

# Garfield Elementary School

**A School of the World**



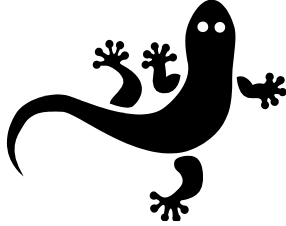
**Una Escuela Mundial**

Parent/Student Handbook  
2017-2018

Garfield Elementary School  
Corvallis School District  
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Corvallis, OR 97330

Office (541) 757-5941  
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<https://garfield.csd509j.net/>



## Garfield Elementary School

1205 NW Garfield Avenue

Corvallis, Oregon 97330

(541) 757-5941

(541) 757-4588 FAX

Dear Families,

Welcome to Garfield School! Our staff is pleased to have an opportunity to be a part of your child's learning. We want all children to be successful in school and in life. We support children's success through developing academic skills, encouraging students to assume responsibilities for themselves, and assisting students to develop skills they need to learn and to live with others.

This handbook is designed to familiarize you with our school. Included in this handbook you will find:

- A summary of school procedures and guidelines
- The Garfield Positive Behavior Plan
- Lifelong student practices for academic success
- Garfield Elementary School Vision

We believe that educating students requires a partnership of parents, students, and school staff working together. We welcome your involvement and hope to see you often. Please take time to read and discuss *The Garfield Positive Behavior Plan* (PBIS) and *Lifelong Student Practices for Academic Success* with your child. This will help us to ensure that students know the school's expectations, encourage students to assume responsibility for their behavior and support your child with how they can experience success in school.

If you have any questions, please contact our office for additional information. We look forward to working with all of you as we serve your children.

Sincerely,

Garfield Elementary School Staff  
Leigh Santy, Principal

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# Lifelong Student Practices for Academic Success

## Build a network of support with:

- Your family: make study time a whole family event
- Your friends: study with a friend
- School groups

## Manage your environment

- Find a quiet spot to do your homework
- Turn off the TV and video games

## Get and stay organized

- Keep a notebook (ex. binder) with dividers for different subjects
- Write down daily homework and school projects
- Have a parent and/or teacher review your notebook and your homework list

## Manage your time

- Set a regular study schedule
- Make time to read for fun (ex. bedtime story/family reading)

# Garfield Elementary School Vision

## Curriculum and Instruction

An exemplary bilingual school provides a diverse and balanced curriculum. This curriculum includes a core that specifies the knowledge and skills that all students are to attain. The school designs its curriculum and instruction to enable all students to acquire these outcomes.

- Bilingual curriculum enables students to broaden their perspective in order to understand and appreciate diverse cultures within the school and cultures and conditions beyond those of their local community.
- All students have equal access to educational opportunities that are afforded to all students across this district.
- Curriculum and instruction are guided by specific, clearly stated, challenging goals for each grade level that stimulate student engagement and provide purposeful learning.
- The scope (depth and breadth) and sequence (order or flow) of the curriculum are aligned from grade to grade.
- The academic progress of each student is closely monitored and supported.

## Students

In an exemplary bilingual school, students accept responsibility for their learning, decisions, and actions, in preparation for both academic and life challenges, believing in themselves and their ability to learn. Students:

- Believe in themselves, their resiliency and their ability to reach their full potential.
- Are prepared to navigate both academic and life challenges.
- Are respectful of others-fellow students, teachers, staff, visitors, etc.
- Accept responsibility for their learning, decisions, and actions.

## Staff

An exemplary bilingual school operates on the premise that a school can only be as good as the people it employs. Therefore, we are committed to recruiting, retaining, and supporting outstanding educators who can advance the school's vision. All staff members:

- Have high expectations for student success guided by shared goals and a sense of common purpose.
- Model the importance of lifelong learning through their commitment to ongoing professional development.

- Collaborate with one another on a regular basis on curriculum, instruction, individual students, and school improvement initiatives in order to create conditions that promote student and staff success.

## School Climate

An exemplary bilingual school provides a warm, inviting climate that enables students to enjoy their school experience and results in a shared sense of pride in the school. In an exemplary bilingual school:

- Members of the school community are known and valued for who they are and their experiences.
- There is a commitment to provide an emotionally and physically safe, supportive environment on school campus at all times.
- All individuals are treated with respect.
- There is open communication between all members of the school community.



# Garfield School Procedures and Guidelines

## Attendance

Regular attendance at school is essential for academic progress and is a state law. Except as provided by ORS 339.030 all children between the ages of 5 and 18 years who have enrolled in a public school and have not completed the 12<sup>th</sup> grade are required to regularly attend a public school full time. The school district recognizes there are valid reasons when children must be absent from school, arrive late, or leave early and we may excuse those absences. Absences and tardiness will be considered unexcused when, in the opinion of the school, there is not a valid reason to miss time in class.

**Examples of excused absences or tardiness include:** illness or health-related issue, family emergency, doctor's appointment, pre-arranged family vacation, family event such as a wedding or funeral.

**Examples of unexcused absence or tardiness include:** slept in, refusal to go to school, babysitting, non-emergency in family.

Please notify the school office each day that your child will be absent at 541-757-4390 (Attendance line) or by sending an e-mail to [Garfield.attendance@corvallis.k12.or.us](mailto:Garfield.attendance@corvallis.k12.or.us). To pre-arrange an absence please call the Garfield Office at 541-757-5941. If we don't hear from you, your child's absence will be considered unexcused. Students are to check in at the office when they arrive late or check out at the office when they leave early. Make up work is the student's responsibility. Please check with your child's teacher regarding their expectations for make-up work.

Attendance patterns are monitored regularly, we intervene promptly and when necessary we involve the county attendance clerk.

Any student who is absent for more than 10 consecutive school days will be automatically withdrawn in accordance with state law governing school attendance. Students absent for 4 full days of unexcused absences without special pre-arrangements made with the principal or the attendance secretary will be referred to a truancy officer.

## Admission to School

A child must be five years old on or before September 1 to attend kindergarten.

A child must be six years old on or before September 1 to attend first grade.

Students enrolling in Oregon schools for the first time must have proof of immunization prior to being admitted to class. The only exceptions are those children whose health will not permit immunizations and those whose family claims a nonmedical exemption.

These families will have to provide a proof of medical exemption signed by a physician or will have to watch the Vaccination Module for parents online (On the Public Health Oregon government website) and provide the school with a print out of the Vaccine Education Certificate at the end of the module.

Students who reside within Garfield's boundaries may enroll under the above conditions.

Students who reside outside of Garfield's boundaries must apply for a transfer with the District.

## After School Activities and Childcare

After school child care is available at Garfield through the Garfield GECKO Club made possible by a cooperative effort of the Boys and Girls Club of Corvallis and the Corvallis School District.

**GECKO Club works closely with the district, school teachers and staff to meet the learning and behavioral needs of every child in the program.**

**GECKO Club** activities and learning goals are structured around Common Core State Standards. Some of our activities include the use of technology, building and crafting to problem solve, reading and writing workshop exercises and explorations in music and art.

GECKO Club partners with a variety of community organizations including OSU/4H STEM (Science, Technology, Engineering and Math), Linn Benton Community College and more. These partnerships expose students and their families to opportunities within Corvallis they may not otherwise get to enjoy.

Visit the GECKO Club website at <http://www.bgccorvallis.org/programs/garfield-gecko-club/> or call **541-243-3072** to learn more about the program or register.

## Arrival and Departure

It is important that your child not be at school during times when there are no adults on duty to supervise. Children should not arrive at school before 7:45 am. Any exceptions may be made through arrangements with the teacher and the office. Students arriving between 7:45 am and 8:05 am must report to the cafeteria, gym or library. School begins at 8:10 am. Students arriving after 8:15 am are tardy and they must check in at the office before reporting to their classroom.

Students should go home upon dismissal at 2:40 pm (Monday-Thursday) or 1:40 pm (Friday). No students will be allowed to remain on school grounds unless directly supervised by an adult. Those students who are waiting for rides after 2:50 pm (Monday-Thursday) or 1:50 pm (Friday) will be required to wait in the office where there is adequate supervision.

If your child is going anywhere other than home at the end of the school day, we ask that you write a note and send it to school with your child to submit to the office or call the office **before 12:00 p.m.** We will not allow children to change their after-school plans without permission from a parent. Social arrangements should be made before your child comes to school in the morning.

No student will be released to anyone other than individuals listed on the student's registration card without permission of the parent or guardian.

Please remember: there is no supervision provided outside of school hours and the school has no responsibility for students on school ground before 7:45 am or after 2:40 pm (or 1:40 pm on Fridays)

### **Drop off/Pick up**

When dropping off or picking up your child, please follow these guidelines for the health and safety of all:

- When students need to leave early or leave for an appointment, parents/guardians need to check in at the office to sign their child out.
- Use the front driveway for drop-off and pick-up; please do not leave your car unattended.
- Turn your engine off while you are waiting.
- Do not stop in driving lane to drop off or pick up a child. This is very dangerous.

All students should be picked up promptly at the end of the day and not later than 2:40 pm (Monday-Thursday) or 1:40 pm (Friday).

## **Bicycles, Rollerblades, Scooters, Skateboards and Shoes with Rollers**

Bicycles, rollerblades, scooters, skateboards and shoes with rollers may be used for transportation to and from school. Walk bikes, skateboards, and rollerblades on the sidewalk for safety of both riders and walkers whenever walkers are present.

Children who ride a bicycle to school must wear a helmet and use a bike lock. Students should park their bikes in the bike rack provided. Riding skateboards, bicycles, scooters, rollerblades and shoes with rollers on the school grounds during school hours is not permitted.

## **School Board of Education**

The elected, seven-member Board of Directors (School Board) sets policy for the district. The Board welcomes public input and meets in regular session on Mondays at 6:30 p.m. at the district administration office. For more information about the Corvallis 509J School Board, contact the Superintendent's Office at 541-757-5841.

## **Bus Transportation**

Bus transportation will be provided for elementary school students who live more than one mile from school, or less if there is a safety issue. In accordance with district policy, students are not to get off the bus at points other than transportation to and from school. Exceptions may be made with the principal's approval of a parent's written request. Students being transported are under the authority of the bus driver. Rules governing students riding school

buses are posted in the bus and are for the safety and welfare of all passengers. Any questions regarding bus schedules should be addressed to First Student Bus Company, 541-752-0174.

## Bus Citation Process

Students are expected to show respectful, responsible, and safe behavior while riding the bus. Students who do not follow bus rules may be issued a citation by the bus driver. If a student receives a bus citation, he or she must have it signed by a parent/guardian and by a school staff member. Consequences established by the bus company for citations issued during one school year are:

### **First Citation-Warning:**

The driver verbally restates behavior expectations and issues a warning citation. The driver may assign the student to a particular seat.

### **Second Citation:**

The student may be suspended from the bus after a conference, arranged by principal, has been held with the student, the parent, the bus driver and the principal. The driver may assign the student to a particular seat.

### **Third Citation of the Year:**

The student will receive a suspension from the bus for up to 30 days after a conference, arranged by the principal, has been held with the student, the parent, the bus driver and the principal. Further violations of bus regulations will be considered a severe violation. The driver may assign the student to a particular seat.

### **Severe Violations:**

Any severe violation may result in the immediate suspension of the student for a minimum of ten days and up to a one-year period from the bus, which may carry over to the following school year. There will be a hearing at this time, arranged by principal, involving the student, the bus driver, the parent and the principal.

In all instances, the appeal process may be used if the student and/or parent desires.

All citations must be signed by the parents, the bus driver and the principal before the student will be allowed to ride the bus again.

## Closures

### Weather

The Superintendent, or a designee, will announce school closure on the district website prior to the start of bus runs in the morning. Parents can receive announcements about closures through Flash alert, by calling the district Hot-line number (541-757-4555), by visiting the district website or by listening to local radio stations. The following radio stations generally broadcast closure announcements every 10 to 15 minutes. Broadcasters request that listeners stay tuned to their radios instead of calling the stations. The stations are:

- KFLY 101.5 FM
- KGAL 1580 AM

- KRKT 990 AM or 99.9 FM
- KLOO 1340 AM or 106.3 FM
- KEJO 1240 AM
- KSHO 920 AM
- KWIP 880 AM (Hispanic radio)

*Television Cable Channel 28* will also give emergency information as soon as possible. If you have questions about snow routes, please call First Student Bus Company at 541-752-0174.

## Emergency

The safety of our children is the first concern in case of an emergency. If school should be forced to close because of poor weather or other emergencies, school staff will make every attempt to contact all parents to determine if a child is to walk or ride home, or be picked up by an adult. We ask that each family have a plan for what children should do if school closes early (go home and an adult will be there, go to a neighbor's house, etc.) If children do not have a plan for how to get home and into a house safely, we will keep them at school until an adult comes to pick them up. Children should be signed out before leaving the school. We ask that parents be sure to include three emergency names and numbers on children's registration cards, so we have others to call if we cannot reach parents. Please keep us updated on changes in all home, work and emergency phone numbers.

1. **If the bus is ordered not to make a run**, students will stay at school until other arrangements are made through the school principal.
2. **If the bus can complete the run**, but students cannot get home safely, the driver is authorized to return students to the home school.
3. **If the bus is stopped from running**, students will stay on the bus:
  - a. Except those who can continue safely home on foot.
  - b. Unless it is necessary to seek other shelter for safety under the driver's supervision.
  - c. Until other resources arrive.
  - d. Unless released by the driver to parents.
4. **If it is determined to be unsafe for students and staff to remain in the school**, they will evacuate the building and walk to Linus Pauling Middle School. Garfield and district staff will make every attempt to alert all parents of the evacuation. Parents and school buses will pick up students from the buddy site LPMS unless the school is deemed safe for them to return.

## Communication from School and Communication with Staff

Garfield School staff will communicate with parents on a regular basis. Our goal is to send weekly Gecko News every Friday. Please emphasize to your child the need to bring home all handouts. In order to protect these messages, as well as schoolbooks and the student's work, please provide a backpack or book-bag for your child or if needed request a complimentary backpack in the office.

To email a Garfield teacher or staff member, use [firstname.lastname@corvallis.k12.or.us](mailto:firstname.lastname@corvallis.k12.or.us) or contact the office to leave a message.

## Concerns

If you have a concern or question about what is happening with your child, please let the school know. If it involves what is happening in the classroom or with a classmate, please first share your concerns with your child's teacher(s). You can contact teachers in person, on the phone, or by email. Teachers will work with you to address your concerns.

If you feel that your concerns need further attention, after you have discussed your concerns with teachers, please contact the office to schedule a time to discuss your concerns with the principal. You can contact the principal's office at (541)-757-5941 or email the principal at [leigh.santy@corvallis.k12.or.us](mailto:leigh.santy@corvallis.k12.or.us). When sending concerns through email we suggest that you copy the Office Manager at [claudia.bouvier@corvallis.k12.or.us](mailto:claudia.bouvier@corvallis.k12.or.us) on your email so that she can promptly schedule a time to address your concern.

## Class and Grade Assignment

The principal, with recommendation from teachers and input from parents, will assign students to grades and teachers in order to provide the best program for the student and to maintain the balance of the school program.

## Curriculum

Garfield's curriculum is designed to be age and individually appropriate. Students at each grade level are instructed and assessed on concepts and skills that the district's teachers have determined are the most important for a comprehensive education. These "essential standards" are based on the State of Oregon content standards.

All students are served through differentiated curriculum and instruction in the regular classroom. Students who need additional support outside the classroom may be served by reading/math specialists or through the Learning Resource Center.

## Discrimination/Harassment

Garfield School is a diverse and welcoming community. Discrimination or harassment based on personal characteristics, race, ethnic origin, gender, or religion will not be tolerated. All incidents should be reported directly to the principal who will investigate and assign consequences. Parents of all involved students will be notified and a report will be filed with the District Equal Education Opportunity officer. (District Policy page 19-20)

## Dress Code

The following guidelines will assist you in determining appropriate clothing for your child.

**Students dress cannot disrupt the educational process. For example:**

1. Students may not wear clothing that promotes alcohol, drugs, tobacco or that contains offensive language.
2. Hats, hoods or caps may not be worn in the building.
3. Shirts and blouses must cover the torso; the midriff should be completely covered.
4. Flip-flops and other casual beach type footwear are not appropriate for gym class or recess. Sandals should have at least a heel strap.
5. The use of shoes with rollers is not permitted on school grounds.

Students who wear inappropriate clothing will be asked to change clothes and phone home for replacement clothing. Students wearing jewelry, makeup or accessories that are distracting or disruptive will be asked to remove them.

## Dual Language Immersion Program (DLI)

The Garfield Elementary dual language immersion program is a 50:50 simultaneous bi-literacy model of instruction. This means that students learn in both Spanish and English simultaneously. 50% of instruction is in Spanish and 50% of instruction is in English.

## Evacuation Drills

Evacuation drills will be held once each school month for students to practice leaving the building in the shortest possible time and without confusion or panic. Everyone in the building, including parents, teachers and volunteers must participate in evacuation drills.

## Field Trips

Field trips are part of your child's school day. Teachers carefully plan field trips to enhance the curriculum and plan lessons around those experiences. Students are expected to attend unless preapproved by the principal.

Parents will be notified of every field trip prior to its occurrence. For each field trip, parent permission must be given for your child to participate. Field trips are well supervised and are an excellent opportunity for parent involvement. *Parent volunteers on field trips must have completed the Criminal Background form found on the district website under "Parents and Students" using the "Volunteer" link.*

Student participation on field trips will be contingent upon their ability to behave appropriately and meet the classroom and school-wide behavior expectations.

## Fundraising

**All fundraising must be approved by the principal.** School-wide and classroom fundraisers for activities, fieldtrips and school support are generally approved as long as they don't compete with each other. A copy of any communication to parents regarding the fundraiser must be submitted to the office.



## Gum, Candy and Soda

As participants of the Healthy School Program we do not allow students to chew gum, eat candy or drink soda at school. It is a health concern as well as a distraction to the learning environment.

## Health Screening

Each fall a health screening is conducted of all children in the Corvallis School District. The screening usually includes a dental, vision and hearing check. ***If you do not want your child to participate in this health screening, you must notify the school office in writing.***

## Illness or Injury

Parents will be notified in case of a serious illness or injury to their child. In case of an emergency, when parents cannot be contacted, the principal will take whatever action is deemed reasonable and necessary.

Students having a fever greater than 100 degrees should stay at home until their temperature is below 100 degrees (orally) for a **minimum of 24 hours without fever-reducing medication**. Students with diarrhea or vomiting should wait 24 hours after being symptom free before returning to school.

Law forbids school staff members to administer medication to a student without proper authorization (See section on “Medication Authorization”).

## Immunization

Oregon law requires that children enrolled in public school be adequately immunized against diphtheria, tetanus, polio, measles, mumps, rubella, Hepatitis A, Hepatitis B and varicella.

A student must be in compliance with Oregon Statutes and Rules related to immunization before starting school. A student will be excluded from school until he/she has met immunization requirements.

## Insurance

The school supplies an application for accident and dental insurance. The SCHOOL IS NOT THE AGENT and only provides it as an optional service to parents.

## Internet at School



Instructional technology provides students with modern tools to support their learning. The implementation of student devices began in 2012 with the goal of connecting every student to a more personalized learning experience and to prepare them for the skills they will need in a rapidly changing world. Instructional technology amplifies effective classroom instruction and enriches deeper learning.

Our district's policy adheres to the FCC's Children Internet Protection Act (CIPA). All applications and websites used on student devices must meet specific criteria. We filter internet content and actively manage district-owned devices to protect students.

## Library Materials

The school Library Media Center is an important part of your child's education. A variety of books and materials are available to support your child's learning and for enjoyment. Students come to the library once a week with their class for checkout. Books are checked out for one week at a time.

Parents are an important support of their child's library time by encouraging the return of books on time, by reading library books and by volunteering. The family is responsible for any lost, late or damaged books and a replacement fee will be charged.

## Lost and Found

A student's belongings: jackets, sweaters, gloves, hats, boots, lunch boxes, etc. should be marked with first and last names. Misplaced items are stored in the "Lost & Found" closet near the office. Once a month lost items will be displayed for claiming. Items that remain unclaimed for long periods of time are donated to Vina Moses.

## Meal Programs

Lunch and breakfast menus can be found on the district website or it can be picked up at the main office.

### **Breakfast**

Garfield Elementary School has been given the opportunity to participate in Breakfast in the Classroom, a "free to students" program, regardless of income. All students are welcome to eat, but have the choice to decline.

### **Lunch**

Payment by the month is encouraged to reduce bookkeeping and to ensure that there are funds in your child's lunch account ahead of time. Please send money, in an envelope, with the student's name, teacher's name and amount enclosed written on it. Checks can be made out to: Garfield Elementary. There is a drop slot in the office for payments. All money sent will be credited to the student's account. You can also deposit money through an online service at [payforit.com](http://payforit.com). Charging is discouraged except in cases of emergency. Free meals are available for families meeting income guidelines. Applications are available in the school

office throughout the year as income situations change. For information on your child's lunch account, contact Forrest Leisner at 541-757-4394 or the office at 541-757-5941.

## Medication Authorization

If your child needs to take medication at school, there are important rules you will need to know. **It is a state law that all medication must be sent to school in the original container, and there must be a medical need that requires the administration of medicine to happen during school hours. All medication must be delivered to the school office by a parent or guardian.** In addition, **the school must have written permission from the parent and physician before we can administer prescription medication.** Prescription containers with a current date serve as the doctor's written permission and only need to be accompanied by parent written permission. **Over-the-counter medication (including cough drops) can only be administered if we have written permission from the parent.** Medication may not be self-administered by students without permission from the district school nurse. Any medication found in the possession of a student will be kept in the office and a parent will be notified.

## Photos and Videos

The board recognizes the important role the media serves in reporting information about the district's programs, services and activities. Therefore, the district will make every reasonable effort to provide media access to students. The building principal is authorized to grant permission and set parameters for media access to students at Garfield. All media representatives must check in at the office when entering school grounds during regular school hours.

The local newspaper or T.V. stations may interview and photograph students involved in instructional programs and school activities. Information obtained by the media directly from students does not require parent approval before publication. Therefore, ***parents who do not want their student interviewed or photographed by the media must report this to the school.*** They should also inform their child accordingly.

## Personal Items and Personal Electronic Devices

Students should not bring personal items, including toys and balls, to school unless they receive prior permission from their teacher. Personal electronic devices are not allowed to be used at school. Students are encouraged not to bring these devices to school. If a parent finds it necessary for a child to have the device with them for communication outside the school day, the device must be turned off. If a student has items for after-school use, they must remain in the student's backpack during the school day. The district is not responsible for loss, theft or damage to personal items.

# Positive Behavior Interventions and Support (PBIS)

Garfield grounds its behavior expectation to three important concepts: Safe-Respectful-Responsible. Positive Behavior Interventions and supports (PBIs), used in our district, is intended to design behavior support systems which will allow students to focus on instruction and be successful in school. See *Garfield Elementary School Positive Behavior Support*.

## Progress Reports

Written student progress reports will be issued at the end of January and at the end of the year. In addition, the teacher will schedule a fall conference. Either parent or teacher may initiate conferences throughout the year as the need arises.

## P.T.A. (Parent Teacher Association)

The P.T.A. is an organization of Garfield parents and community members who work together to give support to the school. The group's goals include increasing parent participation, sponsoring fundraising events that support school programs and forging a stronger relationship between the Garfield community and the school. For more information about how you can get involved, contact the P.T.A. Presidents Rocio Muñoz (541-231-5943) or Mac Gillespie (541-207-5970)

## School Pictures

As a service to parents, the schools provide an opportunity for students to have their pictures taken by a professional photographer. Notices and instructions will be sent home. Purchasing pictures is optional.

## Student Information

It is important that you notify the office of any changes in information on your child's registration card, which includes: home address or phone number, work phone number or other emergency contact telephone numbers. Also update the Release Form information kept in the office.

## Student Records

Information on transfer of student records, release of personally identifiable information and the annual notification to parents may be found in the district's *Student Rights Policy* available through the district website under school board policies.

## Telephone Use

We want to be of assistance to you and your children at all times. However, the school telephones are for school business and emergency use. Student use of the telephones for other than educational purposes or emergency purposes will be discouraged. Students are expected to make social arrangements prior to leaving home.

**Cell phones are not permitted to be used during school hours.**

## Visitors

**Adult visitors:** We welcome parents and visitors to our school. There are many events throughout the year for which parents will receive invitations. In addition, you are always welcome to visit your child's classroom. If you decide to visit your child during the school day, please make arrangements with the teacher in advance. We are not able to accommodate walk-in visitors without advanced arrangements. For the protection of students, all parents and visitors during the school day must report to the office upon arrival and wear a visitor's/volunteer badge during their stay.

**Student visitors:** Numerous requests are received from students to have friends their age visit school. This occurs most often when other schools are not in session. Visiting children take teacher time away from our students. In addition, the school cannot be responsible for children who are not enrolled at our school. Children who are not Garfield School students may visit only during the lunch break and must be accompanied by an adult.

## Volunteers

Volunteers are an important part of our school program. Many of our teachers utilize parents, grandparents and community volunteers, capitalizing on their interests and expertise in particular areas. Volunteer opportunities include tutoring children in reading and math, helping in school libraries, being a mentor and more. If you would like to work with children, you are encouraged to **contact your child's teacher or the office**. All volunteers must complete a volunteer application and a criminal background check and adhere to the procedures outlined in 509J Board Policy 9400. The on-line background check can be found on the district web-site under Parents and Students (<https://www.csd509j.net/students-parents/volunteer/volunteer-application/>). If you have any questions or would like help to complete the application process, please call or stop by the front office.

## Weapons

Under state and federal law, any student who has a weapon at school or at a school activity will be expelled for not less than one year. A weapon is anything specifically designed for or capable of causing death or serious physical harm. The superintendent may modify the expulsion requirement on a case-by-case basis. Similarly, students may not have at school "look-alike" weapons, ones that resemble dangerous or deadly weapons or firearms.

Students who use or threaten to use any device, e.g., a belt, comb, pencil, file, compass, scissor, to cause serious physical harm will be subject to disciplinary action.

The entire Weapons Records Policy JFCF is contained in the district's policy handbook. This policy may be found on the district website under school board policies.

## Weather

Children go outside during break time. When wet/cold weather arrives, it is important that students have the clothing they need to stay dry and healthy. For wet days, they will need rain coats, rain hats and boots. For cold days they will need warm jackets, hats, gloves and boots.

Operation School Bell provides coats, boots, etc. for families in need of clothing. For more information about this service, contact the school at 541-757-5941.

## Wellness Policy

All foods offered or sold on the Garfield school campus will meet or exceed the USDA Smart Snacks in School nutrition standards including through:

1. Celebrations and parties.
2. Classroom snacks brought by parents.
3. Rewards and incentives. All staff will be asked to use alternative positive reinforcement that does not involve food.

## Withdrawing from School

When withdrawing a student from school, please notify the school office as soon as the withdrawal date is known. The teacher will be notified in order to process student records. Please be sure all library books and other school materials are returned prior to the student's last day. Lunch accounts need to be checked to see if money is owed or needs to be refunded to the parent.

Any student absent for more than 10 consecutive school days, without notification or special arrangements made with the principal, will be automatically withdrawn in accordance with state law governing school attendance.

*“The material covered within this student handbook is intended as a method of communicating to students and parents regarding general district information, rules, and procedures, and is not intended to either enlarge or diminish any Board policy, administrative regulation, or negotiated agreement. Material contained may be superseded by Board policy, administrative regulation, or negotiated agreement.”*

*Any information contained in this student/parent handbook is subject to unilateral revision or elimination from time to time without notice. Copies of the district's extensive Student/Parent Handbook are available at your school office or on the district web site at [www.csd509j.net](http://www.csd509j.net)."*

*Corvallis School District 509J values the diversity and worth of all individuals and groups and is an equal opportunity educator and employer. It is the policy of the district that there will be no discrimination or harassment of individuals or groups on the grounds of age, citizenship, color, disability, national origin, parental or marital status, race, religion, sex, or sexual orientation in any educational programs, activities, or employment.*

*District Title II Contact—Rynda Gregory, Student Services, 541-757-4433*

*District Title IX Contact—Jennifer Duvall, Human Resources, 541-757-5840*

*District 504 Contact—Brikena Haxhiraj, Student Services, 541-757-4574*

# Garfield Elementary School Positive Behavior Support

The Garfield Elementary School community believes that all children can learn and be successful academically, socially, and emotionally. We support this growth through instruction, practice, reinforcement, and reflection.

## The Goal

Our Goal at Garfield is to create a place where children are responsible and feel safe and respected. At Garfield, all children will be able to learn and grow toward their personal best.

## The Guiding Principles

1. Students can learn behavior skills necessary for school success.
2. Students need the opportunity to practice responsible behavior.
3. Students, parents, and staff have the right to feel safe and respected.
4. A safe and predictable environment is essential for learning.
5. Students can use a problem-solving process to support responsible choices.
6. Reinforcement and reflection help students learn and develop responsibility.

# Garfield Elementary School Rules and Behavioral Expectations

	<b>Safe</b>	<b>Respectful</b>	<b>Responsible</b>
<b>Hallways</b>	<ul style="list-style-type: none"> <li>- Stay to the right (3 tiles from the wall)</li> <li>- Exit and enter through right hand doors with caution</li> <li>- Walk facing forward with hands to self and giving others space</li> <li>-Check both ways before entering hallway</li> </ul>	<ul style="list-style-type: none"> <li>- Keep your body in your space, respect work of others on the walls</li> <li>- Quiet wave when in line</li> <li>-Adults and students use a voice volume of 0-1</li> </ul>	<ul style="list-style-type: none"> <li>- Close/open doors quietly</li> <li>-When walking with whole class, walk in a single file line</li> <li>-When walking with a small group, partner or independently, walk on the right hand side</li> </ul>
<b>Bathrooms</b>	<ul style="list-style-type: none"> <li>- Keep your feet on the floor</li> <li>- Keep water in the sink</li> <li>- Wash your hands</li> </ul>	<ul style="list-style-type: none"> <li>- Give people privacy</li> <li>- Use voice volume of 0-1</li> <li>- Respect property</li> </ul>	<ul style="list-style-type: none"> <li>- Flush the toilet after use</li> <li>- Return to your room promptly</li> <li>- Report any problems to an adult</li> <li>- Put paper towels in garbage can</li> <li>-During recess each student needs their own pass</li> </ul>
<b>Cafeteria</b>	<ul style="list-style-type: none"> <li>- Keep all food to yourself</li> <li>- Sit at your assigned tables</li> <li>- Sit with your feet on floor, your bottom on the bench and facing the table</li> <li>- Walk with your tray, holding with both hands</li> </ul>	<ul style="list-style-type: none"> <li>- Stay in line (3 tiles from the wall)</li> <li>- Wait your turn</li> <li>- Allow anyone to sit next to you</li> <li>- Be kind to your seatmate</li> <li>- Use voice volume of 2</li> </ul>	<ul style="list-style-type: none"> <li>- Have your lunch card ready</li> <li>- Get all your utensils, milk, etc. when first going through the line</li> <li>- Raise your hand and wait to be excused</li> <li>- Leave your table space clean</li> <li>- Report any problems to an adult</li> <li>-Put items in the appropriate bin</li> </ul>
<b>Arrival</b>	<ul style="list-style-type: none"> <li>- Wait quietly in the front foyer before 7:45am</li> <li>- Once at school, STAY at school</li> <li>- Use sidewalks and crosswalks</li> <li>- Walk bicycles, carry skateboards, scooters, etc.</li> <li>- Be aware of traffic</li> </ul>	<ul style="list-style-type: none"> <li>- Use kind words and actions</li> <li>- Follow directions of adults and safety patrol</li> <li>- Use a voice volume of 1-2</li> <li>- Include everyone in games and activities</li> </ul>	<ul style="list-style-type: none"> <li>- Arrive on time</li> <li>- Lock your bike</li> <li>- At 7:45am make a choice from the approved options and stay there</li> <li>- Clean up materials before going to class</li> </ul>
<b>Dismissal</b>	<ul style="list-style-type: none"> <li>- Use sidewalks and crosswalks</li> <li>- Walk bicycles, carry skateboards, scooters, etc.</li> <li>- Be aware of traffic</li> </ul>	<ul style="list-style-type: none"> <li>- Use kind words and actions</li> <li>- Follow directions of adults and safety patrol</li> <li>- Use a voice volume of 1-2</li> </ul>	<ul style="list-style-type: none"> <li>- Go directly to your dismissal location</li> <li>- Before school starts be prepared with your dismissal plan</li> <li>- Check out with your teacher before leaving the classroom</li> </ul>
<b>Library</b>	<ul style="list-style-type: none"> <li>- Calm bodies: keep hands, feet and objects to yourself</li> <li>- Students must be accompanied by an adult</li> </ul>	<ul style="list-style-type: none"> <li>- Follow adult directions</li> <li>- Be a good listener</li> <li>- Use a voice volume of 0-1</li> </ul>	<ul style="list-style-type: none"> <li>- Return materials on time</li> <li>- Leave area clean</li> <li>- Take care of books, close them when you are done reading</li> <li>- Only use computers with permission</li> </ul>
<b>Special Events &amp; Assemblies</b>	<ul style="list-style-type: none"> <li>- Calm bodies: keep hands, feet and objects to yourself</li> <li>- Walk calmly to assigned area</li> <li>- Keep backpacks on</li> <li>- Exiting: K &amp; 1<sup>st</sup>: outside to playground and in through the middle doors 2<sup>nd</sup>: into the hallway 3<sup>rd</sup>: out back door to portables</li> </ul>	<ul style="list-style-type: none"> <li>- Stay seated</li> <li>- Applaud appropriately</li> <li>- Use a voice volume of 0 when someone's presenting, use a voice volume of 0-2 when celebrating</li> <li>- Respond to the universal signal of hand raised to bring voice volume to 0</li> </ul>	<ul style="list-style-type: none"> <li>- Enter and exit quietly, voice volume of 0-1</li> <li>- Focus on the presentation</li> <li>- Keep food &amp; drink outside of the gym</li> <li>- Exit with your class &amp; teacher</li> </ul>



	<p>4<sup>th</sup>: into the hallway  5<sup>th</sup>: east side outside door</p>		
<b>Bus Safety</b>	<ul style="list-style-type: none"> <li>- Walk at all times</li> <li>- Stay behind fence until you are given permission to board</li> <li>- Line up in designated spot on the white line</li> <li>- Keep hands, feet and property to yourself</li> </ul>	<ul style="list-style-type: none"> <li>- Use kinds words and actions</li> <li>- Use voice volume of 1-2</li> <li>- Be kind to the bus driver</li> </ul>	<ul style="list-style-type: none"> <li>- Go to the bus on time &amp; stay in line</li> <li>- Follow adult direction for dismissal</li> <li>- Follow all bus expectations</li> <li>- Keep your belongings with you</li> </ul>
<b>Computer Lab</b>	<ul style="list-style-type: none"> <li>- No food or drinks in the lab</li> <li>- Enter no personal information in the computer and stay on approved sites</li> <li>- Keep your chair in front of the computer you are using</li> </ul>	<ul style="list-style-type: none"> <li>- Listen to and follow all directions</li> <li>- Treat all materials and equipment with care</li> <li>- Leave the computer with the desktop or the home page on the monitor</li> </ul>	<ul style="list-style-type: none"> <li>- Use computers only for the assigned task</li> <li>- Print only with your teacher's permission</li> <li>- Clean up materials when you are done</li> <li>- Use a voice volume and computer volume as specified by the adult</li> <li>- Only enter the lab when accompanied by an adult</li> </ul>

# Garfield Elementary Playground Rules and Behavioral Expectations

- Respect games that are already in play. Get an adult's help to start a second game or set up a rotation so new players can enter the game.
- Put all equipment on the equipment cart when you are done playing with it or the whistle blows.
- First whistle is to freeze; second whistle is to line up.
- Line up quickly in your designated area.
- Be kind to others, everyone plays.
- Bark chips stay on the ground.
- Be in the sight of an adult.

## Equipment

- Jump Ropes
  - Short jump ropes are used for around your body, no helicopter.
  - Long jump ropes are used for groups of 3 or more.
  - Use jump ropes individually.
- Balls
  - Rubber balls are used for kickball and 4-square only on the black top.
  - Balls stay on the playground and should not be kicked toward the building.
  - All balls must be returned to the cart at the end of recess.
  - Basketballs can be used by more than one student at a time for shooting hoops.

## Garden

- Equipment stays out of the garden.
- Food stays in the ground, harvesting is with adults only.
- Use the gates for entering and exiting only.
- Feet stay on the ground.
- The bench is for sitting.
- Water the garden with adults only.

## Soccer

- Appropriate footwear, close toed shoes, must be worn to play soccer.
- Form teams of up to 11 players. If more students want to play a second game will be created, everybody will have the opportunity to play.
- Soccer must be played as a passing game when on the black top. Games in the field can be structured as a shooting game.
- Slide kicks and slide tackling are not allowed.
- Heading the ball is not allowed.
- Safe kicking is when your foot stays below your waist.
- The goalie is the only team member allowed to touch the ball with their hands.
- All play stops when a player is injured on the ground.

- All equipment, cones and the ball, must be returned to the ball cart when the whistle blows.

## Kickball

- Appropriate footwear, close toed shoes, must be worn to play kickball.
- Ways to get a runner out
  - Tag the runner with the ball without dropping the ball. The ball may not be thrown at the runner to put them out.
  - Touch the base with your foot while the ball is in your hands to put the runner out that is headed towards the base if it is a force out.
  - Catch a fly ball.
- A pitcher can pitch one inning per day.
- The kicker may stay up until they get a fair kick, no strikes.
- Runner stays on the base until the ball is kicked, no lead offs.
- If a fly ball is caught, the runners go back.
- All equipment, cones and the ball, must be returned to the ball cart when the whistle blows.

## Structures

- Be aware of others when playing on the structures.
- When using the bars, swing from the platform out.
- Slide down the slides on your bottom, one student at a time.
- Hang from the bars. Parallel bars are feet first.
- Tag and other running games can be played under the structure.
  - Gentle hand touch, no pushing or grabbing
- Equipment can be used in other areas, but not on the structures.

## Tetherball

- Form a line outside of the circle.
- Hit with hands, no sitting on the ball.
- Stand on opposite sides of the pole, server is first hitter and the opponent hits it back.
- A game is won when the ball wraps all of the way around in the direction a player is hitting. Next player rotates in once a game has been won.
- Tetherball is played only with your hands.
- Stay on your side of the circle.

## Football

- Appropriate footwear, close toed shoes, must be worn to play football.
- Form teams of up to 11 players. If more students want to play a second game will be created, everybody plays.
- The format of a game is either a passing or running game, no punting.
- Two hand touch, no tackling.
- All play stops when a player is injured on the ground.

**Garfield Elementary School**  
1205 NW Garfield Avenue  
Corvallis, Oregon 97330  
(541) 757-5941  
(541) 757-4588 FAX



**Corvallis School District 509J**

*Honoring Diversity*

\*\*\*Parents and students please sign and return this page. Keep the Handbook for your reference at home\*\*\*

Parent Section

*My child and I have read the Behavior Section (PBIS) of the Parent/Student Handbook (located near the end of the handbook). We have read the goals and expectations and agree to help create a place where children are safe, respectful and responsible to both themselves and others. I understand what is expected and will support the school community by discussing and reviewing these principles with my child.*

\_\_\_\_\_  
Parent/Guardian Name (please print)

\_\_\_\_\_  
Parent/Guardian Signature

\_\_\_\_\_  
Date

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Student Section

*I understand what is expected and will do my best to be safe, respectful and responsible to myself and to other people here at Garfield School.*

\_\_\_\_\_  
**Student Name (please print)**

\_\_\_\_\_  
**Student Signature**

*Thank you for your help!*  
*The Garfield Elementary Community*

\_\_\_\_\_  
**Date**