

# EISENHOWER INTERNATIONAL SCHOOL

## KINDERGARTEN 2014 - 2015

Welcome to Eisenhower International School! This is an informational packet to help answer questions that you may have before school starts. By no means is this a comprehensive list; a few things may change by August. The goal is to provide you with resources that will help make your child's initial kindergarten experience a fantastic one.

**Vision:** Creating responsible, global citizens through language immersion and international exchanges.

**Mission:** Language Immersion - Opening Minds to a World of Possibilities.

### **Eisenhower International School**

3111 East 56th Street, Tulsa, OK 74105  
918-746-9100  
918-746-9103 (Fax)  
www.eisenhowerinternational.org

### **School Hours:**

Before-Care: 7:00am-8:05am  
Breakfast: 7:45am-8:10am  
Building Entry Time: 7:50am unless in Before-Care or eating breakfast  
First Bell: 8:05 – Students may go to their classrooms  
Tardy Bell: 8:15am  
Lunch: Class dependent  
Dismissal Bell:  
    Early Dismissal 1:20pm  
    Normal Dismissal: 3:20pm  
After-Care: 3:20pm-6:00pm

A student may not be dropped off before 7:50am unless he/she is enrolled in Before Care or as required for practice/tutoring. Students who eat breakfast in the cafeteria can be dropped off at 7:45am.

**First Day of School:** Wednesday, August 20, 2014

### **Teachers Plan Periods: 12:30pm to 1:15pm**

Spanish Kinder	Sra. Diaz	<a href="mailto:diazmi@tulaschools.org">diazmi@tulaschools.org</a>
Spanish Kinder	Sr. Jorge	<a href="mailto:hiriajo@tulaschools.org">hiriajo@tulaschools.org</a>
French Kinder	Mme Hall	<a href="mailto:hallla@tulaschools.org">hallla@tulaschools.org</a>
French Kinder	Mme Weller	<a href="mailto:wellesa@tulaschools.org">wellesa@tulaschools.org</a>

### **Before & After School Care:**

Before and After Care is available through Tulsa Public Schools with "The Eisenhower Before and After School Care Program". Please call **918-833-9570** for enrollment and price information.

### **Bus Routes:**

Website: [https://www.tulaschools.org/3\\_Parents/bus\\_routes\\_schedules\\_main.aspx](https://www.tulaschools.org/3_Parents/bus_routes_schedules_main.aspx)  
918-833-8100 is the phone number for the Tulsa Public Schools Transportation. If your child lives further than 1.5 miles from our school, you may qualify for bus transportation to and from

school. It is the responsibility of each parent/caregiver to arrange bus transportation. Please let the office know at the beginning of the year if your child will be riding the bus.

**Calendar:**

The EIS calendar is on the website.

The 2014/15 TPS calendar:

[https://www.tulsaschools.org/3\\_Parents/\\_documents/pdf/\\_calendars/Traditional\\_2014\\_15.pdf](https://www.tulsaschools.org/3_Parents/_documents/pdf/_calendars/Traditional_2014_15.pdf)

(This may change if there are snow days that need to be made up.)

**Early Dismissal:**

The first Friday of each month is “Early Dismissal” for teacher professional development (except for the months of January and May). Students are dismissed at 1:20pm.

September 5

February 6

October 3

March 6

November 7

April 3

December 5

This may change if there are snow days that need to be made up.

**Events to Keep in Mind:**

- Enrollment
- Spring Fling
- Back to School Night
- Hispanic Festival
- Kids World
- Mardi Gras
- Fiestivale – April 2015

# GENERAL INFORMATION AND PROCEDURES

## **Attendance:**

**A. Attendance and absences:** Parents must call in each day's absence to the school office. 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.

**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. **The adult must be listed on your child's "pick up" list and must show their driver's license.** 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 come 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 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.

## **Back to School Night:**

This is hosted by the classroom teachers and homeroom parents. Parents/guardians are given the opportunity to meet the teacher and para-teacher, as well as other parents/guardians. This is a parent-only event.

**Backpack:** Each student should have a backpack to carry home folders and other personal items.

## **Birthday Celebrations:**

When bringing snacks for your child's birthday you must bring store bought items. Please confirm with your child's teacher about the time.

## **Cafeteria:**

**Menu:** [http://www.tulsaschools.org/3\\_Parents/breakfast\\_lunch\\_main.asp](http://www.tulsaschools.org/3_Parents/breakfast_lunch_main.asp)

**Breakfast:** Available from 7:45-8:05 for \$1.10. Bus riders may enter after 8:05am if their bus arrives after that time.

**Lunch:** Kinder lunch is from 11:00-11:25 OR 11:10-11:35 depending upon the class. Children can bring their lunch or purchase it from the school cafeteria. The cost is around \$2.05. See TPS website link above for costs and information on free and reduced lunch.

**Account:** You may start an account with the Cafeteria Manager by bringing a check made out to EIS Cafeteria on the first day of school or set up an online account. Checks should be payable to EIS Café. <https://www.payschools.com/signup.asp?src=custom>

**Visitors:** Parents are encouraged to periodically come eat with their child (after the first month of school), and may purchase an adult meal for around \$3.00.

**Classroom Parties:** There are usually 2 parties a year. Parents and guardians are not required to attend but volunteers for planning and implementation are always welcome.

## **Communication/ and Yahoo Groups:**

- Parents are expected to provide contact information that is up to date.
- Information is communicated via home-n-backs, homeroom parents, PTA email blasts, and direct email.

- Each class will be assigned a “Yahoo Email Group” (you will receive an invitation to join the group by email). Administrators, teachers, PTA, and parents use this tool to communicate essential information to parents.
- Teachers will post “files” into the group, which are usually Power Point slides with homework that you can go over with your child at night. Teachers may post messages about class parties, projects, needs for the classroom, etc.
- Parents may post questions for the group and/or announcements and anyone can respond with answers or additional info.

It is the parent/guardians responsibility to check home-n-backs and their email and Yahoo Groups.

### **Contacting Teachers:**

You may contact your child’s teacher during his/her planning period and your call will be forwarded to their class. Otherwise, you may leave a message and he/she will return your call as soon as possible. You can also email them at the following addresses:

[diazmi@tulsaschools.org](mailto:diazmi@tulsaschools.org), [hiriajo@tulsaschools.org](mailto:hiriajo@tulsaschools.org), [hallla@tulsaschools.org](mailto:hallla@tulsaschools.org), [wellesa@tulsaschools.org](mailto:wellesa@tulsaschools.org).

### **Counseling:**

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. Contact the school counselor for more information.

### **Cubby:**

The teachers will assign your child a “cubby” (open locker) either inside or just outside of the classroom.

### **EIS Foundation:**

The Eisenhower International School Foundation (EISF) helps support the school, primarily through funding support for capital improvements projects, permanent long-term resource, learning initiatives, para-teachers, and scholarships for the Eisenhower Exchange Program, library, playground, etc. Memberships are \$25 a year or \$250 for a lifetime.

### **Extra-Curricular Activities:**

There are many opportunities for children beyond school-sponsored events. Information on these opportunities will be provided via Yahoo Groups and the Home-N-Back folders. These include, but are not limited to, Girl Scouts, Boy Scouts, Young Rembrandts, sport teams, Speech Arts, etc.

### **Field Trips:**

Field trips may include the State Fair, Pumpkin Patch, Kids’ World, Woodward Park, local library & the Tulsa Zoo. Parent/guardians volunteers are welcome (every volunteer must have a background check on file 1 week before field trip)! Funds raised at Fiestivale help pay for all EIS children to attend these fun field trips.

### **Fundraisers:**

**Fiestivale:** The school’s largest fundraiser that provides the PTA operating budget for the next academic year.

**Box Tops:** Talk about easy! Start clipping Box Tops from General Mills products and help the Eisenhower library purchase Spanish and French language books. This easy project requires only a pair of scissors and some watchful eyes. You’ll be surprised at the many products with Box Top labels on them. Encourage grandparents and neighbors to join in the project. The

classes compete to collect the most so put them in a “baggie” with the class name on it then deposit in the treasure chest box outside the office. [www.boxtops4education.com](http://www.boxtops4education.com)

**Spiffy Cleaners:** Spiffy's Cleaners donates a percentage of the total amount of sales from receipts turned in to the treasurer box in front of the school office. Spiffy's Cleaners has 4 locations in Tulsa: 55th & Harvard, 32nd & Harvard, 101st & Yale, & 81st & Yale

**Target Debit Card:** If you have a Target Debit or Credit card you save 5% on your purchases. Target will give back to EIS so make sure to sign up if you shop at Target

**EIS Foundation Para-Teacher Campaign:** Raises money to supply para-teachers in every classroom. Donations can be placed in the foundation mailbox.

### **Grandparents' Club:**

Contact Margaret Snellgrove for more information at [cleverdame2003@yahoo.com](mailto:cleverdame2003@yahoo.com) or call 918-409-8811.

### **Handicapped Parking:**

Please note that any parking spaces on the EIS campus marked as Handicapped Parking, are designated **by law** for use only by vehicles with a valid handicap parking permit visibly displayed as a permanent license plate or as a hang tag in the car window, and are for that use only, at all times - 24 hours a day, 7 days a week. No exceptions.

### **Home and Backs:**

Home and Back folders is a blue individualized folder sent home on Friday each week. Folders contain important school information and contain graded work etc. Parents should take the time to go through the folders and help students remember to return them each Monday morning to their classes. During holiday breaks the folders are usually not sent home. 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. Each class will have volunteer homeroom parents who help coordinate class outings, projects, the snack calendar, etc. These parents also serve as a great resource for parents. All homeroom parent activities should be coordinated and approved by the teacher and principal. Homeroom parents will be announced before school.

### **Immunizations:**

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

K-5th Grade Immunizations:

- 5 DPT or TD
- 4 Polio
- 2MMR
- 2 HEP A
- 3 HEP B
- 1 Varicella (unless the child has had chicken pox)

### **Inside/Outside Days:**

If weather permits, students will go outside during recess time. If there is inclement weather, students will stay in the 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 or doctor. The note should state the reason of illness.

**Kinder Drop-Off/Pick-up: TBA - Currently working on a new plan.**

### **Library:**

Hours 8:10-3:45. After school hours the student must have a parent with them or a pass and the doors will lock at 3:30pm, please be finished by 3:45pm.

- **Library Bags** - Each child will decorate their own "library bag," and during the day they may request to visit the library to check out books. They may check out two books each visit and have a week to bring it back. If they finish it sooner, they may return it and check another out. If the bag is destroyed or lost a replacement bag will cost \$2.50.
- **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 library after they have a permission slip signed by their parents on file with the library staff. Parents may also check out material from the library.

### **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.** 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 assistant 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.**

### **PTA:**

The PTA (Parent-Teacher Association) is a unit of the City Council of PTA. The purpose of this organization is to bring the home and the school into close relations so that parents and teachers may work together in the education of our youth. 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 encourages parents to become involved in their child's education. The Parent Teacher Association (PTA) meetings are the best way to stay informed and have a voice with respect to school issues. Meetings are held monthly at school at 6:30pm. Getting involved is also a great way to meet new friends and families! The PTA sends out email blasts regularly and has a lot of information on its Facebook page. Eisenhower strives for 100 percent participation in the PTA. Childcare is provided for toilet-trained children.

### **Para-teachers:**

The role of a para-teacher is to assist the certified teacher in educating children in the target language. They are responsible for providing instruction and assisting children in learning.

### **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 monthly bulletin of the dates of conferences and by the teacher of times available. We strive to have 100 percent participation during the conferences. 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).

### **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 announcements and special recognitions are made. The assembly begins promptly at 8:30 each Monday. Parents are welcome to attend.

### **Safety and Security:**

Due to security concerns, entrance to the building during school hours is limited to the south 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 statues. Lock-down procedures are in place for other emergencies.

### **School/Class Visitations:**

We request that parents do not visit the class or come to eat lunch with their child during the first month of school. This is to help them with the period of adaptation to the school environment. For many children it is difficult to separate from their parents at the beginning. Separating a child more than once during the day is not helpful in adapting to a whole day on their own at school.

After the first month we encourage you to come and eat lunch with your child once in a while. Also, if you would like to visit the class to observe your child you may do so with a 24 hour notice to the office and teacher. Our rule of thumb for observations is an hour or less.

### **School Sponsored Events**

- Hispanic Festival
- Mardi Gras
- Kids’ World

### **School Supplies:**

Each class will have a list of supplies that each student must provide. You have the option to purchase your own or pre-order school supplies through PTA at Kinder enrollment. If you pre-order, the supplies will be delivered by the PTA to your child’s classroom the first day of school. Teachers may also send out notices of supplies needed for special projects via email.

### **Snacks:**

Each homeroom parent/teacher will communicate how snacks will be managed for each class. Each child will be assigned a day to bring snacks for all of the children once a month or funds are donated and snacks are purchased for the entire class. Snacks must be healthy, nutritious and with minimal sugar content. Water bottles can be used or drinks can be provided as well. If you send one container for the class a gallon is sufficient. It is helpful if there are not a lot of choices.

**It is the policy of TPS that all snacks must be STORE BOUGHT and NUT FREE.**

### **Spirit Fridays:**

Spirit wear (red t-shirts, sweatshirts with EIS logos) can be purchased at the beginning of the year. Students are allowed to wear spirit wear and blue jeans on Fridays. Students also wear shirts when they participate in field trips and/or community events. Spirit wear is not mandatory.

### **Student of the Week:**

Each week 1 or 2 students from each class will be selected to be the "Student of the Week." This program is designed to recognize each student for being special and unique. There are no academic or behavioral requirements. The students are also recognized at the Monday morning "Rise-N-Shine" assembly.

### **Uniform Policy: This is MANDATORY**

EIS has a uniform policy. If a student fails to follow uniform policy the following procedure is in place.

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

Please refer to the Uniform Policy for details and contact information on uniform suppliers. Any family not able to provide uniforms can contact the school counselor for further assistance.

### **Visitors:**

Any time a visitor, parent/guardian enters the school (other than drop-off/pick up); he/she must sign in at the front office and wear a visitor sticker. Visitors must also check out.

### **Volunteers:**

The Eisenhower community welcomes and encourages volunteers! If you want to volunteer in the classroom or on field trips, the office must have a Volunteer Application on file in the school office. This goes for grandparents, aunts, uncles or anyone who wants to spend time in class or on field trips with the children. You must bring the volunteer application to the office along with your driver's license. This has to be done **every year**. Contact the PTA Volunteer Coordinator or Pam Patterson for more information.

### **Weather Cancellations:**

School closings due to adverse weather conditions will be announced over radio station KRMG, all Tulsa television stations and TPS website [www.tulsapublicschools.org](http://www.tulsapublicschools.org) by 6:30am.