

# GARFIELD ELEMENTARY SCHOOL



## 2018-2019 Family Handbook

### Garfield Elementary School

7101 Old Keene Mill Road  
Springfield, VA 22150

**Main Office**  
703-923-2900

**Attendance Line**  
703-923-2929  
[GarfieldESAttendance@fcps.edu](mailto:GarfieldESAttendance@fcps.edu)

**School Hours**  
9:20 a.m. - 4:05 p.m., M-F

**Principal**  
*Ms. Christine Slattery*  
[CMSlattery@fcps.edu](mailto:CMSlattery@fcps.edu)

**Assistant Principal**  
*Mrs. Ashley Deane*  
[ALYounger@fcps.edu](mailto:ALYounger@fcps.edu)

**Administrative Assistant to Principal**  
*Ms. Wara Lima*  
703-923-2903

**Administrative Assistant**  
*Mrs. Darlene Deese*  
703-923-2901

**Student Information Assistant**  
*Mrs. Sarah Rothman*  
703-923-2902

**Health Room**  
*Mrs. Dawn Rihaly*  
703-923-2910

**Cafeteria**  
*Mr. Tony Zarour*  
703-923-2921

**School Counselor**  
*Mrs. Janet Dougherty*  
703-923-2969

**Parent Liaison**  
*Mrs. Carol Melim*  
703-923-2966

**Website**  
<http://www.fcps.edu/GarfieldES/>

**Twitter**  
@GarfieldES



Welcome to Garfield Elementary!

### Principal's Message

Welcome to the 2018-19 school year at Garfield Elementary School! The Garfield Family Handbook contains important information about school policies and procedures. Our school is a safe and caring place for your children to learn. We value your input in helping us keep our vision and mission at the forefront of all we do. If you have any questions, please do not hesitate to contact the office. Have a wonderful school year!

### School Vision

We cultivate and empower lifelong learners.

### School Mission

We cultivate lifelong learners by developing 21st century skills; establishing relationships with students, staff, and families; empowering passions and strengths; and engaging students academically, socially, and emotionally.

### School Core Values

We value:

- A respectful, safe, and nurturing school environment
- The social curriculum and the academic curriculum
- The use of differentiated instruction
- Our staff as experts
- Professional Learning Communities
- The diversity of our students and families
- Family and community partners
- Healthy minds and bodies
- Recognition of students & staff reaching their goals
- The daily integration of technology

### SCHOOL INFORMATION

#### Absences or Tardiness

Please call the school office at 703-923-2929, send a note to the teacher with a sibling, or email at [GarfieldESAttendance@fcps.edu](mailto:GarfieldESAttendance@fcps.edu).

#### Release of Students

- Please send a note to school stating the requested time of release
- The parent or person designated in a signed note must come to the office, sign out the child, and show proper ID
- If a student is to go home with another student, both sets of parents need to send a note to the teacher(s)
- Please call before 3:00 p.m. if you plan to pick up your child early from school
- Call the office if your child's mode of transportation is being changed for the day – please do not rely on email for this important change

#### e-Notify Communication

Parents are automatically enrolled to receive e-Notify Communications. FCPS central offices and schools use this system to communicate emergency, delayed opening and school closing information, attendance, and other information. It is important that parents keep their child's emergency contact information up to date. To ensure that your email service provider does not block or filter messages from your child's school or district, it is best to add the following two domains to your "safe" or "permitted" email sender list: @fcps.edu and @blackboardconnect.com. Be sure to contact the office if you have any questions.

#### Birthday Treat Procedures

Arrangements must be made in advance with the classroom teacher. If you choose to send in a treat, items must be store bought and pre-packaged, so that teachers can review ingredients for allergies.

## **Cafeteria Information**

### **Cafeteria Prices:**

#### **Breakfast:**

All students receive a free daily breakfast which they will have in the classroom. **Breakfast begins August 30, 2018.**

#### **Lunch:**

Students-\$3.25; Adults-\$4.50

### **Three Ways to Purchase Meals:**

- **Online Payment-** [www.MySchoolBucks.com](http://www.MySchoolBucks.com). This user-friendly service is free, convenient, private, and secure. Once the account is open, parents can check the fund account at any time.
- **Check-**Write a check to "Garfield ES Food Services," and bring the check to the food service manager's office
- **Cash-**For deposit on student's account, or for daily purchases

*Parents are invited to have lunch with their children any time after the first two weeks of school. Parents must sign-in at the main office, obtain a visitor's pass and let someone in the office know where they are going.*

### **Salad Bar**

During lunch students have the option to choose from the Salad Bar items. The Salad Bar menu includes four vegetables, three fresh fruits, and two proteins to choose from.

Office of Food and Nutrition Services:  
<https://www.fcps.edu/resources/student-safety-and-wellness/food-and-nutrition-programs>

### **Classroom Visits**

Visitors are welcome in classrooms. Prior arrangements should be made with the teacher and administrator.

### **Contacting Your Child's Teacher**

To contact your child's teacher, please check the Garfield Website:  
<http://www.fcps.edu/GarfieldES/>

### **Delayed Opening/Early Dismissal Schedule (FECEP & K-6)**

2 Hrs Delayed Opening 11:20 a.m.-4:05 p.m.  
2 Hrs Early Closing 9:20 a.m.-2:05 p.m.

*For more information on delayed openings, early closings, and school closings, please check the following:*

- FCPS homepage [www.fcps.edu](http://www.fcps.edu)
- TV stations including channel 21
- Radio

## **Dress Code**

FCPS respects students' rights to express themselves in the way they dress. It is important, however, that their appearance is tasteful and appropriate for a K-12 school setting. Refer to the Students Rights & Responsibilities for more information regarding appropriate dress.

## **Emergency Care Cards**

Please keep the office informed of any changes in home, work, or emergency contact information. This **must** be kept **current** at all times.

## **Family Resources**

If your family needs support with basic needs or social services, please call the school and ask for our social worker, Mrs. Liz Laster, or our parent liaison, Mrs. Carol Melim, for more information.

## **Friday Folder**

Be sure to check and sign your child's white Friday Folder which contains their work and important school forms.

## **Growth Mindset**

We believe in working with students to grow their mindsets. Through perseverance and hard work, intelligence can be developed and nurtured. Based on the work of Carol Dweck, staff and students use the power of our words to embed statements when tasks are challenging. Sample statements include:

- "I'm on the right track."
- "I can always improve, so I'll keep trying."
- "Mistakes help me learn."
- "I'll use some of the strategies I've learned."
- "I'm going to train my brain to think like a (mathematician, reader, etc.)."
- "This may take some effort."

## **Homework/Agenda**

Homework for students in grades K-4 is to read 20 minutes each evening. Additionally, family engagement games that promote critical thinking are available for check-out.

In grades 5 and 6, students will have an agenda book, and teachers will consider grade level, maturity, and ability of the child when determining the type and amount of homework. The general rule is 10 minutes per grade level (ie: 5<sup>th</sup> = 50 minutes). Please check your child's folder (all students) and agenda (grades 5 & 6) daily for their assignments and important information. If you have questions regarding homework, please contact your child's teacher.

## **Lice**

Inform the school health room if you suspect your child is infected with lice. Children must be treated properly. Please see the following link for more information. Translations are available at this site.  
<https://www.fcps.edu/node/32074>

## **Medication**

An "Authorization for Medication" form is required to give students medication at school. This form is available at the main office. Parents are to complete Part I, authorizing administration of the medication. Part II is to be completed by the physician. Medications must be stored in the clinic and an "Authorization for Medication" form must be on file.

## **Parent Teacher Association (PTA)**

Meetings are held throughout the year and all are welcome to attend. Please contact the PTA with any questions at [garfield.es.pta@gmail.com](mailto:garfield.es.pta@gmail.com). For more information, please visit the Garfield PTA Website:  
[sites.google.com/site/garfieldespta/](https://sites.google.com/site/garfieldespta/)

**President-** *Mr. Mustafa Rasuli*

**Vice President-** *Ms. Anne-Claire  
Chaufour-Fregnan*

**Secretary-** *Ms. Amy Dane*

**Treasurer-** *Ms. Mary Jo Mentzel*

**Fundraising-** *Ms. Jennifer Chan*

**Communications-** *Ms. Lamya El-Shacke*

## **Parent Teacher Conferences**

- Conferences are held during the first 6 weeks of school
- Teachers will be discussing your hopes and dreams for your child for the upcoming school year
- Conferences may be requested throughout the year. Please contact your child's teacher

### **Parking & Car Riders**

We will be utilizing our “Kiss & Ride” lane at the rear of the building for students being dropped off or picked up during arrival and/or dismissal. Car rider instructions will be sent home to parents and will be available in the main office.

Limited parking is available in the front of the school. Overflow parking is available in the back of the school and at the park next to Garfield. Please **do not** park across the street at Springfield United Methodist Church.

### **PBL**

Project Based Learning (PBL) is an instructional delivery model where students engage in authentic, engaging, and complex questioning, problem solving, and/or real-world challenges. During the PBL process, all students will:

- Practice critical and creative thinking skills coming up with individual solutions to open challenges.
- Understand how to be more collaborative by working together to finding information and creating unique solutions.
- Work towards a growth mindset by always refining and revising their work.
- Become stronger communicators by sharing their work with an audience.

Through the process, students will learn school content, but more importantly, learn how to solve problems in meaningful ways, a skill they can transfer to any future problem: from applying to colleges, finding a job, or purchasing their first house. Project-Based Learning will create lifelong thinkers and learners who can tackle any challenge!

### **Progress Reports**

Progress reports are based on SOL and POS curriculum standards that:

- Provide parents comprehensive information about what their child is learning
- Report Life, Work and Citizenship skills separately from academic achievement

When student work is sent home, you will see the following number grades:

4	Consistently demonstrates concepts and skills of standard taught this quarter
3	Usually demonstrates concepts and skills of standard taught this quarter
2	Sometimes demonstrates concepts and skills of standard taught this quarter
1	Seldom demonstrates concepts and skills of standard taught this quarter

### **Reporting Behaviors**

In order to ensure students feel safe at school, we encourage parents to contact us if their child comes home and reports that another child has been unkind to their child. Some examples may include but are not limited to: name calling, teasing, physically hurting (ex. hitting), etc.

### **Responsive Classroom School**

Garfield Elementary School is proud to be a *Responsive Classroom* School. *Responsive Classroom* is an approach to teaching and learning that fosters safe, challenging, and joyful elementary classrooms and schools. Contact your child’s teacher if you are interested in attending a classroom Morning Meeting.

### **Seven basic principles underlie the *Responsive Classroom* approach:**

1. The social curriculum is as important as the academic curriculum.
2. How children learn is as important as what they learn. Process and content go hand in hand.
3. The greatest cognitive growth occurs through social interaction.
4. To be successful academically and socially, children need a set of social skills: cooperation, assertion, responsibility, empathy, and self-control (CARES).

5. Knowing the children we teach—individually, culturally, and developmentally—is as important as knowing the content we teach.
6. Knowing the families of the children we teach and working with them as partners is essential to children's education.
7. How the adults at school work together is as important as individual competence: Lasting change begins with the adult community.

### **School-Age Child Care (SACC)**

Garfield has a SACC center to care for children before and after school. To enroll a child in the SACC program, call 703-449-8989.

### **Sick Child**

- Students with symptoms such as rashes, watery and inflamed eyes, fever, sore throat, vomiting, or diarrhea should stay at home until a doctor evaluates their symptoms and determines whether they are contagious or not.
- Students with flu-like symptoms (fever with a cough or sore throat) need to stay at home and out of school for a minimum of **24 hours** after they are free of fever without the use of fever-reducing medicines.
- If your child is sent home with a fever, they cannot return the next day.
- If your child becomes ill during the school day, the school will contact you to come and take your child home.

### **Snacks**

- Nutritious snacks may be brought to school.
- Fruits, vegetables, and cheese are highly encouraged.
- Candies, cakes, and other “heavy sugar” snacks are strongly discouraged.



## Supervision Guidelines

Fairfax County Child Protection Services has issued the following guidelines that are used in determining whether a situation should be investigated for possible lack of supervision:

- Children ages 0-6 may not be left unsupervised
- Children ages 7-9 may not be left alone for extended periods of time (not longer than 1 hour)
- Children ages 10-18 may be left alone if there are no emotional or medical problems, and if the child is comfortable with the situation
- Children ages 11-12 and up may baby-sit for children who are at least 6 years old, if there are no emotional or medical problems
- Children ages 13 and up may baby-sit younger children

All children and/or baby-sitters should have emergency telephone numbers and a number to locate either a parent or designated responsible adult.

## Title I

Garfield ES is a Title I school. Title I is a federal grant reauthorized under the *Elementary and Secondary Education Act of 2001*. The purpose of this legislation is "to help the neediest schools and students reach the same challenging standards expected of all children" (Public Law 107-110). The Title I grant addresses four major goals:

- Improve language arts strategies and skills
- Develop mathematics concepts and skills
- Promote critical thinking and problem solving skills
- Encourage family engagement in the education of children

## Transportation

- School transportation is provided for all elementary students who live within the Garfield attendance area
- Students should ride the bus
- Riding the bus is a privilege, and acceptable standards of conduct are expected of all bus passengers
- Kindergarten and FECEP students must be met at the bus stop daily

## Number

Until 5:00 PM: 703-446-2150

After 5:00 PM: Call after hour emergency Safety & Security: 571-423-2000

## Volunteers

Family volunteers provide additional support and enrichment to school programs. If interested in becoming a volunteer, please contact Mr. Rasuli, *PTA President*.

## Visitors

All visitors must sign-in and out using our automated visitors system. Please ensure you bring a valid I.D., as it is required to enter the building.

## 2018-2019 CALENDAR & EVENTS

### 2018

August 23  
August 28  
September 3  
September 4  
September 19

October 8  
October 10  
October 11  
November 2  
November 5-6

November 8  
November 12  
November 14  
November 21-23  
December 14

December 24-January 4

### 2019

January 7  
January 8  
January 18

January 21

January 24  
January 25  
February 4  
February 18  
February 21  
March 11

March 14  
April 4  
April 5  
April 11  
April 15-19  
TBD  
May 9

May 6-June 7  
May 27  
June 13

Garfield Back-to-School Fair  
School Begins (K-6)  
**NO SCHOOL** – Labor Day  
First Day for FECEP students  
**Early Dismissal**-Students dismissed 3 hours early at 1:05 p.m.  
**Student Holiday**  
Fall Pictures  
PTA Meeting, 6:30 p.m.  
First Grading Period Ends  
**NO SCHOOL for Students** – School Planning/Teacher Workdays  
Family Science Night – 6-8:00 p.m.  
Garfield Harvest Lunch & PTA Fun Run  
Fall Picture Retakes  
**NO SCHOOL** - Thanksgiving Break  
**Early Dismissal**-Students dismissed 3 hours early at 1:05 p.m.  
**NO SCHOOL** - Winter Break

School Resumes  
Club/Candid Pictures  
**Early Dismissal**-Students dismissed 3 hours early at 1:05 p.m.  
**NO SCHOOL** - Martin Luther King Jr.'s Birthday  
Second Grading Period Ends  
**NO SCHOOL** – Teacher Workday  
**NO SCHOOL** – Teacher Workday  
**NO SCHOOL** - President's Day  
PTA Meeting, 6:30 p.m.  
**Early Dismissal**-Students dismissed 3 hours early at 1:05 p.m.  
PTA Meeting, 6:30 p.m.  
Third Grading Period Ends  
**NO SCHOOL** - Student Holiday  
PTA Meeting, 6:30 p.m.  
**NO SCHOOL** – Spring Break  
Spring & Class Group Pictures  
Kindergarten Orientation, 5:30 p.m.  
PTA Meeting, 6:30 p.m.  
SOL Testing Window, Grades 3-6  
**NO SCHOOL** - Memorial Day  
Last Day of School-**Students Released 3 Hours Early**