

Jefferson County Public Schools

# Dwight D. Eisenhower Elementary

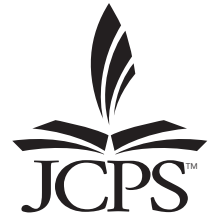


# 50 Years

1969-2019

## 2019-20 Parent and Student Handbook

Julie A. Cummings, Principal • Conni Strange, Assistant Principal • Marcella Crayton, Counselor





# School Calendar

## 2019-20

**First and Last Days for Students**   
8/14, 5/28\*

\*5/28 will be the last day of school unless there are days to be made up. Inclement weather may alter the school calendar, grading periods, and report card distribution dates.

**First and Last Days for Teachers**   
(No school for students) ..... 8/12, 5/29

**No School for Students** 

Labor Day ..... 9/2

Election Day ..... 11/5

Thanksgiving Break ..... 11/27-11/29

Winter Break..... 12/23-1/3

New Year's Day ..... 1/1


Martin Luther King Jr. Day..... 1/20


Non-School Day ..... 10/4, 5/1


Spring Break ..... 3/30-4/3


Primary Election Day ..... 5/19

Memorial Day ..... 5/25


Non-Flex In-Service   
8/13, 1/6

Professional-Development Flex Days   
10/7, 3/27\*\*

Professional-Development Gold Days   
11/4, 2/14

Parent-Teacher Conferences   
(No school for students)  
Conferences will be scheduled for 10/8 and 2/17\*\*.



\*\*Possible Make-Up Day

**Make-Up Days for Students.....** 

Missed school days will be made up in the following order: 2/17, 3/27, 5/29, 6/1, 6/2, 6/3, 6/4, 6/5, 6/8, 6/9, 6/10

Inclement weather will alter the school calendar. For information about weather-related delays or closings, follow local media or check for announcements on the district's website, Twitter account, and Facebook page. Updated calendar information will be posted on the district's website and on the JCPS Google calendar, which is accessible on your mobile device.


[www.jefferson.kyschools.us](http://www.jefferson.kyschools.us)

 JCPSKY  @JCPSKY


**JULY**

MON	TUE	WED	THU	FRI
1	2	3	4	5
8	9	10	11	12
15	16	17	18	19
22	23	24	25	26
29	30	31		




**AUGUST**

MON	TUE	WED	THU	FRI
			1	2
5	6	7	8	9
 12	 13	 14	15	16
19	20	21	22	23
26	27	28	29	30






**SEPTEMBER**

MON	TUE	WED	THU	FRI
 2	3	4	5	6
9	10	11	12	13
16	17	18	19	20
23	24	25	26	27
30				








**OCTOBER**

MON	TUE	WED	THU	FRI
				 4
 7	 8	9	10	11
14	15	16	17	18
21	22	23	24	25
28	29	30	31	






**NOVEMBER**

MON	TUE	WED	THU	FRI
				1
 4	 5	6	7	8
11	12	13	14	15
18	19	20	21	22
25	26	 27	 28	 29



**DECEMBER**

MON	TUE	WED	THU	FRI
2	3	4	5	6
9	10	11	12	13
16	17	18	19	20
 23	 24	 25	 26	 27
 30	 31			




**JANUARY**

MON	TUE	WED	THU	FRI
		 1	 2	 3
 6	7	8	9	10
13	14	15	16	17
 20	21	22	23	24
27	28	29	30	31




**FEBRUARY**

MON	TUE	WED	THU	FRI
3	4	5	6	7
10	11	12	13	 14
 17	18	19	20	21
24	25	26	27	28

**MARCH**

MON	TUE	WED	THU	FRI
2	3	4	5	6
9	10	11	12	13
16	17	18	19	20
23	24	25	26	 27
 30	 31			









**APRIL**

MON	TUE	WED	THU	FRI
		 1	 2	 3
6	7	8	9	10
13	14	15	16	17
20	21	22	23	24
27	28	29	30	

**MAY**

MON	TUE	WED	THU	FRI
				 1
4	5	6	7	8
11	12	13	14	15
18	 19	20	21	22
 25	26	27	 28	 29

**JUNE**

MON	TUE	WED	THU	FRI
 1	 2	 3	 4	 5
 8	 9	 10	11	12
15	16	17	18	19
22	23	24	25	26
29	30			



**Dwight D.  
Eisenhower  
Elementary**

Dear Parenting Friends,

It is my pleasure to welcome you to the new school year. I am pleased that you have chosen Eisenhower Elementary School as your child's school. Eisenhower has a reputation for providing a challenging, solid academic program for all students.

Our school also is recognized throughout the community as a school that welcomes parents as partners. I trust that this year will meet your expectations and mine as we work together as a community of learners.

The staff members of Eisenhower Elementary School strive to provide opportunities to each of our students to help them acquire the necessary academic and social skills to become productive citizens in our democratic society. Our school offers a safe and nurturing environment that supports success for all students. Academic and behavioral expectations are set high for all students.

Parents/Guardians play a very important role in their children's success. As a child's first teacher from the cradle to the schoolroom door, you have played a major role in preparing your child for formal education. Getting involved in your child's learning experiences is important and has a positive influence on the progress your child makes in school. I strongly encourage parent involvement in our school's Parent Teacher Association (PTA) and a commitment to volunteering and to participating in school functions. Each time a parent participates in a school activity, his or her doing so sends a powerful message to children that school and what is accomplished at school are important. Parents always are welcome at Eisenhower Elementary. I look forward to seeing you often in our school.

I encourage you to read this handbook and other materials that will be sent home. This information has been prepared to help your child succeed at Eisenhower Elementary School. All information and policies are in compliance with Jefferson County Public School (JCPS) District policies. Please keep this handbook for future reference. Should you have any questions, please contact the school at **485-8244**.

As a new school year begins, the staff of Eisenhower and I hold high expectations for the success of all of our students. With everyone doing his or her part in our community of learners, we will achieve success for all students.

Keeping children first,

*Mrs. Cummings*

Julie A. Cummings  
Principal



# School Information

## ☆ School Calendar and Hours ☆

A JCPS calendar for parents is provided in this handbook. The office hours are 8 a.m. to 4:30 p.m. School-day hours are 9:05 a.m. to 3:45 p.m. Students may not be dropped off at school before 8:30 a.m.

## ☆ School Information ☆

The address of the school is 5300 Jessamine Lane, Louisville, KY 40258. The office telephone number is **485-8244**. Our school fax number is 485-8552.

## ☆ School Communication ☆

Communications will be sent out via email and text using the School Messenger app/service. Parents can register to receive these communications at:

<https://www.jefferson.kyschools.us/schoolmessenger>

## ☆ Attendance ☆

Students are required by law to attend school every day and to be on time for school and all classes.

A student's absence is excused only if the student is ill, if she or he has a doctor/dentist appointment, or if there is a death in the family. In any of these situations, parents are expected to call the office (**485-8244**) and report the student's absence. A written note should be provided upon the student's return to school. Parents or students may request make-up work for excused absences. Three unexcused absences and excessive tardies are reported for investigation to the district's Pupil Personnel Office. Teachers are not required to give make-up work to students whose absences are unexcused.

Students who arrive at school late are required to sign in on an entry log. Parents are required to sign an exit log if they must pick up their child during the school day. Picture identification will be required of anyone picking up a student from school. In order for a student to be released to an adult, that adult's name must be listed on the student's enrollment form. A student will be marked tardy when he or she arrives after 9:05 a.m. and before 11:24 a.m. A student will also be marked tardy if he or she is signed out after 1:25 p.m.

## ☆ Bus Expectations ☆

Bus transportation is provided for all students who live more than one mile from school. Riding a bus is a privilege that comes with responsibility for one's safety. Do not eat, drink, or chew gum.

Jefferson County Public Schools

## Behavior Expectations

B	U	S
<b>Be Responsible.</b>	<b>Use Respect.</b>	<b>Stay Safe.</b>
<ul style="list-style-type: none"><li>• Be on your best behavior.</li><li>• Follow the driver's instructions.</li><li>• No food or drinks are allowed on the bus.</li><li>• Keep the bus clean.</li></ul>	<ul style="list-style-type: none"><li>• Listen to your driver.</li><li>• Use your inside voice.</li><li>• Keep your hands, feet, and objects to yourself.</li><li>• Use appropriate language.</li></ul>	<ul style="list-style-type: none"><li>• Stay seated at all times.</li><li>• Keep your head, hands, and feet inside the bus.</li><li>• Please do not distract the driver.</li><li>• Watch for the driver's signal before crossing the street.</li></ul>

www.jefferson.kyschools.us Equal Opportunity/Affirmative Action Employer Offering Equal Educational Opportunities JCPS Department of Transportation

Consequences for inappropriate behavior on the bus may vary depending on the severity and/or number of referrals that a student has received. Consequences include the following:

- Assigned seat or change in seating
- Parent is contacted
- Student conference with administrator
- Constructive assignment
- Contract to improve behavior
- Loss of privilege (e.g., participation in a field trip, in a school activity or in extended physical education)
- Suspension from the bus or school
- Parent conference with administrator

When a student is suspended from the bus, it is the parent's responsibility to transport the child to school. If the child does not attend school, his or her absence is unexcused.

Parents are encouraged to meet their child's bus driver at the morning or afternoon bus stop. A cooperative and supportive relationship between the parents and their child's bus driver helps ensure students' safe transport to and from school.

## ☆ Bus Transportation ☆

Bus route information is available through the JCPS website at [www.jefferson.kyschools.us](http://www.jefferson.kyschools.us). You may contact the assigned bus compound at the following numbers.

- Lee's Lane Compound: **485-7055**
- Hoke Compound: **485-3147**
- Special Needs Compound: **485-6088**

If a bus is late picking up your child or returning him or her home, please call the compound for the most accurate information about your child's bus. Please record your child's bus number and color code near your home phone to assist compound personnel in answering any of your concerns.

## ☆ Cafeteria ☆

The Eisenhower cafeteria serves a tasty, nutritious breakfast and lunch each day for children and adults. Parents are invited to join their children for lunch, and a lunch schedule is provided for your planning. Students are provided a 20-minute lunch period each day. Breakfast is served in the morning prior to the start of class. Menus are available online at <https://jcps.nutrislice.com/menus-eula>

All students may receive a free breakfast and lunch each day. This is a benefit for all students due to our status as a Community Eligibility school.

Eisenhower is a Health Promotion School of Excellence (HPSE). We promote healthy food choices. Our cafeteria has been recognized as a USDA Bronze-Level Team Nutrition School in the HealthierUS School Challenge. In an effort to promote healthy food choices, fast food and cola products are prohibited in the school cafeteria. Please refrain from bringing your child fast-food lunches at school.

## ☆ Curriculum and Instruction ☆

Kentucky public schools have adopted Common Core Academic Standards. These standards establish expectations of what every student should understand and be able to do by the end of each grade in school. The instruction and curriculum materials used at Eisenhower will provide the experiences, content, and practice to meet these expectations. The following curriculum programs will be implemented:

- Reading/Literacy: Rigby Reading, Accelerated Reader, Journeys, StoryWorks
- Science: FOSS Science Modules with Next Generation Science Standards updates
- Social Studies: Houghton Mifflin Social Studies, History Alive
- Study Island
- Moby Max Math and Reading

Supplemental instruction and support are provided through our Exceptional Child Education (ECE) Program teachers, instructional assistants, and intervention teachers. Intervention programs used include Study Island, small groups, and before-/after-school Extended School Services (ESS).

Accelerated learning instruction is provided to identify students who qualify for the Advance Program and Primary Talent Pool. Advance Program teachers enrich student learning through project-based learning, an accelerated curriculum, and individualized computer-based programs, such as Study Island Pathways and Google Classroom.

## ☆ Discipline ☆

Eisenhower Elementary follows the discipline policies and procedures of the JCPS *Student Support and Behavior Intervention Handbook*. Administrators, teachers, students, and parents must understand and support these discipline policies. Each student receives a copy of the JCPS *Student Support and Behavior Intervention Handbook* and the

*Student Bill of Rights* during the first week of school. Please review these with your child, and return the Acknowledgment of Receipt to his or her teacher.

Students are strictly held accountable for their conduct. Constructive assignments, restitution, mediation, loss of privileges, and punishments are school measures for failure to follow the rules. Persistent failure to follow the rules results in disciplinary action outlined in the *Student Support and Behavior Intervention Handbook*. Each student's teacher notifies the student's parents immediately if the student's conduct is unacceptable.

Eisenhower has adopted school rules to establish expectations for appropriate and responsible behavior. These expectations are:

<b>S</b>	SAFETY first.
<b>O</b>	We OWN our behavior.
<b>A</b>	We ACHIEVE our goals.
<b>R</b>	We respond RESPECTFULLY.

Teachers are expected to maintain friendly and fair, yet firm, discipline with the complete support of each student's parents. Teachers are responsible for correcting any infraction of rules that they observe in any area of the school or on the school grounds.

## ☆ Dismissal ☆

To safeguard all students during dismissal, please follow the procedures listed below.

**Bus Riders:** Students who ride buses home are dismissed through the front doors to the loading area. The front circular drive is to be used by buses only.

**Car Riders:** Car riders are dismissed from the rear of the building. Parents who wish to pick up their car rider must obtain a car-rider number in the school office. Students are called to their cars as the cars proceed through the car-rider procession.

**Walkers:** Walkers are dismissed from the rear of the building.

**Bike Riders:** Bike riders are dismissed from the front entrance of the school after all buses have cleared the front-loading area.

No student should be picked up from the office or lobby area. Parents should not gather at the school's rear door, in the front lobby, in the hallways, or at their son or daughter's classroom to claim their child. The safety of our students is the primary concern during dismissal. Plans may be revised at any time in the interest of safety. Parents are always notified of changes in the dismissal procedures.



☆ **Emergency Information** ☆

For your child’s safety, please provide the school with emergency contact information on his or her school enrollment form. Any medical problems your child may have should be noted, along with specific directions for his or her care. A current telephone number (home, work, cellular, pager, emergency) and address information is vitally important. Please update our records immediately if your information changes during the school year.

In the event of inclement weather, the local news media will broadcast whether school is in session, is canceled, or will be dismissed early. News media announcements are official. Information is not available earlier at the school. If the school is dismissed early, it is necessary to designate an alternate location for your child. Please make these arrangements, and note them on your child’s enrollment form.

☆ **Field Trips** ☆

Field-trip experiences are planned to enhance student learning by complementing instructional experience. These excursions are planned curricular activities in which all students are expected to participate. Parents are notified of planned field trips in advance, and signed permission slips are required before students are permitted to participate. Students are not excluded from field trips due to an inability to pay any necessary fees. Students are expected to display appropriate behavior on field trips and to represent Eisenhower Elementary School by exhibiting exemplary attitudes and behavior. Parents may be asked to chaperone students on field trips; however, an approved School Volunteer Records Check Form must be on file before a parent may act as a chaperone. Siblings are not to participate in field trips.

☆ **Health Requirements** ☆

In accordance with the Kentucky Cabinet for Health Services, 902 KAR 2:060, Section 2, immunizations are required for students to attend school. Each student shall have the Kentucky Immunization Certificate, EPID-230, (an original, not a copy, is requested) on file within two weeks of enrollment. The certificate must be signed by any duly licensed medical or osteopathic physician, nurse practitioner, or local health department provider and must show the dates that all vaccines were administered. Generally, the required vaccines are Haemophilus influenzae type b conjugate (Hib); measles, mumps, rubella (MMR); hepatitis B; diphtheria, tetanus, pertussis (DTP, DTaP, Td); polio (OPV/IPV); and varicella (chickenpox). New in 2018-19, all students are required to have the HepA vaccination (two doses) before school starts.

A completed Preventative Health Care Examination Form for Kentucky school children is required within two months after the first day of attendance in a Kentucky school. The examination may be performed by a licensed physician, by an Advanced Registered Nurse Practitioner (ARNP), by a physician assistant, or by an Early Periodic Screening, Diagnosis and Treatment (EPSDT) Special Services provider

from any state. This form must be submitted as proof of an examination that has been given no earlier than one year prior to or 60 days after the first day of attendance in a Kentucky school.

An eye examination is required for students between 3 and 6 years old (first year at lowest level: public school, public preschool, or Head Start). Present the completed Kentucky Vision Examination Form no later than **January 1** of the first year that the student is enrolled in a public school, a public preschool, or Head Start. The examination must be completed by an optometrist or ophthalmologist.

Five- and 6-year-old students entering school for the first time are required to have a dental exam. The completed Kentucky Dental Examination Form is to be presented to the school office.

Parents should report all illnesses to the school, and parents are urged to call the school immediately to report a diagnosed, contagious disease so that provisions can be made for the protection of other students.

Students with such health conditions as epilepsy, diabetes, asthma, allergies, and heart disease must have an emergency information card on file in the school office. In addition, physician’s authorization forms may need to be completed for some health conditions. Parents are urged to keep emergency phone numbers up to date at all times. For more information, call the Health Services Office at **485-3387**.

Students who require medication during school hours must have a signed, notarized **Authorization to Give Medication Form** on file. The medication must be sent to school in its original container with the prescription label attached. Medication must be kept and supervised by school personnel.

During the school year, elementary school students participate in vision and hearing screenings. Schools may also conduct head lice screenings as needed. Parents who do not want their child to participate in such screenings should notify the school in writing and be prepared to present evidence of a screening by their personal health-care provider.

☆ **Homework** ☆

Eisenhower’s School-Based Decision Making (SBDM) Council has adopted a homework guideline policy. Completing homework is an opportunity for your child to independently practice the skills being taught in the classroom and is counted as part of his or her grades. The time each student spends on homework should be as follows.

Grade Level	Frequency Total Daily Time	Comprehensive/ECE Total Daily Time	Advance Program
P1 (Kindergarten)	Daily (four days)	10 to 15 minutes	N/A
P2–P4/5 (Primary)	Daily (four days)	25 to 30 minutes	N/A
Grades four and five (Intermediate)	Daily (four days)	45 to 60 minutes	90 minutes* (including reading)

\*Reading is separate from other assignments and should be assigned for 20 minutes. Project assignments are included as part of the daily homework. All classes use Homework Agenda booklets or teacher-made homework folders in which students are expected to record their assignments. Exceptional Child Education (ECE) teachers and Comprehensive Program teachers collaborate on homework assignments so that the total time that a student spends on homework does not exceed School-Based Decision Making (SBDM) Council guidelines. If teachers require a parent/guardian signature, they will share that information at the beginning of the school year. Keep in mind that the amount of time a student spends on homework depends on his or her work and study habits. If a student has a tendency to daydream or is easily distracted, he or she will spend more time on assignments. If a student consistently is expending his or her best effort in home study and still exceeds the recommended average daily time, parents should inform the child's teacher.

Students are expected to:

- Write down assignments before leaving school.
- Make sure necessary books and supplies are taken home.
- Have a fixed time and place to study and allow nothing to interfere.
- Have all materials together before beginning to work.
- Keep completed papers together in assignment folders.
- Return completed assignments promptly so as not to get behind.

Homework should be the student's responsibility and not the responsibility of parents! Students should do their own work and ask a parent/guardian to review it.

Teachers are to notify a parent/guardian of consequences to be implemented when homework is not completed on time. These consequences may include but are not limited to:

- The student's taking notes from his or her teacher to his or her parent/guardian.
- A conference among the student, his or her parent/guardian, and the student's teacher and/or an administrator.
- The student's earning a zero on his or her assignment(s).
- The student's losing his or her classroom privileges (outdoor activities/special events).
- The student's being assigned to after-school detention.
- The student's losing such school privileges as programs, assemblies, field trips, special responsibilities, and/or team membership.

### ☆ Instructional-Fee Waiver ☆

An Instructional Fee Waiver Form is included in your back-to-school packet and must be completed and on file for students to receive this waiver. Forms are available throughout the year and may be requested through our school book-keeper. Parents who wish to waive their right for an instructional-fee waiver may contribute toward the cost of field trips, supplies, etc., by completing an additional waiver form.

### ☆ Photo/Video/Website Release ☆

A form will be sent home for parents to sign to give permission for photographs of students to be taken and reproduced in classroom, school, and district publications. Students with signed release forms also may be featured in news stories by the local media.

### ☆ Reporting Student Progress ☆

Reporting of student progress at the elementary level conforms to state and local regulations, with students receiving report cards four times throughout the year.

If a teacher observes a decline in a student's work, attitude, or behavior, he or she notifies the student's parent immediately. If the parent cannot be contacted by telephone, the teacher mails a written notice home. This prompt notice allows time for the student, the parent, and/or the teacher to take positive action before a serious problem develops. It is important that the teacher and the parent communicate on a regular basis. The parent should always provide a telephone number so that the school can contact him or her if a problem arises. Parents may access student grades and attendance using Parent Portal. Parents can register for Parent Portal at <https://www.jefferson.kyschools.us/login/parent-portal>

The codes to be used for reporting student progress are:

<b>Primary:</b>	<b>O</b> Outstanding	
	<b>S</b> Satisfactory	
	<b>NI</b> Needs Improvement	
	<b>U</b> Unsatisfactory	
<b>Intermediate:</b>	<b>A</b> Above Standards	90–100%
	<b>B</b> Meets Standards	80–89%
	<b>C</b> Approaching Standards	75–79%
	<b>D</b> Below Average	70–74%
	<b>U</b> Substantially Below Standards	Below 70%

### ☆ Supplies and Instructional Materials ☆

Teachers provide a list of supplies needed each school year. Additional supplies may be needed once materials are used. Materials provided by the school are to be used respectfully by students and returned at the conclusion of the school year. Parents are responsible for replacement cost of materials, books and technology equipment that is damaged or lost.

### ☆ Technology ☆

All Eisenhower Elementary classrooms, offices, and the computer lab are equipped with up-to-date technology resources. With this access comes the responsibility to use computer equipment and privileges appropriately. All students are required to have a JCPSNet Acceptable Use Policy Agreement Form on file.

## ☆ Uniform Policy ☆

Eisenhower Elementary has adopted a uniform policy for students. Uniform clothing is available at many area stores. The following items are acceptable for school attire.

### Tops

- Red, white, and blue (solid color)
- Shirts must have sleeves and a collar. (Polo-type, oxford, and turtleneck shirts are acceptable.)
- Sweaters and sweatshirts (cardigan, crewneck, or V-neck) may be worn with a shirt.
- All shirts must be tucked in neatly.
- All clothes with Eisenhower logos are approved attire.

### Bottoms

- Tan/Khaki, blue, and black (solid color)
- Pants must be cotton twill or cotton blend only.
- Plain- or pleated-front pants are acceptable.
- Logos and labels must be removed from pants.
- The following are **not** acceptable: blue jeans, denim pants, wide-legged pants, flare or bell bottoms, sweatpants, cargo styles, leggings, cut-off shorts, denim shorts, or shorts with labels.
- Shorts must be uniform style and knee length.
- Skirts, skorts, capri pants, and jumpers (girls only) must be uniform style.
- Socks or tights (red, white, or blue) must be worn.

### Additional Notes

- All students wearing pants with belt loops must wear belts. Standard or braided solid-color belts are acceptable. (No detachable or decorative belt buckles are allowed.)
- Pants must be worn at the waist.
- Shoes should be athletic or closed-toe and closed-heel only. Sandals and shoes with open heels are not allowed.
- Socks must be worn with shoes.
- Jewelry: No medallions or necklaces are to be worn outside the uniform shirt. No jewelry with drug-, alcohol-, or violence-related information is permitted. Earrings must be small and stud style. No dangling earrings are permitted.



- No makeup, false nails, or unnatural hair colors are permitted.
- Clothes should be neat and in good condition.
- Out-of-uniform days are advertised in advance.

## ☆ Visitors and Volunteers ☆

Eisenhower Elementary encourages parent, family, and community involvement. Some guidelines have been developed to maintain a safe and productive learning environment for children. All visitors to the school must conduct themselves in a manner that does not interfere with the daily operations of the school. For the safety of our students and staff, **all visitors are required to present an ID and report to the office upon arrival**, to sign our log book, and to obtain a visitor's badge.

Parents are invited to participate in school and classroom functions and activities. We welcome volunteers and appreciate your contributions of time and talent. When volunteering or visiting, please follow these guidelines:

- Report to the office. Sign in and wear a visitor's badge.
- Schedule an agreed-upon time to volunteer with your child's teacher prior to your arrival. This makes the most of your time and brings the greatest benefit to the teachers and students.
- Notify a staff member should you observe any inappropriate behavior.
- Refrain from interrupting a teacher during instruction, supervision of students, or dismissal.
- In-class visits and in-class volunteering should be by adults only. Please make other arrangements for younger siblings.
- When parent chaperones are needed for field trips, younger siblings are not allowed to join the students for these experiences.
- For early dismissals, students are dismissed from the office. Please do not go to a classroom to wait for the release of your child.

For the safety of all students and staff, volunteers are required to complete a School Volunteer Records Check Form. Enclosed in this packet is a form to be completed for this process. Once the volunteer-records check has been completed, approved volunteers may accompany students on field trips and assist teachers with small groups and individual students. If you have already completed a School Volunteer Records Check Form, it is not necessary to complete another. Thank you for your cooperation.

### Behavior Standards

(In accordance with JCPS Civility Policy)

Persons coming onto District property shall be under the jurisdiction of the site administrator or designee. District employees shall be courteous and helpful in interacting and responding to parents, visitors, and members of the public. In turn, individuals who come onto District property or contact employees on school or District business are expected to behave accordingly. Specifically, actions that are discouraged and may warrant further action include, but are not limited to:

- Cursing and use of obscenities,
- Disrupting or threatening to disrupt school or office operations,
- Acting in an unsafe manner that could threaten the health or safety of others,



- Verbal or written statements or gestures indicating intent to harm an individual or property, and
- Physical attacks intended to harm an individual or substantially damage property.

Employees who fail to observe these standards in their own behavior shall be subject to appropriate disciplinary measures, up to and including termination.

### Employee Options

In cases involving physical attack of an employee or imminent threat of harm, the first priority shall be for employees to take immediate action to protect themselves and others. In the absence of an imminent threat, employees shall attempt to calmly and politely inform the individual of the provisions of this policy and/or provide him/her with a copy. However, if the individual continues to behave in a discourteous and uncivil

manner, the employee may respond as needed, to include, but not be limited to, the following options:

- End a telephone call;
- End a meeting;
- Ask the individual to leave the school;
- Call the site administrator or designee for assistance; and/or
- Call the police.

Employees shall submit to their immediate supervisor, as soon as possible, a written incident report for all such occurrences. The Superintendent/designee, on advice from the General Counsel, shall determine whether an incident indicates the need for a restraining order or pursuit of other legal options on behalf of the District. Individual employees are free to pursue other legal courses of action.

# Student and Family Services

## ☆ Counseling and Guidance Program ☆

The Counseling and Guidance Program promotes preventative and proactive positive life skills. We promote individual responsibility, self-esteem, respect for self and others, coping with peer pressure, conflict resolution, and career exploration as well as prevention education for drugs, alcohol, and violence. Individual and small-group counseling can be arranged for various needs through the counselor, as can referrals for family counseling, mental-health counseling, or other needed services.

Service learning is an important part of our counseling and guidance program. Students are given opportunities to help our school, local, and global communities through projects and fundraising. Our Student Council members plan to support these projects throughout the year.

Please call anytime to make an appointment with our school counselor to discuss any concerns you may have regarding your child.

## ☆ Assessment Schedule ☆

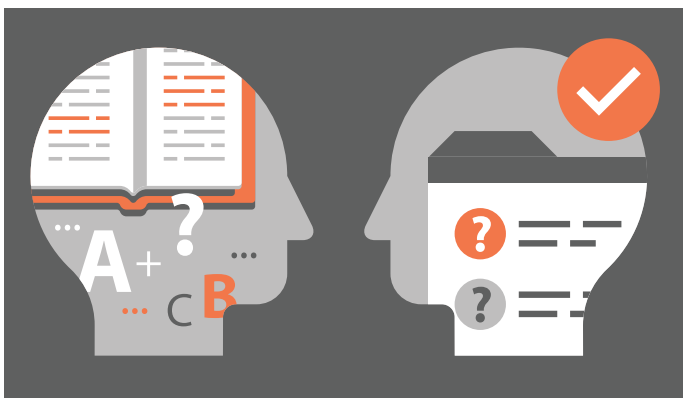
Subject Tested/ Grade	P1 (K)	P2 (Gr. 1)	P3 (Gr. 2)	P4 (Gr. 3)	Grade 4	Grade 5
Brigance Kindergarten Screener	✓					
STAR Reading		✓	✓	✓	✓	✓
MAP Growth Assessment	✓	✓	✓	✓	✓	✓
State-Mandated Testing				✓	✓	✓
K-PREP Reading				✓	✓	✓
K-PREP Math				✓	✓	✓
K-PREP Science					✓	
K-PREP Social Studies						✓
Advanced Placement Test				✓	✓	✓

## ☆ Parent Teacher Association ☆

Eisenhower's Parent Teacher Association (PTA) is an organization dedicated to enhancing our students' school experience through parent involvement and school support. The PTA meets several times throughout the school year and provides opportunities for students to demonstrate learning and talents. You are invited to attend all meetings and to support all activities.

The PTA supports our students with activities that include Open House, Kentucky Kids' Week, Cookies and Crafts with Santa, Field Day, Fall Festival, Holiday Music Night, Talent Show, Family Dances, parties, picture days, health services, student recognitions, holiday food baskets, uniform-attire sales, and cultural arts programs.

PTA membership is strongly encouraged. The National PTA



is the largest advocate for our country's children, and your membership supports their work. Your membership also demonstrates support for our school and enables our PTA to sponsor many worthwhile and enjoyable activities for children and families. Annual membership dues are \$5, and a membership drive is held at the start of the school year.

### ☆ School-Based Decision Making Council ☆

With the enactment of the Kentucky Education Reform Act (KERA), parents were recognized as important stakeholders in their children's education. Elected parent representatives from the Eisenhower parent community may now participate as members of our SBDM Council. The council is responsible for setting policy in many areas of school procedure and process. The council meets periodically throughout the year, and all meetings are open to the public. Meeting dates, agendas, and minutes are posted in the school and in school newsletters.

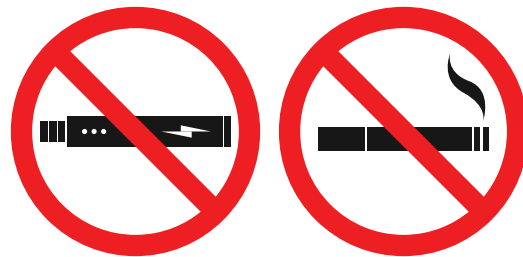


### ☆ Family Resource Center ☆

The Family Resource Center (FRC) at Eisenhower Elementary can help provide assistance to families in need. The FRC plans many special programs throughout the year for both students and parents. Check your child's backpack on a regular basis for fliers that advertise upcoming events and activities.

The FRC collects gently used uniforms. If you have any of these items at home, please donate them to the FRC. If you are in need of uniforms, please call the FRC at **485-8244**.

Families experiencing hardships may also contact the FRC to assist with referrals for housing, utility assistance, counseling services, and health services. The FRC's priority is removing barriers to education.



### ☆ JCPS Tobacco Policy ☆

Smoking and vaping are prohibited, this includes the action of "smoking" with an electronic device or similar instrument. No one may carry or possess tobacco products on school property or at school functions. School personnel have the authority to confiscate tobacco products. If a student violates this rule, he or she will be subject to in-school disciplinary measures and the parent/guardian will be notified and/or asked to come in for a conference. Violators will be given information about the health risks of tobacco use and information about the help available if they decide to quit. After repeated offenses, a student may be suspended. The length of the student's suspension may be reduced by his or her participating in programs recommended by JCPS Safe and Drug-Free Schools/Student Relations.

## JEFFERSON COUNTY PUBLIC SCHOOLS Equal Opportunity Policies

### Equal Employment Opportunity Employees/Applicants

The Jefferson County Public School District shall not discriminate in recruitment or employment on the basis of age, color, disability, marital or parental status, national origin, race, sex, sexual orientation, gender identity, gender expression, veteran status, religion, genetic information, or political affiliations or beliefs. The District shall promote equal opportunities through a vigorous affirmative action program as an integral part of personnel policy and practice in the employment, development, advancement, and treatment of employees of the Jefferson County Public Schools.

### In the Event of Questions

Employees or applicants, report to immediate superior, the appropriate personnel administrator, the Compliance and Investigations Office, or the appropriate enforcement agency if you believe you have experienced harassment/discrimination.

### Equal Educational Opportunity Students/Parents or Guardians

No student shall be denied equal educational opportunity by the board of education because of his or her age, color, disability, marital or parental status, national origin, race, sex, sexual orientation, gender identity, gender expression, veteran status, political affiliations or beliefs, or religion.

Harassment/Discrimination of any type is not permitted. A student has the right to attend school free from harassment and should not be subjected to discrimination for any reason. Schools will strive to ensure that these rights are protected and that appropriate consequences are provided to offenders.

### In the Event of Questions

Students and parents/guardians, report to principal, the Compliance and Investigations Office, or the appropriate government agency if you believe you have experienced harassment/discrimination.

Noncompliance with the above policy and procedures may result in disciplinary action.

### Discrimination Grievance Procedure

The Jefferson County Public Schools Discrimination Grievance Procedure is available at local schools, on the Jefferson County Public Schools website at [www.jefferson.kyschools.us](http://www.jefferson.kyschools.us), or in the Compliance and Investigations Office, C. B. Young Jr. Service Center, 3001 Crittenden Drive, Louisville, KY 40209. Contact Dr. Georgia Hampton, Compliance and Investigations director, at **485-3341**, or call or write one of the following enforcement agencies:

### Equal Employment Opportunity Commission

600 Dr. Martin Luther King, Jr., Place, Suite 268  
Louisville, KY 40202  
(502) 582-6082 | [www.eeoc.gov](http://www.eeoc.gov)

### U.S. Department of Education, Office for Civil Rights

Wanamaker Building, Suite 515  
100 Penn Square East  
Philadelphia, PA 19107-3323  
(215) 656-8541 | [www.ed.gov](http://www.ed.gov)

### Kentucky Commission on Human Rights

The Heyburn Building, Suite 1400  
332 West Broadway  
Louisville, KY 40202  
(502) 595-4024 | <http://kchr.ky.gov>

### Louisville Metro Human Relations Commission

410 West Chestnut Street, Suite 300A  
Louisville, KY 40202  
(502) 574-3631 | [www.louisvilleky.gov/HumanRelations](http://www.louisvilleky.gov/HumanRelations)



[www.jefferson.kyschools.us](http://www.jefferson.kyschools.us)  
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