular School Board meetings are held the second Thursday of the month at 4:00 PM at the school. You are all invited to attend. If you would like to bring some matter to the Board, please call the school a week prior the meeting so that your item can be put on the agenda. Board agendas are posted in the school's office window and the outdoor bulletin board.

ON SITE LEADERSHIP

The management team supervises the curriculum programs, coordinates special programs and provides the school community with up-to-date and accurate information regarding the school program. The Superintendent plans, supervises and directs the business operation of the school and is the primary link with parents.

SCHOOL SITE COUNCIL

The School Site Council (SSC) meets four times a year to plan for improvements in curriculum and the school's physical environment. The SSC is an advisory group to the Management Team and Board on the use of categorical grants and entitlement funds. The SSC consists of three parents and three teachers and /or other staff members. The public is welcome to attend and SSC meetings. *See reader board on the front fence for meeting dates/times and agendas.*

GARFIELD BOOSTER CLUB

The Garfield Booster Club is our parent organization. The Booster Club meets quarterly. The Boosters organize many wonderful social activities and fund raisers for the students and families throughout the school year such as the End of the Year Swim Party, Family Bingo, the Spaghetti Feed, and the Thai Dinner. All parents and community members are welcome and encouraged to participate in the Booster Club activities.

SCHOOL PROGRAMS

ART AND MUSIC PROGRAMS

Garfield staff recognizes the importance of the fine arts in the education of the children. Students have instruction in music twice a week involving instruments, singing, dancing, and acting. Students learn how to read music, play rhythm instruments, write their own music, and receive vocal training. Art in the classroom exposes students to a wide variety of art materials and techniques. Both art and music lessons are tied to the classroom subjects to enhance the classroom curriculum.

GARFIELD AFTER SCHOOL PROGRAM (GASP)

Jon Lyons Director, After School Program
Colby Dobson After School Aide

Garfield School offers an After School Program. The program stresses a positive, nurturing environment where students can relax and participate in recreational activities, craft projects and homework time. Call the school for registration materials (442-5471).

Hours: 8:00 – 8:15 AM
2:55 - 5:30 PM

Parents may register children for the hours that fit their schedule or may enroll children on a drop in basis by calling the office that day. **Not in session during school vacations.** Call the office for registration, costs, and billing procedures.

LEARN TO EARN PROGRAM

Humboldt Bank and Garfield School have formed a partnership to make it possible for students of Garfield School to have a savings account with Humboldt Bank and to save at school. Students have the opportunity to bank on Wednesday mornings from 8:00 to 8:30 AM. They receive a passbook and a savings pouch in which to keep their money and passbook.

LIBRARY PROGRAM

Our library is an exciting and vital part of our school. Students have access to it daily. The librarian is in the classroom at least once a week to assist students in selecting appropriate books to check out. Students are responsible for any book they check out. There is a replacement charge for books that are lost or damaged. These charges must be paid by the end of the school year.

RESOURCE SPECIALIST PROGRAM

This program is designed to help students with specific learning disabilities. The program runs twice a week, three hours per day, with additional classroom help and consultation if needed. Classroom teachers or parents refer students.

SPEECH/LANGUAGE DEVELOPMENT PROGRAM

This program is designed to help students who need extra work with speech and language development. The specialist is on campus once a week for three hours.

TECHNOLOGY PROGRAM

Garfield School students have a high level of technology available to them in the classroom. The ratio of students to computers is approximately 3:1. All computers have access to the Internet. Parents and students must sign an Acceptable Use Policy, provided in the form packet, before students may access the Internet. We will continue to purchase new classroom technology programs to enhance our curriculum.

HEALTH & SAFETY

VISITORS

*All visitors must report to the office.
Students from other schools are not allowed to visit the classroom without prior permission from the teacher.

PERSONAL PROPERTY

Please label your child's personal belongings. It helps us send those forgotten sweaters home with the right child.

Toys, excess money, or valuable items are not allowed at the school.

TOBACCO FREE SCHOOL

As mandated by the State, Garfield School became a Tobacco Free School Campus as of July 1, 1995. All forms of tobacco are prohibited: cigarettes, snuff, etc. Please use all tobacco products outside of the school grounds.

FIRST AID

Treatment is restricted to minor conditions such as small cuts and bruises. Parents are notified immediately of any serious injury or illness that has occurred during school hours.

PLEASE MAKE SURE YOUR CHILD'S EMERGENCY FORM IS FILLED OUT AND RETURNED TO SCHOOL. If you wish us to administer any kind of medication, you must send a note giving us permission to do so.

GARFIELD SCHOOL PERSONNEL

| | |
|----------------------|--|
| John Andrae | Maintenance |
| Laura Arrington | Music Teacher |
| Julie Bair | Administrative Assistant |
| Shelly Brantigan | Aide K-1 |
| Colby Dobson | Aide 4-6/GASP Aide |
| Loretta Eckenrode | Management Team, Teacher 4-6 |
| Dayoni Hisel-Bernard | Aide 2-3 |
| Sara Huggett | Management Team, Teacher 2-3 (on leave) |
| Eden Joseph | Nurse (on-call) |
| Annette Leshner | Resource Teacher |
| Jon Lyons | After School Director |
| Barbara McMahon | Superintendent |
| Mary Myers | Librarian; Noon Supervisor |
| Jenna Parker | Long Term Sub 2-3 |
| Anita Reynolds | Speech Therapist |
| Joshua Steelman | Custodian |
| Gaylene Steinberg | Lunch/K After School |
| Marliese Tollner | Management Team, Teacher K-1 |

*After you and your child have read and discussed the information in this booklet, please sign and return this page.

Please detach and return to school with your child.

My child and I have read and discussed the information in this booklet.
☺

Parent/Guardian signature date

Student signature date