

# GARFIELD HOUND DOGS



Garfield Elementary  
Parent and Family Engagement Packet  
2021-2022

Garfield Elementary School  
18432 Marshall Street  
Garfield, Arkansas 72732  
479-359-3263  
479-202-9087 Fax

## Moving from Good to Great to Extraordinary

Welcome to Garfield! This school has high expectations for students and works cooperatively with parents to provide the training, guidance, and support needed for students to develop to their fullest potential. Our district mission, “All Belong, All Learn, All Succeed”, promotes the positive partnership of home and school working together towards the common goal of student success. We look forward to your involvement in the life of our school and encourage you to follow the progress of your child closely.

### EQUAL OPPORTUNITY:

The Rogers Public School District does not discriminate in its policies and programs on the basis of race, color, creed, religion, age, sex, handicap, national origin, or ancestry. Inquiries concerning the application of Title IX or Title VI may be referred to the Equity Coordinator; 212 S. 3rd Street, 636-3910.

### GARFIELD STAFF

Principal	Stephen Bowman	<a href="mailto:stephen.bowman@rpsar.net">stephen.bowman@rpsar.net</a>
Secretary	Burgundy Williams	<a href="mailto:burgundy.williams@rpsar.net">burgundy.williams@rpsar.net</a>
Counselor	Hillary Myers	<a href="mailto:hillary.myers@rpsar.net">hillary.myers@rpsar.net</a>
Kindergarten	Penny Bradley	<a href="mailto:penny.bradley@rpsar.net">penny.bradley@rpsar.net</a>
First Grade	Courtney McNeece	<a href="mailto:Courtney.mcneece@rpsar.net">Courtney.mcneece@rpsar.net</a>
Second Grade	Stacy Reidy	<a href="mailto:stacy.reidy@rpsar.net">stacy.reidy@rpsar.net</a>
Third Grade	Taylor Beevers	<a href="mailto:taylor.beevers@rpsar.net">taylor.beevers@rpsar.net</a>
Fourth Grade	Nona Rogers	<a href="mailto:nona.rogers@rpsar.net">nona.rogers@rpsar.net</a>
Fifth Grade	Steve Dirks	<a href="mailto:steve.dirks@rpsar.net">steve.dirks@rpsar.net</a>
Media Specialist	Shari Rafferty	<a href="mailto:shari.rafferty@rpsar.net">shari.rafferty@rpsar.net</a>
Literacy Coach	Kyla Trammell	<a href="mailto:kyla.trammell@rpsar.net">kyla.trammell@rpsar.net</a>
Math Facilitator	Kyla Trammell	<a href="mailto:kyla.trammell@rpsar.net">kyla.trammell@rpsar.net</a>
ESOL Teacher	Kyla Trammell	<a href="mailto:kyla.trammell@rpsar.net">kyla.trammell@rpsar.net</a>
Music	Jacob Copps	<a href="mailto:jacob.copps@rpsar.net">jacob.copps@rpsar.net</a>
Art	Amy Fourt	<a href="mailto:amy.fourt@rpsar.net">amy.fourt@rpsar.net</a>
Physical Education	Mike Hummel	<a href="mailto:mike.hummel@rpsar.net">mike.hummel@rpsar.net</a>
REACH	Cheryl Daniel	<a href="mailto:Cheryl.daniel@rpsar.net">Cheryl.daniel@rpsar.net</a>
Resource	Carol Kirchhof	<a href="mailto:carol.kirchho@rpsar.net">carol.kirchho@rpsar.net</a>
Speech Pathologist	Katie Ortiz	<a href="mailto:katie.ortiz@rpsar.net">katie.ortiz@rpsar.net</a>
Title I	Jessica McCoy	<a href="mailto:Jessica.mccoy@rpsar.net">Jessica.mccoy@rpsar.net</a>
Paraprofessional		
Nurse M-F	Kara Gunnels, RN	<a href="mailto:kara.gunnels@rpsar.net">kara.gunnels@rpsar.net</a>
Recess/Lunch Duty	Cortney Simrell	<a href="mailto:Cortney.simrell@rpsar.net">Cortney.simrell@rpsar.net</a>
Title I assistant		
Custodian	Daryl Oxford	<a href="mailto:daryl.oxford@rpsar.net">daryl.oxford@rpsar.net</a>
Night Custodian	Joel Cervantes	
Cafeteria Manager	Linda Johnson	<a href="mailto:linda.johnson@rpsar.net">linda.johnson@rpsar.net</a>
Cafeteria	Debbie Callison	

## 2021-2022 Calendar

School Opens (First Day for Students) August 11  
1st Quarter Begins August 11  
Labor Day Holiday (**No School**) **September 6**  
1st Quarter Ends October 13  
2nd Quarter Begins October 18  
Parent Conference Days (after school) September 20 – October 24  
Thanksgiving Holiday (**No School**) **November 23 -27**  
2nd Quarter Ends - December 21  
Winter Vacation (**No School**) **December 22–January 4**  
3rd Quarter Begins January 5th  
(**No School**) **January 18**  
Parent Conference Days (after school) February 14-18  
(**No School**) **February 15**  
3rd Quarter Ends March 11  
Spring Break (**No School**) **March 21-25**  
4th Quarter Begins - March 14  
4th Quarter Ends (**Last Day for Students**) **May 26**

## Standardized Tests

Rogers School District students in kindergarten through fifth grades take the State standardized tests each year. The dates of various tests will be announced throughout the year. Because these test results are used in various aspects of your child's educational program, **please do not plan any trips or absences** during the testing dates. The test and dates for the 2021-22 are:

- ▶ **Kindergarten Early Learning Inventory:** First 3 or 4 weeks of school (informal screening)
- ▶ **ACT Aspire, Grades 3-5:** Testing window is April 18 - May 20
- ▶ **ELPA 21 Assessment, for ESOL students:** Testing window is February 21-April 8
- ▶ **iReady:** Fall: September 7 – October 1  
Winter: January 5 – January 28  
Spring: April 18 – May 13

## Daily Schedule

7:15 A.M - Doors Open

7:45 A.M - Tardy-bell; classes begin

7:15-7:40 - Breakfast

1:40 – 2:00 - Recess K, 1, 2

10:40-11:10 (approximate) - Lunch K, 1, 2

11:15-11:45 (approximate) - Lunch 3, 4, 5

11:45-12:05 (approximate) - Recess 3, 4, 5

2:45 - DISMISSAL-Bus

2:50 - Car Riders

(Car riders and walkers will not be dismissed until the busses have left the parking lot.)

2:55 - Walkers

Visit <http://rogersschools.net> for detailed and updated information throughout the school year. A monthly school calendar and other school specific information are sent home in the Tuesday folder.

## Important Procedures

### Arrival at School

Doors will open at 7:15 a.m. All students will report to the gym as they enter the building each morning. A teacher will be on duty at 7:15. At 7:30, students will be dismissed to their classrooms. Breakfast will be served from 7:15 to 7:40a.m. **Students arriving to school before 7:15 a.m. are not supervised. Please do not drop your child off at school before 7:15.**

Students **MAY NOT** be dropped off or picked up at the Ross Building. All students must enter through the main building. Any student arriving late must be accompanied to the office by a parent/guardian to be signed in and receive his/her tardy slip. If a student is dropped off late to the Ross Building he/she will be sent back to the office to sign in.

### Car Rider Procedures

Before and after school are times to be especially cautious when driving around the campus. The main front doors are to be used for dropping off and picking up car riders. Please observe these specific procedures, which are in place to ensure the safety of

your child, as well as the safety of others:

1. Please wait off school grounds for buses to leave before entering the parking lot during dismissal time.
2. It is against Arkansas State Law to pass a school bus that is loading or unloading.
3. Car riders will be dismissed after the busses have left the parking lot. Students **MAY NOT** be picked up at the Ross Building.
4. If a student is to go home a different way than usual, please send a note to the teacher or call before **2:30** p.m.

### **Leaving School Early**

A request to have a child excused from classes early should be sent with the child on the morning of the dismissal. The time and reason for leaving should be included. When possible, medical and dental appointments should be made outside of school hours. A child will be released only to the parent/guardian unless the school has been notified by the parent/guardian that they have granted permission for someone else to pick up their child. Please sign the child out in the office. For your child's safety, identification may be requested. Office personnel will call the classroom to have your child dismissed. Please do not go directly to the classroom to get your child as this is disruptive to the learning process.

### **Homework/Class Work**

Homework should be an extension of clearly defined learning goals and should be appropriate to the age, ability, and independent level of the student. The assignment is primarily to be completed by the student for independent practice outside of school time. It is the responsibility of each pupil to complete all class and homework assignments on time. School papers are usually sent home each Tuesday, but please check with your child daily for math and reading assignments. Assignments for those students with individual planners will be recorded daily.

### **Make-up work**

Make-up work for absent students may be supplied by the teacher and picked up by the parent in the office. Please do not interrupt a teacher's class to ask for work. Please call the office by 9:00 a.m. to request work that may be picked up no earlier than 2:00 p.m.

### **Attendance**

All absences from class, except those caused by approved school activities, or in-school suspension, will be recorded on the permanent record for each student. Parents are responsible to see that make-up work occurs for any absences.

Upon the fifth day of student absence, during a semester, the school will contact the parent via letter or phone call. At this time, the school will notify the parent of the consequences of continued poor attendance by the student.

Truancy should be treated as a disciplinary matter. Any absence due to truancy will be counted in the student's total number of absences. On the eleventh day of student absence during the semester (not including short-term and long-term absences as outlined in the

District Attendance Policy that may be excused), the school will notify the parent that the student may be retained at the current grade level for the following year and/or that the parent may be reported to the Arkansas Department of Human Services (DHS). A detailed attendance policy outlined in the District Handbook will be sent home with each student at the beginning of school.

### **Specialized Instruction and Services**

All students receive instruction in Music, Art, and Physical Education (PE), as well as Library/Media Center. The school counselor schedules classroom guidance sessions with all grades and is available for individual or small group counseling. A social worker is on campus at least one day each week. A nurse or nursing paraprofessional is on duty in the office daily. Gifted/Talented students are served through the REACH program. Special Education, Speech Therapy, and other related services are available to qualifying students.

### **Parent/Teacher Conferences**

Parent/Teacher conferences are held toward the end of the 1st Quarter and again in the middle of the 3rd Quarter to discuss student performance. However, feel free to schedule an appointment with your child's teacher at any time you feel it is necessary.

### **Recess-Physical Activity**

We expect all children to go out for recess (when weather permits), unless we have a note from a medical doctor ordering the student to "sit-out". In extreme heat or cold, we will only be out long enough to stretch and get fresh air.

### **Discipline Policy**

We celebrate good choices at all times and in all places (classrooms, hallways, cafeteria, playground, school buses.) No student will be allowed to interfere with or repeatedly disrupt the educational process of others.

- **Be respectful (to everyone and our school)**
- **Be ready (on time with good behavior and all needed school supplies)**
- **Be responsible (for yourself, your actions, and your belongings)**
- **Be resilient (bounce back when you get knocked down)**
- **Be relentless (set a goal and don't let anything stop you)**

### **Student Dress & Grooming**

The home and school will cooperate in the matter of dress. School is the child's place of business, and children who are dressed in appropriate school clothing tend to do a better job. A student's appearance (clothing, cleanliness, accessories) will not be permitted to disrupt the educational environment by distracting or disturbing others. Excessive jewelry, make-up, colored hair spray, or distracting hairstyles are not appropriate for elementary school. Short shorts, tank tops, spaghetti straps, halter-tops, see-through clothing, shirts that do not cover the midriff, clothing inappropriately too tight or too loose, and T-shirts that advertise alcohol, tobacco, or have inappropriate pictures/language are not allowed. Please avoid shoes with high heels. Cleats and shoes with skates in the bottom are not allowed. Cowboy boots and sandals provide very little traction and make it both difficult and dangerous to run during

P.E. and recess. Please avoid wearing any unsafe footwear to school. Parents will be called to bring a change of clothing for students who are inappropriately dressed, or your child may be given clothing from the school's clothes closet. Students in grades K & 1 are encouraged to keep a change of clothing in their backpack. Fridays are school spirit day and all students are encouraged to wear their Garfield T-shirts or sweatshirts.

### **Visitors to the building**

Visitors are required to check in through the office and are given a Visitor Badge/Sticker to wear while in the building. Parents are always welcome. However, if you need to see your child for any reason during school hours, the student will be called to the office. Please do not go directly to the classroom as this is disruptive to the learning process. We ask that students from other schools or friends of students visit outside of school hours. Classroom interruptions during instructional times are discouraged because of the time on task necessary for successful learning.

### **Change of residence, telephone number, or employment**

It is extremely important that every student maintain an up-to-date address and working phone number on file in the school office. Please contact the school immediately when information changes. It is imperative that we know how to reach you in case an emergency arises.

### **Legal Custody**

If there are any custody arrangements existing regarding your child, the school must have a copy of the official court documents. These documents must be updated yearly or as specifics change.

### **Medication**

School personnel cannot give any medication to students, including use of inhalers, without written permission from parents. Permission forms are available in the nurse's office. Forms must contain the name of the medication, the amount to be given, and the time it is to be given. Medication must be brought to the office in a prescription container. Please send a measuring spoon with liquid medicines. Medications must be picked up by the parents from the nurse.

### **Notes/Phone Calls from parents are required when:**

1. A student is going home with someone or taking a visitor home. The parents of both students must bring a note or call the school to make arrangements.
2. You wish your child to go home in a different way than usual, or if a different person is picking him/her up at school. **Children without notes/phone calls will be sent home their customary way—NO EXCEPTIONS!**
3. Note from a physician-You wish your child to be excused from recess or PE due to illness or injury.
4. You will be picking your child up early for an appointment. This allows the classroom teacher to prepare any necessary homework.
5. A student has been absent. (please state the reason)

### **Inclement weather**

School closing information will be available by 6:00 a.m. through several sources:

- Rogers Public Schools web page <http://rogersschools.net>
- Local radio stations
- Local television stations
- Parent Link
- School Texting Group – Enter this number 81010 and in the message box type @garfieldpa

If inclement weather causes early dismissal of school, please check these sources for information. You will receive a phone call from the district via Parent Link to your primary phone number. **Please do not call the school to inquire about early dismissal.** This interferes with our ability to obtain important information and instructions from the district office. Please devise a parent-child contingency plan in the event of early dismissal.

### **Use of school phone**

Children are asked not to use the phone unless the teacher or the office approves an urgent need. Messages are relayed to students.

### **Birthdays**

Please **DO NOT** send birthday treats to school with your child. State laws now regulate and restrict foods in schools, and parents may not provide food for any student other than their own child. (The law does allow a limited number of exceptions for school-wide events that the principal may approve.) Students may not pass out party invitations at school. Parents are also discouraged from sending flowers or balloons to school for their children. Deliveries of this sort disrupt the learning process in the classroom. Flowers or balloons that do arrive at school will be kept in the office for the student to pick up at the end of the day. Flowers or balloons are not allowed on school buses.

### **Parties**

State regulations allow public schools two classroom parties a year. Homeroom parents will organize classroom parties for Winter Holiday and Valentine's Day. In compliance with new health and nutrition regulations, food provided for these parties should be commercially produced and packaged rather than home-baked.

### **Personal Items**

If students bring items from home, the school is not responsible if they are lost, broken or stolen. Students will assume responsibility for any items brought to school.

### **Lost and Found**

Articles found in and around the school should be turned in to the office where the owner may claim their property by properly identifying the lost item. A "Lost and Found" table is located in the gym. Unclaimed items will be donated to local charities or our own clothing closet at Garfield.

### **School Supplies**

Teachers of each grade request special supplies needed for their activities. A supply list



is given to each student at enrollment. Students are expected to take good care of all books, equipment, and their own personal property. Parents will be assessed payment for damage done to books and to school or bus property. If your child needs supplies, please speak with the teacher or the counselor.

### **Lunch/Breakfast**

Lunch and Breakfast will be free for the 2021-2022 school year.

### **Transportation**

Several buses drive a great distance to transport students to school. It is important that students show appreciation for this privilege by obeying bus rules and extending sincere courtesy to bus drivers. Parents are responsible for any misconduct at bus stops. The bus driver may refer any student to transportation authorities and the school principal for misbehavior, and the following consequences will be enforced:

First offense: Parent contact by letter or telephone

Second offense: One-day bus suspension and parent contact

Third offense: 3-day bus suspension and parent contact

Fourth offense: 10-day bus suspension and parent contact

Fifth offense: 30-day bus suspension and parent contact

Sixth offense: BUS SUSPENSION FOR THE REMAINDER OF THE SCHOOL YEAR

Transportation Department Phone Number: 479-631-3519

### **Parent Resource Center**

A Parent Resource Center has been established in the office for parents to use. It contains numerous brochures, handouts, and other pertinent resources on a variety of parenting topics. These are available to parents at no cost. Please feel free to browse through this information and review any items that may be of interest to you. Parenting videos are also available for viewing. These items are located in the bookcase in the school office and in the school counselor's office. A check-out sheet will be sent home monthly so parents will have the opportunity to check out materials from the Parent Resource Center.

### **Parent Involvement Program**

Involved parents are essential to improve student achievement. Garfield personnel will participate in professional development opportunities to enhance the understanding of effective parent involvement strategies, and recognize the importance of setting expectations and creating a climate conducive to parental participation. Garfield Elementary fosters and supports active parent involvement by:

- Encouraging regular, two-way communication between home and school (daily folders or student planners, phone calls, notes, emails, conferences).

- School-wide newsletters to announce special events and to distribute important information.
- Promoting and supporting responsible parenting
- Understanding that parents can and should play an integral role in assisting student learning
- Welcoming parents on campus and seeking their support and assistance
- Including parents as full partners in the decisions that affect children and families  
Providing access to community resources that strengthen school programs, family practices, and student learning. Developing a relationship of mutual trust and respect that transcends cultural, social, and language barriers.
- Expanding opportunities for interaction and shared decision-making
- Promoting lifelong learning as a key to success
- Participating together with an active and well-organized school PTO
- Offering the HIPPEY program Early Childhood Instruction at Home for children ages 3&4. Call 479-631-3572 for information

Parents may become active at school and in their child's education by taking part in "at-home" or "in school" involvement opportunities. Examples of these are as follows:

**At-home:** reading to children, teaching moral values, monitoring what is watched on television, helping with homework, maintaining consistent bedtime routines, and assisting teachers by helping with tasks that can be done at home.

**In-school:** joining PTO, volunteering at school, attending parent/teacher conferences, student performances, Open House, and Parents Make a Difference Nights.

Activities planned throughout the school year to encourage parental involvement can be found on the school calendar, in monthly classroom and PTO newsletters, or by making contact with the school office. When parents are involved, schools are strengthened, students flourish, attendance and behavior is better, students receive a higher quality education, and a safer, more disciplined learning environment is created.

### **Process for Resolving Conflict**

When an occasion arises or when a conflict must be resolved with the school, the following steps should be taken.

- An appointment should be made to discuss the situation with the teacher or staff member.
- If the situation is not resolved an appointment should be made to discuss the matter with the principal.
- If needed, a meeting will be held with the parent, teacher and principal. (If appropriate, the student will be invited to attend the meeting.)
- If the concern cannot be resolved at the school level, the parent may contact the Assistant Superintendent.

GARFIELD ELEMENTARY  
SUPPORT YOUR CHILD'S EDUCATION  
JOIN PTO TODAY  
VOLUNTEER AT SCHOOL

NAME:

\_\_\_\_\_

CONTACT PHONE NUMBER:

\_\_\_\_\_

EMAIL ADDRESS:

\_\_\_\_\_

CHILD'S  
NAME/GRADE \_\_\_\_\_

—

WOULD YOU LIKE TO BE INCLUDED IN THE SCHOOL  
DIRECTORY?

YES \_\_\_ NO \_\_\_\_\_

IF PTO HAD THEIR MEETING IN THE EVENING WOULD IT  
HELP FOR PARENTS TO ATTEND?

YES \_\_\_ NO \_\_\_\_\_

HOW MUCH WOULD YOU LIKE TO VOLUNTEER PER  
MONTH?

\_\_\_ 1 HOUR \_\_\_ 2 HOURS \_\_\_ 3 HOURS OR MORE

PLEASE CIRCLE HOW YOU WOULD LIKE TO  
VOLUNTEER:

\*HOMEROOM PARENT

\*MAKING COPIES FOR

\*CARNIVAL SET-UP/CLEAN-UP

\*THE STAFF SHARPENING PENCILS

\*CARNIVAL DONATIONS

\*MISCELLANEOUS STAFF HELP

\*CHILI SUPPER SET-UP/CLEAN UP

\*COLLECTING DONATIONS

\*HOMECOMING PARADE

\*YEARBOOK BOXTOPS

## Acknowledgment

I acknowledge that I have received, read and understand the contents of the Garfield  
Parent Information Kit

Student Name \_\_\_\_\_ Grade \_\_\_\_\_

Student Signature \_\_\_\_\_ Date \_\_\_\_\_

Parent Name \_\_\_\_\_

Parent Signature \_\_\_\_\_ Date \_\_\_\_\_



# Rogers Public Schools

where all **belong**, all **learn**, and all **succeed**

500 West Walnut Street • Rogers, AR 72756 • [www.rogersschools.net](http://www.rogersschools.net) • (479) 636-3910

• Fax (479) 631-3504

Dr. Marlin Berry, Superintendent

Dear Parent:

In December 2015, former President Barack Obama signed the Every Student Succeeds Act into law. Parents continue to have the same rights as they did under “No Child Left Behind”.

Under ESSA, parents have a right to know the professional qualifications of their children’s teachers(s). This letter is to inform you of your right to ask for the following information about each of your child’s classroom teachers:

- Whether the state of Arkansas has licensed or qualified the teacher for the grades and subjects he or she teaches (Note: We are also required to send a notice to parents affected if the teacher is not fully licensed, so if you haven’t received such notice, your child’s teacher(s) is/are fully licensed.)
- Whether the teacher is teaching under an emergency permit or other provisional status through which state licensing criteria have been waived.
- The teacher’s college major, whether the teacher has any advanced degrees, and, if so, the subject of the degrees.
- If any time your student has been taught for four (4) or more consecutive weeks by a teacher(s) that is not highly qualified, then you will be notified by the school.

You also have the right to request information regarding the qualifications of the paraprofessional(s) assisting your child’s teacher(s). If your child is receiving Title I, Part A services from a paraprofessional, then our district or school is able to provide you with the following information:

1. Whether the paraprofessional has completed at least two years of study at an institution of higher education.
2. Whether the paraprofessional has completed an associate’s degree (or higher).
3. Whether the paraprofessional has met a rigorous standard of quality through our state’s certification procedure for determining the quality of paraprofessional staff.
4. Whether the paraprofessional has: (a) the knowledge of and ability to assist in instructing reading, writing, and mathematics or (b) the knowledge of and the ability to assist in learning activities, such as homework, reading readiness, writing, mathematics, and other support as appropriate.

If you would like to receive specific information about your child’s teacher or paraprofessional, please visit our office at 500 West Walnut Street to fill out a Parent Request Form. A response will be mailed to you within ten working days from the date of the request. Our office is open from 7:30 a.m. to 4:30 p.m. Monday through Friday.

Our district is fully committed to the success of your child. We appreciate your partnership in our efforts.

Sincerely,  
Dr. Roger Hill  
Assistant Superintendent for Human Resources