GARFIELD ELEMENTARY
A LOVELAND INTEGRATED SCHOOL OF THE ARTS

STUDENT and FAMILY HANDBOOK

720 Colorado Avenue
Loveland, Colorado 80537

Phone: (970) 613-6000
Attendance: (970) 613-6090
Fax: (970) 613-6020
WELCOME
The staff at Garfield Elementary School welcomes you to our school community. We hope the information in this handbook is helpful to you. The entire staff at Garfield is here to assist you, and to provide the best environment for students to learn and grow. If you have any questions or concerns, please contact the school office at 970-613-6000.

MISSION
Explore, Express, Excel . . . At Garfield Elementary School, our students, staff, and families explore, express, and excel academically and creatively. In partnership with our community, and with a focus on the whole child, we integrate the arts to ignite enthusiasm, deepen understanding, and enhance learning for every child.

GARFIELD PRIDE
The Garfield school community believes in the importance of developing a positive and productive learning environment. Our goal is to promote positive student behavior and develop responsible citizens and learners. The Positive Behavior Intervention Support (PBIS) program includes teaching and reinforcing expected behaviors, and giving students opportunities to reflect, refocus and redirect behavior. Garfield students are recognized throughout the day for demonstrating the PRIDE code of conduct (see below). Your child may also be asked to complete a “Think Sheet” to reflect on behavior choices during the school day. More serious discipline issues will be handled by the principal, through an office referral, and will follow the Thompson School District Discipline Code (available online at www.thompsonschools.org).

To make Garfield a great place to learn and grow, students follow the code of PRIDE:
1. I promise to be a Positive person
2. I promise to Respect others and be Responsible for my own learning and behavior
3. I promise to do my Individual best
4. I promise to Demonstrate truth and honesty
5. I promise to include Everyone

SCHOOL OFFICE
The school office is open from 7:30am to 3:30pm, Monday through Friday. Please feel free to stop in or contact us with any questions or concerns.

Main Office Phone (970) 613-6000
Attendance Line (970) 613-6090
Principal’s Office (970) 613-6002
Fax Number (970) 613-6020
SCHOOL HOURS

<table>
<thead>
<tr>
<th></th>
<th>Mon, Tue, Thu, Fri</th>
<th>Late Start Wednesday</th>
</tr>
</thead>
<tbody>
<tr>
<td>Campus open (supervision available)</td>
<td>7:50 a.m.</td>
<td>8:50 a.m.</td>
</tr>
<tr>
<td>Entry/Tardy Bell</td>
<td>8:00 a.m.</td>
<td>9:00 a.m.</td>
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<tr>
<td>Dismissal</td>
<td>Kindergarten: 3:05 p.m. 1st-5th Grade: 3:10 p.m.</td>
<td>Kindergarten: 3:05 p.m. 1st-5th Grade: 3:10 p.m.</td>
</tr>
<tr>
<td>Campus Closed** (no supervision)</td>
<td>3:20 p.m.</td>
<td>3:20 p.m.</td>
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**Students left at school unsupervised will be brought to the office at 3:15 p.m. to await pick-up. Students who remain unsupervised at 3:30 p.m. will be enrolled in after school care at the expense of the parent/guardian.**

LUNCH TIMES

<table>
<thead>
<tr>
<th>GRADE</th>
<th>INSIDE</th>
<th>OUTSIDE</th>
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<tbody>
<tr>
<td>1st</td>
<td>Mon.-Thu. 11:10 – 11:30</td>
<td>Mon.-Thu. 11:30 - 11:50</td>
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<td></td>
<td>Fri. 11:00 – 11:20</td>
<td>Fri. 11:20 – 11:40</td>
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<td>2nd</td>
<td>11:20 – 11:40</td>
<td>11:40 – 12:00</td>
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<td>11:30 – 11:50</td>
<td>11:50 – 12:10</td>
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<td>4th</td>
<td>11:40 – 12:00</td>
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<tr>
<td>5th</td>
<td>11:50 – 12:10</td>
<td>12:10 – 12:30</td>
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<tr>
<td>Kindergarten</td>
<td>12:00 – 12:20</td>
<td>12:20 – 12:40</td>
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PARENT PORTAL - BE IN THE KNOW

Did you know that real time updates about your student’s attendance, grades and even behavior events are at your fingertips using parent portal?

Parent portal is both a website and app you can access that gives you easy access to all of your student’s information. Being in the know about your student’s progress is the key to being in good communication with your student and the school.

Online access:

- access the link using the “Resources for Parents” hot button on the district website
  https://thompsonco.infinitecampus.org/campus/portal/thompson.jsp

App:

- do a search for “Infinite Campus Parent Portal”
- login using either your student’s schools credentials, or your own
- The district ID for the app is: GCCGXW

Please call 970-613-5012 or email portal@thompsonschools.org if you need help to access your parent portal.

Contact Information Updates

Providing your email, phone number, and physical address on Parent Portal allows us and the district to send you important information about school and district events (including school closures). If you check “Private”, your phone number will not be used to contact you (no voicemail and no texts). Please update your information whenever it changes or notify the front office.

SAFETY DURING DROP-OFF AND PICK-UP

- Please drop off and pick up your student(s) along sidewalks only. To keep your children safe, do not drop them off in the street or in the staff parking lot.
- Consider traveling by foot or bike (with helmets) with your child. Consider car-pooling, walk-pooling or bike-pooling to reduce traffic.
- Drivers please be aware of crossing guards and students at all pedestrian crossing locations.
- Observe 20 MPH school zone speed limits.
- Observe all no parking, and handicap parking zones.
- Walkers and bikers should only cross the street at designated crosswalks (do not cross mid-block).
- Please demonstrate respect for our neighbors by not blocking or parking in front of their driveways.

To minimize traffic congestion and for the safety of all students, we encourage families to park on Franklin Avenue between 7th St. and 8th St. during drop off and pick up times. The city allows parking on both sides of Franklin. Please do not use the Staff Parking lot before or after school to drop off or pick up students. Please talk with your student about safe routes and routines during this busy time. District and Childcare vehicles load and unload on 7th Street. School buses load and

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unload on Colorado Avenue, right in front of the school. PLEASE DRIVE SLOWLY AND BE WATCHFUL! **Student safety is our number one priority!**

**CAMPUS ARRIVAL AND DISMISSAL**

There will be no adult supervision provided before 7:50 a.m. (8:50 on Wednesday) or after 3:15 p.m. daily. Please do not send or leave your child unattended during this time.

**Arrival** Students are to go directly to the playground at 7:50 a.m. (8:50 on Wednesday) and wait for the bell to ring at 8 a.m. (9 a.m. on Wednesdays). Students line up by classroom in designated areas. Students arriving after 8:00 a.m. (9:00 a.m. on Wednesdays) must come through the front office and will be marked tardy. When necessary (e.g., outside temperature below 17°F, icy blacktop), orange traffic cones will be outside to indicate that students may enter the building at 7:50 a.m. (8:50 a.m. on Wednesdays).

**Dismissal** Students who leave the campus during the school day for appointments must be checked out at the front office by parent or guardian. No student may leave campus during the school day unaccompanied by an adult guardian. Children will only be released to adults listed in our database. For the safety of all students, no child should be removed from class without notifying the teacher and the office.

**Bicycles and Skateboards** Students may ride bicycles, scooters, or skateboards to school, and park them in assigned areas near the parking lot. It is highly recommended that students lock their bikes, and bring scooters and skateboards into the building during school hours. Bikes, skateboards, rollerblades, and scooters may not be ridden on school sidewalks or the blacktop at any time. All children should wear helmets for their safety.

**Pets/Animals on Campus** For the safety of all children, no animals are allowed on school grounds at any time, leashed or unleashed, unless they are registered service animals.

**VISITORS AND VOLUNTEERS**

We are very grateful for all our wonderful volunteers at Garfield. If you would like to volunteer at Garfield, chaperone field trips, attend student lunches or classroom parties, please register online at [https://www.thompsonschools.org/domain/1153](https://www.thompsonschools.org/domain/1153). All visitors and volunteers are required to check in through the main office, present a photo ID, sign in, and get a volunteer or visitor badge. Volunteers use the badge to sign in on our volunteer computer in the lobby so that we can track volunteer hours for Garfield.

For **student safety**, no parent, guardian or visitor will be permitted to volunteer in the classroom, chaperone field trips, attend school lunches, or otherwise be with students without first attaining approved volunteer status through the district. People who do not pass the TSD background check may attend public events, e.g., concerts, field day, athletic events, and performances at the school.
ATTENDANCE POLICY
It is Colorado Law that students ages 6-16 attend school on a regular basis. Good attendance builds habits and leads to success in school and life. Frequent absences will affect your child’s learning and performance at school. Please let the school know if your child will be late or absent by calling the attendance line at (970) 613-6090 before 8 a.m. If you plan to take your child out of school for an extended period or vacation, please write a note and deliver it to the school office prior to the absence. Your child is considered excused when absent for an illness, an appointment, or a family emergency. If your child misses a significant number of school days, you will be contacted by the attendance office and/or the principal. Let’s work together to promote good school attendance!

SCHOOL CLOSURE
From time to time, school may be closed due to weather. Families are encouraged to watch for school closure information on local television stations or by checking the school district website at www.thompsonschools.org. You may also call (970) 613-6788 to hear current information about school closures. If it becomes necessary to close the school during the school day, you will be contacted by school staff to arrange safe transportation. We ask that all families provide and keep emergency telephone numbers up-to-date through the Parent Portal in our Infinite Campus database (see page 4).

EMERGENCY DRILLS
Emergency evacuation and lockdown drills are required by law and help prepare students and staff for unforeseeable emergency situations. Specific instructions for each type of drill will be taught at the beginning of the school year. Students will participate in fire drills, a tornado drill, an evacuation drill, and lockdown drills during the school year.

SCHOOL DRESS CODE
Garfield students must follow the Thompson School District Dress Code (Policy: JICA). We also encourage families to make sure students are prepared for our unpredictable Colorado weather by dressing in layers and bringing jackets or sweaters to school. It is highly recommended that students wear shoes appropriate for safe play and a physically active learning environment.

LOST AND FOUND
Clothing and other items that are found are taken to the Lost and Found box located near the cafeteria. Students are encouraged to label all personal items for easy identification. Lost and Found items are placed on display for students and families at conference time. Unclaimed items will be donated to charity at the end of each semester.

HEALTH, WELLNESS, AND NUTRITION
Health Office The health office at Garfield is located across the hall from the main office. It is staffed by a school health office aide (SHOA) on a daily basis. The school
nurse is available on Tuesdays to consult on student medical matters. The health aide provides limited medical attention allowable under school district policy; however, if a child is injured, has a high temperature, or is clearly ill, the family will be called to take the child home. We ask that all families keep their emergency contact information up-to-date via Parent Portal on Infinite Campus (see page 4), including clear instructions as to who may pick a child up from school. Children will be released only to adults listed in the student's record on Infinite Campus.

Prescription Medications If your child needs to take prescription medication at school, please provide the following:
1. Permission form signed by the parent
2. Doctor's order to administer medicine at school
3. All medication must be in its original container and clearly show the name of the student, the name of the medicine, the dosage, and the time it is to be administered.

Over-the-Counter Medications If your child needs to take an over the counter medication at school, the policy is as follows:
1. Medication must be clearly identified and in the original packaging.
2. Medication must be a single day's dose only.
3. The child must have written permission, signed and dated by a parent/guardian.
4. The health aide must monitor administration of over-the-counter medications.

LIBRARY/MEDIA CENTER
The library/media center offers a variety of materials for students to use during the school year. Students may check out books from the library for two weeks at a time. Students with overdue books will not be allowed to check out additional materials until the overdue book is returned. Students who are consistently late returning books may lose their privileges to check out books. If a library book is lost, families are asked to pay for the book in full, so that we can replace it in our library collection. Please help your student be responsible for library books so that others can enjoy them.

SCHOOL ACCOUNTABILITY COMMITTEE (SAC)
The School Accountability Advisory Committee consists of families, teachers, and administrators who help to guide the policies and practices of the school. Please contact our school secretary if you would like to join this important committee.

PARENT TEACHER ASSOCIATION (PTA)
This organization consists of parents and teachers working together to support the students and staff at Garfield. Our PTA meets on the second Monday of each month at 4 p.m. in the school library. All families are welcome. Please visit our PTA Facebook page @garfieldcopta
WITHDRAWAL FROM SCHOOL
Parents must notify the main office in writing when a student is to be withdrawn from Garfield. School materials and library books need to be returned to school prior to withdrawal.

GARFIELD NUTRITION PLAN
In an effort to promote healthy eating habits and focus on improved wellness for our students and families, Garfield has adopted a Nutrition Plan. School Cafeteria: Garfield Elementary provides a nutritious breakfast and lunch daily. Please see the monthly menus on our website to help your child select the best choices each day. Some students prefer to bring their own lunches. If your student brings a thermos to school, please make sure it is unbreakable. The cost for lunch is $3 for students and $3.95 for adults with milk. Cash or checks can be used to pay for school meals, and will be credited to the student's account in the cafeteria. Please make checks payable to Garfield Elementary and include your student's name in the memo field. For convenience, you can pay for student lunches using mySchoolBucks on this Thompson Schools webpage https://thompsonsdnutrition.org/

Families who qualify can receive free and reduced lunch services for the school year. All families must reapply every year before October 1st. You can apply online for food assistance through the Thompson School District website at https://www.myschoolapps.com/

Snacks:
- Families are encouraged to send a healthy snack to school with their student(s) each day. Some great choices are nuts, whole grain crackers, granola bars, 100% fruit bars or snacks, etc.
- Families are strongly discouraged from sending candy, chips, and other snack foods with high sugar and low nutritional content.
- Please do not send any snack that requires a spoon/fork or refrigeration.

Birthdays and Classroom Celebrations: Families are asked not to bring cupcakes or other food to classrooms to celebrate birthdays so that we can honor the special dietary needs of all children, and to focus on healthy eating habits. Teachers will let families know when classroom parties (such as Valentine’s Day) or classroom celebrations (such as recognition pizza parties) are coming up, so that we can work together to plan for the needs of all students. Please see the Visitors and Volunteers section on page 5 if you are interested in helping with these activities.

- Instead of food, families are encouraged to bring small items to share, such as pencils, cards, stickers, books, or party favors, to help children celebrate their birthdays with their classmates.
- Teachers will send home a notice prior to classroom celebrations or parties, informing families of the planned menu, so that we can work together to meet the special dietary needs of all children.
In order to ensure the health and safety of all students, only food with clear ingredient labels will be distributed at school. We are unable to distribute homemade treats to students.

PERSONAL DEVICE POLICY
We understand that families and students may rely on personal devices for communication and safety. We have adopted this policy in order to maintain a strong learning environment and to help ensure the safety of all students and their belongings.

Students do have reasonable access to land-line telephones while at school. These are just a few reasons students may need to use the phone:

- A student forgets his/her lunch or medications at home
- A student needs to arrange a pick-up from school
- A student calls home in the event of an emergency or school closure

1. If your child brings a personal device to school, it is to be kept in the backpack located in the classroom closet. Devices must be turned off during school hours.

2. Garfield Elementary and Thompson School District are not responsible for lost or damaged personal devices.

3. If a personal device becomes a distraction in class, the teacher will keep the device until the end of the school day. A parent/guardian will be contacted to discuss the situation. If the distraction continues, a conference may be held between the school and the family to resolve the issue.

4. Any and all personal devices connected to Thompson School District wifi must adhere to the appropriate and acceptable use policy. Failure to comply with the acceptable use policy will result in loss of both personal and school device privileges.
1. All visitors to Garfield must enter through the front door and be prepared to show your photo ID. Please sign in and wear a visitor pass or your volunteer badge. These procedures insure that our school is a safe place for your children.

2. Students who arrive after 8 a.m. (9 a.m. on Wednesdays) must report to the office to receive a tardy pass before going to their classrooms. Please call the office to excuse your child if they are tardy or absent. If your child will be tardy, please call before 7:50 a.m. if possible, to make a lunch order for them. Our lunch count must be called in by 8:15 a.m. After 8:15 am, only PB&J can be ordered from the lunch room.

3. School begins at 8 a.m. and ends at 3:10 p.m. Kindergarten is released at 3:05 p.m., 5 minutes earlier than 1st through 5th grades. No adults are on the playground before 7:50 a.m. (8:50 a.m. on Wednesdays) or after 3:15 p.m.

4. The safety and well-being of your children during drop off and pick up is a primary concern for the staff at Garfield
   ○ Do NOT use the parking lot for drop off or pick up.
   ○ PLEASE DRIVE SLOWLY on the streets around the school grounds.
   ○ PLEASE WALK CAREFULLY and cross the street only at designated crossings.
   ○ From 7:50-8:00 a.m. students should wait on the playground. Their teachers will pick them up when the second bell rings at 8 a.m.

5. For your protection and the safety of the children, please do not bring dogs or other pets onto school grounds before or after school.

6. Children may use the school telephone in emergencies and when deemed appropriate by school personnel.

7. Children may be assessed fines to cover the cost of damage they cause to school materials/books. Taking care of school materials is part of being responsible. Library books need to be returned on their due dates. Students need to return all books and materials before enrolling in another school.

8. Students may not bring hard balls or bats from home. Jump ropes may be brought if they are used for that purpose. Not allowed at school are small toys such as Pokemon, super balls, marbles, or dolls.

9. Children will go outside at recess time. Please send children to school dressed appropriately for weather conditions.
10. **Students may ride bikes, but must walk them on school grounds before or after school.** Bikes must be locked in the bike rack on the north side of the building.

11. **Distributing birthday invitations is discouraged at school unless you have invitations for every student in the class.** Students feel bad if they don’t receive an invitation. Our PRIDE rules encourage students to include everyone.

12. **Students in grades 3-5 use planners.** Families are asked to contribute $5/planner. Your PTA pays the balance of the cost for each planner.

If you have any questions about any of these items, please do not hesitate to call the Garfield school office at 970-613-6000. Our address is 720 N. Colorado Ave., Loveland, CO 80537.
The staff at Garfield believes that attendance is critical to the academic success of students in school. It is very difficult to recreate the learning environment that occurred on the day that new concepts were taught when a student is absent. School is one of the most important places to help teach students the work habits needed to be successful as identified in the “School to Life” goal stated in the District Strategic Plan.

1. School begins at 8 a.m. **Students are tardy if they arrive after 8:00 a.m.** If tardy, we ask that parents come to the front desk to sign the student in. Please call the office by 7:50 a.m. if you want lunch ordered for your student.
2. If possible, please call the attendance line before 8:15 a.m. This helps us to process our attendance for the day and may prevent the auto-call that you will receive regarding an unexcused absence. Absences must be called in within 48 hours or they will be considered unexcused.
3. **Following 7 absences or tardies, a letter of concern will be sent home.** The school will continue to communicate concern for additional absences and tardies through letters and phone calls as needed.
4. **After 4 unexcused absences,** the attendance concern will be referred to the truancy prevention specialist. The office may send a compulsory attendance letter. If the attendance problem continues, the district truancy prevention specialist has the option to take the case to court.
5. When a pattern of frequent absences occurs, the school will request a written medical excuse to excuse future absences; otherwise, the absences will be considered unexcused.

**Parent/Guardian Responsibilities**
- Provide the attendance office with written documentation within 48 hours. Please notify the office for any extended absences as a result of family business/trips prior to leaving whenever possible. A written note would be greatly appreciated.
- To furnish the school with a telephone number or other means of contacting them during the school day. Please keep your phone numbers current through Parent Portal on Infinite Campus. This is important in the event your child becomes ill at school and we need to contact you.

Thank you for your help and support with the Garfield Attendance Policies and Procedures.

**THOMPSON SCHOOLS BOARD OF EDUCATION ATTENDANCE POLICY**

**Excused Absences:**
Excused absences are exceptions to compulsory attendance. They include the following and are applicable to elementary age students:
1. A student who is temporarily ill or injured or whose absence is approved by the administrator of the school of attendance.
2. A student who is absent for an extended period due to physical, mental or emotional disability.
3. To encourage the student to develop good attendance habits and communicate that any absence or tardy, regardless of cause, may have a detrimental effect on achievement.
4. To be familiar with the school's attendance policies and procedures and follow them.
5. To contact the attendance office, 970-613-6090, regarding absences and to report any absence in accordance with the school's policy.
6. A student whose presence in school, on a doctor's written advice, may constitute a danger to his or her health or will seriously expose other students to a health hazard (such as a student under quarantine).
7. A student whose presence is required in court.
8. A student who is in the custody of a court or law enforcement authorities.
9. A student who has the written approval of the building principal based on special family circumstances.
10. A student who is participating in an observance of his or her religion.

**Unexcused Absences:**
Any absence that is not covered by one of the situations above is an unexcused absence.

1. Suspension
2. Expulsion
3. Leaving school or a class without permission of the teacher or administrator in charge.
4. Not reporting to school or a class unless the absence is excused in accordance with the school's policy.

5. **Any absence that is not excused within 48 hours of the absence.**

**Medical Absences:**
Garfield may require a student who is absent for medical reasons to provide a note from his/her doctor. In such cases, a student who does not provide the required note shall be considered absent without excuse.

**Tardiness:**
Students will be considered tardy if they arrive more than five minutes after class has started.

**GARFIELD ELEMENTARY PARENT-TEACHER ASSOCIATION (PTA)**

Why join PTA?
- As a member of your PTA you are a part of a network of child advocates locally, within your state and on the national level.
- Each PTA is a unique organization, with parents who directly influence changes at the school and community level.
• PTA provides opportunities to network with parents, teachers and school administrators.
• PTA can educate you on local and national issues affecting the education of all children.

Use your PTA membership to become part of the solution, influencing positive changes in your child’s education, health and safety. Please contact any of the PTA officers to join, volunteer, or with any questions about your Garfield PTA.

**GARFIELD PTA OFFICERS**

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<thead>
<tr>
<th>Position</th>
<th>Name</th>
<th>Contact Information</th>
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<tbody>
<tr>
<td>President</td>
<td>Elizabeth Hagen</td>
<td>970-290-2119</td>
</tr>
<tr>
<td>Vice President</td>
<td>Chrystal Cocek</td>
<td>970-702-0146</td>
</tr>
<tr>
<td>Secretary</td>
<td>Amber Scofield</td>
<td><a href="mailto:humbreo753@gmail.com">humbreo753@gmail.com</a></td>
</tr>
<tr>
<td>Treasurer</td>
<td>Devon Witherell</td>
<td>248-629-0288</td>
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