

2024-2025
Student & Family Handbook



Eisenhower International School

3111 E 56th Street, Tulsa, OK 74105 | 918-746-9100 | eisenhower.tulsaschools.org

Dear Eisenhower Families,

Welcome to the 2024-2025 school year at Eisenhower International School! This year our theme is **Achieving Everest: Educating Bilingual and Biliterate Global Ambassadors**.

As we set out on the journey towards success in the 2024-2025 school year, our mission is to exceed the goals of all climbers and provide the necessary essentials for their expedition. Each of our teachers are taking on the role of experienced Sherpas who will guide our climbers and set their feet upon a solid individualized path. We will continue to provide data-driven instruction utilizing the NWEA MAP assessments, informative and common assessments, end of unit module assessments in both reading and math and teaching foundational skills. We will move our climbers forward and upward to the summit by teaching on grade level and above-level tasks! Intervention and extension activities will be a daily practice.

While traversing the mountain, climbers can lose their way, trek too quickly making costly mistakes, or lack grit in steep inclines or sheer winds. They will need support, encouragement, and clear direction. You as a stakeholder in this challenging but rewarding expedition, can make a difference. We encourage you to be connected, build a sense of belongingness, join our Parent Teacher Association, participate in events, field trips, Walk to Read, or volunteer in the library or intervention lab. Your voice can be the difference between a climber succeeding or not. Help us to get our 575 climbers to the summit of Everest!

The following are the tools we will utilize toward achievement, growth, and transformation:

- As a staff, we will develop a deep understanding of our students' needs, implement our core curriculum with integrity, and differentiate instruction. We will implement and monitor data-driven interventions and provide social/emotional supports that bridge gaps and foster equity utilizing a collaboratively designed Multi-Tiered Support System.
- As students, we will assume responsibility for routines and procedures, demonstrate a sense of ownership of behavioral and academic expectations, actively engage in learning, and practice kindness, respect, and responsibility.
- As families, we will take an active role in our child's educational experience, ensure that our child is at school on time, every day, read with our child at least 20 minutes daily, maintain positive communication, including on social media, communicate frequently with teachers and staff, discuss the importance of school with our child, express interest in what our child is learning, and read and practice strategies in the [Student and Family Guide to Success](#).
- As a community we will ensure all our actions and words cultivate a safe, supportive, positive, and joyful school environment where everyone feels a sense of belonging so all students can learn, grow, and thrive.

The staff and I are dedicated to providing your family with quality educational experiences. We look forward to collaborating to support your child throughout their climb this year!

Kind regards,
Principal Connie Horner

Tulsa Public Schools

EIS is a public school within Tulsa Public Schools. Admission to EIS is decided by lottery. The TPS vision and mission are as follows:

Vision:

Tulsa Public Schools honors the diversity, creativity, and passion of our students, elevating every student to be designers of their destiny.

Mission:

Our students lead through literacy, are empowered through experience, and contribute to their community.

About Eisenhower International School

We believe in a school where all stakeholders contribute to the journey of every student through positive interactions and a belief in all students. We respect each others' cultural differences and collaborate in the success of all.

Vision:

Educating bilingual and biliterate responsible, global citizens through language immersion and international exchanges.

Mission:

Opening Minds to a World of Possibilities

Mascot: Luna the Dolphin

Luna was chosen by the students for the following reasons:

- Dolphins communicate with language.
- Dolphins are friendly.
- Dolphins work well together.
- Dolphins are smart.

Colors: Blue, Silver, White, and light Gray

The colors represent dolphins, the deep blue of the ocean which connects all landforms of the earth, the gleaming white of ocean foam, and the silver glistening of the sun and moon upon the water.

Motto: "Fins Forever!"

Vision of Success for Back to School:

Every Eisenhower classroom has co-created and posted a **classroom charter** in which students outlined how they want to feel and be at school each day. Every Eisenhower student has practiced and internalized the **Tier I procedures** by the third week of the school year. Every Eisenhower teacher and TA have a clear understanding of a baseline confidence in their roles and responsibilities to launch the first two weeks of instruction. Eisenhower leaders are ready to implement a site-based schedule aligned to district-wide consistent practices.

Vision of Success for End of the Year

ALL Eisenhower students will have a powerful learning experience that prioritizes accelerating their learning through coherent, rigorous, grade level instruction, daily practice of systematic, explicit foundational reading skills instruction, and regular practice with complex texts and their academic vocabulary.

EIS History

Our Spanish Immersion Program began in 1981 at Eliot Elementary to boost Eliot's declining enrollment. In 1992, the little Eisenhower site was reopened on South New Haven Street and the immersion program was moved there. As a result, Eisenhower International Elementary School was created! In 1993, the successful immersion school added a French program with both programs thriving.

EIS Today

Today, we continue teaching and learning in three languages: English, French, and Spanish. The amount of time our students spend in English and the target language varies by grade level beginning with a 90/10 model in Kindergarten, 1st, and 2nd grade. That means our students spend 90% of their instructional day in the target language (French or Spanish) and 10% of their instructional day in English. In the upper grades, we introduce more English instruction and students spend more and more of their day in English until they reach 5th grade. In 5th grade, students spend 50% of the day in English and 50% of the day in the target language.

This year we are continuing to participate in our international exchanges. Our 5th graders will be living with host families and attending school in our three sister countries - Costa Rica, France, and Spain.

Our teachers and staff are dedicated to teaching your child the target languages of French or Spanish, as well as the beautiful cultures of the native speakers of these two languages. We challenge your students academically every day! This pairing of culture and language will not only increase their brain development but will also prepare them for a more global future. We have compiled a handbook full of useful information regarding policies and procedures of our school. It will be revised annually to include the most updated information.

PTA

You will receive a monthly newsletter from the school leaders and regular newsletters from your classroom teacher. In order to ensure delivery directly to you, we will send newsletters and announcements through Talking Points. In addition, please register for GiveBacks, our new PTA website, at <http://eispta.org>. If you are already registered, be sure to update your information. GiveBacks is Eisenhower PTA's communication format.

PTA works in partnership with the school to help keep families informed. If you have not yet downloaded the GiveBacks app, please take a few minutes to do so now. This will help keep you updated on all the events at EIS.

Contact Information

To reach the school, call the main office at **918.746.9100** or send us an email.

Principal: Connie Horner, horneco@tulsaschools.org

Assistant Principal: Shelli Shadday, shaddsh@tulsaschools.org

Counselor: Josh Burrows, burrojo@tulsaschools.org

Nurse: Valerie Plauger, plaugva@tulsaschools.org

Phone Calls to Classrooms

During the school day, your child's teacher is engaged in instruction and supervision of students. Calls will be forwarded to classrooms only before and after school and on a teacher's plan time. Messages for teachers will be taken in the front office.

School Hours

Bell Times are 8:30am - 3:35pm.

In the morning, doors open at 8:15am. There is a staff member at the door from 8:15 until 8:30. School begins at 8:30. After 8:30, your student is tardy and must check in through the main office. **If your student arrives after 8:40am, a parent must walk them into the building and sign them into school.**

Dismissal begins at 3:25pm. All students must be picked up by 4:00. At 4:00, we will call home to inquire about pick up for your child. **After 4:00pm, a parent, or approved pick up person, must walk into the building to sign out your child.** In case of emergency, please call the school at 918-743-9100.

Attendance is necessary for immersion and learning! If your student becomes chronically absent, their transfer can be revoked. Please make every effort to be here so that your student's education continues at Eisenhower. Vacations should be scheduled during the summer months or on holidays.

Drop Off and Pick Up Procedures for Families

**Eisenhower is a cell free zone for all drivers.
Drop it and drive - safety first!**

Families of Pre-K and Kinder Students

Families of Pre-K and Kinder students will drop off their students using the East drive, known as the *Kinder Loop*. Older siblings of Pre-K and Kinder students will also use the Kinder Loop for arrival and dismissal. Please remind your older child to go to the Kinder Loop at dismissal.

Families of 1st - 5th Grade Students

Families of 1st - 5th Grade students will drop off their students using the South drive, known as the *South Loop*. (If students have a younger sibling in Pre-K or Kinder, parents must use the Kinder Loop for drop off and pick up. Please remind your older child to go to the Kinder Loop at dismissal).

All students eating breakfast should be dropped off in the South Loop and go directly to the cafeteria. This includes pre-K and Kinder students.

Walkers

Any student who walks to school in the morning will enter the building through the main entrance, known as the *South Loop*. Any student who is picked up by an adult after school will be picked up at the pavilion at the back of the school. This is known as *The Parent Zone*. It is recommended that families park in the church parking lot and walk to the Parent Zone for pick up.

Driveline

Every family will receive a “Driveline Number”. This is your pickup number. To pick up your student, you will provide your driveline number to the Eisenhower Staff member at your designated location - Kinder Loop, South Loop, or Parent Zone. **Remember to share driveline procedures and your driveline number with any other adult who will pick up your child.**

Bus Riders

Students who ride the bus MUST follow the policies set by transportation for their own safety and the safety of others on the bus. Your student will **always** be placed on the bus unless you have notified by phone the office of a change before 2:00pm. (918-746-9100)

Bus Discipline

A student may be reported by the bus driver and removed from the bus by the transportation department, principal, or designated representative for the following reasons:

- Unlocking the emergency door except at the direction of the bus driver.
- Leaving the seat while the bus is in motion.
- Drinking or eating on the bus.
- Use of offensive or vulgar language.
- Disrespect to the bus driver.
- Throwing objects on the bus.
- Fighting
- Destruction of property.
- Putting any body part out of the bus window.
- Other actions considered dangerous or offensive.

Consequences for being reported by the bus driver include the following steps.:

First offense - a warning

Second offense - one - three day suspension from the bus

Third offense - three - five day suspension from the bus

Fourth offense - 10 day and/or long-term suspension from the bus

Any step may be skipped due to the severity of the offense as determined by the transportation department and/or the principal.

SUSPENSION FROM THE BUS MEANS THE STUDENT MAY NOT RIDE ANY TULSA PUBLIC SCHOOL BUS TO OR FROM SCHOOL. The student is still expected to be in attendance at school when he/she is suspended from the bus.

All bus riders must have a signed **“My Way Home”** form on file to ride the bus. Bus riders are NOT allowed to walk home or ride another bus without a written note from the parent/guardian. Bus referrals are handled by the principal and/or the transportation department. If you have questions or concerns, please contact the principal at 918.746.9100. If you have problems with the bus schedule, please call transportation at 918.833.8100. Any concerns about a bus driver should be reported to the transportation department at 918.833.8100.

A bus schedule is available from the school office and the Tulsa Public Schools Website.

No student will be released or dismissed from the office after 2:50pm. They will follow the school dismissal policy and practice. Please refer to the My Way Home form for further information.

Breakfast

Breakfast is served from 8:15 - 8:30am. **All students eating breakfast should be dropped off in the South Loop and go directly to the cafeteria.** The cafeteria will stop serving breakfast at 8:30am. At 8:35am, the cafeteria will stop serving hot breakfast. Students who arrive after 8:35 will be given a sack breakfast to take to the classroom. Please arrive by 8:20am if your student wants to eat breakfast in the cafeteria.

Breakfast and lunch menus are available on the TPS [Child Nutrition](#) website.

Cafeteria Norms:

- Respect people and property
- Raise your hand if you need to leave your seat
- Eat your food, not your friend's food
- Clean up after yourself

Title 1 Forms/Back to School Forms

The Title I Form is now referred to as the **Back to School Form**. It should be completed by every family online at the beginning of each school year. It is **required for every family** to fill out a form. We receive Title I funding for the school based on 100% participation in filling out the **Back to School Form**. We are able to have many extra services and opportunities for our children due to the funds we receive based on those forms including our Intervention Language Lab employees. All our students benefit from intervention during the school day.

To complete the form, visit tulsaschools.org/BTS and click on *Back to School Form*.

Attendance

- For the benefit of your child's education, we strongly encourage daily attendance at school.
- Students arriving after 8:40am will need to be walked into the office by their parent(s). The student will receive a tardy slip.
- Students who have ten consecutive unexcused absences will be automatically withdrawn from Eisenhower.
- If the student has chronic absences their transfer can be revoked.

Any absence, partial or full day, is considered unexcused unless a doctor's note is brought to the office.

Chronic absenteeism (10% of the school year) is grounds for loss of transfer and possible retention. All absences (excused and unexcused) shall be included in the calculation of the 90% attendance minimum. Your student will be returned to their neighborhood school. View [Policy 2204: Student Attendance](#) regarding truancy, exceptions, and how many absences is too many.

Student Absence

- If your child cannot come to school, you need to report the absence and the reason for the absence to the school before 8:45 a.m.
- The phone number is 918-746-9100.
- If you do not contact the school within 48 hours, the absence will be considered an unexplained absence.
- After 5 unexplained absences or tardies in a 4-week span, the district truancy officer will contact parents and they will document it.
- Students with excessive absences may be retained in addition to losing their transfer to Eisenhower.

Explained absences are granted for the following reasons with documentation:

- Student illness - If the student goes to the doctor, a doctor's note is required for an excused absence. If the student doesn't go to the doctor an excuse from the parent would qualify for an **explained absence- not excused**.
- Death in the family - provide the funeral program for an excused absence
- Family emergencies
- Head lice/nit removal - 2 days maximum for excused absence
- Religious Holidays

Early Release of Students

Early release must take place prior to 2:50pm. After 2:50, we will NOT dismiss students and you will need to wait at your designated dismissal zone until your student is released following EIS dismissal procedures. This will help ensure a smooth dismissal for all EIS students.

To pick up your child before the end of the school day, you must stop in the office and sign your child out before 2:50pm. **You or your caregiver will be asked to present a photo ID.** If it is a caregiver, their name must be on the MY WAY HOME form or designated in PowerSchool. The office staff will call your child to come to the office. TEACHERS MAY NOT RELEASE STUDENTS TO ANYONE WITHOUT PERMISSION FROM THE OFFICE. This policy is to protect your child's safety. Early pick-up should not become a regular practice. Your child misses valuable class instruction and will not receive full educational benefits if you frequently pick him/her up early. Students who frequently miss part or all of the school day will quickly fall behind making it very difficult for them to be successful.

It is very difficult to call children to the office after 2:50pm. Unless you have an emergency after 2:50 you will be asked to follow EIS dismissal procedures at the end of the school day to pick up your child.

Student Drop-Offs And Pick-Ups/Student Check-Out

Only those authorized by you in PowerSchool or on your "My Way Home" form may pick up students from school. You need to include the names of any person authorized to pick your child up from school on ALL enrollment information. If you have a restraining order that must also be on file at the school and at the Education Service Center. The child must be named in the restraining order for it to be valid. The parent only cannot be named to have the order be applied to the child. We cannot release children to people you have not listed on the information sheet. Please make sure you inform the office of any changes in authorized people during the year. **No phone authorization can be made.**

Uniforms

The [EIS Uniform policy](#) has been updated. You can find the policy on the Eisenhower website and the EIS PTA website.

Students who arrive at school without a uniform will be sent to the nurse's office to change into uniform-appropriate clothes. A note will be sent home to inform the family.

SWIM Expectations:

At Eisenhower, all community members - students, families, and staff are expected to SWIM. We will talk with students about how to SWIM in the classroom, hallways, bathrooms, cafeteria, auditorium, and at recess.

SWIM is for:

- S** - Show Respect
- W** - Work Together
- I** - Inspire Integrity
- M** - Make Smart Choices

Children with recurrent discipline problems may be placed on a behavior plan agreed upon by the teacher, the parent, and/or the child. Severe disruption or extreme behavior may result in immediate removal, detention, or suspension of students. All consequences will be aligned to the [TPS Student and Family Success Guide](#). Continued discipline referrals may result in revocation of your transfer.

Toys & Electronics Policy

ELECTRONIC DEVICES, INCLUDING BUT NOT LIMITED TO LASER POINTERS, CELL PHONES, AND SMART WATCHES, ARE NOT ALLOWED TO BE USED AT SCHOOL. If your child has a cell phone, smartwatch, or other phone or device for out-of-school safety reasons, it must remain powered off in the student's backpack until the student is out of the building and has been dismissed by a staff member. If the cell phone, or electronic device, remains with your child during the school day it may be confiscated and held until a parent picks the item up. If there are further occurrences, the item will not be returned until the end of the school year. **We are not responsible for lost or stolen electronic devices.**

Toys and other non-academic items from home are NOT permitted at school. Items from home may be confiscated and held until a parent or guardian picks them up. If there are further occurrences, the item will not be returned until the end of the school year.

WEAPONS are defined by Tulsa Public Schools as anything that creates a threat to the safety of students or school staff. WEAPONS will be turned over to the TPS police department and WILL NOT BE RETURNED.

Health Services

MEDICATIONS: Parents must come to the health clinic to fill out a medication form BEFORE ANY medication may be administered at school. This is a district policy. Students may NOT carry their medication in class.

CONDITIONS STUDENTS ARE SENT HOME FOR include:

- Scabies
- Pink Eye
- Fever of 100 degrees or above
- Unknown rash

- Vomiting
- Diarrhea
- Chicken pox
- Ring worm—must be under treatment and covered at all times for a student to remain in school.

Medical Conditions

If your child has a special medical condition or is currently under medical treatment, please be sure the nurse has a copy of the doctor's medical plan and recommendations on file. This is for the safety of your child.

Prescription drugs must be in the original container. **Nonprescription drugs must be in the original container and the directions must say the medication is appropriate for the age of the child.** This policy includes ALL medicine including pain/fever reducers and cough drops.

Field Trips

Class Chaperones must have a Volunteer Application on file in the school office before attending any field trip.

Those interested in volunteering in any way at school can complete one in the school office or through the PTA Volunteer Coordinator.

For the safety of your child, a permission slip must be signed for your child to attend a field trip. Your child's behavior will determine his/her right to attend a field trip.

Class chaperones may not bring additional children since they are needed to oversee students in the class. Parents MAY NOT use tobacco products on field trips.

Parking

You may park in the south, east or west parking lots, however entry is only permitted through the main entrance on the south loop near the office. **The east lot has an easement for buses only between 8:05am and 4:00pm.** We urge you to abstain from parking in the fire lane of the south loop circle drive; it is illegal and dangerous. There are also reserved parking spaces in both the south and east lots. Please refrain from parking in a reserved spot.

Unless you have office business at 8:30am or 3:35pm, please remain in your car during arrival and dismissal. If you pick up at the parent zone, you are encouraged to park at the church and walk over to the pavilion.

Visitors

From homeroom parents to out-of-district visitors, we welcome visitors daily in accordance with district safety guidelines. The safety of our student body and our faculty is something that we take seriously.

If you need to speak with a teacher, please **pre-arrange** the visit, 24 hours in advance, with them (per TCTA teacher agreement). You may contact them through email, Talking Points, or leave a message with the office clerk.

All parents and visitors MUST stop by the office to check in. You will need a driver's license or official form of identification to check in. Visitors must follow EIS visitor procedures:

- Visitor passes, volunteer tags and school employee ID's must be **visible** at all times.
- Your visit should be made only to the **place specified** when you sign in.
- Visitors must sign out before leaving the school.
- In case of a true emergency, the office personnel need to be able to account for everyone in our building.
- Unannounced visitors in the classroom disrupt instructional time for the child and the teacher; therefore, it is not allowed.

CELEBRATIONS AND BIRTHDAYS

Eisenhower staff and PTA will continue to partner on our birthday program. The **last** Friday of each month will be designated as a class birthday celebration for those students who have birthdays during that particular month. It will be from 2:30-3:15pm. The homeroom parent will organize who would like to provide the treat(s) for the class and a book or item will be given to the birthday students provided by PTA. **We expect all families to follow the birthday expectations**, including:

- **Do not drop off balloons, toys, gifts, etc. for your student on their birthday.** It can impede the learning environment and cause upset feelings in others. Please save these surprises for home.
- **Do not send cupcakes or other sweet treats to be handed out on their birthday.** These will be returned to you by the office staff or placed in the teachers lounge for the teachers. These treats are for birthday celebrations on the last Friday of the month only.

Invitations

Students can hand out invitations before dismissal if they will be inviting their whole class. If your child is not inviting all of his/her classmates, please send them by mail or email invitations.

Room parties/celebrations

We encourage parties to have an educational element to it. Parties can be geared towards an arts and crafts project, a fun educational activity or **healthy treats**. Please be advised that the concept of classroom parties will be reviewed regularly by the Safe and Healthy Schools Committee and could be eliminated if guidelines are not followed. **Parties will be limited to seasonal parties:** Dia de los Muertos, Winter Celebrations, Kindness Celebrations (Valentine's Day), and End of Year. The Homeroom parent and a couple volunteers are expected to remain in the classroom to help with cleanup. Any celebration should be done after 2:30pm and the parents need to ask the teacher about any food allergies present in class. NO NUT products allowed. Healthy treats are encouraged. **Lunch time or breakfast time is not to be used for parties.** Students need to use this time to eat their breakfast/lunch.

Volunteers

If you wish to be a classroom or school volunteer, please contact the school for more information. There are volunteer applications in the main office or on the PTA website eispta.org. Once we receive and review your application you will be contacted.

Volunteers have to check-in with the office each time they enter the school. No exceptions.

Weapons And Tobacco Policies, TPS Harassment, Intimidation And Bullying Policy

USE OF TOBACCO PRODUCTS IS PROHIBITED ON SCHOOL GROUNDS and at ANY school function AT ALL TIMES!


Tulsa Public Schools policy does not allow for weapons, drugs, or ANY tobacco products to be on the school grounds at ANY time, including in the driveline.

"Harassment, intimidation and bullying" includes but is not limited to, any gesture, written or verbal expression, electronic communication or physical act that a reasonable person should know will:

- 1. Harm another person
- 2. Damage another person’s property
- 3. Place another person in reasonable fear of harm to the person or damage to the person’s property; or
- 4. Insult or demean any person or group of people in such a way as to disrupt or interfere with the school’s educational mission or the education of any student.

If an allegation is filed, we will complete a full investigation maintaining confidentiality of all parties involved.

Signature Required – See Below

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PLEASE COMPLETE THIS PORTION AND RETURN TO YOUR CHILD’S TEACHER - THANK YOU!

We have received and reviewed the EIS Parent Handbook. I understand that it includes **policies and procedures** that pertain to my child’s school. I will support the school by following them and reviewing them with my child. (If you have multiple students attending Eisenhower, only one form is required. Please list all student information below.)

| | | |
|------------------------------|---------------------------|------|
| Parent/guardian printed name | Parent/guardian Signature | DATE |
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| Parent/guardian printed name (if applicable) | Parent/guardian Signature | DATE |
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| Student Name/Grade/Teacher |
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