# Eiber Elementary School
# 2026 - 2027
# Student & Family Handbook

**School Hours**

Doors open - 7:25 am
Breakfast - 7:25 am - 8:30 am
First bell - 7:40 am
Tardy bell - 7:45 am
Dismissal - 2:45 pm
Preschool - 8:00 am - 2:30 pm

**Vision**

“Our vision is to empower students to become confident leaders that are able to use their bilingual abilities as a superpower. Grounded in academic excellence and cultural pride, we partner with families to cultivate resilient, critical thinkers who embrace diversity and possess the motivation to achieve their biggest dreams."

**Eiber Eagles are:**

~Respectful ~Responsible ~Ready to Learn!

## Important Phone Numbers

| | |
|---|---|
| Eiber Main Office | **303-982-6406** |
| Attendance | **303-982-6406 option 2** |
| School Nurse | **303-982-7928** |
| Social Emotional Learning Specialist | **303-982-6089** |
| Transportation | **303-982-2324** |
| FRST Team | **303-982-3778** |

## Message from the Principal

# Eiber Staff Roster
# 2026 - 2027

*Administration*

| | |
|---|---|
| Miranda Smith | Principal |
| Michele Bishop | Asst. Principal (190) |

*Instructional Coaches*

| | |
|---|---|
| Melissa Beach | All English |
| Cristina Munoz | Dual Language |

*Office Support*

| | |
|---|---|
| Laura Salbato | Principal's Secretary |
| Alexa Betancourth | Registrar |

Anayeli Lagunas Bustamontes- Health aide

*Family Engagement Liaison*

| | |
|---|---|
| Maria (Oliva) Amaro | Bilingual |

*Preschool*

| | |
|---|---|
| Elena Urrutia | Dual Language |
| Kristen Schwerin | All English |
| Carolina Ledezma | AEL ECIP |
| Ana Garcia | DL ECIP |

*Kindergarten*

| | |
|---|---|
| Maria Ramirez | Dual Language |
| Julia Rossigno | All English |

*1st grade*

| | |
|---|---|
| Carlota Soto Abraham | Dual Language |
| Danica Roble | All English |

*2nd grade*

| | |
|---|---|
| Maru Garcia | Dual Language |
| Mandy Triollo | All English |

*3rd grade*

| | |
|---|---|
| Drew Robles | All English |
| Carolina Herrera Ascencio | Dual Lang |

*4th grade*

| | |
|---|---|
| Ana Brito Isaac | Dual Language |
| Sarah Paniagua | All English |

*5th grade*

| | |
|---|---|
| Jos Molina | Dual Language |
| Glenn Johnson | All English |

*Special Education*

| | |
|---|---|
| Melanie Coy | Speech Pathologist |
| Kirstin Lewis (0.5) | AEL & DL |
| Susana Florom | AEL & DL |
| Lauren Millard | AEL & DL |
| Mayra Ramirez | Bilingual Para |
| Emily Adams (0.6) | School Psych Intern |
| VACANT | Bilingual Tutor |

*Mental Health*

| | |
|---|---|
| Pamelagrace Okeke | SELS |

*CLDE Teachers*

Claudia Cho
Kelly Osmun

*Intervention*

| | |
|---|---|
| Andrea Hamel | All English |
| Keiry Saucedo | Dual Language |

*AMPS*

| | |
|---|---|
| Angel Gallegos-Jung (0.5) | DTL |
| Megan Peter (0.6) | Art |
| Jose Villaroya-Folguiera (0.6) | PE |
| Ali Mehri / Shaeley Wiese | Music |

Kevin Larson / Jonathan West - Band/Orchestra

*Paraprofessionals*

| | |
|---|---|
| Joy Cisneros | All English |
| Laura Lopez | Dual Language |
| Caitlin Goede | ISP |
| Rosa Ulibarri | ISP |
| Vacant | ISP |

*Facilities & Custodial*

| | |
|---|---|
| Andrew Renfrow | Facilities Manager |

*Nutrition Services*

Jim Melbourne

# Family Calendar

JEFFCO PUBLIC SCHOOLS

## Eiber Elementary School

1385 Independence St, Lakewood Co 80215-4612

**SCHOOL CALENDAR – 2026-2027**

**JULY 2026**

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**AUGUST 2026**

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**SEPTEMBER 2026**

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**OCTOBER 2026**

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**NOVEMBER 2026**

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**DECEMBER 2026**

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**First Day of School for Students**
August 19, 2026

**Last Day of School for Student, Dismissal @ 12:15 PM**
May 27, 2027

**No School for Students**

- Summer
- Winter Break
- Fall Break
- Labor Day
- Martin Luther King Jr. Day
- Spring Break
- Professional Development days

* Thanksgiving Break

*Presidents' Day

**Misc. School Events****
Assessment Days, Conferences, Picture Day, Celebrations, Etc.

**Calendar Information**

| | |
|---|---|
| Aug 4 | Registration 2:00 - 5:00 PM |
| Aug 5 | Registration 8:00 - 11:00 PM |
| **Aug 19** | **Students First Day** |
| Aug 27 | Family Interviews 7:30 - 3:30 PM |
| Aug 28 | Family Interviews 7:30 - 3:30 PM |
| Sep 11 | Fall Picture Day |
| Sept 17 | Curriculum Night 3:00 - 5:00 PM |
| **Oct 12** | **Fall Break** |
| Oct 20 | Conferences 3:00 - 7:00 PM |
| Oct 22 | Conference 3:00 - 5:00 PM |
| Oct 23 | Picture Retakes |
| Oct 29 | Trick or Trunk 4:30 - 6:00 PM |
| **Nov 23-27** | **Thanksgiving Break** |
| Dec 2 | Information Night 5:30 - 6:30 PM |
| Dec 10 | Holiday Family Night 4:30 - 6:00 PM |
| **Dec 21-Jan 5** | **Winter Holiday Break** |
| Jan 6 | Students Return |
| *Jan 28* | *Multi-cultural Night* |
| Feb 10 | KG Cap & Gown Photos |
| Feb | Book Fair TBD |
| Feb 16 | Conferences 3:00 - 7:00 PM |
| Feb 18 | Conferences 3:00 - 5:00 PM |
| March 18 | Spring Pictures |
| **March 22-29** | **Spring Break** |
| *April 29* | *Spring Carnival/ Dia del Nino* |
| May 13 | Young Writer's Day |
| May 20 | Field Day (rain date May 21) |
| May 26 | 5th Grade Continuation |
| May 26 | Kindergarten Graduation |
| **May 27** | **Picnic, Awards in the Classroom and Last Day for kids 12:15** |

***Check the school website and Facebook page for additional events and updates***

**JANUARY 2027**

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**FEBRUARY 2027**

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**MARCH 2027**

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**APRIL 2027**

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**MAY 2027**

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**JUNE 2027**

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*Some events have details that will be shared at a later date.
**Dates for grade level performances and Choir/Band Concerts are coming soon!

## Attendance Policy

### Attendance and Absences

Daily attendance is important to the academic success of all students. All students are expected to arrive on time every day. If your child is going to arrive late, please call the school and leave a message or speak to a secretary at 303-982-6406. Please call to report your child's absence. Office staff will make calls daily to the parents of unaccounted-for absentees. Habitual truancies (over twenty) will be reported to the school social worker. Perfect attendance is fewer than three tardies and attending every day for at least three fourths of the day. Attendance awards and incentives will be given to students throughout the year.

### Tardiness

Tardiness is a form of absence that interferes with student learning. When students are late, it is a disruption to the learning of students in class as well as to your child. Students who arrive after the first bell, which rings at 7:40 a.m., should report to the office and the parent/guardian must sign them in. <u>If your child arrives after 7:45 a.m. he/she is tardy.</u>

## Building Security

All Eiber Elementary school doors will be locked daily including the main front door. Please enter the building through the main entrance (Independence St. entrance) and proceed to the front office to sign in and receive a visitor pass.

## Dress Code

Eiber Elementary adheres to the Jeffco Public Schools dress code. We expect students to wear clothes that are comfortable and don't distract or interfere with other students' ability to learn. Clothing that has writing, pictures, or references to drugs, gangs, sex, violence, profanity, alcohol, or tobacco is not allowed.

**<u>These dress items are NOT ALLOWED</u>**:

1. Facial piercing(s), ear gauges, or ear spikes.
2. Hats, scarves, hoods on hoodies, or animal ear headbands are not to be worn inside the school building, during school hours.
3. Short tops or midriffs, tube tops, halter tops and spaghetti straps, low plunging necklines and see-through clothing are not appropriate for school.
4. Athletic-type tank tops and muscle shirts must cover the underarm and mid-section adequately, or be worn with a t-shirt underneath.

5. No pajama clothing or slippers, except for designated Spirit Days or approved events.
6. Skirts and shorts must be fingertip length.
7. Sagging or baggy pants that do not stay up when walking or running, or are worn below the hip, are not permitted.
8. No undergarments may be visible.

## Health and Safety

### Accidents at School

In spite of our efforts to enforce rules and provide supervision, students sometimes get hurt at school. The majority of these accidents happen during recess time on the playground. When a child is hurt, we first check to see if he/she requires first aid, which we administer immediately. In extreme cases, we will call 911. A school accident report will be filled out when there are obvious signs of injury or a head injury is involved. In these cases, parents will be notified.

### Child Protection

Colorado state law requires all school personnel to report any and all cases of suspected child abuse or neglect to their local Department of Social Services immediately. The law is very clear there does not need to be physical proof of abuse in order to be reported nor is it the school's responsibility to investigate any allegation. It only requires that school personnel have a reasonable suspicion abuse may have taken place. It then becomes Social Service's responsibility to investigate any reports. Failure to report suspected abuse on the part of school officials could lead to both fines and imprisonment. We take our duty seriously in these matters.

### Student Illness

It is our policy that when students say they don't feel well, we take their claim seriously. When this happens in the classroom, we ask teachers to send the student to the school office. If we do not have nursing personnel on duty at the time, the office staff will do their best to determine whether the child needs to go home. Staff asks the child if he/she feels bad enough to go home and also checks to see if the child has a fever. If there is a fever or if the child feels bad enough to go home, staff then calls the parents. After talking with the parent, a plan will be formulated for pick up if needed.

### Medications at School

The parent and dispensing physician must fill out a form before the school can administer medications. As a general rule, students who need to receive several doses of medication a day should probably remain at home. If your child requires medication during school hours, the school nurse or designee will dispense it. Only

prescription drugs in clearly labeled pharmacy bottles with student's name, current date, doctor's name, name of medication, dosage and times to be taken, along with physician and parent/guardian authorization will be dispensed at school. The student is responsible for going to the office to take his/her medication. ***Please do not send over the counter medications to school with your students such as cough drops, Tylenol, etc., unless they have a prescription label and all required paperwork. All medication must be kept and administered in the clinic. Students may not keep medication. Should there be any questions, please call the office or the School Nurse***

**Smoking**
Smoking is not permitted on school property, or school events, at any time.

## Student Arrival and Dismissal Procedures

**Arrival**
We look forward to welcoming your students each morning! Students arriving between 7:25 AM and 7:40 AM should enter the building through the doors located in the D-Wing. Upon entering, students may either head to the cafeteria to grab breakfast or wait for the first bell in their designated area in the main hallway. We welcome parents who wish to walk their children in; if you plan to do so, please stop by the main office first to sign in and receive a visitor's pass. To help us ensure a smooth start to the academic day, we kindly ask that all visiting parents exit the building when the 7:45 AM bell rings and morning instruction begins.

**Dismissal**
To ensure a safe and orderly transition at the end of the school day, our dismissal happens in staggered phases. Dismissal for Kindergarten and First-grade begins at **2:40 PM**, with Kindergarteners exiting from the **D-Wing doors** and First-graders from the **front doors**. For Second through Fifth grades, dismissal begins at **2:45 PM**. These students will stay with their classroom teachers, exiting through the rear doors of their respective wings and walking together around the building to the south side. To make sure everyone connects safely with their rides, teachers will guide students in a specific order: first to the **parent drive pick-up** by the South parking lot, next to the **buses** (in the lane in front of the D-Wing and cafeteria), and finally to the **parent walk-up pick-up** area in front of the main office.

**A Quick Note on Pets:** For the safety and comfort of our entire school community, we kindly request that families leave their dogs at home during drop-off and pick-up.

**Late Pick-Up Policy**

Students are not to be on school property without an adult after 3:00 p.m. except for a specific function. Authorized specific after school functions include:

- After School enrichment activities (basketball, soccer, track, baile folklorico, etc.)
- KidSmart (must be registered beforehand!)

Please remember that it is your responsibility to provide alternate arrangements, if you are unable to follow the guidelines above. There are several options offered throughout Denver for before and after school care. Thank you for your cooperation in keeping our children safe.

***If students remain after school and have not been picked up by 3:30 pm, Child Protective Services and/or Lakewood Police may be contacted.***

## Before and After School Care

Eiber Elementary partners with Kids-SmART to provide families with an affordable care option. Reach out to Josh Mancini or Cassie Davis with KidSmart for more information! Josh - jmancini@kids-smart.com, Cassy - cdavis@kids-smart.com

## Lost and Found

If your child misplaces anything at school, most items are placed in “Lost and Found” coat racks near the inside entrance to the cafeteria. Lost valuable items may be kept in the front office. Items not claimed by the end of each semester are donated to charity. Items that are lost have a greater chance of being returned if the article is labeled with the owner’s name. (Back packs, lunch boxes, coats etc.) We encourage parents and students to look over the lost and found regularly.

## School Meals

We are thrilled to offer universal breakfast and lunch, meaning nutritious meals are available to all students each day at no cost! Of course, students are always welcome to bring a packed lunch from home if they prefer. We love having our community on campus, and parents are always invited to come in and share a meal—whether it’s for breakfast or lunch—with their children.

**For Our Preschool Families:** Parents are welcome to accompany their preschooler to the cafeteria for breakfast beginning at **7:25 AM**. If you plan to join us, please remember to sign in at the main office first to get a visitor's pass. After breakfast, you may walk your student directly to their classroom at **8:00 AM**. Please note that breakfast will no longer be served to preschool students during the instructional day,

so arriving early ensures your little one has plenty of time to enjoy their meal before learning begins!

## Phone Policy

### School Telephones

Students are permitted to use telephones only in emergencies. They must request and receive permission from their teacher or the office staff. Students will not be permitted to use the telephone during class time. Parents, please help us encourage students to be responsible by bringing necessary items (lunch, homework, fees, etc.) with them. Although we encourage teachers and parents to talk often, we will not forward calls to teachers during instructional time except in case of an emergency.

### Cell Phones

Eiber has a no cell phone policy and therefore cell phones are not to be used at school. When entering the building during the school day, students must turn off cell phones or put them on silent mode. Cell phones are disruptive to office staff, teachers and students in the classroom. If you must use a cell phone, please do so outside of school. Cell phones are not to be used by students.

Violations of the cell phone policy will result in the following:

- 1st incident - phone is confiscated and returned at the end of day
- 2nd incident - phone confiscated and returned to parent
- 3rd incident - phone is confiscated and referral to the office

## Parking

**Parking in the bus loading area between 7:00 a.m. and 4:00 p.m. is not allowed.**

Also, please be aware of daycare vans that load and unload students. Parking is available on neighborhood streets surrounding the school. *Please cross the street at the crosswalks to ensure the safety of all students.* We appreciate your cooperation.

## Visitors at School

ALL VISITORS to the building will require a visitor's pass during school hours. These may be obtained in the office.

### Parent Visitation

Parents are always invited to visit. Stop by the office to sign in. You will be expected to wear some form of identification indicating you have stopped in the office. In the event of an emergency, we must be able to account for everyone in the building. Also, for the safety of our students and staff, this procedure is very important. Parents are asked not to disrupt the class by talking to teachers during instructional time.

## School and Classroom Activities

### Assemblies

Each month, Eiber celebrates a different character trait through our community building activities, assemblies, and awards. Parents are encouraged to participate in our community-building activities, as well! Students nominated by their classmates for demonstrating specific characteristics - perseverance, responsibility, kindness, etc. will be recognized at the end of the assembly.

### Healthy Schools & Classroom Celebrations

As part of our commitment to being a "Healthy School," we promote wellness and healthy habits for all our students! Please keep the following guidelines in mind throughout the school year:

- **Holiday Celebrations:** When planning classroom holiday parties, we ask that at least half of the food options provided meet our district's "healthier" food guidelines. Celebrations for “Winter Holidays” and Valentines Day will take place on a designated day, school wide, beginning at 2:00 pm. We will NOT be celebrating Halloween during the school day. However, we invite all Eiber families to participate in our annual Trunk or Treat celebration after school.
- **Student Birthdays:** We love making our students feel special on their big day! However, to ensure the health and safety of everyone (especially those with allergies), birthday celebrations cannot include shared treats brought from home. Please begin by contacting your child’s teacher to arrange a time for the birthday party 48 hours in advance, which may begin any time after 2:00 pm.
- **Classroom Rewards:** To continue supporting healthy habits, teachers use fun, non-food rewards to celebrate great behavior and academic achievements, unless a specific food reward is approved by school leadership.

Thank you for helping us create a healthy, safe environment for our students!

### Field Trips

Field trips are a vital part of our curriculum! Teachers are encouraged to take students on **two field trips each semester** to bring learning to life. These hands-on experiences help students bridge theory and reality, boost memory retention, spark empathy, and provide access to important cultural and professional spaces.

**Important Logistics:**

- **Permission Slips:** For your child's safety, students *must* return a signed permission slip to their teacher to participate in any off-campus trip. Students without a signed slip will not be able to attend.
- **Financial Assistance:** We want every student to have the opportunity to enjoy these real-world experiences! If you ever have concerns about the cost associated with a field trip, please contact Ms. Oliva or the main office for support.

## Communication

### Communicating with Teachers

It is important that teachers and parents communicate about students.  For the 2026-2027 school year, Eiber Elementary will be implementing ParentSquare as our major form of communication. Updates from your child's teacher, as well as important school news, will be sent via text and email using this platform. If you need to speak to your child's teacher, please message him/her/them using ParentSquare, via email, or by leaving a message on their voicemail.

### Conferences

Teachers are expected to have conferences each year with their students' parents. These conferences are scheduled in the fall  and spring after school. Any parent/guardian may request a conference as needed with their child's homeroom teacher, special education teacher, SELS or school administrator to discuss concerns, next steps, or successes. We are happy to accommodate all requests. Please notify us ahead of time, and allow school staff 2 - 3 days to arrange an appointment with you.

### S'more Newsletter

A monthly newsletter will be sent home in the Thursday Folder with a Note from the Principal, Upcoming Events, Parent Meetings,  and other school news/information. The first edition is sent during the first full month of school.

**Standards Based Progress Reports**

Reports will be issued at each trimester. Your child's performance is measured against the standard, rather than simply being compared to other students in his or her class. This gives the student the opportunity to meet or exceed the standard and provides a more detailed and honest assessment about how your child is progressing academically.

**Thursday Folders**

One of our most important and effective methods for keeping parents informed is the Thursday Folder. Each week, general school and classroom information is sent home in this folder. Please plan to go through the folder and remove ALL contents, returning needed forms and the folder on Friday. If you have any questions or need clarification about the contents, please ask your child's teacher or the school office.

**Websites**

There are websites that share information about our school and district:
Eiber Elementary School
Enroll Jeffco
Family Responsive Service Team

## Family Engagement

Jeffco Public Schools recognizes that families are a student's first and most influential teachers and that they share the school's commitment to the educational success of their students. All families play essential roles in their children's education as they communicate high expectations, monitor their child's performance, support learning at home, guide their child's education and advocate for their child. To ensure all students thrive, our staff, families, and community members must work as trusted partners. In Jeffco, family engagement is aligned to the six **National PTA Standards** (**Español**)

Jeffco Public Schools is fortunate to have the support of many groups that work directly with Jeffco Public Schools and the Board of Education to ensure students receive the best education possible. Family and community members volunteer their time to serve on several advisory committees. We actively encourage family engagement at the school and district levels. Please refer to the Jeffco Public Schools website for opportunities and additional information.

**School Accountability Committee**

Jeffco Public Schools values community involvement in our schools. Active family engagement ensures that the unique needs of our school community are met through positive collaboration between school leaders, staff and community members.The School Accountability Committee (SAC) plays an important advisory role, recommending matters such as budget, school priorities, improvement plans, infrastructure, and family engagement to the principal. While the SAC advises, the principal is ultimately responsible for meeting federal, state and district requirements and achieving the academic performance standards set by Jeffco Public Schools.
The school encourages you to join the SAC and contribute to the success of your child's school. For more information, please contact your school principal.

**Volunteers**
When you volunteer your time, talent, and energy, you directly enrich our students' learning experiences, support our educators, and strengthen our close-knit community. Whether you are helping in a classroom, prepping materials, chaperoning a field trip, or supporting school-wide events, your presence makes a meaningful and lasting difference in the lives of our Eagles. We welcome and deeply appreciate your involvement!

**How to Get Started:** To ensure a safe, organized, and secure environment for all of our students and staff, we ask all prospective volunteers to follow our district and school safety protocols before beginning their service:

1. **Connect:** Reach out directly to your student's teacher, the main office, or our PTA to learn about current volunteer opportunities that match your schedule and interests.
2. **Register & Clear:** In alignment with Jeffco Public Schools safety guidelines, all regular volunteers must complete a background check and school disclosure process prior to volunteering. Please stop by or contact our front office to get the current registration links and forms.
3. **Check In:** Every time you volunteer on campus, you must check in at the front office first, present your ID, and wear your printed volunteer badge at all times while in the building.

## Positive Behavioral Interventions and Supports (PBIS) at Eiber

At Eiber, we use Positive Behavioral Interventions and Supports (PBIS) to foster a safe, supportive, and predictable learning environment where every student can thrive. Our school community is built upon three foundational behavioral expectations: being **Ready, Respectful, and Responsible**. These expectations are taught explicitly at the start of the school year and reinforced daily by all staff

members. While specific guidelines for different settings (such as the playground) can be found on our school-wide Eiber PBIS Matrix and on posters throughout the building, our core expectations include:

- **Ready:** Arriving to school on time, coming prepared and ready to learn, and being in the right place at the right time.
- **Respectful:** Being kind, following adult directions, using courteous and appropriate language, and caring for school property as well as the property of others. This also includes walking and waiting quietly when moving throughout the hallways.
- **Responsible:** Owning your behavior (including thoughts, words, and actions), dressing appropriately for school, practicing safe behaviors, and demonstrating good work habits and strong attendance.

**Celebrating Success: Eagle Tickets & The SOAR Store**

We love celebrating our students when they make positive choices! When students demonstrate behaviors that are Ready, Respectful, and Responsible, they can earn **Eagle Tickets** from staff members. On a bimonthly basis, students have the opportunity to visit the **SOAR Store** to redeem their hard-earned tickets for fun rewards. The SOAR Store is proudly managed by our Social-Emotional Learning Specialist (SELS). We encourage you to talk with your student at home about how they are showing their Eagle pride and soaring at school each day!

## Discipline Procedures

Teachers can successfully manage the vast majority of student misconduct and maintain the focus on teaching and learning. When student behaviors or disruptions require more intensive discipline interventions, Eiber staff members and school leaders follow the Jeffco Discipline Matrix and communicate with parents to discuss consequences. A complete description of discipline policies can be accessed on the Jeffco Public Schools Student and Family Handbook website.