

Eisenhower Elementary School Parent/Student Handbook

Section 1--Overview

Principal Letter

Welcome to Eisenhower Elementary School. This is an exciting and dynamic place to be! A lot happens at this school and this booklet is designed to give you basic information about how your school operates, what we expect and how you can get more information. We welcome you to our school and we look forward to working with you and your child. Please feel free to contact me at any time if you have concerns, compliments or recommendations.

Charles Serns
Principal

Beliefs About Diversity

At Eisenhower Elementary School:

1. We welcome and value the diverse nature of our community. We see this diversity as a gift to our students and an opportunity to learn about our world.
2. We will, as a school, seek to create the most welcoming and inclusive environment possible for all students.
3. We understand that Eisenhower students must realize that culture, religion and heritage are important parts of society and are addressed in the Boulder Valley School District curriculum. (See the BVSD Developing Equity through Inclusive Instruction section in the district Social Studies curriculum.)
4. We will address culture, religion and heritage in a fashion that attempts to have balanced, sensitive presentations that do not promote or inhibit a particular belief system while adhering to the Boulder Valley Schools antidiscrimination policy.
5. In an attempt to embrace the diversity of our school population and of the world, we will use education as a tool to encourage respect for people with differing world views.
6. We believe that school-wide celebrations are of value and offer learning opportunities.

School Calendar

At the start of the year, school calendars will be sent home in the Friday folders. Extra copies will be available in the office. The calendar can also be found on the district's web site. If you have a question about calendar dates, please call the office.

Important Phone Numbers or Contacts

Main School Number	303-443-4260
School Fax	303-447-1605
Eisenhower YMCA	303-443-4474 ext 352
Main District Number	303-447-1010
Open Enrollment Info	303-447-5900
Principal e-mail	charles.serns@bvsd.org

Be sure to visit our school web site for important information and useful links. The address is www.EisenhowerElementary.org

The district's web site is www.bvsd.org

The school provides a student directory to each family yearly. The directory lists student phone numbers, class lists, PTA information and many e-mail addresses. The directory is a service of the PTA.

Bell Schedules

8:30—Playground supervision begins

8:40—First bell rings and students line up for class

8:45—School day starts

3:10—School day ends...supervision ends when last bus leaves

3:20—Final bell rings...students not picked up should come to office

Nondiscrimination

The Boulder Valley School District and Eisenhower Elementary School will not tolerate discrimination, harassment (including hazing) or violence against anyone, including students and staff members, regardless of race, creed, color, marital status, ethnicity, gender, sexual orientation, age disability or religion.

If you feel discrimination or bullying is happening at our school, please contact the principal immediately. Our goal is to create a safe, nondiscriminatory

environment where conflicts are quickly resolved in a dignified, respectful manner. You can consult the district's web page for complete information on policies and regulations.

Section 2—Parent Teacher Association (PTA)

PTA Letter

The Parent Teacher Association (PTA) at Eisenhower is an organized extension of the phenomenal level of parent and teacher involvement we have at our school. Our goal is to provide financial and organizational support for students, faculty, staff and parents in an effort to provide the best possible educational experience for your child. We welcome you to our community!
Eisenhower PTA

PTA Mission Statement

The Eisenhower Parent/Teacher Association supports children by:

- Involving parents in school activities
- Serving as a forum for parents and teachers to address the needs and hopes of the school community.
- Providing funds for needed instructional support.
- Enhancing student achievement through the support of differentiated instructional opportunities.
- Providing a welcome, safe and nurturing environment.
- Fostering a vital and growing school community.

Eisenhower PTA and Latino Forum

The Eisenhower PTA provides numerous opportunities for parents to become involved with the school. A variety of officers, directors, and committee chairs serve the students of Eisenhower. If you would like to assist in any of these functions, please contact the PTA President or any PTA officer.

A list of all the current officers and committee chairs is available in the office and on our web site

PTA meetings are announced well before the event. Look for information in the Mighty Ike and in school e-mail.

The Latino Forum meets several times a year. The meetings are in Spanish and deal with a variety of school and education related issues. Any community member is welcome to attend.

Section 3—Procedures and Policies

Academic Concerns

Eisenhower prides itself on meeting the needs of its students, providing academic challenge and having an engaging learning environment. If parents or students are concerned about academic issues in the classroom, please follow these steps to have your concerns addressed:

- Contact the classroom teacher and set a time to discuss your concerns.
- If further action is needed, contact the school principal for a meeting to discuss the issues and possible solutions.
- As a result of the meetings you have had with school personnel, students may be referred for special education assessment, TAG evaluation, literacy interventions, 504 plans or other accommodations designed for student success.

Access to Classrooms after School Hours

The classroom pods are locked at 3:30. Custodians will not stop their work to get missing homework or school books.

Attendance Procedures

Please call the school if your child will be absent. We will take attendance in the morning. If your child is not in school and we do not hear from you, we will call to verify the absence.

Colorado has compulsory attendance laws for grades 1 through 5. If your child has excessive absences you will be notified and the Department of Social Services may become involved.

If you find your child will be absent from school in case of illness or family emergency, please work with your child's teacher about makeup work. Often, we can provide learning opportunities you can do during the absence. Teachers will not give future assignments or long term class work to be assigned for extended absences.

The month of October is very important for attendance. During this month we take counts which end up determining how much the school district and Eisenhower will be funded.

Of course we want your child in school!!! Please do not schedule vacations, including leaving mid day, during school time if at all possible. We also ask that you do not schedule early student pick ups unless it is absolutely necessary.

Bicycles, Roller Blades, Skateboards, Scooters, Wheelies, Rip Sticks

Students may ride any of these conveyances to school. It is strongly encouraged to have students wear helmets and any other safety gear needed.

None of the above may be ridden in the school building or under the porticos.

Bicycles should be locked to the bike racks. Roller blades, skateboards, rip sticks and scooters should be secured in the classroom storage areas as directed by the teacher.

Birthday Invitations

Party invitations should not be distributed at school.

Cafeteria Rules

1. Eat a good meal.
2. Enjoy each other's company.
3. If you are not allowed to do it at home, don't do it at school.
4. Use good manners and be polite.
5. Raise your hand if you need help.
6. Listen to the cafeteria supervisors.
7. Be kind and helpful with the other students and adults in the cafeteria.
8. Talk quietly with inside voices, don't shout.
9. Eat your food and don't play with it.
10. Keep your hands and feet to yourself.
11. You may not leave the cafeteria until you are dismissed by an adult.
12. Be sure to clean up after yourself and stack your trays neatly.
13. Walk, do not run, in the cafeteria or hallways on the way to recess.
14. Sit properly and do not crawl under the tables.
15. You may share another person's food only with their permission.
16. If you need more time to finish your lunch, you can stay in the cafeteria until you are finished. (You may have to change tables.)

Cell Phones

Student cell phones should be shut off during school hours. Students should not use their cell phones during the school day for any reason. Students should not use cell phone cameras on the school grounds or school buses. Students who abuse the use of cell phones will have them taken away by the principal. They will not be returned until there is a parent conference.

Parents are urged to turn their cell phones off upon entering the classroom and during conferences.

Contacting Teachers

If you wish to contact a teacher, please leave a message with the office. We will get your message to the teacher as soon as possible. We will not interrupt instruction unless there is an emergency. All teachers have voice mail that can be accessed by calling the office.

Crisis Plan

Eisenhower has a detailed crisis plan which is reviewed with all staff annually. Our plan covers natural disasters, building failures, fire, electrical or natural gas problems and intruders. A copy of the plan is available at the school.

Should we need to lock down the building, strict procedures are in place. Students will not be dismissed until we have been authorized to do so by the police.

Should we need to evacuate the building, we will go to the Unitarian Church to the south and east of the school. If need be, we will go to the Baptist Church on Baseline. Should the school need to evacuate, we will follow strict dismissal procedures. We ask for your patience and cooperation during a time as trying as this.

Custody Issues

Custody issues are some of the most difficult situations for a school to handle. If there are custody issues, the school should have current, court approved documentation which shows who has custody of the child(ren) when. We need to know who can pick up the child and who is charged with making educational decisions. We also need to know who to send information to and how to contact people in an emergency. Emergency contacts should be approved by both parents. If we do not have the court papers, either parent has access to the child. If we sense the child is fearful of the situation, we will call either Social

Services or the Boulder Police. Please let the school know of these situations promptly so as to avoid stress and upset in your child.

Delayed Start, Early Dismissal and School Closures

On rare occasions, bad weather or poor road conditions may cause a delayed start to the school day. Parents should check the local news media or check the district web for delay or closure information. This information is typically available by 6:30a.m. If there is a delayed start, school would begin at 10:30 and bus service would be available.

On extremely rare occasions, school may be closed during the school day. This could be because of weather or facility problems. If this happens, parents would be notified via the news and our e-mail service. No students would be allowed to go home to an empty house. Students could go with emergency contacts.

If schools close, students would not come to school until notified by the media to return.

If your child is in the YMCA, you will need to contact them as to their schedule during days with altered schedules

Dress Code

Eisenhower follows the district's dress code. In addition we ask that students wear appropriate clothing for their age. Clothing that is provocative or overly revealing should not be worn to school. Clothing should not have logos that promote drug or alcohol use or have crude or harassing statements. Issues around proper dress will always be addressed with the student and the parent should the need arise.

We ask that students dress to be active and wear tennis shoes and pants/shorts during their Physical Education time.

Hats or hoodies are not to be worn in the school by adults or children, male or female. Exceptions would be on crazy hat days, birthday hats, classroom/school productions, religious/medical reasons or during the Halloween parade.

If students are not properly dressed for weather conditions, they may be asked to stay inside for recess or only be able to play under the porticos.

Board of Education Student Dress Policy

The Board of Education recognizes that responsibility for the dress and appearance of students generally rests with individual students and their parents.

Students are encouraged to dress appropriately for all school activities. The following general standards will be in effect:

1. Dress will not be worn that causes or is likely to cause disruption of the educational process, the classroom environment, or to the maintenance of a safe and orderly school.
2. Clothing/accessories that interfere with or endanger the student while he or she is participating in classroom activities will not be worn.
3. Any manner of grooming or apparel, including clothing, jewelry, emblems, and badges which by virtue of color, arrangement, trademark, or other attribute is associated with or denotes membership in or affiliation with any gang, will not be allowed. The prohibition on gang-related apparel shall be applied at the discretion of building level administrators, after consultation with the Superintendent or designee, as the need arises at individual schools.
4. To avoid injury and disease, shoes, sandals, boots, or other footwear must be worn in the building.
5. Reasonable cleanliness of wearing apparel is expected as a matter of general health and welfare.

E-mail

Eisenhower has an extensive e-mail system for the community and staff. We have an entire school list as well as grade level specific lists. To be on the lists, you must sign up. Sign up forms are in the office. List members can respond to the sender but not the entire list. We use the lists for school information and relevant district and community information. The lists are never shared with any one else.

Electronic Devices

Students should not bring MP3 players, Game Boys, DVD players or any other electronic devices to school. These are easily broken or lost and can cause disruption.

Emergency Warning System

Eisenhower has an emergency siren located on the school grounds. It is very loud. Please let your children know that the siren is tested the first Monday of each of the spring and summer months at 10:00 in the morning and that they need not be concerned. We will work with your child to let them know about this and what to do if the siren should go off at a time other than the test time.

Field Trips

Every grade has field trips during the school day. The teachers organize the trip and get appropriate forms to the participants. If students go off campus, students must have a signed parent permission form. If students do not have this form, they will not be allowed to go on the field trip.

If parents are driving, they must have proper insurance and fill out the proper form.

For Kindergarten students and for some students who are smaller, car seats are required.

If a student misbehaves on a field trip, parents may be called to come and get the student. If behavior is an issue with a child, that child's parent may be requested to accompany the child on the field trip. If the child persistently misbehaves, he or she may not be allowed to go on field trips and would work in the office while the class is away.

Fire Drills

The school will have several fire drills during the first two months of school. We will have an unannounced drill each month thereafter. Teachers will inform students about drill procedures. Office personnel will be out during the drill so the phones will not be answered during this period.

Our alarm system uses a very high tone and strobe lights. Should either of these be a concern to your child, please let the teacher and the office know. If your child becomes concerned about the drills, please let the principal know and he will work with your child to be more comfortable with the process.

Hallway Behavior

Students are expected to quietly walk down the halls in an orderly fashion close to the right side walls. Students should not touch the work displayed on the walls. There should never be running or shouting in the halls.

Inclement Weather

Students will be allowed into the school before school if the weather is rainy or extremely cold. Students will also have indoor recess for the same reasons. Please be advised that students will go out for recess when there is snow on the ground so appropriate dress is most important. Wind chill factors are carefully monitored and should they become problematic, students will be indoors. If your child needs special consideration concerning weather circumstances, please let the teacher know.

Medications

Students are not allowed to self medicate with any drug at school. This includes both prescription and non-prescription drugs. Should medication need to be taken at school, please make arrangements with the Health Office.

Parents are responsible for making sure the needed medications are on hand at school. We store these medications in a secure area. We strongly encourage parents to provide inhalers even if their child only uses them occasionally.

Immunizations

All students must have their immunizations as required by state law. Students can be exempted from this requirement by filling out an exemption form which can be obtained from the office. Students not meeting these requirements may not enroll or may be disenrolled from school. Please check the Student Health Information sheet in the registration packet or contact the school Health Office for more information.

Parking Lot

No student drop offs should occur in the parking lot. The school parking lot is meant to park in only. Please, drive very slowly in the parking lot at all times.

Parents may use the church parking lot to the south and east of the school. There is a bridge that leads to the school. Please note, there is no school supervision at any time in the church parking lot.

Please observe the signage in the lots. The handicap spaces should not be used at any time by any one who does not have a handicap permit.

Parking is never permitted in the bus circle.

Pets

No pets should be in the school building or on the school campus between 8:30a.m and 3:20p.m. No pets should be brought to school-wide functions. Please, no matter how nice your dog is, do not have your pet around the students during any part of the school day. Service animals are allowed any time.

There may be special occasions where a pet can be in the school. These occasions should be discussed with your child's teacher and approved through the office.

Playground Rules

There are 3 basic rules for our playground: Have Fun; Be Safe; Be Kind. The following list details how we hope these 3 basic rules will happen:

1. Playground supervision begins at 8:30 and ends shortly after 3:10. Bus supervision ends when the last bus leaves. At any other times, students should be supervised by their parents.
2. There will be no throwing or kicking of any objects, other than approved playground balls. Rocks, dirt, sticks, snowballs should never be thrown.
3. Children are not to leave the playground without the teacher's permission. If students are leaving the school, they should check out through the office.
4. Splashing of mud or muddy water in any manner is not allowed.
5. No dogs should be on the playground 15 minutes before, during, or 15 minutes after school.
6. Crawling over or swinging on any fence, trees, or backstop is not allowed.
7. Students should not hit, push, or shove other students.
8. Children are to swing in a usual manner. This means no standing up, lying down, or jumping out of swings.
9. Do not climb on top of any of the play structures. No jumping from the structures or games like "groundies" are allowed.
10. No running under the overhang.
11. All bikes are to be parked in a designated area. All students should leave the bike racks immediately upon their arrival from school and depart immediately after school. Each student should provide his/her own lock and should not use other children's locks. There will be no riding of bicycles, scooters or skateboards on school property. Walk bikes around the bus stop and the overhangs. Helmets should be worn.
12. Students should not use hurtful words or bad language.
13. When it is icy on the playground, there will be no sliding on any of the icy areas.

14. No baseballs (hardballs) or bats are allowed on the playground. Golf balls are not allowed. Balls are not to be bounced against the building or into the overhang coverings. All ball playing will be kept on the outer playground except for 4-square or basketball.
15. Tackle football is not allowed. Slide tackles are not allowed in soccer.
16. No lifting, piggy back rides, or carrying of students.
17. When a physical education class is in session, all other students must stay away from that area.
18. When students arrive at school and during recess time, they should be in their designated area.
19. If students can not resolve their disagreements in a peaceful manner, they should go to the duty teacher for assistance.

Playground Usage Before and After School Starts and Ends

The playground is considered a city park before 8:30 and after 3:20. We should encourage our students to follow school rules at all times but our general supervisory responsibility ends at 3:20 and does not start until 8:30a.m. Supervision at the end of the day is limited to bus zone.

Restraining Orders

If a restraining order has been issued that precludes a child from having access to another individual, the school must have the court documentation immediately. We will work with the child and responsible parent to develop a plan for the child's safety while at school. Prompt notification of this circumstance to the school is essential.

School Parties

Eisenhower School-Wide Party Guidelines

We want our school-wide parties to be as inclusive and as fun as possible. We realize, however, that some students may not want to participate in some of the traditional celebrations at our school. We will provide options for students so that we can be sensitive to both student needs and school traditions. The main reason for our school-wide parties is for students to enjoy one another's company in a festive environment that is safe and pleasant. We will follow these guidelines;

1. Teachers should approve all party plans (games, activities, crafts, snacks) before the parties.

2. A note will go home to all parents about bringing in food – anything not asked for by the teacher and party planner will be returned or discarded. Party food should have a limited number of sweets – the food focus should be on healthy options like fruit, whole grain muffins, etc. Special care should be taken if there are students with food allergies in the class.
3. We will have a playtime in the gym for those students who wish not to go to the class parties.
4. The December party should have a curriculum tie or a winter theme such as snowflakes, snowmen, etc. School sings may be scheduled but without a focus on religious holidays.
5. For Halloween: no violent or bloody costumes. No weapons or sharp items. Students should have unimpeded vision through their masks. We will set up a costume exchange for the students needing costumes.
6. For Valentine's Day: teachers will talk to students about card giving. Homemade cards are encouraged. Please, no candy in the valentines.

Teachers will give individual guidelines as far as class parties. Please check with your child's teacher prior to sending in party favors or snacks.

School Rules

Eisenhower school rules are simple and help promote a Caring Community:

Be kind, be fair, be thoughtful and be ready to learn

To meet these rules, students will need to:

- Have fun but use common sense
- Obey classroom rules
- Obey playground rules
- Never leave campus during school hours
- Never damage school property
- Never hurt another, physically or verbally

Snacks

Snacks are needed for children during the day. Snacks and snack time should be a decision of the grade level. Snacks should be as healthy as possible and provide nutrition for learning. Please note if the teacher tells of any food allergies in the class especially nut and wheat. Eating in classroom is permissible as long as all trash is thrown away and any messes made are cleaned up by the mess maker. If teachers are asking students to eat snacks as part of recess, then a trash can should be provided for students to put their trash in. Students should eat on the wall, not on the playground. Students should not litter the playground.

Student Messages

Messages for students may be given to the office personnel. We will not interrupt class unless it is an emergency. Please be sure that messages about end of school pick-up, changes in plans, etc., be received before 2:45p.m.

Student Placement

Every attempt is made to place students in the best learning environment possible. Teachers take a great deal of time making sure that the student and the next year's teacher are a good match.

Parents may fill out a green Student Learning Style sheet from the school office. This sheet allows parents to discuss student learning needs and other placement concerns. These sheets are best filled out upon enrolling or in April of the school year.

Once a student is placed, school policy is that the child remains in the classroom for two weeks. This allows a reasonable time for the teacher and the child to develop a rapport and understand the system of the class. If, after this period of time, a parent still requests a change, an appointment should be made with the school principal to review the options open for a change.

We discourage classroom visitations to observe next year's teachers. Instead, parents should schedule an appointment with the school principal to view the classrooms and discuss differences in instructional techniques.

Students Leaving the School During the Day

If your child has to leave school during the day, you will need to come to the office to sign your child out. If you return before the school day is over, you will need to sign your child back in. It is most helpful to let the teacher know your child has an appointment ahead of time.

If you want your child to come home for lunch, please notify the office so we can set up the procedure. Students will need to check out and in at the office. We are reluctant to do this but will work with you should you wish your child to come home for lunch.

We will not dismiss the child with anyone other than a parent or a designated person on the emergency card. Siblings and other family members not on the emergency card will not be able to check the student out of school.

Testing Information

State and district mandates require student assessment to measure academic achievement. Several district tests are used in Kindergarten, First and Second grade to assess literacy proficiency. School devised assessments are used for math and other content areas.

Students are required to take the Colorado Student Assessment Program (CSAP) tests starting in 3rd grade. Third graders will take a reading test in February and a writing test in March. Students in 3rd, 4th and 5th grade will take a reading, math and writing test in March. 5th graders will take a science test in March as well.

Parents will receive information about the tests prior to the testing date. The tests are important in that they are used to assess and develop school goals and as a basis for the state generated School Report Card.

During the course of the school year teachers will use a variety of diagnostic and assessment tools to assess student learning. Most common will be pre-tests in mathematics.

If you need more information about the assessment process, please contact the school principal.

Therapies During the Day from Outside Sources

Therapy sessions during school hours for students are strongly discouraged. If this can not be avoided, students should be checked out of school as if going to a doctor's appointment.

The school will not allow private practitioners to use school facilities or be on school grounds for therapy sessions during school hours. Before and after school sessions may take place if the practitioner sets up room use with Community Schools.

Toys and Trading Cards

Students should not bring toys or trading cards to school. They are easily lost or broken and this does cause upset.

Video Taping, Photographing, News Media Access

The school will be visited by the news media and they will be taking pictures of school events. At the start of school, a permission form will be sent home where you can tell us if you do not want your child photographed. The school will abide by your wishes if we have a completed form. Parents will be notified if their child

will be in a news story if at all possible. Please let your child know that, if they do not want their picture taken, it is most appropriate to tell the teacher or principal of this wish.

Visitors to the Campus and to the Classroom

All visitors must sign in at the office prior to going anywhere in the school or on the school grounds. Visitors will be issued a visitor's pass/badge which should be returned once the visit is completed. We ask that all community members comply with this procedure to insure the safety of our students.

We do not allow non-Eisenhower students to be in classrooms during instruction. Relatives or visitors can not spend the day (or longer) in the classroom.

We ask that parents arrange classroom visits with the teachers ahead of the time of the visit. Drop in visits are difficult, rushed and discouraged.

Wall Behavior

Students should not step over or jump over the walls under the overhang. They should walk around the walls to get to the play areas. 5th grade students may step over the wall to get to the grassy area near the parking lot with teacher supervision.

Section 4—Opportunities to Support the Eisenhower Community

Eisenhower endeavors to have a Caring Community at all times. We want an environment where every one can feel safe at school. We want students and community members to feel empowered and to have the ability to assert themselves in a peaceful, problem solving fashion. We will care for one another and stand up for what is right. Eisenhower always strives to be a bully free zone!

VOLUNTEERING - AN ESSENTIAL PART OF EISENHOWER ELEMENTARY

Parent volunteers are an important part of Eisenhower Elementary's success and there are a variety of ways to be involved. Additional information will be sent home with students throughout the school year with specifics on how to participate. All volunteers should sign a volunteer confidentiality form. You can get this form from your child's teacher or from the office. We ask that siblings not come with the volunteers.

SCHOOL SERVICES - Parents assist staff in the health room and library weekly throughout the school year.

CLASSROOMS - Parents are welcome to help in classrooms during the school day under the guidance of staff members. Sign-up takes place during Back to School Night in early September. Parents are encouraged to make a weekly commitment, but additional opportunities exist as well including accompanying students on field trips, helping with parties, etc.

PARTY PLANNERS - Parents volunteer to organize and implement classroom parties (3 total) throughout the year.

PARENT TEACHER ASSOCIATION (PTA) - The Eisenhower PTA offers a variety of opportunities to participate in before and after school activities. Parents may be involved in an individual event/activity or assist in school wide budgetary decisions by sitting on the PTA Board of Directors. All parents are invited to participate in discussions regarding school and district business.

BEFORE/ AFTER SCHOOL ACTIVITIES - Eisenhower is proud to offer fun, enriching opportunities for students both before and after school. Parent volunteers are essential for program viability. There are a wide variety of clubs, intramural sports and workshops/classes that students can attend.

FUNDRAISING & FUN RAISING

Eisenhower Elementary offers a variety of fundraising opportunities throughout the school year sponsored and supported by the Eisenhower PTA. These efforts are essential in supporting the school financially where district funding is inadequate. Funds are used to purchase library books, classroom supplies, technical equipment including computers, play ground equipment and much, much more. These activities also provide parents and students a chance to get to know one another and be part of the Eisenhower community

FALL FUNDRAISING EFFORTS

Outright Donations - Early September

Donation request sent home in initial PTA Packet/return envelope included

Gift Wrap Sales - Late September Ready for distribution in early November

Kidz Art

Your child's artwork becomes available on notepads, coffee mugs, etc.

Fall Book Fair – Early November

Purchase holiday gifts at Barnes and Noble Bookstore

SPRING FUNDRAISING EFFORTS (after winter break)

Spaghetti Dinner – Last Thursday in January

Teachers and Staff serve up your dinner. Reservations required for this popular event .

Silent Auction

A fun evening for adults with great items up for bid!

ONGOING FUNDRAISERS

Grocery Certificates

Purchase certificates from local grocers and merchants through Eisenhower and use like cash

Box Tops

Collect box tops from popular brands and turn them in to the school.

Fun Run

Each spring there is a Fun Run sponsored by the P.E. teacher. Students can earn money for each lap they run on a designated course on our east field. This money directly benefits the P.E., Music and Art departments and helps to pay for extra duty time for teachers to sponsor before or after school programs and assemblies.

SOCIAL EVENTS - The goal of these events is to provide an opportunity for families to socialize in a fun and safe environment, as well as to raise money.

Spaghetti Dinner and the Silent Auction are our major fund raising social events.

Additional social events that are NOT fundraising events are the Ice Cream Social and The Diversity Potluck.

School Committees

Committee membership and particulars:

A diverse membership is an important aspect of any committee. Any staff member may be on a committee. Teaching staff members are expected to be on at least one committee. All main committees will meet twice a month. The only exception would be if there is not business to consider for that particular meeting time. Committees should have written minutes distributed to the staff within 3 school days. Minutes will be kept in a binder in the office for community review.

MAIN COMMITTEES

TIES (Tools of Inquiry for Equitable Schools) Committee

- This committee is made up of representation from each grade level, specialists and the school principal. This committee sets the school goals for the entire staff to review and approve in the areas of Achievement, Equity and Organization. The goals are based on data-based inquiry using assessment of the current reality, examination of results, development of a theory of action, setting SMART goals and setting an action plan to achieve school goals. The work of this committee shapes the school's accreditation report each year. The School Improvement Team (SIT) reviews and critiques the goals and the results of our actions to meet the goals.

Curriculum

- Monitor and provide support to staff on school instructional goals. Monitor District curricular efforts. Monitor intervention processes. Plan in-services and calendar for the year. Survey staff interests and needs for professional development. Monitor school instructional goals. Set parent conference dates and report card distribution dates. Committee meets bi-monthly in the library
- School Diversity & Climate
Develop and monitor school diversity goal. Assess school learning climate and assess school safety using a variety of instruments including district survey reviews. Ascertain and monitor working climate for all staff members and make recommendations for change as needed. Plan activities that reflect a diversity focus. Communicate and work with PTA on school-wide events, including assemblies. Meeting times to be determined and parent participation is encouraged.
- Technology
Allocate bond funds and PTA funds for technology. Review and provide software training for teachers. Provide training with new equipment. Provide information to community regarding technology at a district and building level. Solicit community involvement and funds to support school technology plan and use. Refine Technology Plan and monitor steps in the process. Provide set up, installation and ongoing support for technology needs to staff. Committee meets twice a month at 7:45 a.m. in the IMC. Parents are welcome on this committee.

OTHER COMMITTEES

- **SIT**
To review school progress toward stated goals of the school improvement plan. To review new school improvement goals as developed each year. The Eisenhower SIT (School Improvement Team) will meet 2-3 times a year. The Eisenhower PTA Executive Board serves as the school's SIT Committee. Meeting times will be determined by work load needs.
- **Social Committee**
Work to establish and coordinate staff functions such as FAC's and staff parties. Would set up a process and collect money for a school social fund. Would set up the volunteer tea in the spring. Coordinate retirements with team members. Would address staff illnesses, pregnancies, deaths in the family and other events needing staff attention. Beginning of the year sign-up will be posted so people can sign up for various duties. Would meet as needed and report to the staff as necessary.
- **ERT**
Would coordinate emergency response situations.
- **504 Team**
Would set up and monitor 504 plans. The school social worker is the school contact.
- **CRT**
Deals with overall crisis situations at the school. Membership and times are fluid.

Committee process:

All committees are decision making entities. When a decision has significant impact on the majority of the faculty, any staff member could, within seven days of receiving the committee minutes or recommendations, request that the issue be presented to the entire faculty for:

- a. input;
- b. a recommendation for where the decision should be made (committee or full faculty);
- c. full faculty and parent committee representatives discussion and vote.

Should a committee recommend a decision by the faculty, the committee parent representatives should be invited to be a part of the vote in the faculty meeting.

A special staff meeting may be called to address the issue. Agreement would be reached as per school norms.

Student Council

The Eisenhower Student Council has members from 3rd, 4th and 5th grade. Each classroom selects a representative and alternate. Meetings are usually twice a month before school.

Student Council helps younger students with the Caring Community program, fund raises for school and community needs, organizes community service projects, arranges spirit days and is the student voice to the principal for school concerns.

Section 5—Resources Available for Students and Parents

Assistance for Those Needing Interpreters or for Those with Disabilities

The school can arrange for an interpreter should one be needed. Please contact the office as soon as you know you need an interpreter so we can make arrangements. We do have school personnel that can speak Spanish.

If you have a disability and need accommodation for any school activity, please let the office know in advance to make arrangements. If you find general school access issues, please let the principal know.

Before and After School Care and K-Care

The YMCA provides care for students before and after school. Morning care starts at 7a.m. and afternoon care stops at 6:00p.m. Full day care is also provided on staff development days and over most school vacations. The YMCA operates the program and handles registration and scholarships. Information can be obtained by calling 303-443-4474 ext 4213.

K-Care is offered for students needing day care for the portion of the day the child is not in Kindergarten. K-Care is offered by Community Schools and is fee based. More information can be obtained by calling 303-499-1125 ext. 227. Space is limited to 25 students per session and preference is given to full time participants.

Brochures about both of these programs are in the school office.

Bus Information and Other Transportation Needs

Bus schedules will be posted when the class lists are posted and are available in the office. If you have questions, you can call BVSD Transportation at 303-447-5120.

If your child is changing his or her drop off point or if another child will be coming home with your child, a bus permission slip is needed. This should be taken care of at the start of school in the office. A signed and dated parent request should be sent to school with the student. Last minute requests will not be honored.

Riding a school bus is a privilege. Students who misbehave or endanger the safety of other bus riders can lose the privilege of riding the bus.

English as a Second Language...ESL

Eisenhower is a district center school for ESL learners. We are proud of the linguistic diversity of the school and proud of the success our students have in becoming English speakers. Second language learners are assessed for language skill and appropriate program placements are made. Classroom teachers also provide support for second language learners. Our ESL program is taught in English and is not a bilingual program. For more information, contact the school.

Extra Curricular Activities

There are a variety of activities students can do at Eisenhower. Each year, we will send out information about various clubs that meet before and after school. Community schools has a variety of programs at school and they prepare a catalog of events each semester. We have many scouting organizations. The Boulder Parks and Recreation Department and the Boulder YMCA offer a wide variety of sport opportunities. We will list those in the newsletter and you can often get information from the Community Bulletin Board in the hall near the office.

Information Table & Community Board

The district guidelines state that information from for-profit groups, groups not supported by Board policy or groups not associated with the Community Schools Program can not be sent home with students. Nonetheless, there are many opportunities that may be useful to parents and students. We have a designated community board and table by the front office where you can find out information about daycare, lessons, sports groups, baby sitting and a variety of other useful or fun activities. If you wish to post information on the board, please check with the office staff first.

Library

The Eisenhower Library has over 17,000 volumes for students to check out. Students have scheduled library time each week and can check out books on a weekly basis. There is also a free book exchange cart in the hallway near the office for students to exchange books.

Literacy Intervention

Students who are having trouble with reading and other literacy skills may receive help from the literacy teachers at the school. If a student is on an ILP (Individual Literacy Plan), help will be given to the student to raise his or her reading skill. Parents are involved in the development of the ILP and it is reviewed twice a year.

Lunch Fees and Lunch Information

School lunches cost \$2.25. Milk can be purchased for 50¢. Eisenhower has a Harvest Bar where students can get fresh fruits and vegetables along with their school lunch.

We strongly encourage parents to send in a check for lunch money for an extended period of time. The balance is logged on the computer after each use and unused portions are returned at the end of school.

You can pick up forms in the office if you qualify for free or reduced lunch rates. These rates are based on family income.

Students may charge their lunches occasionally if they forget their lunch money.

Microwaves and hot water are available for students in grade 3 and higher should they want to heat lunches from home.

All students will eat with their classes (have assigned seating) except for 4th and 5th grade. (This could change if cafeteria behavior deteriorates.)

Students are discouraged from sharing food.

If a student misbehaves during lunch, he or she will be moved and/or miss recess. Please help by telling your child, "If you can't do it at home, you can't do it in the school cafeteria!" See the cafeteria rules in Section 3.

Math Intervention

The PTA has provided the school funds to hire a math interventionist. The person works with students needing math skill development. Emphasis is in the development of number sense and problem solving.

Special Education

Eisenhower has a full range of special education services. Students needing special services are given a thorough battery of assessments to determine need. Qualification for services is defined by state mandate. Once a student goes through the identification process and qualifies, an Individual Educational Plan (IEP) is developed for the student with the joint input of parents and school personnel.

Eisenhower has a Learning Center for those students needing resource room help. We also have a Multi-Intensive classroom for students having exceptional special needs or who are medically fragile. The school has ancillary services for Speech and Language and Occupational Therapy. We also have the service of a School Social Worker. For more information, please contact the school.

Student Insurance

Student insurance is offered by a private carrier. Accident and dental insurance is available. Boulder Valley School district does not carry insurance for your child. Application forms are available in the school office.

Talented and Gifted Program...TAG/Advanced Academic Services

Eisenhower strives to meet the needs of all students and to provide academic challenge for our most able students. Our TAG advisor works with teachers and students to provide academic differentiation in the classroom, enrichment and acceleration. TAG students are identified using multiple criteria specified by the district and the office of Advanced Academic Services. A wide variety of enrichment programs are provided for TAG and other interested students with the support of the school PTA. Contact the school for a TAG brochure or more information. You may also find more information on the district's web site.

Section 6--Miscellaneous

Communication

A primary source of communication between the school and the parent(s) is the Friday Folder in grades K, 1, and 2 and the Student Planner in grades 3, 4 and 5. The Friday Folder is sent home on Fridays; the planners come home every night. In this folder, you will find some of the child(ren)'s work sent home, notes and weekly newsletters from the teacher to the parent, and notices from the school to parents. It is important for parents to look through the Friday Folder soon after it comes home. To avoid duplication, if two or more children from the same household attend Eisenhower, the information is sent home in the folder of the oldest child in that household.

Newsletter: Eisenhower Elementary School's newsletter is called "The Mighty Ike". It is published monthly and is sent home in the Friday Folder and is on the school web site.

Email: Important school information is sometimes sent out via email. A variety of other information of interest to families is also distributed. To get on the email distribution list, please contact the school office or principal.

Web site: Our web site is www.EisenhowerElementary.org The district web site is www.bvsd.org

For problems or concerns related to the classroom, please talk to your teacher first (if appropriate). After working with the teacher, if further help is still needed, please contact Charles Serns, our Principal.

For problems or concerns not related to your child's classroom, please contact the office staff and they will help you either resolve the issue or put you in touch with the appropriate person who can help you.

Lost and Found

Please label your child's belongings!

We do have a lost and found area for large items near the back kitchen door. For small or very valuable items, we have a collection bin in the office.

Students who turn items in that are not claimed, and this includes money, will be given those items after a reasonable time in the lost and found area. If the student is getting more than \$1.00, the parents will be called just to let them know where the extra money is coming from.

Lost and found items will be organized for people to claim during parent conference periods. Unclaimed items are given to charity.

Open Enrollment/Student Population

The student population of Eisenhower Elementary School is very diverse. As well as culturally diverse, we are also geographically diverse. While many of our students live in the neighborhood surrounding our school, a lot of children also attend Eisenhower Elementary through a process called "Open Enrollment". Open Enrollment enables children to attend a school other than their neighborhood school.

The process of Open Enrollment usually begins soon after Thanksgiving. During this time, parents visit schools in which they have an interest. Each year the district establishes a timeline and a process for open enrollment. Check with the school or the district for these procedures.

Report Cards and Parent Conferences

Eisenhower uses a standards based report card from the district. We are on a trimester grading period. Parent conferences are held at the end of each trimester, usually in October/November and March. Information will be sent to parents for exact times. Conferences are usually held in the late afternoon or early evening. Parents may request a conference and should work with the teacher to set a time to discuss student achievement or performance.

Community Service

The families, teachers, and staff that comprise Eisenhower Elementary School take much pride in supporting our community: both within the school and outside of the school. In accordance, we have numerous opportunities to support these communities. Some of them include ink jet cartridge recycling, plastic bag and newspaper wrapper recycling, collecting coats for those in need, book swap, and several projects held by some of the organizations comprised of students in our school. These opportunities will be advertised through the various forms of school communication previously mentioned. The collections site for these programs is usually in the hallway just north of the school office.