

Garfield Elementary School
a Title I School

2013 – 2014
Student/Parent Handbook

2215 Pine Street
Everett, WA 98201
(425) 385-4700



Shannon Koehnen, Principal

MISSION STATEMENT:

Our Garfield school community has a shared responsibility to increase academic achievement and to develop attitudes of mutual respect and cooperation. Our goal is to enhance the learning environment to increase achievement in math, science and language arts for all students.

REGULAR SCHOOL HOURS:

9:10 AM - 3:25 PM

EARLY RELEASE HOURS:

9:10 AM - 12:55 PM

TITLE I: Garfield Elementary is a Title I school. “Title I” is the name of the program authorized under the Improving America’s Schools Act, from Congress. It is an entitlement program originally established in the 1960’s. The purpose of Title I is to help schools to provide opportunities for every child, to learn the necessary knowledge and skills in the state’s challenging content and student performance standards.

At Garfield, the focus of the Title I program is on the following fundamental strategies which address the needs of each child:

- A school wide focus on improving teaching and learning, by increasing student engagement and rigor.
- Flexibility to establish meaningful goals, in tandem with consistent progress monitoring of each goal.
- Focused targeting of resources (staff, materials, and/or money) to meet student and school needs.
- Strong partnerships between Garfield and our community to support the achievement of each child.
- Addressing the developmental and cognitive (learning) needs of qualifying young children through partnerships and/or direct services.

ARRIVING TO SCHOOL

ADULT CROSSING GUARD / SAFETY PATROLS:

For students living south of Everett Avenue, there will be an adult Crossing Guard stationed at Everett Avenue and Walnut Street. Students crossing in the morning need to be at the crosswalk between 8:35 - 8:40 AM. At the end of the day the Crossing Guard will walk students from Garfield to the corner of Everett Ave. and Walnut St. The Crossing Guard will be on duty from 3:25 PM until approximately 3:50 PM. **Please remind students to always follow the directions of the crossing guard.**

CROSSWALK PATROLS: Student patrols are on duty before and after school. **Everyone, parents too, MUST use the crosswalks** to cross the streets connected to Garfield. It is important that every adult teach and model safe behavior.

ARRIVAL PROCEDURES: **Students should not arrive at school before 9:00 AM unless they are having breakfast at school.**

Students eating breakfast are to report directly to the cafeteria. Breakfast is served beginning at 8:45 AM. Supervision for students who are not eating breakfast begins at 9:00 AM in the covered play area, where all students line up for class. Students arriving to school before 9:00 AM are without supervision and the school cannot assume responsibility for students who arrive early. Students are expected to line up in their class line, under the covered play area, upon arriving to school, or after eating breakfast. Children are not allowed to play on the playground before or after school.

STUDENT DROP-OFF & PICK-UP: Parking in the parking lots at Garfield is limited. Parents are reminded to use the front driveway (on the south side of campus – 23rd Street) for student drop off and pick up **ONLY**. **Do not leave your car unattended in the driveway**, as this is not an area where parking is permitted. Be considerate of others and **PULL FORWARD** along the curb. In addition, when exiting the parking lot on the west side, you **MUST turn right**.

Parents are reminded to park only in legal parking zones. In addition, please do not park on the west side of Pine, the south side of 23rd, or the north side of 22nd Street and motion your child to cross the street to your car. This is illegal, and provides an extremely dangerous situation for our children. Students and parents must use the crosswalks. The parking lot on the north side of campus is not supervised and is not intended for student drop-off or pick-up.

Middle and high school students who pick up siblings must wait outside of the gates to pick up siblings. Unless with a parent, or picking up a kindergarten or 1st grade student, middle school and high school students are not allowed in the courtyard. Please make arrangements for sibling pick up at a designated area outside of the gates.

The playground is off limits after school, so please do not ask your child to wait for you on the playground. For safety reasons, if you are running late, you may call the school and

students will wait in the office. All students are expected to go right home after school using the designated walkways.

During the school day, students will not be released to anyone other than parents or those listed on the child's emergency form. If arrangements have been made to have another adult pick up your child, please turn in a written note to the front office. The individual will need to provide picture I.D.

ATTENDANCE

CALLING PROCEDURES: Parents are requested to call Garfield Attendance Line at 385-4705 to report an absence or tardy. Please call before 9:00 AM. This will allow us to monitor student attendance and assists us in notifying parents when children are not in school.

ABSENCE POLICY: A student who arrives to school after 9:45 AM (30 minutes late) will be marked absent for a ½ day (morning). A student who arrives to school after 12:20 PM will be marked absent for a full day (50% or greater of the day unattended). In addition, a student who is picked up from school prior to 2:55 PM (30 minutes early) will be marked absent for a ½ day (afternoon). A student picked up before 12:20 PM will be marked absent for a full day (50% or greater of the day unattended). **When a student returns from any absence, a written note is required.**

TARDY POLICY: A student who arrives to school after the 9:15 AM bell will be marked tardy (9:16 – 9:45 AM). In addition, a student who is picked up before the 3:25 PM bell will also be marked tardy (2:55 - 3:24 PM).

EXCUSED AND UNEXCUSED ABSENCES:

When a student returns from any absence, a written note is required. However, many parents believe that simply calling or sending a note excuses an absence. This is not necessarily so. Policies dictate that illness, family emergencies and medical appointments are excused absences. **A missed bus, being too tired, minor colds, or continued head lice are not excused absences.** It is very important children attend school on time and on a regular basis. Parents and guardians are responsible for children's attendance in school. When a child has seven (7) or more unexcused absences in a month or ten (10) or more unexcused absences in a year, the school district is required, by law, to file a petition and affidavit with the juvenile court alleging a violation of [RCW 28A.225.010](#) by the parent, student, or parent and student.

Unless we have a note from your doctor stating otherwise, every child in school will be expected to participate in all school activities, including P.E. and recess.

BICYCLES: In accordance with School Board policy, **only 3rd – 5th grade students may ride bicycles to school.** All riders must wear a helmet and walk their bikes at patrolled crosswalks and on the school grounds. Bike racks are provided, and a sturdy bike lock is required. *Garfield Elementary is not responsible for bicycle security.* All bicycles and bike riders must be registered with the school on a form that is available in the Garfield office. Failure to follow any of these procedures may result in a loss of privileges.

BREAKFAST AND LUNCH: Students eat lunch with their class. Students who purchase lunch in the cafeteria are expected to pay in advance. Applications for free/reduced price lunch are available throughout the year in the office. Students are not to bring glass containers or knives to school. Soda pop and gum are also not allowed at Garfield. Candy is restricted to no more than one piece per day, and is to be eaten during lunch. Parents are welcome to visit during lunch, but must sign in at the office.

DRESS CODE: Student clothing will be regulated to preserve a beneficial learning environment and to assure the safety and well-being of all students. Clothing which presents a health or safety hazard, damages school property, and/or which creates a material and substantial disruption of the educational process is prohibited as per Everett Public Schools policy 3224.

All Clothing/Accessories: **NO** obscene, vulgar or suggestive logos or slogans, or any reference to tobacco, alcohol, drugs and/or weapons, may be worn on clothing and/or accessories.

Tops: Shirts must cover the shoulders (three fingers wide-- no spaghetti straps) and be long enough to cover the mid-section of the body (both stomach and back), when a child's arms are raised above his/her head, and when seated in a chair. No exposed midriffs, please!

Pants/shorts/skirts: Pants must be secured at the waist and cover the stomach and underwear. Shorts, skirts and dresses must reach below the child's fingertips when his/her arms are both extended downward. Sagging pants and pajamas are not permitted at school.

Hats: Hats and hoods are to be removed while inside all buildings, and bandanas are not allowed at school.

Hair: Extreme hair coloring, styles, and wild accessories that are disruptive are not allowed. In this case a child may be removed from class until remedied.

Shoes: High heels and flip-flops are not safe. Please help your child make good, safe choices for school. Athletic shoes must be worn on P.E. days. Any shoes with rollers inset into the heels of shoes are not permitted.



Fragrances: Many people are allergic to perfume; therefore, perfume is discouraged. If used at all, it must be used in moderation so as not to distract, disrupt or offend others.

Make-up: Face painting and make-up is disruptive to the school environment, and may not be worn (even when part of a school wide Spirit Day) at school. When it is excessive, the student will be required to wash it off before going to class.

These standards will be applied in a consistent and nondiscriminatory manner. Students who violate these standards will be subject to discipline which may include the following: the opportunity to change clothing and/or appearance, to have a parent conference and/or to serve detention. Repeated violations may result in suspension. The principal, and/or principal designee, reserve the right for final authority regarding the appropriateness of clothing, fragrances and make-up.

EMERGENCIES: Garfield has emergency response plans for several types of emergencies. If our students and staff must evacuate the building they will gather with their class and teacher in a predetermined, organized formation in a designated area on campus. School wide drills are scheduled regularly. In the event of a true emergency, our first priority will be student safety. Our staff is trained to release children only to authorized persons. Please be patient with us during these times so we can ensure every student's well-being.



Everyone has the right to a school community that supports learning, safety and well-being.

EXPECTATIONS: In addition to the school rule, there are two over-riding expectations:

- 1) **Do what is expected.**
- 2) **Do the best you can.**

All staff set clear expectations for behavior and achievement as students engage in a variety of activities and lessons throughout the day. Expectations are also included for traveling to and from school safely and appropriately.

HARASSMENT, INTIMIDATION AND BULLYING

(HIB): It is the policy of Everett School District and Garfield Elementary School to maintain a safe, respectful and secure learning environment for all students that is free from harassment, intimidation and bullying (HIB). HIB of students by others students, staff members, volunteers, parents or guardians will not be tolerated.

If a student has experienced harassment, intimidation, or bullying it should be reported to school teachers, counselors or administrators by the targeted student, his/her friends and/or family, and/or witnesses. Staff will intervene in HIB and report all situations. School staff will take steps it deems necessary to end and prevent the occurrence of harassment, intimidation and bullying (HIB). School administrators will intervene, and parents will be notified when their child is involved.

** To report unresolved, severe or persistent harassment; reporters may also contact Mrs. Koehnen, the principal at Garfield, or Robert Polk, the district Compliance Officer, and utilize the district HIB Incident Reporting Form.

ILLNESS: Children need to be in school to learn. However, if your child is ill, please DO NOT send him/her to school. For your child's protection as well as for other children in school, students who are sick with a fever (100 degrees or more) must stay home until their temperature remains below 99 degrees for 24 hours (without the aid of medication). If your child has been vomiting or has diarrhea or pink eye, please keep him/her home for observation. He/she may return to school after being symptom-free for 24 hours. **A note stating the reason for an absence is required.** When a child has been home sick for more than 3 days, a note from a doctor may be required.

MAKE YOUR DAY: CITIZENSHIP PROGRAM

For the past several years, Garfield has implemented the school-wide *Make Your Day Self-Management Program*. Our goal at Garfield is to create a physically and emotionally safe learning environment. Students know their decisions result in fair, logical and predictable consequences. Students are empowered to make decisions that will provide them the opportunity to learn through both successes and mistakes, while preserving dignity. The components of *Make Your Day* (MYD) include expectations, points, concerns, and steps. There is one basic rule:

POINTS: Each day, students are expected to "Do what is expected and do it the best you can." At the end of each period students are asked to review their performance during that period and report their MYD *Points*. These points are based on whether they did what was expected and did it the best they could.

CONCERNS: After students have self-reported their own points, students and staff have an opportunity to give feedback to each other, under the direction of the teacher, in a process called *Concerns*. The Concern Process is designed to allow students to help each other succeed and honestly self-evaluate behaviors. Concerns are scripted, and are managed by the teacher. They are not designed to allow other students to blame, retaliate, or to be hurtful.

STEPS: Students are allowed to choose *Steps* by a staff member when they display behavior that interferes with the learning, safety, or well-being of others. Choosing Step is a consequence, not a punishment. Students have control of whether they choose Steps by their behavior. There is no punishment associated with choosing Steps. When a student chooses a Step, he/she temporarily moves away from the learning environment. Students' academic grades are not directly impacted by choosing Steps. However, if a student repeatedly chooses Steps and thereby removes him/herself from the learning environment, it may negatively impact academics. Moving through Steps is completely the student's choice. A brief summary of Steps is below:

Step 1: The student sits quietly facing away from the learning environment for 2-5 minutes. This may mean the student is facing the back of the classroom.

Step 2: If the student fails to sit appropriately on Step 1 or continues to interfere with the learning, safety, or well-being of others, he/she will choose Step 2. The student then stands and faces away from the learning environment.

Step 3: If the student fails to stand appropriately on Step 2 or continues to interfere with the learning, safety, or well-being of others, he/she will choose Step 3. The student then stands and focuses on a sign stating the MYD rule - *Everyone has the right to a school community that supports learning, safety and well-being.*

Step 3½: Step 3½ will be used for behaviors that are somewhat severe and should be documented. A Step 3½

may be issued for the following behaviors (when low-level, not repeated and/or extreme): Play fighting, disrespect and swearing, some safety issues (non-injury causing i.e. knocking someone down while running). A student who receives a Step 3½ will be sent to the office and a parent phone call will be made.

Step 4: If the student fails to stand appropriately on Step 3 or continues to interfere with the learning, safety, or well-being of others, he/she will choose Step 4.

Automatic Step 4: Automatic Step 4's are used for behaviors that are extreme in nature and/or behaviors that become repeated patterns.

Step 4's may be issued for the following behaviors:

- Safety - Stealing - Vandalism - Fighting
- Swearing and/or obscene language (Classroom disruption, threatening, and/or directed)
- Harassment / Intimidation / Bullying (HIB)

A Step 4 requires an immediate parent conference.

Parents/Guardians are expected to come in for a Step 4 Conference as soon as possible. The student will be assigned to an alternate classroom or "Buddy Room" for the remainder of that school day, or until a successful conference occurs. The student will conduct the conference with the parent and typically the staff member with whom the incident happened. The parent/guardian will decide if the outcome of the conference is acceptable and make the determination if the student is ready to return to class. After a successful Step 4 conference, the student will return to his/her class.

MAKING THEIR DAY: Students "Make Their Day" by earning a set number of points each day. At the end of the day, students total the points they earned throughout the day to determine whether or not they "Made Their Day."

Students who do not earn enough points to "Make Their Day" are given a MYD Form to take home to their parent/guardian. This slip is designed as a communication tool for the parent. The form tells the parent that the child "...did not make his or her day today." This is not a sign of failure or a reason for punishment; however, it is a sign that the child is taking responsibility for choices made during the day. In order to help the child make better choices the next day, we encourage the parent to review the information on the slip with their child and discuss possible better choices for the future. Parents and students will be asked to sign the form and return it to school the next day.

Additional information about this program is available through our office. We encourage you to review our *Make Your Day* document with your child/children. *Make Your Day* also has a website available for parents:

www.makeyourdayparents.com

In addition to MYD, all students are expected to comply with all district policies as well as all federal, state, and local laws.

Some of the general **behaviors that are NOT allowed** fall under our school rules, board policies and/or federal, state, and local laws, and are listed in the next column:

Behaviors NOT allowed at Garfield:

1. Fighting (including "play" fighting), hurting, harassing, intimidating, or bullying (HIB)
2. Swearing or using vulgar or obscene words or gestures
3. Intentional misuse or damaging of property
4. Stealing
5. Throwing rocks, sticks, dirt, wood chips, snowballs, etc.
6. Bringing weapons to school - Guns/knives (including toys), and/or anything resembling guns/knives – are strictly forbidden. Weapons can include using school appropriate objects in inappropriate ways (i.e. stabbing with a pencil)
7. Using alcohol or any unauthorized drugs
8. Leaving school grounds without teacher permission and/or office approval
9. Leaving an area without permission and/or a pass from an adult supervisor
10. Refusing to do what is requested by a teacher or any other adult who is working for the school on a regular or volunteer basis

MEDICATION: Oral medication may only be administered at school when the proper paperwork has been completed. *Medication at School* request forms are available through the Health Room. The forms require a signature from your physician or dentist, **and** from you, the parent or guardian. Per district policy, medication includes such things as cough drops and aspirin. Students who bring any unauthorized medication to school are subject to discipline.

Medication must be in the current original container from the pharmacy, showing your child's name, the name of the medication, the dosage, and the frequency of administration. Medication includes all prescription and non-prescription (over-the-counter) medications.

OPERATION SCHOOL BELL: School Bell is a clothing assistance program available to students who attend Garfield. Parents who have specific needs for their students should contact the school Health Room for referrals, references, or for assistance with needs relating to the well-being and safety of our students.

RECESS/PLAYGROUND: Students go outside every day. Coats are required during inclement weather, and students play under the covered play shed on rainy days. Students may not bring toys or electronic play equipment from home.

SCHOOL CLOSURE: Garfield is an Area 1 School.



School days may be delayed or cancelled because of the weather or other emergencies. The Everett School District will notify the media of schedule changes before 5:30 AM. Listen to your favorite radio or television stations for information.

School closure information is also put on our district's website. No announcement means normal operations.

Please do not confuse an announcement for Everett Public Schools with an announcement for Snohomish Schools. We are located in Snohomish County but not the Snohomish School District.

SCHOOL INTERVENTIONS: The staff at Garfield Elementary is dedicated to a relentless effort to do whatever it takes to ensure that no child is left behind. As part of our commitment, we believe in intervening when academic and/or behavior problems occur, and in being proactive whenever possible. Interventions may occur at a variety of levels:
Classroom/Teacher Level - The teacher works with the student to teach, problem solve, develop, and adjust student plans. Parents are notified for support and encouragement for student success.

Grade Level Teams- Teachers within the building work together to assist each other with problem solving and developing plans for students as needed.

Administrative Level - The principal is involved in meeting with the teacher, student, and/or parents to problem solve, adjust, and/or develop student plans.

Student Intervention Team (S.I.T.) – S.I.T. includes the classroom teacher, social worker, administrator, and other school specialists. This group meets with parents, and sometimes students, to create individualized action plans to remove barriers that prevent students from being successful at school. These problems can include academic, social and/or behavior concerns. The teacher and team track the progress of the action plan until success is achieved.

Evaluation Team -The evaluation team includes the psychologist, classroom teacher, special education teacher/s, principal and other building specialists as appropriate. The team reviews current and previous student data, as well as any Individual Education Plans (IEPs) and creates a plan for the next steps. This may include further revision of a current plan or developing a new plan based on the behavior and/or academic needs of the child. The plan may include options such as assessments, specially designed instruction, counseling and/or tutoring. The team also accepts referrals for Special Education assessments.

SKATEBOARDS, SCOOTERS, WHEELED SHOES, AND ROLLER BLADES: are **not permitted** at school.

STEPS-TO-RESPECT: As part of our school-wide program all students learn to become cooperative members of a group and community so they can be successful learners. Steps-to-Respect includes education about harassment, intimidation, and bullying (HIB). This program is taught at each grade level, throughout the school year. Questions about this program should be directed to our school social worker, Barb Dubin at 385-4710.

SUSPENSIONS: Suspension or expulsion may occur for behaviors as stated in the Student Rights and Responsibilities Policies handbook (bullying, fighting, disruption of school, possession of weapons, drugs, fighting, etc.).

TELEPHONE USE and PHONE CALLS: Student phone calls will be limited to emergency purposes only. All arrangements for after school activities must be made prior to the start of the school day; however, students will be allowed to call home if a ride does not arrive for them at the end of the school day.

* **Cell phones are strongly discouraged.** Parents who wish to send a cell phone with their students for safety calls to and from school may do so; however, **cell phones must not be visible**

and must be OFF during school hours. We will not be held responsible for any items that are lost or stolen.

** In addition, **we ask your cooperation in eliminating the need to call in messages to your child at school,** as it is disruptive to deliver messages to classrooms. When calls are made, we cannot guarantee that students will always receive the message, especially those received at the end of the day. Emergency calls will be accepted.

TOYS AT SCHOOL: It is expected that personal items remain at home. Many times children would like to bring personal toys to school to show their friends and to share with them. Frequently, these items are lost or damaged at school and hurt feelings develop. Students should not bring toys or sports equipment for recess. The school will provide play equipment during recess. Electronic games, music players, trading cards, etc. are also not allowed at school.

VISITORS: **ALL VISITORS AND VOLUNTEERS MUST CHECK IN THROUGH THE SCHOOL OFFICE and wear a visitor's ID badge.** For safety reasons, **children who are not of school-age may not be present while volunteering,** and may not be on the playground during recess or other school activities.

VOLUNTEERS: We invite parents, grandparents, other community and family members to volunteer at Garfield. Tutors are needed in all academic areas, as well as in the library, in classrooms and on field trips. **All volunteers must be at least 18, fill out a volunteer application and have a background check prior to serving in the Everett Public Schools.** This process can take up to two weeks, so please plan ahead. We recommend that all parents fill out the necessary paperwork to get approved so that they are cleared and able to serve as a volunteer when they want to. Volunteer applications are available online, and must be renewed every three years. Our desire is not to make it harder to help at school, but to ensure that the adults working with our students are safe to be around children. Please know that you are always welcome in our school. For safety reasons, **children who are not of school-age may not be present while volunteering,** and may not be on the playground during recess or other school activities.

NON-DISCRIMINATION STATEMENT:

Everett Public Schools does not discriminate on the basis of sex, race, creed, religion, color, national origin, age, honorably discharged veteran or military status, sexual orientation including gender expression or identity, the presence of any sensory, mental, or physical disability, or the use of a trained dog guide or service animal by a person with a disability in its programs and activities and provides equal access to the Boy Scouts and other designated youth groups. Designated to handle inquiries about nondiscrimination policies are: Affirmative Action Officer, Carol Stolz, 3715 Oakes Ave., Everett, WA 98201, 425-385-4106; Title IX Officer, Randi Seaberg, 3715 Oakes Ave., Everett, WA 98201, 425-385-4104; 504 Coordinator, Linda Tyrrell, 4730 Colby Ave, Everett, WA 98203, 425-385-4064; ADA Coordinator, Kristine McDowell, 4730 Colby Ave, Everett, WA 98203 425-385-5250. (Email address for each is FirstInitialLastme@everettsd.org)

