



2023-2024 Handbook

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

WELCOME

The Garfield staff welcomes you to the 2023-24 school year! We are looking forward to continuing our relationship with the community, parents, and students as we work together to provide a safe, successful learning experience for every student. We are glad you are a part of it!

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

SCHOOL PHILOSOPHY

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

MISSION STATEMENT

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

- We will instill the joy and value of learning in all students.
- We will provide a balanced curriculum including language arts, social studies, science, mathematics, physical education, and the arts by using a hands-on approach that encourages individual creativity.
- We will provide an environment that encourages the development of personal and group responsibilities including positive social skills and effective self-management strategies.

- We will create a climate that values individual and cultural differences.
- We will foster positive, open and effective partnerships with families and community, as we believe this teamwork is essential for the success of each student.

GOALS

Garfield in the Twenty-First Century

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

SCHOOL DAY

TK/Kindergarten & all students each Monday 8:30-1:00

1st 8:30-2:55

2nd-3rd 8:30-3:00

4th-6th 8:30-3:05

Recess 10:15-10:30

Lunch 11:45-12:30

Children arriving prior to 8:20 am will be enrolled in morning care in the multipurpose room. Breakfast (if ordered the day before) will be served from 7:45 until 8:05. Students should be picked up promptly after their dismissal time. Students remaining after 3:10 will be enrolled in GASP.

ARRIVAL AND DEPARTURE PROCEDURE

Entering and Exiting by Car:

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

Exit the parking lot from the east - Near the Announcement Board.

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

Morning Arrival 8:00 - 8:30:

Drive slowly, enter by west, pull in to an empty space to drop off your child. Do not allow children to run unattended across the parking lot from running vehicles. Bicycles should be walked from the east exit along the sidewalk to the bike rack. The grange parking lot is also available for drop-off and pick-up. Access the parking lot from Grange Road.

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

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

- * Use entrance and exit routes above.
- * Do not block the emergency exit driveway in front of the drive through gate at far, east end of the parking lot.
- * Regardless of where you are parked, meet your child at the front walk gate for pick-up. TK/K's are met at the Early Primary classroom door.
- * Bike riders walk bikes from rack along the Little Red Schoolhouse, to the sidewalk, and out the east exit.

SCHOOL RULES AND REGULATIONS

KINDNESS: Students are expected to demonstrate kindness *for teachers, staff, peers and visitors* in order to maintain a positive educational process. Students verbally abusing anyone, using profane language or gestures, or willfully defying the authority of the school staff will be subject to in-school suspension. Teachers may restrict a student's time at lunch recess for disciplinary purposes.

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

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

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

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

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

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

Intentionally attempting to or *causing injury* to another individual will not be tolerated. **Possible results:** Family notified, student suspension

**Harassment:* Schools need to be an *emotionally and physically safe* environment for all students. Garfield School prohibits any act of harassment verbally or physically amongst staff, student and visitors. Examples of harassment include: bullying (using voice or body language to manipulate others), verbal/physical threats, teasing, sexual comments and other acts that threatens the victims safety and/or his/her ability to succeed academically/socially at school.

Possible results: Family notified, student suspension

PARTNERSHIP FOR SCHOOL SUCCESS

At Garfield School we believe that cooperation between school and home is essential for a child to succeed to his or her highest potential. When we combine our resources for education and guidance we provide cohesive and positive boundaries in which a child can feel safe. We believe that schools and families working together can solve even the most difficult problems. The more collaboration takes place

between home and school, the more assured the child will be that his or her education is important both to their parents and their teachers. This compact recognizes the importance of this partnership.

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

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

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

STUDENT RESPONSIBILITIES

STUDENT BEHAVIOR CODE

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

STUDENT RESPONSIBILITIES

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

HOMEWORK

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

Getting books, homework, and lunches to school and home is your child's responsibility. Backpacks are helpful.

FAMILIES...YOU CAN HELP AT HOME

Show a positive interest in the assignments your child brings home. Be an attentive listener and encourage your child to discuss the day's events with you. Promote

good study habits by providing an appropriate time, location and study environment for completing homework. Take time to read all notes and bulletins from school. Read aloud to your child. Model interest in reading.

PARENT RESPONSIBILITIES

ATTENDANCE

By law it is the parent's responsibility to ensure that students attend school. The only excused absences are illnesses, doctor appointments, and court appearances.

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

TARDINESS

It is important to your child's sense of responsibility that he/she be at school on time and not wander in late. An important part of our Responsive Classroom curriculum is a daily Morning Meeting. These meetings start promptly at 8:30. A child coming in late has a harder time adjusting, and is disruptive to class members, and the teacher. If your child arrives after the school bell they must check in at the office. Please send a note with your child or call the school to explain the reason for the tardiness.

MEDICAL AND DENTAL APPOINTMENTS

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

PARENT CONFERENCES

Garfield schedules two regular parent-teacher conferences each year. This year conferences will be held November 14 - 28, and March 13 - 17. We feel conferences are a means of establishing a cooperative relationship vital for the steady academic growth of your child.

Noting this on your calendar now may be helpful in your scheduling. Report cards are sent home in June. Should you desire a conference at some other time during the school year, please call the office and make an appointment. If you have any questions about school please phone the office.

TESTING

In May, we administer the state mandated standardized test called the CAASP to all 3rd -6th graders and a 4th grade science test. Also in May, fifth graders are given a national physical fitness assessment. This information is used by the state and our teaching staff to assess our programs. Results of the test are distributed to parents by mail during the summer.

FIELD TRIPS

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

USE OF PRIVATE VEHICLES

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

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

STUDENT INSURANCE

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

APPOINTMENTS WITH TEACHERS

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

HEALTH & SAFETY

VISITORS

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

TOBACCO FREE SCHOOL

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

FIRST AID

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

PLEASE MAKE SURE YOUR CHILD'S EMERGENCY CARD IS FILLED OUT AND RETURNED TO SCHOOL. If you wish us to administer any kind of medication, you must fill out the Medication on Campus Form. If you move, change employment, or change your phone number, be sure to update the contact information immediately.

PERSONAL PROPERTY

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

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

Student cell phones and smart watches that can receive calls or text messages are not allowed on campus.

LUNCH, SNACK, AND COOKING PROJECTS

Lunch may be prepared at home and sent to school with your child, or your student may take advantage of our universal meal program. Students may order breakfast the day before it is served and lunch the day of service. Meals may be hot or cold depending on the fare. The daily menu provides a source of protein, fruit, vegetable, salad, grain and dairy in the form of milk. A vegetarian option is always available.

Lunch and snacks from Home: We respect parents' rights to select and provide nutritious food for their children, however, lunches and snacks should not include sugary drinks, soft drinks, or candy.

Snacks: Children often need additional energy mid-morning and in the afternoons. There is not a school snack Program so one or two snacks should be sent from home daily in addition to a lunch if your student prefers one from home.

Cooking Projects: Classrooms and GASP may have special cooking projects related to their curricular themes. If food allergies are a concern for your child, it is extremely important to make this known on the emergency forms as well as communicating directly with your child's classroom teacher and the GASP director if your child participates in GASP.

Food Sharing: Due to concerns of food allergies and pathogens easily passed through food and drink, Garfield maintains a "No Food Sharing" policy. Children are not to share food with classmates or try another classmate's food. At school events where parents are present, parents will be responsible for decisions about food sharing for their own children.

DRESS CODE: Following school dress code ensures safety and a healthful self-image. Students need to wear appropriate athletic shoes for Physical Education.

The following are not allowed at school: make-up, short shorts or miniskirts; sagging pants; bare midriffs; open toe or open heel shoes, high heeled shoes; *Heelies*; backless, strapless, or spaghetti string tops; shirts with inappropriate words or pictures that reference violence, drugs, tobacco, alcohol or promote racial, ethnic or religious prejudice. Hats and sunglasses may not be worn indoors. Parents will be notified if a child's clothing is inappropriate.

ILLNESS

It is not always easy to know when to send your child to school, and when to keep your child home. The following guidelines are based on public health science. We ask that you keep your child home if he/she is experiencing any of the following symptoms:

- **Fever:** anything higher than 99 degrees
- Children should stay home 24 hours after a fever breaks.
- Children may return to school after maintaining a normal temperature without the assistance of any medication for a full 24 hours. Temperatures should be taken in the evening prior to returning and the morning of returning to school in order to ensure a normal temperature has been maintained, that a relapse has not occurred, and that other children will not be exposed.
- Diarrhea
- Nasal Congestion: This includes clear runny nose and stuffy noses. Nasal discharge caused by a virus does not turn yellow or light green until the immune system begins successfully fighting the virus. A virus is most contagious at the clear runny stage.
- Cough and Sneezing
- Body aches
- Sore throat/ tickly throat
- Headache
- Rash
- Nausea
- Lethargy or feeling poorly
- Students should stay home with any symptoms that require medicine at school unless you have a doctor's order.

Antibiotics: Children who are placed on antibiotics for impetigo, strep throat, or other bacterial infections should be on them for a **full 24 hours** (longer for Pertussis/Whooping Cough) before returning to school to prevent the spread of infections.

If you are unsure how long your child's illness will be contagious, you may call your child's primary care provider.

If your child needs to miss school due to illness, please contact our office. School phone 707 442-5471, e-mail kblair@garfieldschool.org or text Kathy

SCHOOL PROGRAMS

ART AND MUSIC PROGRAMS

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

PHYSICAL EDUCATION

Students participate in a variety of physical movement activities on a daily basis within their regular classroom routines. Physical education is also provided for every class on a regular basis twice a week by a qualified Physical Education teacher. The emphasis of instruction is on how to keep everyone physically and emotionally safe while having fun. The program includes sportsmanship through team sports and/or games, locomotor skills such as kicking a rolling ball, throwing and catching, jump rope, flexibility, strength building, cardiovascular exercise, and cooperative games.

It is best to come to school dressed for success in all aspects of our learning, therefore athletic shoes ensures one is prepared for movement activities. If a student prefers to bring athletic shoes to change into for specific physical activities, the student needs to make arrangements with his/her classroom teacher to store shoes appropriately for those times.

LIBRARY PROGRAM

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

RESOURCE SPECIALIST PROGRAM

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

SPEECH/LANGUAGE DEVELOPMENT PROGRAM

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

TECHNOLOGY PROGRAM

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

GARFIELD AFTER SCHOOL PROGRAM (GASP)

Garfield School offers an After School Program. The program stresses a positive, nurturing environment where students can relax and participate in recreational activities, craft projects, running club, gardening and homework time. You may obtain registration materials at the office prior to the first day if GASP will be needed the first day of school, or refer to your packet of forms that comes home the first day of school.

Hours: 1:00 - 5:30 PM

Parents may register children for the hours that fit their schedule or may enroll children on a drop in basis by calling the office that day.

GASP is not in session during school holiday breaks.

Call the office for registration, costs, and billing procedures.

SCHOOL LEADERSHIP

SCHOOL BOARD

Term Ends

Alison Talbott 2026

Nancy Frost, President 2024

Erika Benson, Clerk 2026

School Board Meetings

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

ON SITE LEADERSHIP

The curricular team, comprised of Michael Quinlan, Alaina Kelley, Marcia Brady, Stephanie Brown, and Jill Wernert, supervises the curriculum programs, coordinates special programs and provides the school community with up-to-date and accurate information regarding the school program. The Superintendent plans, supervises and directs the business operation of the school and is the primary link with parents.

PARENT ADVISORY COUNCIL

The Parent Advisory Council (PAC) meets several times a year to plan for improvements in curriculum and the school's physical environment. The PAC is an advisory group to the Curricular Team and Board on the use of categorical grants and entitlement funds. The PAC consists of three parents and three teachers and /or other staff members. The public is welcome to attend PAC meetings.

GARFIELD BOOSTER CLUB

The Garfield Booster Club is our parent organization. The Booster Club meets monthly. The Boosters organize social activities and fund raisers for Garfield students and families throughout the school year. In the past they have organized the End of the Year Swim Party, Square Dancing, Family Bingo, potlucks, outdoor movies, The Garfield Gallop and the like. All parents and community members are welcome and encouraged to participate in the Booster Club activities.

FREE AND REDUCED MEAL APPLICATIONS:

Although CA has adopted a Universal Meals program, the percentage information from the Free and Reduced Meal Application Form continues to be utilized by the district to qualify for specific necessary funding. Applications also allow Garfield School District to offer discounts on programs such as the Garfield After School Care Program. These forms are mailed out to all families at the beginning of the year to all families. Please fill them out regardless of your income. Your personal information will be confidential, and does not leave the District.

GARFIELD SCHOOL PERSONNEL

Michael Quinlan	Superintendent
Kathy Blair	District Secretary
Jill Burns-Wernert	Early Primary (TK-1) Teacher
Sienna Baker	Early Primary (TK-1) Aide
Keaton Jones	SCIA
Marcia Brady	Middle Primary (2-3) Teacher
Amanda Pollock	Middle Primary (2-3) Aide

Stephanie Brown	Fourth Grade Teacher
Alaina Kelley	Upper Elementary (5-6) Teacher
Callie Jennings	Upper Elementary (5-6) Aide
Taylor Hawthorne	Classroom Aide
Annette Lesher	Resource Teacher
Janine Redwine	Speech Therapist
Devin Butor	Physical Education Teacher
Heidi Macdonald	Music Teacher
Mary Myers	Librarian; Lunch Program
Jessi Hoffschildt	After School Program (GASP) Director
Holly Bateman	After School Program Aide
Bailey Haas	After School Program Aide
Ashley Worthington	KinderCare and After School Aide
Vicki Steadman	Custodian
Ray Blair	Skilled Maintenance

