Garfield Elementary School

902 E. 29th Street

Davenport, Iowa 52803

563-723-6450

Parent Handbook 2018/2019

Main Office Hours:

Monday-Friday 7:00 A.M.— 3:30 P.M.

School Hours:

Grades K-5 M/T/TH/F 8:00-2:50

Wednesday 8:00-1:50



"Creating Confident Learners and Leaders"

Garfield Gator Daily PRIDE

I will be the best me that I can be today!

I will be **PREPARED** to put forth the effort it takes to learn!!

I will treat myself and others with **RESPECT**!

I will show my **"I CAN"** attitude!

I will **DO MY BEST**, nothing less, and show others **empathy**.

Office Staff:

Mr. Tom Green 563-723-6450

Mrs. McLaughlin School Administrative Manager 563-723-6450

Ms. Teel Building Secretary/ Attendance 563-723-6450

Nurse: Mrs. Reitz 563-723-6450

School Counselor: Mrs. Pencil 563-723-6450

Teaching Staff:

Kindergarten:
Mrs. Pearson
Mrs. Snyder
Ms. Thomas

First Grade:
Mrs. Mattecheck
Mrs. Thompson
Mrs. Voelliger

Second Grade:
Mrs. Lathan
Mrs. Graham
Mrs. Nienaber

Third Grade:
Ms. Hansen
Mrs. Alvarado
Mrs. Scott

Fourth Grade:
Mrs. Crosby
Mrs. Paxston
Mrs. Lindell

Fifth Grade:
Mr. Elliott
Mrs. Ogden
Ms. Barrett-Smith

Reading Specialist:
Mrs. Lindaman
Mrs. Hoogerwerf

Media Specialist: Ms. Stegall

Physical Education:
Mrs. Schultz
Mr. MacGruder

Art: Mrs. Smith

Music: Mrs. Dowd

Special Education:
Ms. Goltry
Mrs. Weinstein
Mrs. Wesolowski
Ms. Reed
Ms. Mizeur



Transportation

Garfield School Drop/Off Pick Up Procedures

Morning Arrival Procedures:

7:30 Students may enter building for breakfast

7:45 Playground supervision begins

7:55 Students allowed to enter building and go to classrooms

Students may drop in for breakfast **after** 7:30 a.m. When students finish eating breakfast , they will go to the playground. Playground supervision begins at 7:45 a.m. School begins at 8:00 a.m.

Walkers Morning Procedures:

- If eating breakfast, students may enter the building at 7:30 a.m.
- If not eating breakfast, arrive no earlier than 7:45 a.m. and go directly to playground. If arriving after 8:00 a.m. students report to front office for a tardy slip before going to class

Car Drop-Off 7:45-8:00 A.M.

Car Pick-Up 2:50 P.M.

- Drop-off/Pick up is on the east side of the building using the drop off/pick up lane **ONLY.**
- Enter the alley off of 29th Street at Bridge Avenue
- Form a single file line and proceed towards the building.
- Display your student name card in the front window of the vehicle.
- Pull as far forward as you can so the area can accommodate as many as possible.
- Stay in your car as the students exit the right side of the vehicle.
- An adult will direct your child to/from your car.

Bus Riders

- **ALL** bus drop-off and pick-up will be on the Arlington St. side of the building. Upon arrival students will enter the building and proceed to the Gator Grill for breakfast or proceed to the line-up on the playground.

****Any change in how your student is to go home please call the office and inform us 563-723-6450.**

Office Procedures

Attendance Procedures:

Good school attendance is necessary to gain the maximum benefit from the educational opportunities offered at school. Much of our curriculum is expanded each day based on the learning from the day before. Students are also assessed on their learning. Students must be in school daily unless personal illness or unavoidable situations prevent their attendance. When a child is absent **the parent/guardian should call the school between 7:30-8:30 AM on the morning the child is absent. 563-723-6450.**

Please be certain you update the office on all information, including accurate phone numbers. This is used to contact you in the event your child becomes sick or injured at school.

Visiting the School:

When visiting school please use the front entrance off of E. 29th Street. Please use this entrance anytime you are visiting the school. We utilize a visitor management tool called "The RAPTOR" system. This is a web-based technology system designed to keep students safe. During your first visit to the school **please bring a valid ID or Driver's license**. The front office staff will use your driver's license to initially log you into the system. Once you have been logged into the system any other visits are an easy check in and check out at a computer station located within the office. We require that you check in each time you visit the school.

****Picking up a student early**: Check in at the office and we will call your student out of class. If you are picking up your child early to go to a doctor's appointment, please bring a doctor's note back to the office the next day so the absence will be reported as excused.

Cafeteria Information: School breakfast and lunch **are available** to all enrolled students of Garfield Elementary. An extra milk or milk to accompany a lunch from home is provided to students for 55 cents.

****Birthday Celebrations:** We celebrate our students' birthdays, and at times their ½ birthday, by announcing their name and giving them a birthday ribbon. Many classrooms provide additional celebrations as well. Birthday treats are ok to bring; it is <u>important</u> that you check with the teacher prior to bringing in treats. This is to ensure they plan for the activity and all students needs are met. In addition, some classrooms may have certain treat regulations because of the student needs/allergies in the classroom. Again, check with your teacher prior to bringing in birthday treats. We do not allow lockers to be decorated. We do celebrate and make the day special!

School Information

Registration and Service Fees:

Starting with the 2018-2019 school year, all district registration will be **ON LINE ONLY.** For returning families, please use your Parent Portal Account to access your child's registration documents. Returning families that do not have a current Parent Portal Account will receive an e-mail with their personal activation key or can access this code by contacting their school office (563-723-6450) or Davenport Community Schools Welcome Center at (563) 336-5018.

School fees are for school materials, workbooks, planners, etc. that are used during the school year. If we can be of any further assistance , please contact us at 563-723-6450. Service fees can be sent through the mail during the summer or at the August registration and following the January semester break. You may pay the total yearly fees via mail in the summer or in August if you wish. This greatly reduces the amount of time you need to spend at registration.

Volunteering:

Garfield Elementary is enriched by our family and community volunteers. Volunteer activities at school can include helping with field trips, working with students one-on-one or in small groups on reading or math, serving as a mentor for a student, helping teachers with photo-copying or other office-type tasks; assisting with special school-wide events like Picture Day or Flu Clinic, and more. For the safety of the students, **ALL** volunteers must fill out a volunteer application. This can be found on the Davenport School District web site; or go directly to the link below:

https://dcsdvolunteers.quickapp.pro/

If you don't have internet access you may speak with Garfield Family Involvement Liaison Cindy Broadie to be set up with a computer at school to complete the online application, or receive a hard copy of the application.

Once approved, you may volunteer for 3 years, at which time another application will need to be submitted. Approved volunteers are eligible to volunteer at any school in the district.

Each time you come into the school to volunteer, you will need to register through the RAPTOR system in the office. It will print out a "Volunteer" name badge that you will wear while in the school.

Questions about the District's volunteer application process or policies can be directed to the District Volunteer Office at 563-336-5000.

School Information

PTA:

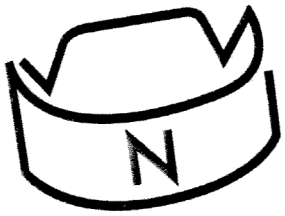
All parents/guardians are encouraged and welcome to participate in Garfield's PTA. Meetings are generally held the first Monday of the month at 4:00 p.m. in the school library. PTA plans activities for all students and families in the school, such as the Fun Night, Movie Night, Book Fair, skating parties, and more. These activities offer a great way to meet other families at Garfield. PTA also supports the school staff, such as providing lunch for teachers on parent-teacher conference night.

PTA chairperson for 2018-19 is Jenny Randall.

Community/Family Resources:

Questions about available community resources for family needs such as child care, food, housing, health/human services, and more can be directed to Garfield's Family Involvement Liaison, Cindy Broadie. You can visit her in Room 9 or call (563-723-6450) during normal school hours, or email her at broadiecy@davenportschools.org She is also the person to contact with questions about free Supplemental Education Services (SES) tutoring.

DAVENPORT COMMUNITY SCHOOLS



From the School Nurse:

Your child became ill while attending school today.

- ☐ Vomited
- ☐ Diarrhea
- ☐ Fever over 99.9

REMINDER: Davenport Community School District recommends that your child remain home until **24 hours after** the last episode.

Sick Child Procedure:

If your child remains home from school, each and every day your child is absent, you must call the school. This will prevent your child from being reported to the Truant Officer.

When you call the school to report your child's absence, the staff will ask you for two symptoms. These symptoms are reported to the Scott County Health Department to help track possible outbreaks of influenza, strep throat, etc.

Your child's name is NOT reported to the Health Department. Only symptoms are reported.

Please keep your child at home if he or she becomes ill.

Fever: If your child's temperature is 100 or above, you will be called and the child will need to go home. Children are to stay home until they have not had a fever for 24 hours before returning to school.

Headache or stomach ache: If your child is running a temperature and has a headache that is severe or has a stomach ache, you will be called.

Vomiting and/or diarrhea: Your child must go home.

Rashes: If your child develops a rash that is not localized (in more than one area), has drainage, or is causing discomfort, you will be called and your child will need to go home.

Eyes: If your child has one or both eyes swollen, discharge, itching, or is painful. You will be called and child may have to go home.

Keep contact information current and up to date: If necessary, to the best of our ability, we will contact you. Therefore, please assure that the school has up-to-date contact information. In addition, it's important that you pick your child up in a timely manner.