



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

Your 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 made 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.thompsonschoools.org).

To make Garfield a great place to learn and grow, students follow the code of PRIDE:

1. I promise to be a **P**ositive person
2. I promise to be **R**esponsible for my own learning and behavior
3. I promise to do my **I**ndividual best
4. I promise to **D**emonstrate honesty
5. I promise to include **E**veryone

SCHOOL OFFICE

The school office is open from 7:30 a.m. to 3:30 p.m. on school days. 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

STAFF CONTACT LIST

Our school website contains a lot of useful information, including contact information for all members of our staff. You can find that list at

<https://www.thompsonschoools.org/page/16107>

SCHOOL HOURS

	Mon, Tue, Thu, Fri	Late Start Wednesday
School Open / Entry at External Classroom Doors (Playground Closed)	7:50 a.m.	8:50 a.m.
School Starts	8:00 a.m.	9:00 a.m.
Dismissal	Kindergarten 3:05 p.m. 1st-5th Grade 3:10 p.m.	Kindergarten 3:05 p.m. 1st-5th Grade 3:10 p.m.
**Students left at school unsupervised will be brought to the office at 3:20 p.m. to await pick-up. Students who remain in the front office at 3:30 p.m. will be enrolled in after school care at the expense of the parent/guardian.		

School Supply List for 2022-2023

The Garfield school supply list can be found [here](#) on our school website at www.thompsonschoools.org/garfield.

COVID-19 Information

Updated information and FAQs can be found on the thompsonschoools.org website at this link <https://www.thompsonschoools.org/domain/7841>

2022-2023 LUNCH/RECESS SCHEDULE

Grade	Recess (Lunch)	Lunch
Kindergarten	11:30-11:55	12-12:20
1st Grade	11-11:25	11:30-11:50
2nd Grade	11:15-11:40	11:45-12:05
3rd Grade	11:50-12:15	12:20-12:40
4th Grade	11:40-12:05	12:10-12:30
5th Grade	10:45-11:10	11:15-11:35

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 the 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 **Volunteering and Family Resources** hot button on the district website

<https://www.thompsonschoools.org/page/23303?ref=globalIcon&site=tsd>

App

- Do a search for "Infinite Campus Parent Portal"
- Login using either your student's school credentials or your own
- The district ID for the app is: **GCCGWX**

Please email portal@tsd.org if you need help to access your parent portal. *Include your name, your student's name, and Garfield Elementary in your email.*

Contact Information Updates

Please update your information through the Parent Portal whenever it changes, or notify the front office. Providing your email, phone number(s), 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).*

COMMUNICATION BETWEEN SCHOOL AND HOME

Email/School Newsletter Our school sends email to families to provide important information. ***Please add GarfieldES@thompsonschoools.org to your email contact list so that our messages do not land in your spam folder.*** Mr. Kleiber sends a weekly newsletter via email from this address. The newsletter contains dates, activities, and other school information you will want to know.

Class Dojo Many of our teachers use Class Dojo to communicate in real time with families. Please connect with your child(ren)'s teacher(s) to get access.

Phone We send out phone messages with information that you need to know. *Please be sure your voicemail box isn't full and that our calls are not blocked so that you can receive these important messages about school activities.*

Notes Your student will bring home notes from the classroom. *Please check the student's backpack regularly to make sure you are getting the messages from your child's teacher.*

SAFETY DURING DROP-OFF AND PICK-UP

- Please drop off and pick up your student(s) along sidewalks only and NOT in the staff parking lot to keep your child(ren) safe.
- Consider traveling by foot or bike (with helmets) with your child. Consider car-pooling, walk-pooling, or bike-pooling to reduce traffic.
- If driving, 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 unload on Colorado Avenue 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 3:20 p.m. daily.

The playground is closed before and after school.

Please do not send or leave your child unattended during this time

Arrival Students go directly to their external classroom door at 7:50 a.m. (8:50 a.m. on Wednesdays) and wait for the teacher to invite them inside. Students arriving after 8:00 a.m. (9:00 a.m. on Wednesdays) must come through the front office and will be marked tardy.

Dismissal Students who leave the campus during the school day for appointments must be checked out at the front office by a parent or guardian who is listed in our database and who shows a valid photo ID. No student may leave campus during the school day unaccompanied by an adult. 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 or approved by the principal.

VISITORS AND VOLUNTEERS

We are very grateful for all our wonderful volunteers at Garfield. If you would like to volunteer at Garfield or chaperone field trips please register online at <https://www.thompsonschoools.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 or chaperone field trips without first attaining approved volunteer status through the district. People who do not pass the TSD background check may attend public events, e.g., lunches, classroom parties, concerts, field day, athletic events, and performances at the school.

ATTENDANCE POLICY

Attendance Line 970-613-6090

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.thompsonschoools.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). Please check your voicemail box often to be sure it isn't full.

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. Please mark all of your children's coats, boots, hats, gloves with their names so we can return them if lost.

NO LOST AND FOUND

Due to limited resources, we do not maintain a Lost and Found at Garfield. Please be sure to **mark all of your student's belongings with her/his name** so that items found during the day can be returned to the student. Items left at the end of the day without a name will be disposed of at the school's discretion.

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 one and a half days per week 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 the 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. The adult must be prepared to present a photo ID.

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 a single day's dose only
2. Medication must be clearly identified on the container brought to school

3. The child must have written permission, signed and dated by a parent/guardian that includes the student's name and the name of the medication
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.

PARTNERS IN EDUCATION (PIE)-Formerly SAC

The Partners in Education Committee (formerly known as School Accountability Committee) consists of families, teachers, and administrators who help to guide the policies and practices of the school. Please contact our office if you would like to join this important committee.

GARFIELD ELEMENTARY PARENT-TEACHER ASSOCIATION (PTA)

This organization consists of parents and teachers working together to support the students and staff at Garfield. All families are welcome. Please visit our PTA Facebook page @garfieldcopta and call Lucie Cindoruk, PTA President at (708) 972-8849 if you have any questions or would like to become a member.

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.

ENDING ENROLLMENT AT GARFIELD

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*.

For information on the cost for school lunches, please go to <https://thompsonsdnutrition.org/>

Meal Benefit Application 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 meal 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, unless otherwise told by their teacher. Some great choices are nuts, dried fruit, 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 Please do NOT 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 7 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 student's backpack. 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.

**GARFIELD ELEMENTARY
IMPORTANT THINGS TO KNOW**

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 (kept at the front office).** These procedures ensure 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. **The playground is closed before and after school. Please don't leave your child unattended on the playground.**
4. The safety and well-being of your children during drop off and pick up is a serious concern for the staff at Garfield.
 - **Do NOT use the parking lot for drop off or pick up.**
 - Please drop students off along the sidewalks surrounding the school. We ask that K-2nd students arrive on the south side of the building along 7th St. and 3rd-5th students arrive on the north side along 8th St. **Do not enter the parking lot to drop off or pick up students.** You may also park along Franklin Ave. on the east side of the school to drop off and pick up your students.
 - **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 line up outside their external classroom doors and wait for their teachers to invite them in.
5. For your protection and the safety of the children, **please do not bring dogs or other pets onto school grounds before, during, 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 toys from home including hard balls or bats, Pokemon, super balls, marbles, or dolls.**
9. **Children will go outside at recess time.** Please send children to school dressed appropriately for weather conditions. Make sure the student's name is on coats, hats, gloves, and boots. We do not maintain a Lost and Found, so unmarked items may be discarded at the end of each day.
10. **Students may ride bikes, but must walk them on school grounds before and after school.** Bikes must be locked in the bike rack on the north side of the building. Garfield is not responsible for lost or stolen personal property.
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 call the Garfield school office at 970-613-6000. Our address is 720 N. Colorado Ave., Loveland, CO 80537.

GARFIELD ATTENDANCE POLICIES & PROCEDURES
Attendance Line: 970-613-6090 Office Line: 970-613-6000

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, whether excused or unexcused, 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.***
- Provide the school with a telephone number or other means of contacting them during the school day. Please keep your phone numbers current through the 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 SCHOOL DISTRICT'S BOARD OF EDUCATION [ATTENDANCE POLICY](#)

ABSENCES

A. Excused Absences Excused absences are exceptions to compulsory attendance. They include the following (asterisked items are specified in Colorado law):

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. A student who is pursuing a work-study program under the supervision of a public school.*
4. A student who is participating in any school-sponsored activity, or a student who has advance approval by the administration to attend an activity of an educational nature.
5. 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).
6. A student who has a death in his or her immediate family.
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 is being instructed at home by a certified teacher or under a system of home study pursuant to state law and State Board of Education rules.*
10. A student who has the written approval of the building principal based on special family circumstances.
11. A student to whom a current age and school certificate or work permit has been issued pursuant to state law.*
12. A student who is participating in an observance of his or her religion.
13. A student who has been suspended from school.

As applicable, the district may require suitable proof regarding the above exceptions, including written statements from medical sources. If a student is in out-of-home placement (as that term is as defined by C.R.S. 22-32-138(1)(e)), absences due to court appearances and participation in court-ordered activities shall be excused. The student's assigned social worker shall verify the student's absence was for a court appearance or court-ordered activity.

B. Unexcused Absences Any absence that is not covered by one of the situations described above is an unexcused absence. These include the following:

1. Expulsion
2. Leaving school or a class without permission of the teacher or administrator in charge.
3. Not reporting to school or a class unless the absence is excused in accordance with the school's policy.
4. Any absence that is not excused within 48 hours.

The maximum number of unexcused absences a student may incur before judicial proceedings are initiated to enforce compulsory attendance is 10 days during any calendar or school year or four days in one month. Thompson School District R2-J, Loveland, Colorado Page 1 of 4 File: JH/JHA/JHB -R

C. Medical Absences The school, in its discretion, may require a student who is absent for medical reasons to provide a note from his or 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.