

Eisenhower Elementary School Student Handbook 2016-17



**The mission of Eisenhower School is to inspire,
to educate, and to expand the total student.**

Eisenhower Elementary School
3170 Spring Valley Rd., Dubuque, IA 52001
Phone: 563-552-3500 • Fax: 563-552-3501
Website: www.eisenhower.dbqschools.org

WELCOME TO EISENHOWER SCHOOL!



Dear Eisenhower Families:

Hello and welcome to the 2016-17 school year! On behalf of the entire Eisenhower staff, I wish you a very warm welcome back to another school year and extend a special welcome to any new families joining our Eisenhower community. We all know that Eisenhower is AWESOME and we are geared up for another fantastic school year. One thing of particular excitement for our staff is the opportunity for weekly staff training and collaboration during each Friday's 1-hour late start. This time will allow us to enhance and improve our already strong instruction for our students. We are excited about new learning on such topics as math and reading instruction, technology, character education, and the Iowa Core Standards just to name a few. I know that this time could potentially impact your normal routines and create childcare issues, but know that this time will be well spent by the Eisenhower staff in order to improve the overall education we provide for your child(ren). We are always wanting to improve and this will give us the time to focus on necessary areas. If you need any assistance with childcare issues on these late-start Fridays, please contact your child's teacher or the main office and we can provide you with childcare information and options.

This calendar and handbook should provide you with important information about the policies and general organization of Eisenhower. I ask that you please take the time to read through the enclosed information which should answer many of your questions before the school year begins. Thank you in advance for looking over the information and staying informed about your child's education.

I always say that open lines of communication are key to student success and when the school and families collaborate together, the children will benefit. We all have a common goal and that is to provide what is best for all children. Let us all work together so Eisenhower Elementary School can continue to be AWESOME!

Thanks for all of your continued support. I'm confident that this will be another great school year!

Sincerely,

Andy Ferguson

Mr. Andy Ferguson
Principal

EISENHOWER'S ALL SCHOOL RULES:

**Eisenhower,
make the world a better place by ...**

Showing kindness
Respecting ourselves & others
Acting responsibly
Having empathy
Cooperating with peers
Persevering when things get tough
And being a good citizen

**And remember,
Eisenhower, you are
AWESOME!**

Breakfast, Lunch, and Milk Fees

Breakfast

Student Breakfast	\$1.50
Reduced Breakfast.....	.30
Adult Breakfast.....	1.90

Lunch

Daily Lunch	\$2.50
Daily Reduced Lunch.....	.40
5-Day Lunch.....	12.50
20-Day Lunch.....	50.00
Adult Daily Lunch.....	3.40

Milk

Daily Milk	\$0.50
5-Day Milk	2.50
20-Day Milk	10.00

Students may bring a sack lunch and purchase milk at the above listed prices. They may also eat a school lunch that includes milk.

The breakfast, lunch, and milk programs are automated. Parents are able to check student balances or add money to their account by going to schoolmeals.dubuque.k12.ia.us. Students also deposit money into their account using preprinted deposit envelopes. Once a student meal account balance becomes low, a deposit envelope will be sent home.

Please keep an eye on your child's meal account balance. Once a student's account reaches -\$5.00 and no money has been deposited a letter is sent home and the student will no longer be able to charge meals. A peanut butter sandwich and milk will be offered to the student or a student should bring a sack lunch until a parent makes a deposit.

Student Fees

Grades K-5 Textbook Fee	\$70.00
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Student fees can be paid online, by mail, or in person (if paying in person or sending payment with a student, please send the exact amount due as we are unable to make change).

A Day at Eisenhower

	<u>Monday - Thursday</u>	<u>Friday</u>
Office Opens	7:15	7:15
Teaching Staff Hours.....	7:50-3:20	7:50-3:20
Breakfast Program.....	8:00-8:20	9:00-9:20
Playground Supervision Begins	8:15*	9:15*
<i>*Students should not be dropped off before 8:15 (9:15 on Friday) unless attending Y-Care or breakfast program.</i>		
Preschool Morning Class.....	8:30-11:10	9:30-11:10
Preschool Afternoon Class	12:30-3:10	12:30-3:10
Preschool Full Day Class	8:30-3:10	9:30-3:10
Kindergarten Students Enter Building	8:20	9:20
1 st through 5 th Grade Students Enter Building	8:25	9:25
Classes Commence (Tardy Bell Rings).....	8:35	9:35
Kindergarten Dismissal	3:10	3:10
Dismissal (Grades 1-5).....	3:15	3:15

Patrol and Playground Supervision

Patrol guards will be on duty from 8:15-8:25 a.m. Monday – Thursday, 9:15-9:25 on Friday, and from 3:15-3:25 p.m. Patrol guards will be located at:

- John F. Kennedy Road/Playground Area
- Spring Valley, Olde Country Lane intersection, and driveway

Please note that patrols will be staffed at each stop morning and afternoon by adults. Questions and concerns regarding the Safety Patrol Program should be directed to Mr. Ferguson at 552-3500.

Playground supervision starts at 8:15 a.m. Monday through Thursday and at 9:15 on Friday. Please do not drop off students before that time. When your child enters the playground, he/she should go to the designated classroom line.

If students are consistently dropped off before supervision, parents will be asked to utilize Y-Care and be charged their rates.

Policies and Procedures

Absences

If your child will be absent from school for any reason, please call the Eisenhower School office (**552-3500**) between 7:15 and 8:35 a.m. Due to our concern for your child's safety, the secretary will call all students with unreported absences. The following attendance designations are used when recording your child's tardy arrivals, absences, or early departures from school:

- **Tardy or Late Arrival:** When a student arrives late to school within 90 minutes of the school starting time for any reason. Late arrivals, such as doctor and dental appointments or similar occurrences, will be listed as approved, but still entered in the attendance record as late arrival.
- **Early Out:** When a student leaves school with less than 90 minutes left in the school day. As with tardy arrivals or late arrivals, early outs such as doctor or dental appointments will be listed as approved but still entered in the attendance record as an early out.
- **Full Day Absence:** When a student misses the full day of school or more than three hours and 15 minutes of school in a school day.
- **½ Day Absence:** When a student arrives at school after missing the first 90 minutes or leaves school with more than 90 minutes remaining in the school day but is not gone for more than three hours and 15 minutes of the school day.

Regular attendance at school is very important. Iowa law requires attendance for all children. No Child Left Behind dictates 95% yearly attendance. We request your cooperation in planning appointments and family vacations that do not interrupt school hours. A school calendar is distributed each year to assist in vacation planning (a calendar can also be found on the back cover of this booklet). Please help your child develop a commitment for school attendance and for getting to school on time.

Arrival Times and Procedures

Children should arrive at school no earlier than 8:15 a.m. (9:15 on Friday) for their own protection. This is when adult playground supervision begins. Students may enter the school building before school begins for the breakfast program, or with special permission from their teacher. Otherwise, they are to go directly to their designated classroom line on the playground. During inclement weather, signs will be posted and students will be permitted to enter the building and gather in the gym.

Balloons, Flowers, etc.

In order to avoid disruption to the educational environment, balloons, flowers, or similar items delivered to school will not be sent to the child's classroom until the end of the day. Note: Balloons are not allowed on DCSD buses.

Before and After School Child Care Program

A before and after school child care program for students is available and sponsored by the YM/YWCA. If interested, please contact the YM/YWCA at 556-3371. This should be utilized for anyone needing to arrive before 8:15 or staying later than 3:15. The Eisenhower childcare direct phone number is 552-3558.

Bicycles

If a student decides to ride his/her bicycle to school, it should be parked in racks provided near the storage shed. It is recommended that students lock their bikes when unattended. For the safety of all, students are asked not to ride their bikes or scooters on the playground.

Birthday Invitations

We no longer wish to be the vehicle in which select students are invited to birthday parties. Allowing students to hand out birthday invitations to a select group of students becomes a disruption to learning and leads to hurt feelings. Although we don't expect parents to invite an entire classroom or all the girls or all the boys to a birthday party, we do expect that invitations to a party for select students will be handled outside of school. Invitations to all students (or all girls or all boys) may be handed out at the end of a school day.

Birthday Treats

If your child has a birthday during the school year we do permit him/her to bring an item for the class. However, in keeping with the district's mandated wellness policy we request that the item be healthy and that you also check with the teacher to make sure there are no food allergies in your child's current classroom. Items will usually be passed out during the last ten minutes of the school day. The item should be small, inexpensive, and a healthy choice. Please read more about the district policy located in the district handbook. We strongly encourage non-food items such as pencils, bookmarks, trinkets, etc.

Buses/Transportation

Please check the district handbook for information about Buses/Transportation. The driveway "loop" in the south Parking Lot (off JFK) is intended for **buses only**. Private vehicles will **NOT** be allowed in the bus zones during the morning and afternoon bus loading and unloading times. If you are dropping off or picking up a student at any time, it will be necessary to use the Spring Valley Road parking lot or park on one of the neighboring side streets.

Class Celebrations

On certain occasions, students will be participating in school and class celebrations. Such events are not required. Parents may elect, for personal or religious reasons, to have students excused from such events.

Conferences, Parent/Teacher

Student progress is shared with parents and students at two scheduled conferences throughout the year. Progress Reports are sent home at the end of each trimester. Parents or teachers may request additional conferences whenever they feel there is a need.

Discipline

In an effort to provide a safe and positive environment that supports teaching and learning, it is essential that an orderly and supportive climate in the building be established. With this in mind, the staff attempt to support your child by doing the following:

1. Classroom and school rules are clearly stated and discussed, thus students know what is expected.
2. Students receive positive reinforcement when they do things correctly.
3. Consequences are clearly stated for those who choose not to follow the rules.
4. Parents are kept informed as to their child's school behavior.

If your child has been sent to the office for principal or instructional coach support, you will receive a copy of the Office Intervention form which is filled out in these incidences. We ask that you review the incident with your child then sign and return the form to school.

We urge you to give us your support, cooperation, and trust in guiding your child's behavior. In return, we will always act in the best interest of your child, strive to be fair, and always maintain an open line of communication.

Dismissals

Parents who desire a child to be dismissed during regular school hours should call the main office stating the reason, the time the child is to be dismissed, and who is to pick up the child. When picking up and/or dropping off children, come to the main office. **Parents will be required to sign their students in/out when leaving school.**

Field Trips

Field trips are planned as additional experiences for your children. With the e-Registration process, families must complete the online permissions screen in the Powerschool parent portal which includes field work permission. In addition to the e-Registration permission screen, before each field trip you will receive a permission form to sign. Written permission is necessary for your child to go on the field trip. If the permission slip is not received, your child may remain at school. Students may be directed to call parents to remind them to send a signed permission form. Teachers may be contacting parents to request assistance in driving and supervising for field trips. **Student behavior may affect your student's attendance on school sponsored field trips.** Please be sure to fill out Volunteer forms at the start of the school year if you plan to help with field trips. You may not help with field trips or volunteer without a processed volunteer form.

Flip Flops

After observing numerous accidents on Eisenhower's Playground equipment due to flip flops or sandals, students will no longer be allowed on the playground equipment wearing flip flops or sandals. If students choose to wear flip flops or sandals to school, they will either need to stay on the blacktop to play or they will have to change into tennis shoes before recess. Be sure your child has a pair of tennis shoes to keep in his/her locker unless your child plans to wear tennis shoes every day.

Harassment

Please see District Parent-Student Handbook for the Bullying/Harassment Policy.

Health and Safety Practices

The school nurse and health paraprofessional provide temporary care for the students who become ill or are injured at school. The nurse also conducts or coordinates vision and hearing screenings, and keeps records on immunizations and the health of the students. Help us keep your child's records updated.

Any student who suffers an injury or accident should report it immediately to the supervising teacher and the school nurse or paraprofessional. If a child is injured or becomes ill at school, and a decision is made to send the child home, he or she will be cared for temporarily in the nurse's office until a parent or a person designated by the parent is able to take the child home or to the doctor.

If it should become necessary for a student to take medication (which has been prescribed by a doctor) at school, it will be administered in the nurse's office. It must be kept in the current prescription container with only enough medication for the necessary dosage to be taken at school. A note from the parent and doctor with instructions for when the medication is to be administered and about any side effects of the drug also must be provided to the nurse. No "over the counter" drugs can be given at school without a doctor's written permission.

Please report to the school nurse any contagious disease (i.e. chicken pox, impetigo, lice, pertussis, scabies, strep throat, scarlet fever, ringworm, meningitis, hepatitis, etc.) your child contracts. The length of time necessary for a student to be kept at home from school varies with each disease. Include written permission from the health officer or attending physician when the child is readmitted to class. Students infested with lice should be treated and every effort should be made to remove all nits from the hair. The child may return the following day if there is evidence that the parent has treated the hair. As long as the nits are still present in the hair, there is a strong chance of the child being reinfested.

Immunizations/School Records

All students must submit to the school a certificate of immunization completed by a doctor or health officer. This certificate must be on file in the school office. It is important that student records reflect accurate and up to date information. Any changes of address, phone number, emergency numbers, etc. should be reported to the school office immediately.

Instructional Decision Making

The Dubuque Community School District uses a problem-solving model to address student concerns. Problem solving is a systematic set of procedures designed to look at different factors that might be affecting student success, such as what is taught, how it is taught and how the student responds to these processes. Parents are key participants during all facets of problem solving. During the problem solving process, school personnel including special education staff and Keystone special education personnel may be involved in gathering information that will be used to develop effective interventions. If a child is recommended for special education services, parents are partners in the process and must give written consent. Parents may also request that their child be considered for problem solving interventions at any time by contacting the child's teacher or principal.

Library

Library books and textbooks are furnished by the school system. Please treat the materials with respect. Fines are charged for lost or damaged books.

Lost and Found

A lost and found container is located by the office area. Please have your child check this box if he/she is missing something.

Office

The main office is located by the Spring Valley Road parking lot. This is the Eisenhower main entrance. The school office is open from 7:15 a.m. until 4:00 p.m. Monday through Friday. Individual teachers may be contacted before or after school. Should you wish to confer with the principal, a teacher, or a counselor at length, it is recommended that an appointment be scheduled in advance. Generally, teachers and counselors will not be interrupted from their instructional responsibilities to accept phone calls.

Pets

Dogs will not be allowed on school grounds during the school day at arrival and dismissal or in classrooms, in the hallway, or on the playground. No matter how passive the personality, a dog is an animal and cannot be counted on for appropriate behavior in any situation. In addition, we have a number of students with strong allergies or strong fears to dogs and cats. Any animal brought in for show and tell will need to stay in a cage for observation only and prior permission should be granted from the teacher and principal.

Physical Education Attire

Students should have a clean pair of gym shoes, preferably with non-black soles. The gym shoes need to be secured with shoelaces or Velcro. Comfortable clothing appropriate for activity should be worn on physical education days.

Pictures

Class and individual pictures will be taken in the fall (PTO profit) by Siebe Studio. There will not be Spring pictures. All profits from school pictures are used to purchase additional materials, supplies, and educational equipment for the school.

Playground Rules

Please be certain that children are appropriately dressed for the various weather conditions. Most of the time, children will have recess outdoors during the winter months unless it is raining or very cold. Students must wear boots and snow pants to be out on the field in the winter. Also, please be certain to label boots, hats, coats, gloves, etc.

Because we are continuously aware of children's safety, we must carefully schedule and supervise playground activities. Students are not permitted to use hard baseballs or softballs, bats, wheelies, roller blades, skateboards, scooters, or bicycles on the playground. Please talk with your child about proper play behavior when at school. One of our major rules is to keep one's hands, feet, and objects to herself/himself.

Possession of a "Look-Alike" Weapon

Please see the District Parent-Student Handbook for the full policy.

Recess and Physical Education

All students are expected to participate in outdoor recess activities unless a written excuse from parents is received. Parents desiring their children to stay in for more than two consecutive days must have a physician's written request.

Very infrequently, teachers may keep a child in from recess as a form of discipline or in order to make up work. Physical education is a required class for all students. Student's regular participation is expected unless they have a written excuse from a physician.

Requesting a Teacher

Infrequently, parents wish to request a teacher for their child. The Eisenhower procedure regarding teacher requests outlines the following:

- A request must be made via email to the principal.
- Requests must be received by April 1 for the following school year.
- Parent requests must be rooted in one or more of the following variables.
 - Serious social/emotional concerns.
 - Desire to have siblings, cousins, friends separated, or anchored with a certain friend.
- Requests of this nature will be considered but never guaranteed.
- During each school year I will publish a longer version of this procedure for your information.

Returned Check Policy

Effective July 1, 2006, the Dubuque Community School district will assess a \$20.00 processing fee for any returned check.

School Closings/Early Dismissals

Cancellation of school or one or two hour delays due to inclement weather will be announced on local radio stations beginning at 5:00 a.m. One or two hour emergency early dismissals will be announced by 10:30 a.m. Please call the District Weather line at **552-3035** to check for early releases, cancellations or delays anytime, or information will be sent to those who request on-line messages from radio station web sites and can be heard on local radio stations throughout the day.

School Supplies

The school supply list is available on the DCSD website (www.dbqschools.org/backtoschool) and at the beginning of the school year. Local stores also post the list near their supply displays. School supply lists are universal across all schools.

Secure School

All doors of Eisenhower are securely locked and entrance is gained only by buzzing to the office and identifying yourself. All parents/visitors should come to or will be directed to the Spring Valley entrance. Please enter once you are “buzzed in” and proceed to the office with your driver’s license so staff can issue a visitor badge (see Visitor section for more information about the DCSD Raptor secure visitor sign in system).

Sidewalks

Students are asked to use the sidewalks surrounding the school. This is especially important on the lower level where there is a great deal of bus traffic. Students should always use the sidewalk when going to the Crissy Drive walkway and should not cut across the parking lot. Please practice a safe walking route with your child, to and from school, if he/she is a walker.

Student Dress

Students will be expected to keep themselves well groomed and neatly dressed at all times. Any form of dress or hair style which is considered contrary to good hygiene or which is distracting or disruptive in appearance and detrimental to the purpose or conduct of the school will not be permitted. Students with attire deemed not in good taste or depicting violence or profanity will be asked to change.

Students, who in the opinion of the teacher and the principal, are inappropriately dressed will be asked to phone home for a change of clothes. During warmer weather, we ask that students wear appropriate clothing to school. The wearing of shorts that are too short, bare midriffs, halter tops, or tube tops is strongly discouraged.

Parents should help children monitor their choice of clothing for inclement weather conditions. Students are expected to wear boots and snow pants during snowy, wet, and muddy weather. On days when the temperature is 0 degrees F. or below and when it is raining, students will be allowed to come into the gym before school, as early as 8:10 a.m., and will have very limited exposure to the outdoors at recess times.

Telephone

Students will generally not be called to the telephone unless there is a very unusual situation.

Transportation (Busing)

Students that are not designated bus riders to and from school may not ride on a bus route at any time due to liability concerns. If you are a bus rider and wish to change your pick up or drop off site, you need to fill out an alternate transportation form. These forms are available in the main office. If bus riders are changing their drop-off point for a day they must bring a note to the school office stating this.

Visitor Parking/Student Pick-up and Drop Off

Eisenhower is fortunate to have two parking lots. The lower lot, off JFK, is used for buses and staff parking. Substitutes, frequent parent visitors, and volunteers may also use the lower parking lot. Please understand the office staff will direct you around the building (via sidewalk) to the Spring Valley door. Be sure to use “Handicap Accessible” parking stalls only if you have a “Handicap Accessible” sticker.

You may only drop off or pick up your student on Spring Valley Road. There is only ONE moving lane of traffic in the Spring Valley parking lot. When entering the parking lot, pull your car up as far as possible (in the line of traffic) against the curb. Let your child out or pick your child up. You may carefully pull out of your waiting spot into the moving lane and exit the parking lot using the “out” driveway.

Do not park where a city sign is posted “**No Parking.**” Do not park near a fire hydrant or where orange cones are posted.

We will issue warning tickets to those who violate our rules. If violations are repetitive, your license plate number will be turned over to the police.

Visitors

Thanks to a grant from the Dubuque Racing Association, the Dubuque Community School District has implemented a new visitor management system (Raptor). With the new system, visitors will be asked to present a valid state-issued ID when checking into a district school or the administration building.

The visitor's ID will be scanned by the system and their name and birthdate will be checked against the National Sex Offender Registry (no other information from your ID is scanned or used). After the scan, the visitor will be automatically checked into the building's visitor log and they will receive a time-stamped photo ID so they are easily identified by school staff and students.

All parents and visitors are required to provide a valid driver's license upon entering the building; the identification will be scanned and a visitor badge will be generated. **All visitors must wear a Visitor Badge while in the building**. Please remember to sign out and return your visitor badge upon leaving the building.

World Wide Web (Eisenhower)

Please check out our web page for great pictures and information!

www.eisenhower.dbqschools.org

- Eisenhower Express (monthly newsletter)
- Powerschool Parent Portal Link
- e-Registration Link
- Conference Scheduling Information and Link
- Eisenhower Family Handbook
- Lunch Menu / Lunch Account Information
- Delay/Cancellation Link
- Parent Information
- Academic Practice Work
- Much, Much More!

Additional Programs at School

Besides the regularly scheduled classes at Eisenhower, there are a number of programs that are available, which are intended to compliment the basic curriculum. The following is a listing and brief description of these programs.

Choir

A vocal music choir will be offered to fourth and fifth grade students and will participate in a number of special events throughout the year.

Cub Scout Pack 53

The Eisenhower PTO sponsors pack 53. The Tiger Cub program is for 1st graders. Cub Scouts are in 2nd and 3rd grades, and Webelo Scouts are in 4th and 5th grades. Many enjoyable activities are planned throughout the year including the Cub Scout Olympics, the Pinewood Derby, and camping trips. Registration is held in the fall and spring.

Girl Scouts

All girls at our school are invited to join Girl Scouts. Kindergartners are Daisy Girl Scouts. Girls in 1st, 2nd, and 3rd grades are Brownies. Junior Scouts are girls in the 4th, 5th, and 6th grades. Troops meet at a time and location convenient for the girls and leaders. Each troop plans its own programs and activities for the year. Girl Scout registration night will be held in September. Parents interested in more information about Girl Scouts can contact the Troop Organizer.

Instrumental Music

The instrumental music program at Eisenhower is offered to students in fifth grade. The program provides for individual and small group instruction in the various categories of musical instruments. Students who have taken lessons for several years or are advanced in their playing may participate in the orchestra or band. Students may rent certain instruments from the school system or use their own.

Instrumental Parent Nights are held at the beginning of the school year to help parents and students get more information about the music program. See the school calendar for specific dates.

Leisure Services Sports Program

The after school sports program serves as an additional opportunity for a student to practice skills that have been learned in physical education classes. This program is sponsored by the Dubuque Leisure Services and is open to students in grades 4-5. Additional information will be provided by Leisure Services during the year. **Please be aware that school personnel, including the nurse, are not available during this program, so if your child has health concerns (asthma, etc.) it is imperative for parents to alert Leisure Services supervisors of these concerns.**

Math Clubs & Math Fact Practice

Math practice is available before school or during school for selected students. The Computer lab is available two mornings per week (Monday and Wednesday) before school for selected students to practice math facts.

Ways for Parents to Get Involved

PTO – Parent Teacher Organization

Eisenhower School has a very strong and committed Parent Teacher Organization. Parents and teachers appreciate support for one another and continually reach out to communicate and work together.

PTO meets on the third Monday of each month at 6:30 p.m. in the library. The PTO President presides over the meetings and both teacher and parent representation are present at each meeting. All are welcome.

PTO sponsors one fundraiser per year for the purpose of supporting a large school equipment or curricular need. In addition, they run the SCRIP program for the school to support student needs as well as sponsor family night, book fair, skate nights, Wendy's nights, and other such events for the purpose of encouraging community building and providing opportunities for Eisenhower families.

Please consider getting involved in PTO. In doing so, you truly become a deeper part of your child's school experience.

School Improvement Team

The purpose of the School Improvement Team (Site Council) is to involve parents in school-based shared decision-making. Eisenhower parents, staff, and business partners comprise this council. These team members work to implement the goals and objectives of the Comprehensive School Plan.

Responsibilities of Eisenhower School Improvement Team Members

1. To attend before school meetings at Eisenhower School, 7:30 to 8:30 a.m. periodically throughout the year.
2. To be a part of the analysis of school data.
3. To gather opinions and ideas from members or others whom you are representing
4. To communicate to constituents the actions of the team meeting.
5. To attend training sessions on school improvement during the school year.

When parents, students, teachers and community members unite to provide quality education for our students, a true spirit of collaboration, trust and shared decision-making provide us with the best ingredients for success.