

POLICIES & PROCEDURES

ATTENDANCE

- A. **Attendance and absences:** Attendance is measured in half-day increments. To be counted as present, a student must be in class for at least two hours of a half-day. Parents must call in each day's absence to the school clerk.
- B. **Students leaving during the school day:** To check a student out from school during the day, first come to the office to have the student called from class and signed out. If he/she returns the same day, he/she must come to the office to be signed back into school before returning to class.
- C. **Late Arrival:** School begins at 8:15. Students who came late disrupt the teacher's ability to get class started for those who arrived on time. Students who arrive after 8:15 must get a tardy slip from the office before going to class.
- D. **Perfect Attendance Award:** **The Perfect Attendance award will only be awarded when the student has not been absent, tardy, or has left early for the day.** Certificates will be issued at the end of each quarter for perfect attendance. A trophy will be given for any student who has perfect attendance for the year in May.

BEFORE/AFTER SCHOOL CARE:

Before and after school care is available through Tulsa Public Schools with "The Eisenhower Before and After School Care Program" located in the cafeteria. Please call 746-9112 for enrollment and price information.

BUILDING/GROUNDS USE:

Any use of the building or grounds, day or evening, must be scheduled and approved through the school office. The request, "Building Use Form", must be submitted at least two weeks in advance of the required date. Weekend use of the building requires payment of custodial overtime by the user group.

The use of practice fields requires pre-approval by the principal. The request, "Building Use Form", should be submitted at least two weeks in advance. School grounds, including playground equipment, are not available for scheduled use during the school day.

BUS TRANSPORTATION

833-8100 is the phone number for the Tulsa Public Schools Transportation Department. If your child lives further than 1.5 miles from your neighborhood school, you may call for bus transportation to and from school. It is the responsibility of the parent to arrange for the school bus transportation.

CAFETERIA:

Breakfast and lunch are available from our school cafeteria. A school lunch menu will be sent home monthly.

- A. **Breakfast:** Breakfast is available from 7:45 – 8:05 at a cost of \$1.00. Bus riders (only) may enter the breakfast line after 8:05 if their bus arrives after that time
- B. **Lunch:** Lunch is served on a staggered schedule beginning at 11:00. Prices, subject to change, are listed below:

• Complete student lunch, with milk	\$1.80
• Adult lunch, with milk	\$2.85
• Adult lunch, without milk	\$2.45
• Milk alone	\$.40
• Large Water	\$1.00
• Baked Chips	\$.50

Payments for lunch should be made in the café in the morning before school begins. We prefer that parents work directly with the cafeteria manager to set up an account for each child's lunch charges. Parents must pay for lunches in advance – monthly, weekly, daily, or on a personal schedule by agreement with the cafeteria manager. Cafeteria personnel will inform you when your child's account needs more money.

Reduced fee arrangements, if appropriate, are also available. Please contact the cafeteria manager for further information.

COUNSELING SERVICES:

One full time counselor is available to any student, parent or teacher in need of counseling services. Group and individual counseling sessions are held throughout the year to aid and reinforce positive self-image and feelings of self-worth. Character building Lifeskills are also followed at Eisenhower. These lifeskills are:

- Caring – to feel and show concern for others
- Common Sense – to use good judgment
- Cooperation – to work together toward a common goal or purpose
- Courage – to act accordingly to one's beliefs despite fear of consequences
- Curiosity – a desire to investigate and seek understanding on one's world
- Effort – to do your best
- Flexibility – to be willing to alter plans when necessary
- Friendship – to make and keep a friend through mutual respect and caring
- Initiative – to do something because it needs to be done
- Integrity – to act according to a sense of what's right and wrong
- Organization – to plan and arrange, and implement in an orderly way, to keep things orderly and ready to use
- Patience – to wait calmly for someone or something
- Perseverance – to keep at it
- Pride – satisfaction from doing your best
- Problem Solving – to create solutions for difficult situations and everyday problems
- Resourcefulness – to respond to challenges and opportunities in innovative and creative ways
- Responsibility – to respond when appropriate, to be accountable for your actions
- Sense of Humor – to laugh and be playful without harming others

CODE OF STUDENT CONDUCT :

The following methods of discipline are used at Eisenhower within the discipline plan:

- Conference – the teacher and/or principal may be involved.
- Restricted Recess – students will walk track instead of free recess time.
- Removal of privileges – students may lose playtime or special activities. The teacher may contact the parent as to other agreed disciplinary actions.
- Removal from the classroom setting – students may be asked to sit another classroom or area of the building (supervision will be required)
- In School Intervention – students may be required to work in office or under direct supervision of another employee
- Referral – student may be sent to principal on disciplinary referral
- Suspension – the Principal is only one that has authority to suspend students.
- Eisenhower’s discipline plan is in accordance with the district Code of Conduct manual.

CULTURE BOXES:

This project involves the development and maintenance of Culture boxes, representing various countries from around the world. The Boxes contain hands-on-artifacts that represent the culture of the country. Teachers or community groups may check out boxes to be used for learning activities. Boxes may be used with any level of learners. Non-TPS users are charged a small fee. To schedule the use of a Culture Box, call the school office and ask for Emily Wood, the Culture Box Coordinator.

DAILY ASSIGNMENTS:

Students are given assignment and usually given time to work on them in class. If work is not finished, a student may be instructed to take the work home to complete for the next day.

DOLPHIN DONATIONS:

Students are allowed to bring dolphin artifacts and donate to the school at the weekly Rise and Shine assembly.

DRESS CODE POLICY:

Eisenhower’s required dress code includes the wearing of school uniform clothes. This policy is mandatory. Please see insert “Uniform Policy”.

DROP OFF & PICK UP TIMES:

Students are able to arrive at school beginning at 7:50 if they are eating breakfast in the cafeteria. All students who are not eating may begin arriving 15 minutes prior to class starting. Students will be led to exit doors by the teacher at the end of the day. All students should be picked up no later than 15 minutes after the school day ends. Students must be enrolled in the “Eisenhower Before and After School Care Program” if they arrive before 8:00 or if they are left on campus more than fifteen minutes after school dismissal time.

A.M. arrival	8:00-8:15
P.M. dismissal	3:05-3:20

EISENHOWER INTERNATIONAL SCHOOL FOUNDATION:

The Eisenhower International School Foundation (EISF) helps support the school, primarily through funding support for capital improvement projects, permanent, long-term resources and learning initiatives.

- The EISF is a non-profit organization
- The EISF is managed by a Board of Director, elected annually
- Memberships are available for parents or community members who wish to support the mission and vision of the EISF
- For contact information, call the school office or check the school directory

EISENHOWER'S LEARNING COMMUNITY GUIDELINES:

- Mutual Respect – considering and honoring individual cultural values, beliefs and needs – includes the respect for others, newcomers, children, teachers, parents, caring adults, personal property, individual property, individual skills, talents and contributions
- Truthfulness – being honest about things and feelings, and being honest with ourselves and others
- Trustworthiness – practicing being dependable, reliable, honest, keeper of appropriate confidences
- Attentive Listening – attending (listening silently with full attention), non-verbal encouragement, paraphrasing and reflecting feelings
- Appreciations/No Put Downs – statements of regard and recognition rather than negative derogatory remarks
- Right to Pass – choosing the extent to participate in a group activity, particularly when it involves sharing feelings – does not apply to learning tasks when individual accountability is required
- Personal Best – quality work, the best possible performance given the time and resource available

ENROLLMENT:

The following documents are required for enrollment, and to maintain continuous enrollment:

- Birth Certificate
- Proof of Residency
- Up to date Immunization record
- Social Security card for student (optional)
- CDIB card (if applicable)

EXCHANGE PROGRAM:

Eisenhower International School sponsors two student exchange opportunities for 5th graders: a fall exchange with Instituto Cervantes in San Luis Potosi, Mexico and a spring exchange with L'Ecole de la Salle in Amiens, France. The exchanges are managed by the school's exchange coordinator. Students must apply and be approved to participate in exchange program. Staff members serve as chaperones for exchange students who are visiting other countries. Handbooks for hosting students and for student ambassadors who are going on the exchange are available for participating families to outline specific procedures for documents, communication, preparation, and problem-solving, etc.

GRADING:

Eisenhower uses the following grading scale:

- 90 – 100 % = A
- 80 – 89 % = B
- 70 – 79 % = C
- 60 – 69 % = D
- 59 % or below = U

Report cards reflect academic achievement and skills mastered. These letter grades are given in academic areas in grades 3 – 5.

Primary grades are given as below:

- E = Excellent
- S = Satisfactory
- N = Needs to improve
- U = Unsatisfactory

Progress reports will be sent out at the 4 ½ week mark of every quarter.

HARASSMENT:

Harassment, as defined by school board policy, will not be tolerated at any level. All students are strictly prohibited from engaging in any form of harassment of any employee, student, or visitor. Any student who engages in harassment is subject to disciplinary action; including, but not limited to, out-of-school suspension. Harassment includes verbal and physical conduct, epithets, slurs, gestures, or graffiti, even in fun, that are targeted toward an individual because of race, color, religion, gender, age, national origin, marital status, veteran status, sexual orientation, or disability (mental or physical).

HOME AND BACK FOLDERS

Home and Back folders are sent home on Friday each week. Folders contain school information and graded work. Parents should take the time to go through the Folders and help students remember to return each Monday morning. There is a \$4.00 replacement fee for any folder that is lost or not returned.

HOMEROOM PARENTS:

Homeroom Parents support the teacher's effort to provide an effective learning program in an appropriate learning environment. All homeroom parent activities should be coordinated and approved by the teacher and principal. Many homeroom parents provide a newsletter for the class. The teacher and principal must approve these before they are sent home.

HOMEWORK:

Please see attached "Homework Policy" for more information.

IMMUNIZATIONS:

Oklahoma State law requires students enrolling in public school to present proof of no less than the following immunizations:

Pre K Immunizations:

- 4 DPT
- 3 Polio
- 1 MMK
- 2 Hep A
- 3 Hep B
- 1 Varicella

K – 5th Grade Immunizations:

- 5 DPT or TD
- 4 Oral Polio vaccines
- 2 doses each of measles, mumps, and rubella
- 3 HIB vaccine
- 2 HEP – A
- 3 HEP – B
- 1 Varicella (unless the child has had chicken pox)

INTERNET USE:

A permission slip signed by the parents must be on file at the school in order for students to gain access to the Internet at school. Check with librarian for permission slips.

INSIDE/OUTSIDE DAYS:

If weather permits, students will go outside during recess time. If there is inclement weather, students will stay in classroom for an alternate activity. If a student is unable to go outside due to illness, he/she must have a note signed and dated by the parent. The note should state the reason of illness or doctor's request.

LIBRARY BOOKS AND TEXTBOOKS:

Parents are responsible for the replacement of lost or damaged textbooks and library books. Report cards and records will be held until accounts are cleared.

LIBRARY/MEDIA SERVICES:

Students may check out learning resources from the Global Learning Center after they have a permission slip to do signed by their parents on file with the library staff. Parents may also check out materials from the GLC.

LOST AND FOUND:

All personal items should be labeled with student's name. Please check with the office if an item is misplaced or check the "lost and found" lockers.

MAKE-UP WORK POLICY:

When students are absent, they have the number of school days they were absent plus one extra day to complete the assignments. Assignments will be given to the student upon return to school. Any assignment turned in after the allotted days will be accepted at the teacher's discretion. The only exception to this may be long term absence due to illness.

MEDICATION:

The school health clerk is available full-time. Any medications your child needs during the school day must be stored in the health clinic and administered by the health assistant or by a designated staff member. **Parents must bring all medication to the health assistant upon arrival at school. Students are NOT permitted to transport medication to and from school.** All medication must be accompanied with written permission from the parent with instructions for the school to give the medication to the student. An authorization form must be filled out by the parent or sent home with the child to return the following day. All medication must be in the original container. All prescribed medications need a prescription label less than a year old. The health assistant will check with the area nurse before administering a questionable medication. Please keep the health assistant apprised of health-related issues pertaining to your child. The Tulsa Public School's Health Dept. assigns the health assistants to Eisenhower. She works directly under the registered professional nurse assigned to a group of schools. The Director of Health Services and the school nurse supervisor provide health procedures and supervision.

For the protection of your child and other children, your child may return to school when he/she has a normal temperature for 24 hours without the use of fever reducing medications.

MONEY:

When it is necessary to send money to school, please send the correct amount. Place it in an envelope with the student's name, homeroom teacher's name, and the purpose of the money.

PTA:

The PTA (Parent-Teacher) Association is a unit of the City Council PTA. It is an active and important part of Eisenhower International School. The PTA encourages all parents and staff members to become members. It supports many school projects, activities, and services. The organization promotes parents to become involved in their child's education. The purpose of this organization is to bring into close relations the home and the school that parents and teachers may work together in the education of our youth. Meetings are held monthly at school.

PARENT-TEACHER CONFERENCES:

At Eisenhower we encourage parents to be active in their children's education. Conferences are held once during the fall and once during the spring. Parents will be notified in the bulletin and by letter of the conference appointment. Eisenhower utilizes one evening and one morning to accommodate the schedules of all parents. Please arrive on time, and if you are unable to attend, please notify the teacher through the office. For other conferences, please call the school office (746-9100) to arrange a convenient time. We ask that any other conferences be scheduled 24 hours in advance (except emergency situations).

PHYSICAL EDUCATION:

Students who are injured and unable to participate in physical education will need to have a doctor's statement explaining the reason and when the student may resume physical activity. The note should be taken to the nurse and then to the physical education teacher. Students not participating in gym will observe class from the sidelines so they will not miss instructions.

PROGRESS REPORTS TO PARENTS:

Report cards will go home at the end of each quarter and on the last day of school. The teacher is required to send a mid-quarter progress report home for any or all of the following reasons:

- Those who are failing or near failing
- Those who are not working up to their potential
- Those who absences are affecting school work
- Those who are not turning in homework

Teachers may send report home for those doing excellent work.

RISE AND SHINE ASSEMBLY:

Every Monday the students and staff of Eisenhower join together for a school assembly. At this assembly the "Students of the Week" are recognized, Dolphin Donations are donated and announcement and special recognitions are made. The assembly begins promptly at 8:30 each Monday.

SAFETY AND SECURITY:

Due to security concerns, entrance to the building is limited to the north door only. Please report immediately to the office upon entering the building. You will be issued a visitor's sticker which should be worn at all times while on the school premises.

Upon entry into the school building at the beginning and ending of the school day, parent's traffic is limited to the front corridor and school library.

We conduct monthly fire and disaster drills in compliance with state statutes. Lock-down procedures are in place for other emergencies.

SPECIAL EVENTS:

Special events include assemblies, programs and presentations sponsored by the school. Some special events involve student performance in public. At school-sponsored special events, parents are asked to supervise their own child(ren) to help maintain the expectations set forth by the school staff.

SPORT TEAMS AND/OR SCOUT TROOPS:

Any EIS parent may form a sport team or scout troop as long as they attend the necessary training for that organization. These are not school-sponsored groups however they are an integral part of our community!

STATE AND DISTRICT TESTING:

The District testing schedule reflects all required state and district testing. The testing schedule may be found on the TPS website: www.tulaschools.org

STUDENT PICK-UP AND DROP-OFF POLICY:

- Do not park in the bus loading/unloading zone for any reason (NO EXCEPTIONS) Parking is available in the North and ESC Lot.
- When dropping off or picking up your child, do not block entrances or roads.
- ESC Lot – **Parking is NOT permitted next to the fence. You must park your car in the lot and walk to the gate to pick your child up. The students are not allowed to leave the playground area without an adult. This is a serious safety issue. Please adhere to the rules.**
- North Lot – **We have a circle drive for you to drop off and pick up your students! The students that are dropped off will now enter through the east door in the morning. Please keep traffic moving by only dropping off or picking up; please do not park and wait in the circle drive. If you pull up and your child is not outside waiting in the grass area; please circle back around. Students should not cross parking lot without an adult.**
- If you park in the neighborhood you must walk your child across the street to the school. Please be considerate by not blocking driveways, littering or making excessive noise. When traveling back routes via the neighborhood, please observe the 25 miles per hour speed limit.

STUDENTS GUIDELINES AND PERSONAL ITEMS:

Students should leave personal items at home, unless they are necessary for a class activity. Any personal items that are necessary for school should be left in the student's locker throughout the day. No toys, gum, make-up or electronic games are allowed at school. If a student brings, personal items to school that result in a disruption of the learning environment, the item(s) will be confiscated.

STUDENT OF THE WEEK:

The school counselor will facilitate this program. Each student has a turn to be recognized as Student of the Week for his or her class. Students of the Week are announced in the schools' Rise and Shine Assembly on Monday mornings. Parents will be notified by weekly calendar email and a note when their child will be recognized as Student of the Week, and they are welcome and encouraged to attend the assembly.

TELEPHONE:

The school must have a current telephone number to contact parents and/or responsible party for all student enrolled. Telephone use for students is limited to emergencies.

TRIPLE CROWN:

Students are invited and encouraged to participate in community runs. If the student participates in three runs then he or she will qualify for the Triple Crown award. Triple Crown is awarded in the fall and the spring. Please note three runs must be completed during the season to earn the award.

VISITORS:

Parents are welcome to visit the school. All classroom visits must be scheduled 24 hours in advance. All visitors must check in with the office.

VOLUNTEER HOURS:

The Eisenhower community welcomes and encouraged volunteers! Please keep track of the hours/minutes you volunteer each month. The volunteer coordinator will send an email monthly and ask volunteers to email their hours. These hours are turned in to the district and state and help on our school's accountability plan.

UNIFORM POLICY:

Please see attached "Uniform Policy" for guidelines in dress. If a student fails to follow uniform policy the following procedure is in place:

- 1st Offense: Uniform contract will be sent home for parent to sign
- 2nd Offense: Student will be sent to counselor and uniform contract will be sent home
- 3rd Offense: Student will be sent to counselor, parent will be called and parent may have to bring appropriate uniform items to school.

WEATHER CANCELLATIONS:

School closings due to adverse weather conditions will be announced over radio station KRMG and all television stations by 6:30 A.M.

WITHDRAWALS:

Parents who wish to withdraw their children from Eisenhower must follow these steps:

- Notify the office at least one day prior to leaving
- All accounts should be settled (cafeteria, textbooks, library books returned)
- Check out through the office

YEARBOOKS:

School yearbooks are sold in the fall and arrive in the spring. The ordering information will be sent home in the Home and Back Folders on Friday. Check with the school office for pricing and availability.