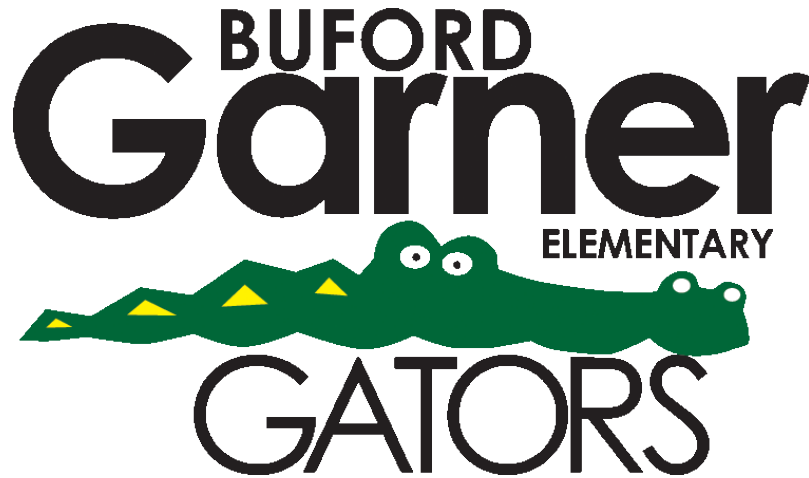


Buford Garner Elementary School  
Ann Langenfeld, Principal  
[langenfeld.ann@iowacityschools.org](mailto:langenfeld.ann@iowacityschools.org)



## Family Handbook

80 Birch Street  
North Liberty, IA 52317  
Telephone: 688-1190  
Fax: 688-1191

District Website: <http://www.iowacityschools.org>  
Garner: [www.iowacityschools.org/GarnerES](http://www.iowacityschools.org/GarnerES)  
Garner PTO Website: <http://www.garnerpto.org>

It is the policy of the Iowa City Community School District not to discriminate on the basis of race, color, national origin, sex, disability, religion, creed, age, marital status, sexual orientation, gender identity and socioeconomic status in its educational programs, activities, or employment practices. There is a grievance procedure for processing complaints of discrimination. If you have questions or a grievance related to this policy, please contact Jeremy Tabor, Director of Equity and Employee Relations, 1725 N. Dodge St., Iowa City, IA 52245, 319-688-1000, [Tabor.Jeremy@iowacityschools.org](mailto:Tabor.Jeremy@iowacityschools.org).

# **Garner Gator Pledge**

***I am a Garner Gator.  
I know just what to do.  
I'm respectful and responsible,  
and a problem solver, too!  
I am a Gator learner  
On a journey to success.  
I'm reaching my potential  
The #FinestGreatestBest  
Go Gators!***

*This handbook is written to provide families with information about school procedures and guidelines. Additional information can be found in the ICCSD Elementary Handbook at <http://www.iowacityschools.org> under the Parents tab. Thank you for your support of this information.*

## **At Garner we believe that “Every Kid, Every Day Deserves the Finest, the Greatest, the Best.”**

Parents/Guardians are an important part of making this happen each and every day. We strive to be partners with all of our families to ensure that your child’s school experience is positive, productive, and memorable. As we work together the children will feel the great levels of support both at home as school. Here are a few suggestions of ways you can support the work we are doing at school when you are at home with your child.

- Read with your child on a nightly basis.
- Set up a consistent homework time and location in your home.
- Make school attendance a priority, but when your child is ill please keep them home. Please call the Garner office to report absences.
- If you have questions or concerns, feel free to contact Garner via phone or email. We want to create positive partnerships and communication is key.

### **IMPORTANT TELEPHONE NUMBERS:**

Family Resource Center	319-688-1194
Iowa Central School Bus	319-688-1900
District Food Service Department	319-688-1021
Education Services Center	319-688-1000

**It is important for the school to have a telephone number where parents can be reached in case of illness, accident, or emergency! You will not receive automated calls if your information is incorrect. Update your PowerSchool account if your contact information ever changes!**



## THE SCHOOL DAY

7:30 Breakfast Begins

7:40 First bell rings (Outside supervision starts)

7:47 Bell rings to enter the building

7:55 Start of School Bell- **Children must be in their classrooms to be considered present.**

2:55 School Dismissal on M, T, W, F

1:55 School Dismissal on Thursday

- Please be aware that before school supervision will not begin until 7:40 AM. Students will line up on the playground and wait outside unless it is raining or the temperature with wind chill is below zero degrees.
- It is important that students arrive on time for school. Any student arriving after 7:55 is counted tardy.
- On rare occasions parents run late and aren't able to pick up their child at dismissal time. Please notify the school office when you are running late. Students will be waiting in the office for you. Students will not be allowed to play on the playground alone. On most days teachers have meetings and work to complete and cannot supervise late students after school. If a late pick-up becomes a habit, a letter or telephone call will request that you make appropriate plans for your child.

## AFTER HOURS USE OF SCHOOL GROUNDS

Students who choose to play on the school grounds after usual school hours should first report home and receive parent permission. The school does not supervise the grounds at this time and is not responsible for students after school hours. Playground areas should not be used during arrival and dismissal times.

## ATTENDANCE/ABSENCES

- **Please call school (688-1190)** if your child is going to be absent. There is voicemail available 7 days a week so you can leave a message. Please give your name, the student's name, the teacher's name, and the reason for the absence, including symptoms if your child is ill.
- You may email your child's teacher about absences, but always call the office!
- If you do not call, an office staff member will call to check on your child. These calls help us track illnesses and diseases and are to be sure your child is safe.

## AUTOMATED CALLS

The district uses automated calls to staff and parents to deliver messages regarding cancellations, delays, early dismissals, safety concerns, event updates or other important information. Please listen for a message before placing a return call to the school and be sure your PowerSchool information is up-to date!

## BASP

The Before and After School Program (BASP) is provided through a cooperative partnership between Garner Elementary and the Neighborhood Centers of Johnson County. Contact information for NCJC is (319) 354-2886 or [baspp@ncjc.org](mailto:baspp@ncjc.org).

## BICYCLES, SCOOTERS, ETC.

Students who ride bikes or scooters to school are strongly encouraged to wear helmets. Bikes and scooters should be walked at crosswalks and on school property and bikes should be parked in the bike rack. Wheeled shoes may not be worn on school property. Please label your equipment. The school is not responsible for lost, damaged, or stolen equipment.

## BREAKFAST/LUNCH PROGRAMS

Breakfast and lunch are served at school, with menus updated monthly on the district website. Breakfast is served each school day beginning at 7:30. If a student will be late, or a parent wishes to eat lunch at school, please call the office before 8:00 AM to order.

For deposits to your child's lunch account, you may send money to school (checks are preferred, made out to **Garner Food Service**). **Please be sure to label lunch money** with your child(ren)'s first and last name. You may also pay online through the District's website. You will receive Low Balance slips when more money is needed. Excessive low balances may result in your child receiving a cheese sandwich until the balance is paid. Your child's account may be checked on the district's website or by calling the Food Service Office at 688-1021.

Free and Reduced lunch rates are available to families who meet the designated guidelines. You must apply for this EACH year at <https://www.myschoolapps.com/>. Please do not hesitate to call the school if you have questions regarding eligibility.

**Please do not provide soda/pop with a child's lunch. The District Wellness Committee encourages healthy foods and beverages at lunch.**

## **BULLYING/HARASSMENT**

Bullying behavior is not acceptable at Garner. Students are taught and encouraged to be proactive and use one or more of the following strategies: Ignore; Ask to Stop; Walk Away; Report to an Adult. Reports of bullying will be addressed and disciplinary action may occur. We want all of our students to feel safe and supported. Harassment, bullying, hazing, or other forms of victimization are prohibited in the Iowa City Community School District. If you or someone you know has been victimized, you can report the incident anonymously by text. **TEXT: @SAYSOMETHING TO: 35134**

## **CANCELLATIONS/DELAYS/EARLY DISMISSALS**

Telephones/cell phones/emails will receive a message from the Superintendent telling them if school will be closed, starting late, or dismissing early due to the weather or an emergency. The call will say **"No school or late start for Iowa City schools."** It will not say Garner's name. You can also check Channels 2, 7, or 9, local radio stations or the district website for information about school closings, late starts, or early dismissals.

## **CELL PHONES AT SCHOOL**

- Cell Phones and other electronic devices are allowed at school. They may be used at identified times or with teacher/supervisor permission. We ask when not in use that students turn off the device to avoid distraction during the school day.
- Cameras, video cameras or cell phones which have the capacity to take pictures or video cannot be used during the school day without permission from a staff member.
- The school does not assume responsibility for the loss or damage of these personal items. If it is lost or stolen, the school does not replace it. Use caution when bringing these expensive items to school.

## **CHILD ABUSE AND NEGLECT REPORTING**

Iowa law requires that a child abuse report must be made when a certified employee reasonably believes that child abuse or neglect has occurred. That means that a report must be made if there is some reliable information indicating abuse in one of these eight categories: physical abuse; mental injury; sexual abuse; denial of critical care or neglect; child prostitution; presence of illegal drugs; manufacture or possession of dangerous substance in child's presence; or bestiality in child's presence. A report is a request to determine if abuse or neglect occurred and if so, to get help. Failure to report the suspected abuse or neglect may result in civil and/or criminal sanctions. A staff member cannot be penalized for reporting suspected child abuse that did not in fact occur if the reporter was acting in good faith. School district staff members do not have an obligation to report the information to the parents of the students who are interviewed. If there is a reasonable belief that the student is in immediate danger, a request must be made for protection by law enforcement agencies.

## **CHILD CUSTODY**

If there is someone that should not have contact with your child at school, a copy of this legal document is required. Children will only be released to parents and emergency contacts listed in PowerSchool. We will keep children safe, and ask that any problems with custody, etc. be settled away from school. We are here to give your child the best education possible.

## **COMMUNICATION**

The Garner Staff communicates often with our families. Here are a few ways you can get information: **Check out the Virtual Backpack!**

- Garner website: [www.iowacityschools.org/GarnerES](http://www.iowacityschools.org/GarnerES)
- District website: [www.iowacityschools.org](http://www.iowacityschools.org)
- ICCSD Elementary Handbook: Under the Parent tab on the District website
- PTO website: [www.garnerpto.org](http://www.garnerpto.org)
- Staff email: [lastname.firstname@iowacityschools.org](mailto:lastname.firstname@iowacityschools.org)

## **CONFERENCES**

Conferences are generally held in November and February/March. Additional meetings with your child's teacher may be scheduled at any time.

## **DRESS CODE**

A student's appearance and dress can influence that child's self-image and behavior as well as that of others. Students are expected to dress appropriately for school and related activities. If clothing is deemed disruptive or unreasonably infringes on the rights of others, the offending students will be required to correct the situation, either by calling home for a change of clothing, wearing the item inside out, or wearing clothing borrowed from school. Please see the ICCSD Elementary Handbook <https://www.iowacityschools.org/domain/27> for specific examples.

Students are required to wear shoes or sandals, preferably closed toe and heel for playground safety. No wheelies are allowed on school grounds. Tennis shoes should be worn for PE and outdoor boots should not be worn in the building.

Thanks for your help in assuring a climate conducive to learning at Garner.

### **FAMILY RESOURCE CENTER (688-1194)**

Garner has a Family Resource Center to help families with everything from learning and school issues, to help with parenting, finding resources in the community, and medical referrals. This is a free, confidential service.

### **HEARING SCREENING**

The GWAEA performs routine hearing screenings during the school year for students in ECSE, Kindergarten, 1<sup>st</sup>, 2<sup>nd</sup> and 5<sup>th</sup> grades, and all new students. Follow-up testing may occur if previous hearing test results were not within normal limits. Please indicate in writing to the school if you do not want this service.

### **INTERNET USE AGREEMENT**

Forms will be provided by the Garner Teacher-Librarian. It is our expectation that students will follow the agreement and use the Internet for educational purposes.

### **IOWA STATEWIDE ASSESSMENT OF STUDENT PROGRESS (ISASP)**

These tests are given in the spring to students in third through sixth grades. Please support your child's ability to do his/her best by ensuring plenty of rest that week. Please avoid vacations or outside appointments during this week.

### **ITEMS FROM HOME**

Children need to leave home items such as toys, trading cards, Gameboys, cameras, footballs, soccer balls, etc. When things get lost or broken it can be very upsetting. These items are safer at your home.

### **LOST AND FOUND**

Please mark your child's clothing and backpacks on an inside label. If it is misplaced, it will be placed in the Lost and Found bench by the office. At the end of each month items will be taken to a local agency. This ensures that the number of items in lost and found doesn't become too great.

### **MEDICAL ISSUES**

State law prohibits staff members from administering any medication not prescribed by a physician, including aspirin and all over-the-counter medicine. Medication to be administered during school hours must be approved in writing by a physician **and** parent or guardian. Students should not carry any medication, including inhalers, unless the office is aware and physician approval has been given. A form required by the district is to be completed by the parent and the physician. These forms are available in the school office and on the district website. Medication must be in the original container with all of the following information clearly labeled: name of student, name of physician, name of medication, dosage and time and method of administration. Cough drops require a note from a parent and will be kept in the health office for use.

All injuries requiring sitting out of PE/recess or other activities, or the use of braces, casts, crutches, etc. must be approved by a physician in writing.

**Children will get sick.** If your child has any of these symptoms the evening before school or the morning of school do NOT send him/her to school:

- ✓ A temperature over 100 degrees
- ✓ Skin that is hot and dry; profuse sweating; a rash that is spreading
- ✓ A sore throat, severe cough, or croup
- ✓ Pain in the chest, stomach, ears, or joints
- ✓ A stiff back or neck
- ✓ Vomiting and nausea; frequent, loose stools

**A child should be symptom free for 24 hours before returning to school.**

**Head lice** will be at school. Please let school know when your family has had it, so that we can check the other children in that class. By doing this, we can keep things controllable. Thank you.

## **PBIS – Positive Behavior Intervention Supports**

School-wide PBIS is a practice of recognizing the importance of positive relationships in our school. PBIS emphasizes prevention, instruction, and research-based practices for:

- Establishing and teaching clear expectations for all students in all settings
- Establishing and teaching clear expectations for all staff
- Modeling and rewarding these expectations
- Helping students, families, staff and community members understand and support the diversity of students, including those needing the most intense support.

The goals of PBIS are to define, teach, and support appropriate behaviors in a way that establishes a culture of competence within our school. Our procedures accomplish the following:

- Behavior expectations are defined
- Behavior expectations are taught
- Behavioral errors are corrected proactively

## **PTO (Parent-Teacher Organization)**

Garner parents are active, supportive, and involved in the activities of the school through the PTO. Parents organize many family events and provide educational support to Garner. Their help and cooperation creates a partnership that enhances a strong educational program. All parents are welcome and are encouraged to attend the monthly meetings. The fundraising done by the PTO supports class fieldtrips, purchases playground equipment, and other projects. The Garner PTO website is located at <http://www.garnerpto.org>. Visit and become involved in PTO!

## **QUESTIONS OR CONCERNS:**

**Specific Class-Student Situations:** The teacher or supervisor has the most direct contact with the student and is most familiar with his/her response to other students, procedures, instructional goals, discipline, and evaluation.

**General School Situations:** The principal is responsible for the overall management of the school and its personnel, including curriculum/instruction, student growth and problem solving, teacher support/evaluation, and implementation of district policy.

**Beyond the Building Level:** Personnel with district responsibilities can be located at the ICCSD Education Services Center (688-1000).

- **Educational Equity** – Jeremy Tabor, Equity Director, is the contact for concerns related to equity relative to treatment of students in educational programs or activities regardless of sex, race, national origin, creed, age, or disability.
- **Curriculum** – Linda Morris, Curriculum Director, and the district coordinators can provide information regarding district curriculum and programming.
- **Transportation** – Esme Davis at the ICCSD or Iowa Central School Bus Company can assist with issues related to school transportation.
- **Special Education** – Lisa Glenn, Special Education Director, can help with Special Education questions.
- **Superintendent and Assistant Superintendents** - Mr. Steve Murley, Mrs. Amy Kortemeyer and Mr. Matt Degner are responsible for implementing district policies.

## **RECESS**

Recess gives your child a chance to get some fresh air and exercise. Please send children to school dressed for the weather. Below is a list of weather standards that we follow at Garner when determining what is needed for recess.

Below 0 degrees with wind chill or raining – Inside Recess

Below 40 degrees – Coats Required

41-50 degrees – Coats or Heavy Sweatshirts Required

51-60 degrees – Long Sleeves required

Above 60 degrees – Student/Family Choice

**We ask that you provide a note from the doctor for your child to be excused from outside recess (and PE class, too).**

## **SAFETY/BUILDING SECURITY**

Safety for our students and staff is important at Garner Elementary School. A building-wide emergency plan exists for many different situations. Security cameras are in use throughout the building, both inside and outside. Please be sure to bring a driver's license or other identification when you come to school.

As parents, you can help protect our students and staff by following these procedures:

- Visitors/volunteers should enter the building through the main doors, check in at the office and receive a badge to wear while in the building.

- Students must be signed in and out through the office. Students will not be allowed to leave school grounds without being signed out by a custodial parent or emergency contact as listed in PowerSchool.
- If your child has an appointment and needs to be picked up early, please call the office. Calling on the way is helpful to make sure your child misses the least class time. Your child will be called to the office for you to sign out.

### **SEARCHES**

School officials have the right to search students, desks, or personal possessions of students at school or a school activity when the official has 1) a reasonable suspicion that a criminal offense or school rule or regulation bearing on school order or the health or safety of students and staff has been violated, and 2) a reasonable belief that the search will produce evidence of such violation.

If the search is of an individual student, the belief must be particular to the student to be searched. Whenever possible, prior to the search being conducted, the student shall be requested to voluntarily turn over to the official evidence of violation of school policy or regulation.

Any item obtained by school officials, which is illegal or in violation of school policies or regulations, obtained whether by the voluntary action of the student, by a search of the student's person, personal property, or in any other legal manner will be taken by the officials and may be turned over to law enforcement officials. Additional information can be found in the ICCSD Elementary Handbook.

### **SPECIAL OCCASIONS/CLASS PARTIES**

Birthday party invitations can be passed out at school IF you invite all of students in your child's class. This makes sure there are no hurt feelings. Deliveries to students at school are discouraged. Balloons, flowers, etc. delivered to school will remain in the office until the end of the day. Balloons and glass items cannot go on the buses.

### **TREATS**

Due to the large numbers of food allergies in the classroom, all food brought in to share must comply with the District Wellness Policy. This can be found at <https://www.iowacityschools.org/site/Default.aspx?PageID=1165>. Please collaborate with your child's classroom teacher to determine a non-disruptive and appropriate classroom celebration.

### **STUDENT RECORDS**

Cumulative files are maintained for all children registered at Garner. The records consist of information related to each child's educational progress, parent conferences, reports, end of year reports, Grant Wood Area Education Agency reports, and reports of consultations. Parents may request to see their child's records. The Cumulative Folder Administrative Regulation 502.5 of the Iowa City Community School District is followed in relations to student records.

The following persons, agencies, organizations, and/or situations may have restricted access to student records without prior written consent of the parents or students over the age of 18.

- School officials/teachers with a legitimate educational interest
- Officials of other schools in which the student plans to enroll
- Employees of the local area education agency (Grant Wood AEA)
- Representatives of state/local governments when auditing/evaluating Federal education programs
- Organizations which process and evaluate standardized tests
- In connection with an emergency

Any other access to student records shall be only upon written consent or upon court order of a legally issued subpoena.

### **TELEPHONE USE BY STUDENTS**

Students may use school telephones with teacher/staff permission. Cell phones, pagers, and other electronic devices should not be on or used by students during the day.

### **TELEPHONE CALLS FOR STUDENTS/MESSAGES**

Parents are requested to limit calls for students to emergency situations. Please try to keep after school plans the same each day. All messages will be given to students before the end of the day.

### **TEXTBOOK RENTAL FEES**

The Iowa City Community School District will ask families of each elementary student to supplement the cost of textbooks through a rental fee. The fee will be \$35.00 per student. Families who receive reduced price lunches will be asked to pay \$21.00, while families

who receive free school lunches will not be charged a fee. Students in grades 3-6 are also charged \$3.00 for a student planner, the reduced rate is \$1.80 and there is no charge for students who receive free school lunches.

The fee will be collected at each elementary school, either on registration day, through e-registration or at the Ice Cream Social activities. The district requests that families prepare to submit payment by either cash, check or debit/credit card at that time. Families are also able to pay online during the e-registration process.

#### **VANDALISM**

A student who damages school property or another student's property will be held financially responsible for paying for it.

#### **VISITORS**

The District welcomes the interest of parents and other members of the school district community and invites them to visit school buildings and sites. Visitors, which include persons other than employees or students, must notify the principal of their presence in the facility upon arrival.

Persons who wish to visit a classroom while school is in session are asked to notify the principal and obtain approval from the principal prior to the visit so appropriate arrangements can be made and so class disruption can be minimized. Teachers and other employees shall not take time from their duties to discuss matters with visitors. Children who wish to visit school must be accompanied by a parent or responsible adult.

Visitors are welcome to come eat lunch with their student at any time. If you wish to eat a school lunch call the school office by 8:00am to place a meal order. Otherwise, you may choose to bring in outside food for yourself and/or your student.

#### **VOLUNTEERS**

Volunteers are greatly appreciated and we look forward to seeing you at our school. All volunteers must complete an online volunteer application, a District Volunteer Disclosure Statement, a Criminal Background Consent Form and Consent to contact the Central Abuse Registry, prior to being permitted to volunteer at Garner. This application can be found at <https://iowacity.tedk12.com/hire/ViewJob.aspx?JobID=1605>. This process takes approximately one week. The application only needs to be filled out once for the district. This includes working with students, helping with classroom parties or going on field trips.

Volunteers should make prior arrangements with building staff for the time and place to help out and should check in and out at the office and receive a badge to wear while in the building.

#### **Non-Discrimination Statement**

It is the policy of the Iowa City Community School District not to discriminate on the basis of race, color, national origin, sex, disability, religion, creed, age, marital status, sexual orientation, gender identity and socioeconomic status in its educational programs, activities, or employment practices. There is a grievance procedure for processing complaints of discrimination. If you have questions or a grievance related to this policy, please contact Jeremy Tabor, Director of Equity and Employee Relations, 1725 N. Dodge St., Iowa City, IA 52245, 319-688-1000, [Tabor.Jeremy@iowacityschools.org](mailto:Tabor.Jeremy@iowacityschools.org).