

GARFIELD ELEMENTARY SCHOOL

PARENT/GUARDIAN – STUDENT – TEACHER COMPACT

At Garfield Elementary School, we envision the highest level of success for every individual. We make the commitment to motivate, to challenge and to inspire each other to become the best we can possibly be. To accomplish this, parents/guardians, students and teachers need to work together. Your participation in this agreement is essential for the best possible educational experience.

As a Parent/Guardian I will:

- See that my child attends school regularly and on time;
- Provide a quiet, private place for my child to do homework and read;
- Insist that all homework assignments are complete and turned in when due;
- Communicate often with my child's teacher and the school;
- Talk with my child about school activities every day;
- Encourage my child to read every day;
- Limit and monitor my child's TV viewing;
- Support the school in developing positive and respectful behavior;
- Respect and support my child, the teacher and the school;
- Review the Garfield Family Handbook with my child.

As a Student I will:

- Always do my best work;
- Show respect for myself, my school and others;
- Work cooperatively with my classmates;
- Obey school and classroom rules;
- Be prepared each day with homework and supplies;
- Be proud to attend Garfield Elementary School;
- Believe in my ability to learn;
- Review the Garfield Family Handbook with my parent/guardian.

As a Teacher I will:

- Believe in each student's ability to learn;
- Respect that each child and family is unique;
- Provide an environment conducive to learning;
- Be prepared to teach;
- Help each child develop to his or her maximum potential;
- Assign meaningful, appropriate and challenging homework;
- Enforce school and classroom rules fairly and consistently;
- Seek ways to involve parents in the school;
- Communicate regularly with parents;
- Always demonstrate a professional and positive attitude.

ARRIVAL AND DEPARTURE FROM SCHOOL

Supervision of the playground will be provided from 8:20 until school starts. As the before school time is used by staff members for preparation of the learning day, students will stay outside on the playground until the first bell rings. On days with poor weather conditions students will be allowed inside the school before school begins.

Students are to go directly home after school unless they are remaining for a parent-approved, school-planned activity, or if they have been retained for disciplinary reasons. Parents will be notified in advance if students are required to stay after school.

ATTENDANCE

Absences for reasons other than medical are discouraged, as his or her absences directly affect your child's learning and the school's mission to ensure that No Child is Left Behind. Any absences for other than medical reasons should be pre-arranged with the office. Excessive absences may result in any or all of the following actions, recommendation for retention, referral to attendance court, or change in student enrollment status. Absences of more than nine days are considered excessive. The school will send out regular notices to parents informing them of attendance concerns.

If your child is absent from school on any day for any reason, it is your responsibility to notify the school office. Please send a written note explaining the absence when the student returns to school. If your child needs to leave school during the day, you must also make arrangements with the office. We will be there to answer your call from 8:00 a.m. to 4:00 p.m.

Garfield School recognizes that students who are habitually and carelessly tardy to class constitute a serious interruption in the educational process. As such, the student that persists in being tardy to class should be dealt with in order to help safeguard that student's education and the education of others. Any student who has excessive tardies will face disciplinary action which may include recess detention. Tardies of more than five a semester are considered excessive. The school will send our regular notices to parents informing them when their child has reached five or more tardies in a semester.

BIKES, SCOOTERS, SKATEBOARDS AND ROLLERBLADES

Bicycles & scooters must be walked on school property to the bike rack, where they are parked for the day. We recommend that students securely lock their bikes and scooters at the bike rack, as we are not responsible for lost, stolen, or damaged bikes and scooters. Rollerblades and skateboards are not allowed.

BUSES

General bus rules:

- ◆ Sit down, and remain seated until arrival.
- ◆ Do not change seats unless directed to do so by the driver.
- ◆ Keep hands and feet to yourself.
- ◆ Keep voices down—no shouting or whistling.
- ◆ Do not put hands or anything outside a window of the bus.
- ◆ No fighting or swearing.
- ◆ Follow directions of the bus driver.

Students not following the bus rules may be issued a bus citation.

Consequences of bus citations will include:

1. Warning from the Principal and parent notification.
2. Parent notified, loss of bus privileges for 3 days.
3. Parent notified, loss of bus privileges for 5 days.
4. Parent notified, loss of bus privileges for the rest of the school year.

Please remember that students need to continue in attendance at school when bus privileges have been revoked.

CAFETERIA

Garfield school uses a computerized lunch system. Meals can be purchased in the cafeteria each morning. Students are encouraged to purchase meals weekly or monthly. As a courtesy and under special circumstances, your student may be extended credit. If this courtesy limit is exceeded, your student will not be served a meal. When a student is close to meeting the courtesy limit parents will be notified by letter and phone. Parents are welcome to join their children at lunch, but we ask that you call the office by 9:30 a.m. so we may put you in the daily lunch count. Monthly menus are sent home prior to the beginning of each month.

This year Garfield is participating in a federal program to provide breakfast free of charge to all students as part of their school day. Students will no longer be required to pay full or reduced prices for breakfast and they do not have to sign up for this program. Because breakfast will be served in the classroom each morning we will no longer have the cafeteria open before school.

Meal prices:

Full Price Student Lunch	\$1.60
Reduced Price Student Lunch	.40
Adult Lunch	2.10
White Milk	.40
Chocolate Milk	.40

CLOTHING

Please have your child dress appropriately for learning and for the current weather conditions. Short skirts and shorts, midriff-baring shirts, or immodest tank tops are not acceptable for the learning environment. Care should also be taken to ensure that children have safe and appropriate shoes for playing outside and attending PE class. High heels and sandals are examples of shoes that can pose a significant safety risk when children are running. Students are not allowed to wear hats or baseball caps in the building, except on specific spirit days that apply. Wearing of bandannas, low-riding pants, beepers, chains, clothing that promotes drugs or alcohol, and any gang-related attire is not permitted in the school building or on the school grounds. Parents will be notified should their child's clothing present a disruption in the learning process and steps will be taken to alleviate the concern.

DAILY SCHEDULE

8:00 School doors open for parents and staff
8:40 Morning Bell
8:45 Tardy Bell
11:30 Morning Kindergarten dismissed
12:30 Afternoon Kindergarten begins
3:15 All students dismissed
4:00 School doors close

Please note that on early release days students will be released at 1:15. Kindergarten's schedule for early release days is Morning Kindergarten 8:40 until 10:30, Afternoon Kindergarten 11:30 until 1:15.

ELECTRONIC EQUIPMENT

Electronic equipment and toys such as portable music players, cell phones, hand-held games, and/or remote control devices are not to be turned on, operated or visible while at school,. Such equipment will be confiscated if it causes a disruption will only be released to the student's parents at the end of the day. The school is not responsible for electronic equipment that gets lost, stolen or damaged in any way.

EMERGENCY PROCEDURES

Fire drills and emergency evacuations are practiced on a regular basis to create an anticipated reaction during an actual school emergency. Along with this, an emergency team has been established at the school to oversee emergency preparedness. Questions concerning specific emergency procedures should be directed to the school office.

ILLNESS OR INJURY

A school nurse is on call in case of illness or injury. If you cannot be located and medical attention is advised, your family doctor will be called and your child will be taken to the emergency room at the hospital (unless you have given instructions to the contrary.) **Aspirin or other medications are never given at school unless you have made prior arrangements with the nurse.** For everyone's safety and good health, please do not send your child to school if he or she is ill.

Even with careful supervision, accidents can and do happen at school. Parents need to be aware of this and understand that the school district does not provide medical insurance to pay for medical expenses when children are injured at school. This is the responsibility of the parents or legal guardians. Student medical insurance is available for purchase. Brochures outlining the coverage and premiums are sent home at the beginning of the school year and are available at the office yearlong.

LOST AND FOUND

The school is not responsible for lost items. Please label the inside of your child's coats and belongings whenever possible. This will help in finding the home for lost items. Lost and found is located on the two upper floors of the school. Periodically, the items in the lost and found will be bagged up and given to needy causes. We will notify you in the school newsletter when this event is about to take place.

MONEY COLLECTION

Money is not to be collected from students for parties, treats, gifts, valentines, etc. Money may be collected on a voluntary basis at times for field trips, student magazines, and various projects. Students are discouraged from bringing money to school that is not required.

SAFETY PATROL

A school safety patrol will be organized utilizing sixth grade volunteers. Students working on safety patrol will be on duty from 8:15 to 8:40 a.m., and from 3:15 to 3:30 p.m. Patrols are responsible for enforcing safety rules on the school grounds and it is expected that all students will follow their direction.

SCHOOL SECURITY

All visitors are required to check in at the office upon arrival. Visitors will be asked to sign in, and then will be given a Visitor Identification Badge to wear while in the building. Garfield is concerned for the safety of each student; your cooperation in the effort is greatly appreciated.

STUDENT BEHAVIOR

Garfield Elementary School is committed to providing a safe, productive learning environment for all students. It is the responsibility of each student to maintain this environment by adhering to basic school rules and showing proper respect for all persons and property. For this reason, it is important that parents and students read and understand this Student Handbook and the Boise School District Student Rights and Responsibilities. Students will be asked to return a signed Student/Parent/Teacher Compact to their classroom teachers indicating that they and their parents have read and discussed these publications and are prepared to follow the actions outlined in the compact.

Each teacher has a list of expectations for the students, and has a set of classroom rules and consequences that they will discuss with their class. While these items will vary from teacher to teacher, there are some basic rules and expectations that all teachers share and these are included here.

SCHOOL-WIDE RULES

1. Be polite and respectful at all times.
2. No hats on in the building.
3. Walk silently in the halls and on the right-hand side.
4. No food, candy, or drink outside of the classroom or cafeteria.
5. No gum chewing allowed.

STUDENT VISITATION

Students will not be allowed to have brothers, sisters, or friends accompany them to school as visitors for the day unless approved by the teacher and administrator. Arrangements need to be made at least a day in advance.

WEAPONS

Weapons of any kind (toy or otherwise, including guns and knives) are not permitted on the school grounds. Students bringing weapons to school, using objects as weapons, or threatening students in any way will face severe consequences. These consequences will include involvement of the school resource officer, suspension and/or expulsion.

STUDENT DISCIPLINE

Every faculty member who is responsible for monitoring and/or conducting student activity has a clear understanding of the Garfield disciplinary procedures. Our goal is to provide a safe and positive learning environment. We believe in being positive, firm, and consistent. The following steps will be utilized for consistent behavior that disrupts the learning environment.

- 1. Child will conference with adult and be warned.**
- 2. Child will conference with adult, parent will be contacted and possible consequence will be assigned by adult.**
- 3. Child will be referred to an administrator, parents will be contacted, and a consequence is assigned.**

The purpose of a consequence is to change a specific behavior. Our hope is to accomplish this through a caring and nurturing attitude.

ADMINISTRATIVE ACTION

Garfield School administration will determine the appropriate response to a student disciplinary referral, on an individual basis, with consideration of: 1) severity of the behavior, 2) student disciplinary history, and 3) law enforcement concerns. Administrative options include, but are not limited to:

- ◆ Conference with student
- ◆ Parent contact and/or conference
- ◆ After-school detention
- ◆ Placement in student time-out area
- ◆ In-school suspension
- ◆ Off-campus suspension
- ◆ Initiation of expulsion procedure
- ◆ Referral to school counseling services
- ◆ Referral to law enforcement personnel

The following student behaviors are among those considered major disciplinary violations and will result in a referral directly to the office:

- ◆ Theft
- ◆ Profanity
- ◆ Vandalism
- ◆ Bullying
- ◆ Leaving campus without permission
- ◆ Fighting (play or real) or deliberate injury to another
- ◆ Possession of a weapon or explosive device
- ◆ Possession and/or use of any illegal substance or paraphernalia

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.

