

# **Eisenhower Elementary School**

## **Family Handbook**

Welcome to Eisenhower Elementary School. Eisenhower is an exciting and dynamic place to be! The staff and I are committed to making your child's school experience positive. Our goal is to provide a high quality education for all of our students. We truly strive to develop the "whole child," and we focus on the social, emotional, and academic growth of all our students.

The Family Handbook serves as a guide to students and parents to help everyone understand the policies and procedures at Eisenhower. In our handbook, you will find basic information about how our school operates day to day, about our academic programs, about expectations for students, and about how you, as a parent, can be involved in your child's education. 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 for any reason!

Brady Stroup  
Principal

### **Eisenhower School Vision & Mission**

At Eisenhower Elementary School, our vision is to fully develop the potential of every individual child. We are a community dedicated to learning and to preparing every student for real-life experiences in both the present and the future.

The Eisenhower School Community will achieve our vision by:

- Building a solid foundation of knowledge through rigorous and challenging curriculum in all content areas.
- Developing logical thinking and problem solving skills.
- Strengthening our students' self confidence so they may continue to grow academically, socially, and emotionally.
- Creating cooperative, challenging, effective, and safe learning environments in which students thrive.
- Implementing best instructional practices including individualized instruction, cooperative learning, balanced literacy approach, thematic, integrated units and hands-on learning experiences.



## **Day to Day Information**

*This section is designed to give families information about the logistics of our day to day operations at Eisenhower Elementary. You can find quick information on many of the details of our school day below.*

### **Important Contact Information**

Main office number	720-561-6700
Eisenhower YMCA	720-394-7928
BVSD District office	303-447-1010
Principal email	<a href="mailto:brady.stroup@bvsd.org">brady.stroup@bvsd.org</a>

Be sure to visit our school website for important information and useful links at [www.eisenhowerelementary.org](http://www.eisenhowerelementary.org).

Our Weekly Updates and Mighty Ike Newsletter can be found at [www.eisenhowerweeklyupdate.wordpress.com](http://www.eisenhowerweeklyupdate.wordpress.com).

The District website is [www.bvsd.org](http://www.bvsd.org).

### **Bell Schedules**

8:30 a.m. -- Playground supervision begins. We ask that students arrive after 8:30 a.m.

8:35 a.m. -- First bell rings, students line up outside for class, and enter building with their teachers.

8:40 a.m. -- School day starts. Students should be in class and are considered tardy if not with class.

3:10 p.m. -- Dismissal bell rings for end of the day.

3:20 p.m. -- Final bell rings. Supervision ends. Students not picked up should come to the office.

### **School Office Hours**

The main office is open from 8:00 a.m. to 4:00 p.m. All exterior doors are locked at all times, and you may enter the school through the main office by pressing the “call” button to the right of the main door. All visitors and parents need to check into the main office to obtain a visitor’s badge as part of our school safety measures. Please do not ask staff to let you enter other doors. We appreciate your support!

### **Pick up/Drop off & Parking Lot**

The school parking lot is designated for parking only. Please do not use the parking lot for student drop off or pick up. Please drive very slowly in the parking lot at all times. The bus circle must be kept clear at all times and parking is not allowed in the bus circle. Please observe the signage in the lots. The handicap spaces should not be used at any time by one who does not have a handicap permit displayed. There is a 15-minute visitor parking space. Please use the spaces for quick in-and-out access to the school only. There is a daycare van parking spot that is reserved for the daycare van only.

Parents may use the church (Unitarian Universalist Church of Boulder) parking lot to the south and east of the school to park and to drop off students. There is a walking bridge that leads to the school. Please note, there is no school supervision in the church parking lot.

### **Pets on Property**

Per BVSD procedures, pets are not allowed on school property during the school hours of 8:30 a.m. to 3:20 p.m. Do not bring pets to school-wide functions. Please do not bring your dog during drop-off and pick-up. Please no matter how nice your dog is, do not bring your pet around students during any part of the school day. Service animals are allowed.

### **Playground Usage Before and After School**

We supervise students from 8:30 a.m to 3:20 p.m. We encourage students to follow our behavior expectations at all times even before or after school. Parents are responsible for student supervision before and after school hours. Please do not leave your children on the playground before 8:30 a.m.

## **Attendance Policies**

### **Absences**

Regular attendance is essential for success at school. Our goal is for every student to attend school 100% of the time. Most subjects build upon prior knowledge, requiring the understanding of each concept in the order of its presentation. It is difficult for a child to make up a day's learning even though the missed assignments have been completed. The discussion and activities that take place in the classroom are often as important as the written material. Students should be absent only in cases of illness or emergency.

If your child will be absent, please call school Attendance Line at 720-561-6702 by 9 a.m. Do not call the main school number. Leave the following information after the tone:

- Child's name
- Date of absence
- Teacher's name
- Parent's name
- Reason for absence

You may also enter absences on the Eisenhower website ([www.eie.bvsd.org](http://www.eie.bvsd.org)). If your child is not in school and we do not receive a message about attendance, we are required to call the parent/guardian to verify the absence. Home, work, and cell numbers will be called. Please help us with this procedure by calling in your child's absence by 9 a.m..

Colorado has compulsory attendance laws for grades 1 through 5. If your child has excessive absences, you will be notified through attendance letters. You may be required to develop an attendance contract and referred to a BVSD attendance advocate. In severe cases, parents may be referred to truancy court in order to enforce the compulsory attendance laws.

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 but will work with the family upon their return.

### **Tardies**

It is important that children arrive on time for school. *Children are tardy when they are not with their class when the second bell rings at 8:40 a.m.* A “tardy” child not only disrupts the class when arriving late, he/she also misses settling-in time when the teacher collects work, sets the tone for the day, and gives directions for activities. When it is unavoidable and a child is tardy, parents should park in the parking lot, walk the child inside, and sign the child in at the main office. The student will need to take an admittance slip from the main office to the classroom teacher. Parents are encouraged to schedule appointments before or after school whenever possible.

### **Students Leaving the School During the Day**

Parents will need to arrive 10 minutes early to pick up children during the school day. Please come to the office to sign your child out. When parents arrive, we will then call your child to the office. If you return before the school day is over, you will need to sign your child back in. It is most helpful to let your teacher know your child has an appointment ahead of time.

We will not dismiss students 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. Anyone picking up a child should be prepared to show a government-issued ID.

### **Illness**

If your child is not feeling well, it is advantageous to keep him/her at home. This helps protect healthy students and also prevents a sick student, whose immune system is already weak, from contracting further illness. Our BVSD Health guidelines state that if a child is running a fever over 100/101 or has vomited or had diarrhea in the past 24 hours, they should stay home. Before children can return to school, they must be without fever, vomiting, and other symptoms for at least 24 hours. Once children are healthy for 24 hours, they may then return to school.

If a child becomes ill during the school day, the student will go to the health room. If the student is too ill to remain at school, a parent will be contacted. In extreme cases, arrangements may be made for a student’s immediate transportation to a hospital, whether or not the parent or guardian can be reached. **Please make sure your child’s emergency information is updated and current.** Submit all changes in writing by email to the school office or on your parent portal as soon as possible to ensure we can reach families in the case of emergency.

As part of our attendance policies, you may be required to provide a doctor’s note for

extended illness (three days or more) or for repeated absences due to medical issues.

### **Delayed Start, Early Dismissal and School Closure**

On rare occasions, bad weather and poor road conditions may cause school closures or a delayed start. The decision to close schools is made by the BVSD Superintendent and Head of Operations and not by individual schools. Decisions are typically made by 6:00 a.m., and parents should check the local news media or [www.bvsd.org](http://www.bvsd.org) for closure information.

In extremely rare cases, 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 School Messenger email, text, and phone. All students would need to be picked up by guardians or someone listed on their emergency contact. No student would be allowed to walk home.

If your child attends the Before/After School YMCA Program, you will need to contact them about delays and closures. Generally, if BVSD is closed, so is the YMCA Program.

### **Recess**

Students will have outdoor recess unless it “feels like” the temperature is below 20 degrees. Wind chill is taken into account when determining whether we will have indoor or outdoor recess. Students will stay under the overhang if it is raining or snowing heavily. Main office personnel will consult with a weather website and make the determination.

Please make sure that your student has proper clothing for outside recess. Weather can change quickly in Colorado so please check the forecast each day. Kindergarten and First grade students will need boots to play in the snow.

### **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. are received before 1:00 p.m.

### **Birthday Celebrations**

Students may bring a class treat to help celebrate their birthday. We encourage non-food items and healthy food choices. If you choose to bring a birthday treat, please make sure there is enough for every student in the class. Please check with your child’s teacher prior to sending in party favors or snacks. Many students have food allergies and

food sensitivities. We do not want to put a child's health at risk. Please contact the classroom teacher before sending birthday treats. Birthday party invitations may not be distributed at school.

### **School-wide Party Guidelines**

We want our school-wide parties to be as inclusive and as fun as possible. The main purpose for our school-wide celebrations is to enjoy one another's company in a festive environment that is safe and pleasant. 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. We will follow these guidelines:

- 1) Teachers should approve all party plans (games, activities, crafts, snacks) before the parties.
- 2) Teachers will communicate with parents about food and beverage contributions. Party food should focus on healthy options like fruit and whole grain. Sweets and sugary items should be avoided. Special care should be given for those students with food allergies or dietary restrictions.
- 3) There will be an alternative option for students who do not wish to participate in the school party.
- 4) The December party should have a curriculum connection or a winter theme. School songs may be scheduled but without a focus on religious holidays.
- 5) The Halloween party will be lighthearted and the focus will be on fun. Students' costumes should not be bloody or violent. No weapons or sharp items. Students should not have impeded vision through their masks. We have a costume exchange for students who need costumes. Parents who dress up should not wear masks or full facial make-up.
- 6) For the Valentine's Day party, teachers will talk to students about card giving. Please do not send candy with the Valentine cards.

### **Snacks**

Snacks are needed to nourish growing children during the day. Snacks and snack time will be set by each grade level team. Snacks should be healthy and provide nutrition for learning. Please tell the classroom teacher of any food allergies, especially nut, dairy or gluten. Eating in the classroom is permissible. We ask that all trash is cleaned up and classrooms are kept clean. If teachers are asking students to eat snacks as part of recess, then students should eat while sitting on the wall, not on the playground. All left-over items should be composted, recycled, or thrown in the trash.

### **Meal Information**

Students can purchase breakfast and hot lunch. Information about lunch and breakfast menus, costs and free and reduced meals are available on the BVSD Food Services page <http://www.bvsd.org/food>. Free and/or Reduced lunch forms are based on family income and are available on your parent portal.

### **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 will need to complete a Medication Administration form signed by the parent/guardian and the physician. Parents are responsible for making sure the needed medications are on hand at school, including aspirin, Tylenol, cough drops, etc., which must be accompanied by this form as well. We store these medications in a secure area. We strongly encourage parents to provide inhalers even if their child only uses them occasionally. Parents are welcome to come to the health room to administer medication to their child.

### **Immunizations**

All students must have their immunizations as required by Colorado State Law. Students can be exempted from this requirement for medical, religious, and personal exemptions by filling out an exemption form which can be obtained from the office or downloaded from the district website. Students not meeting these requirements may not enroll or may be dis-enrolled from school. Please check the Student Health Information sheet in the registration packet or contact the school Health Office for more information.

### **Interpretation and Assistance**

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. For parent-teacher conferences, we will pre-schedule all conferences that require interpretation. We also have staff members that speak Spanish and can interpret for scheduled conferences with teachers.

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.



## **Bus and Transportation Information**

You will be notified before school begins by BVSD Transportation about your student's bus stop and pick-up and drop off times. You will receive an email from BVSD Transportation by the second week of August and it is on your parent portal in August. You may also talk to the front desk staff, and they can assist you in locating this information, or you may call BVSD Transportation at 720-561-5125.

If your child is changing his/her drop off location or if another child will be riding the bus home with your child, a bus permission slip is needed. A signed and dated parent request should be brought to the main office at the beginning of the school day.

Riding the school bus is a privilege, not a right. Students who misbehave or endanger the safety of others will face disciplinary consequences, which may include suspension from or loss of bus riding privileges.

## **Lost and Found**

Please label all of your child's belongings! The lost and found is located near the back kitchen door and teacher lounge. For small or very valuable items, we have a collection bin in the office. Any unclaimed items will be donated to charity in December and June.

## **Program Overview**

*This section is designed to give parents an understanding of the various components of our academic program. Our goal at Eisenhower Elementary is to focus on excellence and the success for each student. To this end, we offer a variety of programs and experiences.*

## **BVSD Mission and Vision**

We develop our children's greatest abilities and make possible the discovery and pursuit of their dreams, which when fulfilled will benefit us all. We provide a comprehensive and innovative approach to education and graduate successful, curious life-long learners who confidently confront the great challenges of their time.

The mission of the Boulder Valley School District is to create challenging, meaningful and engaging learning opportunities so that all children thrive and are prepared for successful, civilly engaged lives.

## **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.
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 anti-discrimination 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.

### **Nondiscrimination**

The Boulder Valley School District and Eisenhower Elementary School will not tolerate discrimination, harassment, 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 non-discriminatory 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.

### **Positive Behavior and Interventions Support System (PBIS)**

Eisenhower participates in PBIS. This program is adopted by the Colorado Department of Education and a required component for schools throughout Boulder Valley. PBIS is a proactive, positive approach to teaching students the behavior expectations of the school. We acknowledge students who are following the expectations and intervene in systematic ways with students who need more support complying with behavior norms. Students are taught the expectations throughout the year in a variety of settings. School board policy is followed, and the principal and teacher determine appropriate disciplinary action if necessary.

## **Standards Based Education**

Eisenhower Elementary follows the adopted Boulder Valley School District Curriculum. BVSD has adopted the Colorado State Standards, which is based on the Common Core. Each general classroom teacher will share with you expected learning outcomes and present to families units of study throughout the year. For more information about BVSD Standards, please explore the Curriculum and Instruction section of the BVSD website.

At Eisenhower, you will also find high quality instruction throughout the grades. Teachers base their instruction on concepts and research such as the Daily 5, CAFE Book, balanced literacy, small group instruction, and guided reading. We value hands-on learning, cooperative learning groups, and project-based learning. In addition, we use the District-adopted math curriculum of Math Expressions and Science Foss Kits.

## **Media Center - 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. In addition, they have access to the library computer lab at this time.

## **Specials Classes**

We offer high quality Specials classes to all of our students. Specials programs are provided on a rotating basis in kindergarten through fifth grade. Our enriching specials program including vibrant visual arts, comprehensive music instruction, and a vigorous PE program. In addition, students have weekly access to our Library Media instruction. This involves use of the library and the computer lab.

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

Eisenhower strives to meet the needs of all students and to provide academic challenge for our advanced 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 Eisenhower School website and at [www.bvsd.org/tag](http://www.bvsd.org/tag).

## **English Language Development**

Eisenhower is a BVSD Center School for English Language 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 English Language Learners. Our English Language Development (ELD) program is taught in English and is not a bilingual program. For more information, contact the school.

### **Response to Intervention**

When a student is struggling to make adequate progress, they may be entered into a process called Response to Intervention (RTI). RTI is a systematic approach to determining what a child may need either academically or behaviorally in order to achieve greater success. A team of educators including administration, classroom teachers, literacy specialists, ELD teachers, special educators and parents meet to determine specific interventions. This team is called the Problem Solving Team, or PST. Once interventions have been in place for a period of time, the student's progress is monitored and it is determined if the child is responding to the intervention strategies. If a child is not showing adequate growth, then additional interventions may be put into place and/or a student may be referred to special education. Parents are informed when their child is referred to the Problem Solving Team, and parents are involved in the process along the way.

### **Literacy Intervention**

Students who are having trouble with reading and other literacy skills may receive help from the specialized literacy teachers at the school as part of the Response to Intervention Model and/or as a component of their Individual ). Students who are significantly below grade level are required by Colorado state law to have a Read Plan. If a student is on a READ plan, help will be given to the student to raise his or her reading skill. Parents are involved in the development of the READ plan, and it is reviewed twice a year.

### **Special Education**

Eisenhower has a full range of special education services. We are proud of our inclusionary practices, and we provide students with the least restrictive environment possible. Students who may be enrolled in our special education resource program have gone through the RTI process and have shown that they need additional support in order to be successful academically and/or behaviorally. 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 also has an Intensive Learning Center classroom for students having exceptional special needs or who are medically fragile. The school offers ancillary services for Speech and Language and Occupational Therapy. We also have the service of a School Social Worker. All of these services are accessed through a child's Individual Educational Plan through special education. For more information, please contact the school.

### **Extracurricular Activities**

There are a variety of activities students can do at Eisenhower. Each year, we will send out information about various Eisenhower-sponsored clubs and sports that meet before and after school. BVSD Lifelong Learning has a variety of programs, and they prepare a catalog of events each semester. In addition, we have numerous outside agencies, such as foreign language clubs or scouting organizations, who provide educational opportunities through the Community Schools program. The Boulder Parks and Recreation Department and the Boulder YMCA also offer a wide variety of sport activities. You can also obtain more information about extracurricular opportunities from the Community Bulletin Board in the hall near the main office.

### **Green Star School**

Eisenhower is a Green Star School. Green Star Schools strive toward zero waste by implementing composting school-wide, increasing recycling efforts, hosting special events around waste reduction and implementing other waste reduction activities in the schools. According to Eco-Cycle, "Green Star Schools are the first in the nation to reduce waste in every aspect of school life. As a result of implementing the program, up to two-thirds of the discards from each Green Star School is kept out of landfills." Our efforts to maintain our green status include reducing energy use, using less paper, and reducing waste.

### **Open Enrollment/Student Population**

The student population is not just 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." BVSD's Open Enrollment enables children to attend a school other than their neighborhood school.

The process of Open Enrollment begins in December and closes in January. During this

time, parents may visit schools in which they have an interest. At Eisenhower, we sponsor parent tours and presentations about our school. Parents then apply for Open Enrollment through the District office. The BVSD Open Enrollment Office establishes the timeline and facilitates the selection process for open enrollment. Individual schools do not participate in the selection process beyond the school tours. You may contact the BVSD Open Enrollment Office at 720-561-5900 with questions.

### **Classroom Placement**

Every attempt is made to place students in the best learning environment possible. There are many factors that go into creating class lists. Teachers take a great deal of time and care in ensuring that every class is balanced according to students' academic needs, social and behavioral dynamics, and the overall composition of the class. Parents may fill out a Student Learning Style sheet from the school office. This information sheet allows parents to give input on their child's learning needs. These sheets are best filled out upon enrolling or in early April of the school year.

Classroom placements will be released in mid-August, as per BVSD policy. Students will be notified through an Infinite Campus which teacher will be for the upcoming school year. Once a student is placed, school policy is that the child remains in the classroom for three weeks. This allows reasonable time for the teacher and the child to develop a rapport and understand the system of the class. We believe in the professional expertise of all our teachers and believe that our teachers have the skills to teach all of our students. If, after the initial period of time, a parent still has concerns, an appointment should be made with the school principal to discuss the issue.

### **Assessment Information**

During the course of the school year teachers will use a variety of diagnostic and assessment tools to assess student learning. All students in grades K-5 will take the i-Ready Assessment diagnostic test three times a year with progress monitoring occurring throughout the year. State and district mandates require student assessment to measure academic achievement and progress. 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.

Schools and districts are required by state law to administer state mandated tests to all students. The two main assessments required by the state are the Colorado Measures of Academic Success (CMAS) tests in science and social studies (schools randomly chosen) for fourth and fifth grades and in third, fourth and fifth grades in Mathematics and English Language Arts. In addition, 4th graders will be assessed in social studies and 5<sup>th</sup> graders in science through an on-line assessment called the Pearson. Parents will

receive information about the tests prior to the testing date. In addition to providing the school with information about students' learning, the tests are used to assess and develop school goals and as a basis for the state generated School Performance Framework.

### **Academic/Behavior 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 or behavior 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 face to face.
- If further action is needed, contact the school principal for a meeting to discuss the issues and possible solutions. Teachers will usually be included at this meeting unless a parent requests otherwise.
- As a result of the meetings you have had with school personnel, students may be referred to our intervention process, TAG evaluation, literacy interventions, 504 plans, special education assessment or other accommodations designed for student success.

### **Parent Involvement**

*This section provides information about how parents can communicate with the school and be involved in their child's education. It is a core belief at Eisenhower that a child's success stems from a partnership between parents and educators, and we all work together to help the child learn and grow.*

### **Volunteering**

Community volunteers are treasured at Eisenhower! We couldn't do all that we do as school without our volunteers. There are many ways to volunteer at Eisenhower. Here are some ways that you can get involved with our school:

#### *Classroom Volunteers*

Individual teachers will facilitate the use of volunteers in their classrooms. At the beginning of the school year, each teacher and/or grade level team will have volunteer sign up. Several classrooms also have a room parent. Please contact your child's teacher for more information.

#### *School Services*

Parents may assist in the library on a weekly basis. Please contact our Media Specialist

for more information. Parents may also work in the health room or the main office on an as needed basis.

### *Party Planners*

Parents from each classroom/grade level volunteer to organize and implement classroom parties (3 schoolwide) throughout the year.

### *Parent-Teacher Association*

The Parent Teacher Association (PTA) at Eisenhower is an organized extension of our phenomenal level of parent and teacher involvement we have at our school. Our goal is to provide financial and organizational support for students, staff and parents. The Eisenhower PTA offers a variety of opportunities to participate in before and after school activities. Parents may be in charge of a committee, volunteer for an individual event or activity, or serve on the PTA Board of Directors. All parents, whether you are a member of PTA or not, are invited to participate in PTA meetings, discussions, and events.

### *Latino Forums*

The Latino Forums are meeting specially designed for our Spanish-speaking community. The topics deal with a variety of school, parenting, and community related issues, and the entire forum is conducted in Spanish. Eisenhower frequently partners with the Family Resource Center, which is a Boulder County organization, in order to provide high quality programs. The forums are held during the evenings at least two times per year, and any community member is welcome to attend.

### *School Accountability Committee*

The SAC is comprised of the principal, teachers, and parents. We analyze academic and climate data, discuss the school improvement plan called the Unified Improvement Plan, discuss budgetary issues, and help to facilitate parent involvement in the school improvement process. Please contact the principal if you are interested in serving on the SAC.

## **Volunteer Agreement Form**

Per BVSD Policy, all regular volunteers and chaperones must complete a Volunteer Agreement Form which includes a required background check.

## **Field Trips**

Every grade level has field trips during the school year. Teachers organize the trip and will send out appropriate forms to the participants. If students leave campus, they must have a signed permission slip. If students do not have a signed permission slip, they will



not be allowed to go on the field trip. Parents are welcome to chaperone a field trip on an as needed basis. If a student misbehaves on a field trip, parents may be called to pick up the student. We may also request that a parent accompany a child on a field trip if behavior is a concern, or a child may not be allowed to attend a field trip due to chronic behavior issues.

## **Communication**

### *Friday Folders*

A primary source of communication between the school and the parents 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 student work, notes, weekly newsletters, and notices from the school to parents. It is important for parents to look through the Friday Folders soon after it comes home. If two or more children from the same household attend Eisenhower, the information is sent home in the folder of the oldest child.

### *Email*

Email is a quick, effective way for parents and teachers to communicate about children's progress. All teachers have email and will respond to emails within one working day. Many teachers publish a newsletter which they send out electronically. School-wide notices and reminders are also sent out through email.

### *Weekly Updates*

Eisenhower publishes a Weekly Update on Eisenhower's communication blog at [www.eisenhowerweeklyupdate.wordpress.com](http://www.eisenhowerweeklyupdate.wordpress.com). Within the Weekly Update, you will find a brief message about the week's events from the principal, notices about upcoming events, and calendar of events.

### *Community Board*

There are many activities and opportunities available for students. On our Community Board, you can find information about Eisenhower-sponsored extracurricular activities as well as activities sponsored by outside agencies. Per BVSD policy, outside agencies, such as daycare, sports groups, and scouting clubs, can only advertise by posting on the Community Board. If you wish to post information on the board, please submit it to the main office for approval.

### *Information Table*

The Information Table is located at the main entrance to Eisenhower. Here you will find timely, important papers for parents, such as school supply lists, PTA forms, Eisenhower club permission slips and hard copies of the Mighty Ike. Only Eisenhower

sponsored information can be displayed on the Information Table, per BVSD policy.

### *Report Cards*

Eisenhower uses a standards based report card from the District. We grade on a trimester grading period. Report cards will be found in Infinite Campus at the end of every trimester.

### *Parent-Teacher Conferences*

Parent-teacher conferences are held twice per year, once in October and again in March. All families are encouraged to use both formal conference times to communicate about their child's progress and goals. On-line sign ups will be available two weeks before conferences. Parents who need translation will be contacted before the on-line sign up so that the school may coordinate translation services. Parents may request a conference at any other time throughout the year as well. Contact your child's teacher to set a time to discuss student achievement and performance.

### **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. In addition to having email, all teachers have a voicemail account that can be accessed by calling the office.

### **School Safety**

*In order to create a Culture of Safety, we need all adults in our community to support our policies. We thank you for your understanding and your willingness to make Eisenhower a safe school for our children .*

### **Visitor's Badges and Log**

All adults in the Eisenhower building must be wearing a badge at all times, including staff members. This helps us all keep track of who is in the building and who is not. Visitors to our building must sign the Visitor's Log in to the main office and obtain a badge every time they enter the building. Visitors should also sign out and return the badge when their business is complete. In addition, we consult the Visitor's log during evacuations to ensure that everyone is accounted for. We ask that all community members comply with this BVSD procedure to ensure the safety of our students.

We do not allow non-Eisenhower students to be in classrooms during instruction. We also ask that parents arrange classroom visit with teachers ahead of the time of the visit. Drop in visits disrupt teacher's preparation time and are often rushed and inadequate.

## **Access to Building**

Eisenhower's main office will be open from 8:00 a.m. to 4:00 p.m.. The building opens at 8:30 a.m. We ask that parents please schedule appointments with teachers when possible.

Please use the front doors at all times and check-in to the main office. We do not want parents using the side doors, as then it becomes habit for others to open the side doors. We want to maintain our main access to the building as the front doors, and we need your help to do this!

## **Drills**

We are required to complete fire drills, lock-out and lock down drills, and shelter in place drills on a regular basis throughout the school year. Parents will always be notified of our drills after they take place through a community email. If you are visiting our building during a drill, you are expected to participate in the drill and to follow the direction of all staff members.

## **Student Expectations**

*This section provides parents and students with information on Eisenhower's specific rules and behavior expectations. All of our policies are in alignment with BVSD's Board Policy and Regulations. You may also consult the Student's Rights and Responsibilities Handbook found at [www.bvsd.org](http://www.bvsd.org) for additional information about District discipline policies.*

At Eisenhower, we implement the school-wide Positive Behavioral Interventions and Supports Program in order to provide a framework for our behavior management. PBIS is a national program, which is supported by the Colorado Department of Education and required of all BVSD schools. It is a highly researched, effective program. PBIS focuses on creating a positive school climate by proactively teaching behavior expectations, celebrating when students meet expectations, and having systematized responses to inappropriate behavior.

When issues arise between students, we use a process called The Peace Path. This process involves students using "I messages" and fix-up strategies to communicate with each other their feelings and perspectives. The goal of this process is to "shake hands and go in peace". We have displays in the hallways and on the playground to assist with

this process. For K-1 students, we make this process a little easier.

### **Core Values**

One of the first steps of PBIS is to develop our core values and behavior expectations. At Eisenhower, we would like all students to be SOARing Eagles. SOAR spells out our core values. We hope all of our students exhibit Safety, Ownership, Achievement, and Respect.

S= Safety... Be safe at all times in all places.

O=Ownership...Own your behavior and your words. Show pride in your schoolwork and school.


A=Achievement...Do your best to be all you can be.

R=Respect...Be respectful to others.

### **Teaching Expectations**

A core component of PBIS is to explicitly teach students behavior expectations using positive language. If a child does not know how to read, we teach them. The same goes for behavior. If a child has never been taught how to behave in school, it is our job to do so, and just like with reading, some students also need extra support to be successful.

We begin each school year with reviewing SOAR and are constantly reviewing the expectations. Our behavior matrix describes specific positive behaviors in each setting across the school. SOAR posters throughout the school help students remember our expectations. We also teach students in the specific settings which behaviors are expected.

Eisenhower Soars!							
	Hallway	Cafeteria	Library/ Computer Labs	Bathroom	Playground	Special Events/ Assemblies	Classroom
<b>S</b> SAFETY	Walk slowly Walk on the right side Face forward	Stay in your seat Walk Sit flat Keep hands and feet to yourself	Walk Hang headphones Push in chairs	Wash your hands Open doors slowly	Use equipment properly Use balls on the field and court Get permission to go inside	Walk slowly	Walk slowly Get permission to leave the room Keep hands and feet to yourself
<b>O</b> OWNERSHIP	Keep hallway and coatroom clean Keep belongings in your own space	Clean up Recycle and compost Take responsibility for your actions	Clean up Return books on time Use your shelf marker	Put paper towels in the compost Go, flush, wash, return	Put equipment away Look for peaceful ways to solve problems Pick up trash Take responsibility for your actions	Sit on your bottom Keep hands and feet to yourself	Clean up Solve conflicts peacefully Take responsibility for your actions
<b>A</b> ACHIEVEMENT	Learn from displayed work Appreciate others' work	Use what you know about choosing healthy foods	Be an independent worker Read independently Choose I-Pick books	Return to class promptly	Exercise to help your brain and body	Follow adult instructions before, during and after performance	Do your best work Follow directions the first time
<b>R</b> RESPECT	Move quietly Keep hands and feet to yourself	Say please and thank you Wait your turn Include others Listen to the adults in charge	Help each other Take care of books and materials Be a good listener	Use restroom quickly and quietly Respect privacy	Share Include others Listen to adults Stand up for yourself and others	Focus attention on the performer Be a good listener Applaud when appropriate	Treat others the way you want to be treated Raise your hand for a turn to speak

In addition to the Behavior Matrix, we have specific behavior expectations for various areas of school. This helps to build consistency among the staff when communicating with the students.

### *Playground*

- ❖ All students must walk under the overhang.
- ❖ Place your lunch box or bag by the wall.
- ❖ Only adults may open and close the ball box.
- ❖ At lunch recess, all food must be eaten in the cafeteria. During other recesses, students can sit on the wall to eat a snack. All trash must be thrown away.

- ❖ All students must stay in clearly defined playground boundaries for each grade level.
- ❖ All students must stay within direct sight of an adult.
- ❖ Students may only go on baseball field with an adult.
- ❖ Students may play chasing games only on the field or basketball court.
- ❖ Jump ropes are just for jumping.
- ❖ Play with balls, jump ropes, yo-yos, etc. only on the field or basketball courts.
- ❖ Climb only on the inside of the climbing structure.
- ❖ Slide on your bottom feet first down the slide.
- ❖ Swing back and forth sitting on your bottom on the swings.
- ❖ Sticks stay on the ground.
- ❖ Ask an adult before going inside.
- ❖ Wear boots in the snow, and all snow stays on the ground

### *Hallway*

- ❖ Walk slowly with one foot on the ground at all times.
- ❖ Keep hands to yourself. Look at the flags only—no touching. Respect the student work on the walls by keeping hands off of the walls.
- ❖ Look forward so that you can see where you are going.
- ❖ If walking in a line, make sure to stay in line, facing forward.
- ❖ Pay attention to what is going on around you. Be aware of others, including students with special needs and in wheelchairs.
- ❖ Students are allowed in the halls when they have a purpose. Before and after school you should either be going to a club, going to breakfast, or meeting with a teacher who has given you a pass.

### *Cafeteria*

- ❖ Wait calmly in the hot lunch line.
- ❖ Use your manners by saying, “please” and “thank you.”
- ❖ Know your student number!
- ❖ Anyone can sit where there is an open seat. Include everyone!
- ❖ Eat only your own food.
- ❖ Use quiet inside voices to talk to your neighbor.
- ❖ When the adult claps: echo clap, voices off, listen.
- ❖ Finish eating food in the lunchroom.
- ❖ Stay neat in your seat, flat bottom flat feet, until your table is excused.
- ❖ Throw trash away only when dismissed. Recycle and compost appropriately.
- ❖ Whole tables are dismissed at a time.
- ❖ After lunch students need a pass to go back to their classroom.

### **Cell Phones/Electronic Devices**

Student cell phones should be shut off during school hours. Students should not use their cell phones during the school day. 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 confiscated by staff members and the phone will be turned into the office. Students must retrieve their phones from the Principal and a parent contact will be made. Repeated offenses will result in further consequences.

Students should not bring ipods, MP3 players, Game Boys, DVD players or any other electronic devices to school. These are easily broken or lost and can cause disruption. Teachers may allow students to bring some electronic devices for special projects. This is up for teacher discretion. However, keeping track of the device is the responsibility of the student.

### **Bikes, Scooters, or other Vehicles**

Students may ride bikes and scooters to the school. Bike racks are provided on the west side of the school and by the bridge. Scooters may be stored in the coat rooms. The playground and school grounds are a “wheels-up” zone for all students and other visitors. Everyone is asked to dismount their bike or scooter when on school property.

### **Dress Code**

Eisenhower follows the BVSD’s dress code. In addition we ask that students wear appropriate clothing for their age. Clothing that is 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 possibly with 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 hoods of sweatshirts 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.

Please dress properly for the weather conditions. All students will go outside for recess even if they have not worn the most appropriate clothing for the conditions. Kindergarten and 1st Grade students must wear boots to play in the snow.

### **Rule Violations**

Working with students on their behavior is an opportunity to help children learn from their choices. Immediate and natural consequences help to support students’ behavior

growth. To achieve a tiered approach to behavior intervention, we have different systems in place.

**Tier 1:** SOAR Behavior Expectations are in place for all classrooms and other school settings. Teachers may also determine additional look for behaviors in their classroom. Individual teachers/teams' behavior expectations will be enforced by the teacher. For **minor behaviors** that do not require administrator involvement, do not significantly violate the rights of others, or do not put others at risk or harm, such as minor inappropriate language, off-task behavior, dishonesty, etc. consequences are determined by the classroom teacher and/or other staff members. Think-About-It sheets are given to students to fill out and have returned to the school with a parent signature.

**Tier 2:** Office Referrals (Blue Slips)—Office referrals are given for **major behaviors** that require administrator involvement, significantly violate the rights of others, or put others at risk or harm, such as severe verbal harassment, insubordination, physical aggression/harassment, fighting, stealing, continued disruption of the learning environment. Consequences for an office referral can be determined by a teacher or can be referred to the principal depending on the severity and frequency of the behavior. Any staff member may write an office referral. Staff members must judge the severity of the offense. Sometimes a students' behavior warrants immediate removal from the setting and an immediate office referral.

The infractions listed on an office referral are:

*Disrespectful or inappropriate language or gestures, Verbal or physical defiance of an adult, Repeated purposeful disobedience, Repeated disruption of the school environment, damaging property, Verbal threats or bullying, dishonesty, throwing objects/not playing safely, hurtful physical behavior, inappropriate or unsafe use of equipment, fighting/3rd degree assault.*

The following steps will be followed when an office referral is made:

- 1) Give a verbal warning. De-escalate the situation.
- 2) Send the student to the office immediately with a completed office referral. An office referral may be complete afterwards or by the administrator if the situation warrants it.
- 3) The principal will determine the Action taken and consequences after investigating the incident, talking with involved staff members, and working with the student. The BVSD Students' Rights & Responsibilities Handbook and the guidelines contained within will be followed. Consequences may range from classroom removal to work detail to suspension, etc. *Each individual behavior incident will be examined as its own*



*event, in addition to patterns in a student's behavior, in order to determine the appropriate consequence.*

4) The principal will process the incident with the student and have him/her complete the student portion and/or a "Think About It" sheet.

5) The principal will contact the parent as well as inform the referring staff member and the student's teachers about the resolution of the incident.

6) Next steps for the student (re-entry into class, positive behavior supports, behavior contracts, etc) will be determined by a team of staff members working with the student, by the parents, and according to District policy.

7) The incident will be entered into Infinite Campus. If a suspension occurs, the Due Process checklist will be completed and the appropriate suspension letter/paperwork will be sent home. Copies of all paperwork will be kept in the student's discipline file.

Thank you for your attention to the Eisenhower Parent-Student Handbook and the many procedures and practices that are in place to make our school a safe and educationally productive environment for all children, families and staff members.