

# The EAGLE Parent Organization (EPO) Handbook

*(August 2016)*

Welcome — or welcome back — to EAGLE School!

EAGLE is a place brimming with engaged students, dedicated staff, committed parents, and plenty of activity. Because of all this activity, it can be a confusing place, as well. Whether you're new or have been here for years, you may have questions about a few things. The leaders of the EAGLE Parent Organization (EPO) are here to help! We offer this handbook as a resource for you. With it, we hope to acquaint you with the school and the EPO; to inspire you to share your skills and talents as a volunteer; and to answer questions you have about school-related topics.

The EPO Handbook serves to complement the school website ([www.eagle-school.org](http://www.eagle-school.org)), the Family Handbook, and Family Directory. Please consult those documents for EAGLE's academic calendar, homerooms and unit parents, expectations of students, and contact information for faculty, staff, and families.

*EAGLE School is a nonprofit 501(c)(3) organization, and its community benefits from the donations of parents and other supporters, particularly in generating funds for scholarships. The scholarship fund has helped some outstanding students receive the education they needed despite modest household means. Occasionally, current students find themselves in altered circumstances (e.g., a parent loses a job). Support from this fund allows them to continue their studies at EAGLE.*

# An Overview of EAGLE School

## History

In 1982, Betty Conner and Mary Olsky, both educators and both parents of gifted children, started EAGLE School with twelve students in one room at the Regent Street Hoyt School. Three decades later, this distinctive school community has settled at 5454 Gunflint Trail — a beautiful wooded setting that educates and nurtures over 200 young minds, bodies, and spirits every year.

As co-directors, Betty and Mary ran the school for many years. When Mary announced that she was planning to retire, the school hired Carole Mason, former WCATY Program Director and Stoughton School District Gifted and Talented Coordinator, and prepared for a transition of leadership. Carole started in 2007 and phased in over three years, learning first Mary's job and then Betty's, until Betty retired in May 2010 and left the school in Carole's hands.

In 2014, EAGLE School expanded, and with the completion of a 21,000 sq. ft. wing, our learning community is now enjoying several new classrooms; an outdoor science space and greenhouse; two computer labs; new rooms for art, music, band, and strings; and a magnificent performing arts center.

As we continue to deepen our roots and widen our wings, we remain deeply grateful to Betty and Mary for founding and developing this special place. What began as their vision has grown into a dream destination for many.

## EAGLE School Facts

*EAGLE is an acronym for Exemplary curriculum; Accelerated content; Guidance and counseling; Latitude in teaching strategies, learning styles, and environment; and Enrichment as an integral element.*

## **EAGLE School Board of Directors**

The EAGLE Board of Directors provides support and guidance to the director and the school. The Board typically convenes four times a year. Its members include professionals from the community, parents of current and former EAGLE students, co-founder Mary Olsky, and a faculty liaison. The president of the EPO also serves as a liaison to the EAGLE School Board.

## **Office Staff**

Assisting our director in the main office are Finance Assistant Wade Neitzel, Student Services Coordinator Ann Larget, Admissions Coordinator Mary Kay Butterfield, Office Assistant (covering Study Club and Volunteer Coordination) Jimlene Pleva, and Guidance Counselors Susan Findley and Kelly Anderle. During the school year, parents can reach someone in the office between the hours of 7:30 a.m. and 4:00 p.m. During the summer, office hours are 9:00 a.m. to 3:00 p.m. In the reception office, Susan Thompson serves as the go-to person for a wide range of tasks, questions, and problems. Susan is here daily from 8:15 a.m. until 12:45 p.m.

## **Parent Aides**

Based in our staff workroom, parent aides assist the school in many ways: making copies, covering books, tracking supplies, supervising lunch, etc. Morning aides work from 8:25 a.m. to 12:45 p.m., and afternoon aides work from 11:10 a.m. to 3:10 p.m. In May, parents may apply for one of these half-day positions for the following school year. Preference is given to returning aides.

## Class Units

EAGLE School groups students into units, Nest through MS 7/8s. Units are roughly equivalent to grades but may include a broader age range than in other schools. For example, a class of 6/7s may include students who are sixth grade age and students who are seventh grade age. EAGLE currently offers two units at each level.

## The EAGLE School Day

**Early Arrival:** Students who must arrive at school before 8:00 a.m. should enter the building through the back doors of the Commons, where there will be a teacher supervising “early arrivals” from **7:40 to 8:00 a.m.** These students are expected to wait patiently and quietly in the Commons until they are dismissed at 8:00 a.m. This “before school option” is only for families who must head to work early; it is our hope and recommendation that most students will continue to arrive between 8:00 and 8:20 a.m., with every child in a classroom and ready for the start of the day at **8:25 a.m.**

**Early Bird Gym:** From 8:00 – 8:20 a.m. students may play in the gym under the supervision of the physical education teacher.

Period 1	8:25 – 9:10	Students should be seated in their classrooms, with their materials, ready to participate at 8:25 a.m.
Period 2	9:10 – 9:50	
	Break	Students eat snacks, use restroom, retrieve materials from lockers, etc.
Period 3	10:00 – 10:40	
Period 4	10:40 – 11:20	
	1 <sup>st</sup> lunch 2 <sup>nd</sup> lunch	Younger students eat from 11:20 to 11:50 while older students are at recess. Older students eat from 11:50 to 12:20 while younger students are at recess.
Period 5	12:20 – 1:00	
Period 6	1:00 – 1:40	
	Break	
Period 7	1:50 – 2:30	On Fridays, homeroom time and TGIF replaces 7th and 8th periods.
Period 8	2:30 – 3:10	

**Pick-up:** 3:10 – 3:25 p.m. To be considered “on time,” **parents are expected to pick up their children at 3:10 p.m.** At 3:25 p.m. all students come to the doors by the main office to wait. At 3:40 p.m., all remaining students are brought to the multi-purpose room to join Study Club, and parents are billed at the \$12 per hour rate.

**Study Club:** 3:25 – 5:30 p.m. EAGLE’s after-school Study Club provides students with two hours of teacher-supervised time for study and recreation. Participants may stay for one or both hours at a cost of \$12 per hour. Parents register through *SignUpGenius*.

## The EAGLE Parent Organization (EPO)

### **Mission**

The EPO exists to enrich the experiences of our children; to support the faculty and staff in their work; to enhance communication between parents and the school; and to serve as a support system for all parents.

### **Membership, Meetings and Dues**

All EAGLE parents are members of the EPO and are invited to attend our meetings on the second Tuesday of every month at 8:30 a.m. in the EAGLE Commons. Annual dues of \$20 per family are collected before the start of each school year.

### **EPO Board of Directors and Officers**

The EPO has a Board of Directors comprised of up to 12 parents, with two-year terms, staggered so that each Board includes both seasoned members and newcomers. In late spring, the EPO Board proposes a slate of candidates and holds elections to choose incoming board members for the following school year.

The Board elects officers from among its ranks: a president, vice president, treasurer, and secretary. (Alternatively, some Boards have had two co-presidents and no vice president.) Officers serve one-year terms and retain voting rights as Board members while serving as officers.

Each Board member acts as a liaison between the EPO Board and the chairs of one or more EPO committees. The committees should do the majority of the work; the Board members mainly serve as facilitators and links to the Board.

## School-Related Topics

Even veteran parents come upon programs or topics at EAGLE that are not self-explanatory. This section attempts to clarify some of these, and it is followed by the many ways you can volunteer to help support the activities introduced below.

### **Aerie-Gram**

Every Thursday the weekly newsletter, the Aerie-Gram, is delivered to you electronically. The Aerie-Gram is also posted on the website. Please read the Aerie-Gram each week. It contains a calendar of events, important reminders, and a variety of sign-up activities that should not be missed. If you have an article idea, submissions should be emailed to Mary Kay ([marykay@eagleschool.org](mailto:marykay@eagleschool.org)) by 9:00 a.m. on Wednesday.

### **Alcohol and Drug Education for MS 7/8 Students**

EAGLE's MS 7/8 students spend a week in the spring learning about the physical, emotional, and social effects of alcohol and drug abuse. Community speakers offer presentations; science classes focus on these topics; and packets of information are provided to both students and parents that can serve as starting points for family discussions on this important subject. If you have questions or concerns about this program, please speak to the guidance counselors.

## **Back-to-School Night**

On Back-to-School Night in September, parents move from classroom to classroom to hear presentations by each of their children's teachers. The teachers explain their curricula, homework expectations, and communication procedures. Parents of eighth graders also attend an informational meeting about the Washington Workshops program. Every family should have at least one parent attend Back-to-School Night. If you have more than one child at EAGLE, you'll have to choose which presentation to attend during each time slot. Please note that Back-to-School Night is an event for parents only. Childcare is not provided at the school, so make arrangements in advance that allow you to attend.

## **Band/Strings**

Starting at the 3/4 level, EAGLE students may join the band program. Starting as early as Primary level, EAGLE students may join the strings program. The Band Director and strings teachers help the novices try out different mouthpieces and decide on instruments that suit them. During their first year, Beginning Band students practice together on Mondays during recess. After that, students may join the Advanced Band, which practices on Mondays after school. Strings teachers offer private and group lessons during QRTs for both beginning and experienced players. Ensembles rehearse on Tuesdays or Thursdays. There is a fee for each program. Concerts are in December and May.

## **Birthdays**

Students celebrating birthdays may provide treats for all unit members, but families should discuss this in advance with the child's LA/SS/D teacher to plan a convenient time for sharing the treats. Healthy snacks are encouraged! Birthday party invitations should be mailed outside of school and not discussed at school so as to avoid hurting the feelings of those who aren't invited.

## **EAGLE Flight**

*EAGLE Flight* is the school's literary magazine. Produced once a year, it contains poems, short stories, and other written pieces by students in every grade level.

## **Eighth Grade Recognition Ceremony**

EAGLE recognizes its graduates every year with a ceremony held on the evening of the end-of-year school picnic. One by one, each graduate stands before an audience of friends, family, and faculty, while being honored with a tribute highlighting his/her accomplishments, fondest EAGLE memories, and future goals. After the ceremony, the eighth graders and their guests have a reception with cake and then adjourn to the all-school picnic at a nearby park.

## **Geography Bee**

EAGLE holds a geography bee every year in November. Each unit (4/5 and up) holds a preliminary mini bee to select one representative and an alternate to compete in the all-school bee. The winner of the school bee goes on to take a written exam that may qualify him/her for the state competition, from which one champion advances to represent Wisconsin at the National Geography Bee. This competition is sponsored by the National Geographic Society.

## **Haiku Contest**

Every year 3/4 students participate in a countywide haiku contest sponsored by the Greater Dane County Tag Coordinators Network. Those whose work is chosen by the judges are recognized at a spring ceremony and have their work published in an anthology.

## **Kids Vote**

During presidential election years, MS 6/7 and 7/8 students get a feel for the electoral process by stepping into the roles of politicians. The 6/7s run mock campaigns with stump speeches, campaign ads, a series of debates, and a general election. The 7/8s take on the personas of actual candidates and political pundits to stage a mock debate. The process culminates at a TGIF assembly on the Friday before the national election.

## **Market Day**

For EAGLE's annual Market Day, students create products and offer them for sale during a TGIF period, usually in December. Students, faculty, and parents browse the booths and purchase goods ranging from pickles-on-a-stick to picture frames, jewelry, and magnets. Some students donate their proceeds to a designated charity, though this is not required.

## **Math**

EAGLE's math program merits some explanation, since it involves unconventional curricula that might baffle parents who learned math as a progression of algorithms and drills.

### **Comprehensive School Mathematics Program (CSMP)**

EAGLE's math program is designed to teach problem solving through logic, analysis, pattern recognition, and flexibility. For Math 1 - Math 6 students, this means working their way through the CSMP curriculum, supplemented by Problem Solver workbooks, Mind Benders, Daily Word Problems, and traditional math fact practice. CSMP's "picture language" of arrow roads, string pictures, and mini computers may seem strange, but take heart: math teachers send home explanatory letters from time to time, and parents gain understanding with exposure.

### **Math Backpacks**

Backpacks filled with fun math activities and games may be checked out overnight by Nesters through 4/5s. Encourage your child to try them all, and to go back periodically to discover the new "additions and subtractions."

### **MathCOUNTS**

MathCOUNTS is a national program for middle school students. At EAGLE, students at the pre-algebra level or higher work to solve challenging math problems, and the top scorers form a school team to compete against other area middle schools at a regional competition in February. The teams and individuals who win at regionals move on to the state competition in March.

### **Math Olympiad**

Math Olympiad is a national program of monthly math challenges designed to develop mathematical flexibility, creativity, and ingenuity. Each session, held at EAGLE during the school day for some fourth graders and all fifth and sixth graders, consists of five "nonroutine" math problems. At the end of the school year, certificates, patches, medals, and trophies go to high-scoring mathletes.

### **Saxon Tests**

EAGLE math teachers supplement the CSMP curriculum with "Saxons," an extensive series of tests co-developed by educator John Saxon. Students start Saxons in Math 5 and work at their own pace through the series, which takes them up to pre-algebra. After completing CSMP Math 6 and the requisite Saxon tests, students are prepared to start pre-algebra.

## **National History Day (NHD)**

NHD is a nationwide program that EAGLE has adopted as part of its Junior 5/6 social studies curriculum, with optional participation available to Middle School 6/7 students. Students conduct extensive research projects and develop presentations in the form of exhibits, documentary films, research papers, websites, or dramatic performances. In late winter, parent and faculty judges evaluate the projects and select contestants for the regional competition. At the regional contest, top projects are chosen to advance to the state competition, and at the state contest, national finalists are chosen to represent Wisconsin at the June competition at the University of Maryland–College Park. Over the years, quite a few EAGLE students have reached the national level. Regardless of how far they advance, all NHD participants gain important skills in academic research and presentation.

## **Parent-Teacher Conferences**

EAGLE holds parent-teacher conferences in October (after first quarter) and March (after third quarter). To accommodate working parents, conferences take place between 12:00 and 8:00 p.m. Assigned conferences with math, science, and LA/SS/D teachers take about 30 minutes in total. Additionally, if you choose to conference with the teachers of “specials” and world languages, you will need another 30 to 45 minutes. During conferences, childcare is provided in the Commons at a cost of \$5.00 per hour per child.

## **Quiet Reading Time (QRT)**

EAGLE students have several QRTs per week. Older students use QRTs as study halls for completing assignments, preparing for tests, and working on projects. Younger students work up to this. For the Primaries, QRTs might consist of a “read aloud” and/or a time to draw and color. Upper Primaries use half of the QRT period to work or read quietly and then switch to drawing or coloring. Intermediates are expected to do schoolwork for half of their QRT, and then they may switch to independent reading. By the time students reach the 3/4 level, they must use the entire QRT for schoolwork, reading only if they have finished all assignments.

## **Science Olympiad**

The middle school science teacher first brought Science Olympiad to EAGLE in 2005–06. Since then, EAGLE teams have done very well in the competitions, often winning first or second place in the small school division and placing among the top ten overall in the state. To prepare for the competitions, students spend many hours after school and on weekends training for specific events. The competitions proceed like academic track meets, with a series of events in each division: genetics, earth science, chemistry, etc. Parents help by volunteering at the regional meet in February and by transporting students to Oshkosh for the state competition in March.

## **Service Projects**

During their 6/7 and 7/8 years students participate in a variety of service projects. Students select a project that best fits their interest and talents. Students meet with an adult facilitator four or five times during the year. Parent volunteers are often needed to drive small groups of students to work in the community.

## **Solo and Ensemble Music Festivals**

In March, students studying a band or string instrument may perform in the district Solo and Ensemble Music Festival held at an area school. Based on experience and ability, students choose pieces in Class A, B, or C categories and perform them at the festival for seasoned judges, who provide ratings and comments. Those students who perform exceptionally well with Class A pieces are chosen to go on to the state festival held in May.

## **Spelling Bee**

EAGLE has an annual spelling bee in January. During the week before the bee, each unit holds mini-bees to select two representatives and one alternate for the big bee. The school-wide bee is held during a TGIF and proceeds in a formal manner, with designated teachers acting as emcee and word readers. The EAGLE School champion advances to the city bee, held in February. We're proud to have had city winners emerge from our ranks.

## **Student Council**

EAGLE students gain experience in the democratic process by participating in Student Council. The 4/5 and 5/6 homerooms each elect one representative and one alternate per semester. The 6/7 and 7/8 homerooms elect two representatives per homeroom. The council elects officers at the beginning of each semester: president, vice president, secretary, record keeper, and advertising chairperson(s). The reps meet once a week at lunch/recess time, and they report back to their units during the homeroom time each Friday before TGIF. The Student Council sponsors activities throughout the year including dances, spirit days, a talent show, lunchtime sales, and a Thanksgiving food drive.

## **TGIF**

Every Friday at 1:40 p.m. students clean their lockers and head to homeroom. After announcements and small group activities, students go to TGIF. TGIF introduces students to a variety of enrichment activities – student performances, professional presentations, musical performances, clubs (students choose one club each semester from a long list of activities such as playing basketball or chess, to building a bridge or watching Spanish films), and school-wide fairs (International Day, Earth Day, Medieval Festival, Market Day).

## **Washington Workshops and Hot Lunch Fundraiser**

Every spring, EAGLE eighth graders take a trip to our nation's capital as part of Washington Workshops, an educational program that provides a full schedule of tours and learning experiences. To help reduce each traveler's cost and to provide scholarship funds for those who need them, parents of eighth graders run a hot lunch fundraiser with restaurant vendors such as Rocky Rococo, Noodles & Co., Culver's, and Quiznos. A few parents take on the larger roles of restaurant liaison and volunteer coordinator, and the rest are expected to volunteer at least twice to serve the food at lunch time. (Those with scheduling conflicts may contact Carole to negotiate alternative ways to help with the program.) The details of this program are explained at a special Washington Workshops meeting on Back-to-School Night.

## **Wings Awards**

Each quarter, teachers give awards to select students who have shown exceptional strength and/or accomplishment in the areas of creativity (fine arts & problem solving), consideration, citizenship, and leadership during the previous quarter. Usually during a TGIF program, the nominating teacher describes that student's accomplishments and calls him/her onto the stage to receive a certificate, a handshake, and the admiration of all.

## **Staff Wish List**

During the holiday season, parents sometimes like to buy gifts or make homemade treats for teachers and staff members. For those wondering what to give, a staff "Wish List" is available in the reception office. Parents who want to purchase or contribute toward one of the items on the list can drop off a check or cash contribution with Wade in the main office, and he will order the item through the school's catalogs. **Please know that giving in this way is strictly voluntary and not expected!**

## **Website / Calendar**

Be sure to check out the EAGLE School website, [www.eagleschool.org](http://www.eagleschool.org). The website should be able to answer just about any question you may have. While introducing prospective families to EAGLE, it also informs current families about activities and events, past and present. The top tabs take you to *All About EAGLE*, *Admissions*, *Parents*, *Activities*, *EPO*, *Supporting EAGLE*, *Calendar*, *Job Opportunities*, and the *Alumni Corner*. The latest addition of the Aerie-Gram can be found on the website, along with school supply lists, a student directory, and teacher contacts (password protected). The online calendar is the most up-to-date way to know what is going on each day. Hit the subscribe button near the bottom of the page to sync our calendar to your personal calendar.

## **Yahara River Writers Contest**

As part of the LA/SS/D and art curriculum, students in grades 4/5 through 7/8 each create a poem, a short story, an editorial, and an editorial cartoon for the Yahara River Writers Contest. A school committee selects two entries in each genre from each grade level to send on to the Greater Dane County Talented and Gifted Network ([www.greaterdanetag.org](http://www.greaterdanetag.org)) for the countywide contest. From these entries, the GDCTGN selects winners to participate in a workshop at UW-Madison in May. Yahara publishes the workshop participants' pieces in an anthology.

## **Yearbook**

Thanks to art teacher Marcia Beckett and the TGIF Yearbook Club, your family has the chance to own some special memories. Information about ordering yearbooks is provided in the summer registration packet. The last TGIF of the school year is usually devoted to yearbook signing.

## **EPO Activities and Volunteer Opportunities**

Throughout the school year, the EPO sponsors events that build community, enhance EAGLE families' experiences, support faculty and staff, and raise money for the school. Among these activities have been:

- A Spring Family FUNdraiser (includes silent auction, raffle, food sales, and bake sale)
- Additional fundraisers such as Scholastic Book sales, EAGLE Spirit Wear sales, and local restaurant/business benefits
- Social gatherings such as ice cream socials, movie nights, game nights, family night at Kēva Sports Center, and end-of-year picnic
- Staff appreciation meals on conference nights
- Refreshments at Back-to-School Night and other school events
- New family mentor program
- EPO-sponsored speakers
- Preparing for high school programs (November parent information night and January alumni panel)

All of these things require parent volunteers to implement! When parents sign a contract with the school, they commit to donating at least one hour per month of volunteer work for each child enrolled. Parents may fulfill this obligation by helping with EPO activities and fundraisers, providing direct service to the school, or through a combination of both.

Before the start of each new school year, families have the opportunity to volunteer for both EPO-sponsored events and school-sponsored activities. Parents complete a volunteer form indicating which activities they might be willing to do. The results are compiled so that the EPO can coordinate volunteers from a master list of who wants to do what.

Whatever combination you choose, please remember to report your volunteer hours on the EAGLE website. (Being able to quantify the school's volunteer support can aid EAGLE in efforts to secure grants.) Go to [www.eagleschool.org](http://www.eagleschool.org), select the "Parents" tab, see the drop-down menu, and click on the "Volunteer Hours" hyperlink. Toward the end of each quarter, each family's tally is reviewed by the director.

Here is a [sampling of events and volunteer opportunities](#) organized by the EPO. With the wide array of opportunities available, you're sure to find something that fits your schedule, skills, and interests. **New ideas are always welcome!**

### **Alumni Panel Night**

In late January, a panel of former EAGLE students discuss high school with current middle school students and their parents. The guidance counselor serves as emcee for the evening, asking each participant to tell about the transition to high school, coursework, and extracurricular opportunities. This event is organized by a current EAGLE parent who engages panelists from a range of area high schools, advertises the event, and coordinates volunteers to bring refreshments, set up, and clean up afterward.

### **Box Tops for Education Contest**

Cut out the pink Box Tops on packaging from General Mills, Pillsbury, Gold Medal, Scott, Betty Crocker, and other brands, bring them to school, and EAGLE will receive 10¢ for each one of them. A parent volunteer organizes the contest and processes the Box Tops. Families can also earn eBoxTops® for the school by shopping online at [boxtops4education.com](http://boxtops4education.com).

### **Community Service Projects**

Past EPO volunteers have organized a variety of community service projects/events and invited all families to participate. Projects have included participation in the local Berbee Derby, cleaning up the Capital City Trail, collecting toys for AFCH, and participating in the DCF Shoebox Drive. New projects are always welcome!

### **EAGLE Parent High School Night**

Each November, one of our guidance counselors hosts an evening for parents of current eighth graders to meet with "parent experts" whose children have moved on from EAGLE to high school. A current EAGLE parent organizes the event by advertising it and enlisting two or three parent experts to represent each school of interest (West, Memorial, Edgewood, etc.). The parent experts share information about the transition to high school, give tips, discuss options, and answer questions about the process.

### **EAGLE Spirit Wear**

Every year, the school chooses a design for its EAGLE spirit wear and has it printed on T-shirts, sweatshirts, and other items in a range of colors and sizes. Families order the merchandise online for deliveries within a few weeks. Volunteers design, display, place orders, and deliver orders to families before winter break.

### **End-of-Year Picnic**

To celebrate the end of the school year, EAGLE sponsors an evening potluck at a nearby park for all students and families. It's a nice way to greet the summer, enjoy some time with EAGLE friends, and bid farewell to those who are moving on. Organizers secure the park space, organize food contributions, set up the food tables, display the final lost-and-found items of the year, and clean up afterward.

### **EPO-Sponsored Speakers**

The EPO periodically sponsors lectures and community discussions. Sometimes these are specific to the EAGLE community, and sometimes they are open to the public. Past events have included a talk on children's literature by a librarian from the Cooperative Children's Book Center (CCBC) and a film screening and discussion on dyslexia by a local speech-language pathologist. Volunteers for these events engage the speakers, coordinate publicity, set up, and clean up.

### **Family Night at Kēva Sports Center**

EPO often sponsors an all-school party at Kēva Sports Center on a Saturday during the winter. The EPO typically provides chips, cookies, and pizza and suggests a donation of \$10 per family.

### **Game / Movie Nights**

Every year, the EPO sponsors a Family Game Night and a Family Movie Night. During Game Night, parents and children gather at school to enjoy board games and gym activities. Movie night offers families a choice of two movies. Past guidelines have stipulated that students in fifth grade and younger must be accompanied by parents, while sixth through eighth graders may attend on their own. The EPO provides drinks and light refreshments for both events. Volunteers advertise the event, organize refreshments, set up the Commons, and clean up.

### **Halloween**

EAGLE celebrates Halloween every year with an all-school costume parade in the morning and parties in the afternoon. Party offerings for the Nest – 4/5s are often planned by unit parents and EPO volunteers who provide decorations, food, and activities. Festivities for our middle schoolers are coordinated by the Student Council with help from EPO volunteers.

### **Ice Cream Socials**

In recent years, the EPO has sponsored two ice cream socials, one on a Sunday afternoon in late August at a local park, and the other (a fundraiser) on a Thursday afternoon in September at the Fitchburg Farmer's Market. An EPO volunteer organizes each of these events and coordinates a team of volunteers who set up, scoop, clean up, and (at the September event) count the profits. For the August event, the family mentor facilitator makes sure mentors are on hand to welcome new families and answer questions about school.

### **New Family Mentors**

Some veteran EAGLE parents volunteer to serve as mentors for new families. Besides being available by phone or email, mentors are traditionally on hand at several events throughout the year to welcome the newcomers and answer questions. An EPO facilitator assigns mentors to specific units and organizes the events listed above.

## **Publicity**

The publicity volunteers put their skills to work publicizing and marketing EPO events. They may target the EAGLE parent community, or, when appropriate, the larger Madison-area community.

## **Restaurant/Local Business Benefits**

Throughout the year, the EPO partners with a variety of local businesses to promote community, while earning money for the school. Sponsors offer special deals on food and fun and a percentage of the proceeds come back to EAGLE. In the past, we have enjoyed community-building events at Vitense Golfland, Dairy Queen, Culver's, Papa Murphy's, Benvenuto's, Qdoba, Ten Pin Alley, and Fired Up Pottery.

## **Scholastic Book Sales**

Three to four times a year, our school participates in Scholastic Book sales. Parents place their orders online, and every item purchased earns Scholastic bonus points to be used toward free books for our library and classrooms. Parent volunteers collate and distribute Scholastic flyers, and when the orders arrive, volunteers deliver the new books to student lockers.

## **Staff Appreciation Committee**

Parent volunteers provide a potluck meal for teachers during the fall and spring conference days, as well as a special luncheon for staff during Teacher Appreciation Week (May). Sometimes these volunteers do additional things to show support and recognition of staff, (e.g., arrange gifts for staff members who have orchestrated large musical events and plays, chaperoned the Washington Workshop trip, etc.).

# **School Volunteer Opportunities**

In addition to helping with EPO activities, parents may fulfill their contractual volunteer commitment by working on activities organized by the school. Whatever combination you choose, please remember to submit your volunteer hours on the EAGLE website ([www.eagleschool.org](http://www.eagleschool.org)).

Remember, parents who interact with students through volunteering at school must adhere to the same standards that the staff and faculty do. This means that they should not discuss students' behavior or academic progress with anyone other than EAGLE School faculty and staff. For this reason, aides and volunteers are asked to sign a privacy and confidentiality agreement.

Here is a list of some of the school's volunteer needs.

## **August Work Day Helper**

On a Saturday in late August, the school holds a back-to-school work day, when parents and mature older students prepare our building and grounds for the new school year. The tasks include painting, cleaning, arranging supplies, and sprucing up the playground. It's a nice way to see old friends and meet new ones while helping.

## **Band/Strings Parent Liaison**

EAGLE has two band/strings concerts every year--one in December, and one in May. The volunteer band/strings liaison assists the band director and strings teachers with concerts and receptions as needed. S/he also coordinates thank you cards/gifts for the band director and strings teachers.

### **Building Maintenance Person**

If you're skilled with tools, you could help the school by making periodic repairs and improvements. Past projects have included replacing hooks and shelves in lockers, installing projectors and smart boards, assembling and mounting shelving, and replacing broken playground equipment. Consult Carole for the latest list of odd jobs.

### **Classroom Speaker**

Do you have a special area of expertise? Share your knowledge and enrich the school's curriculum! Parents give presentations related to their occupations, special interests, or life experiences.

### **Classroom Volunteer**

Teachers of younger units commonly have jobs that parents can do on a weekly basis. This frees the teachers to work closely with small groups of students or prepare for upcoming class sessions. Perhaps you'll lead the class in a read aloud, put up a bulletin board, or help implement a science lab.

### **Day Away Chaperone**

At the end of the year, EAGLE has a "Day Away" when students head off to various locations for special activities. The younger grades (Nest - Int.) go to places like the Madison Children's Museum and Pump It Up; the older ones (3/4s - 6/7s) go to the Kalahari Waterpark in the Wisconsin Dells; and the MS 7/8s travel to Six Flags Great America in Gurnee, Illinois for a last hurrah before they graduate. Parent volunteers are needed to help chaperone each group.

### **Field Trip Chaperone/Driver**

EAGLE students go on a variety of field trips throughout the year. Depending on the destination and the size of the group, they travel either by school bus or private vehicle. Chaperones drive students or ride with them to the field trip location, supervise them during the tour or performance to ensure that no one gets lost or rowdy, and return with them to school afterward.

### **Library Helper**

EAGLE librarian Ellen Bunn relies on volunteers to cover books with clear contact paper, shelve books, and help with inventory. She appreciates assistance during school hours or by appointment in the summer.

### **Lunchroom Volunteer**

Students eat lunch in the Commons or multi-purpose from 11:20-12:20, supervised by parent aides and lunchroom volunteers. Volunteers move around the lunchrooms keeping order and helping students as needed.

### **Music Support Person**

There are two of these — one for the younger students (Nest through Intermediates) and one for the older students (Junior 3/4s through MS 7/8s). They work with the EAGLE music teachers to prepare for concerts and musical productions. They handle the room set-up, procure and serve refreshments, supervise students as needed, and clean up afterward.

## **National History Day Judge**

In late winter, National History Day coordinators need parent volunteers to serve as judges for the school-level NHD competition. Judges receive official NHD evaluation guidelines before the competition date, and the State NHD Coordinator gives an orientation with instructions at the beginning of the day. Judging is over by lunchtime.

## **Picture Day Helper**

Picture Day is a one-morning event in the fall. Picture Day helpers make sure that students stay in alphabetical order for the photographer and provide help with combing and grooming as needed.

## **Recess Supervisor**

On Wednesdays, teachers spend the lunch hour in staff meetings and cannot be on the playground. This means that the school needs parent volunteers to supervise recess from 11:20-12:20. This can be a weekly, bi-weekly, or monthly commitment (you choose). A parent aide with experience will share the duty with you and explain the established playground guidelines. Please note that recess supervisors must be reliable and punctual, and they are still needed when weather conditions keep students indoors for recess. For indoor recess, students are assigned by unit to designated spaces: the gym, the library, the computer room, or the “noisy room” and “quiet room.” These areas require reliable supervision, too.

## **Science Mentor**

EAGLE’s science mentorship program pairs eighth grade students with professionals in scientific fields to meet during the spring semester and work on a project together. Past project topics have included cancer-fighting drugs, fruit-fly genetics, MRI technology, marmoset behavior, carbon nanofibers, and string theory. At the end of the mentoring sessions, the students share their studies with parents, mentors, and MS 6/7 students at a lunch sponsored by the Powers-Wolfe Trust. If you work in a STEM field and would be interested in sharing part of your research with an EAGLE student, contact our middle school science teacher.

## **Ski Club Coordinator**

EAGLE students hit the slopes on Ski Club trips to Devil’s Head and Cascade Mountain. Details, forms, and pricing are available to families on the EAGLE Ski Club website (<http://eagleskiclub.wordpress.com>). This program requires a coordinator and parent chaperones for each trip. Enrollments usually start in November for trips throughout the winter.

## **Sports Program**

The EAGLE sports program started in 2005 with an initiative by the EPO. Now it is well established and includes the following programs: basketball, volleyball, tennis, and Ultimate Frisbee. Offerings can change from year to year. Computer instructor and athletic director Jack Maloney runs EAGLE’s basketball program. Jack coaches two boys’ teams and two girls’ teams that play against other private middle schools, and he often runs off-season skills clinics. Jack welcomes committed parent volunteers to help with all sports teams.

## **TGIF Club Sponsor**

Once a month, TGIF is devoted to clubs in which students share interests, learn new skills, or do service projects. Parents and teachers plan the activities and run the clubs. If you have a particular interest you could share with students (Legos, bowling, knitting, etc.), you could become a TGIF Club sponsor. You may host a club alone or with a partner. Club topics change each semester.

## **Unit Parents**

Unit parents serve as liaisons between the school and the parents of children in specific units. They recruit field trip chaperones, coordinate teacher gifts, and organize unit parties, among other things. The names of current unit parents are listed in the *EAGLE School Directory*.

## **EPO Fundraisers**

### **Annual Spring Fundraiser**

In early May, the Spring Family FUNdraiser offers a wide range of activities for the whole family: karaoke, caricaturists, face painting, raffles, a book walk, a cake auction, carnival games, etc. It includes a silent auction, as well as restaurant food and bake sales. Proceeds from the event continue to support technology upgrades, equipment purchases, playground improvements, and the scholarship fund. Every family is expected to help with this event, so the work is spread among many hands. Some committees work in the weeks before the event, while others work the day of, during, or after it. The varied timing and diversity of jobs allows you to select the committee that best fits your time, talents, and interests. A chair or co-chairs are critical to the success of this event.

#### **Silent Auction**

The silent auction is made up of items and services donated by EAGLE families and local businesses. Different teams of volunteers keep track of donations, set minimum bids, create bid sheets, set up and monitor auction tables, sort bid sheets, and accept payments.

#### **Bake Sale**

The chair of the bake sale solicits donations of goodies from EAGLE families, wraps and prices them for individual sale, sets up a selling area on the day of the event, and coordinates volunteers to sell the wares throughout the evening.

#### **Cashiers**

During the event, volunteer cashiers sell tickets for raffles/activities and accept payments from winners of auction items.

#### **Children's Activities**

Volunteers responsible for children's entertainment coordinate a variety of activities (a book walk, karaoke, movie rooms, a salon, etc.) and enlist adult musicians, artists, and entertainers of all types (face painters, jugglers, etc.).

#### **Clean-up**

The volunteers for this job take down the decorations, tables, and chairs; sweep; empty trash and recycling barrels; and put everything back to normal for school again on Monday.

#### **Corporate and Family Donations**

This group solicits contributions from the business community and corporate supporters, as well as from EAGLE families. They start their work in January to coordinate efforts and ensure some enticing big-ticket contributions.

#### **Decorations / Setup**

The parents who plan decorations help create a fun and festive atmosphere for the big evening. The decorations convey that year's FUNdraiser theme and highlight the area of school life that will benefit from the proceeds. After planning the decorations, this committee works mainly on the evening before and the day of the event. The set-up committee sets up the gym, Commons, and classrooms by moving tables, hanging signage, etc. The chair draws up diagrams in conjunction with other chairs as to where everything will go and forms a committee to execute. Set-up usually starts after lunch on the day of the event.

**Food**

During the event, the EPO offers a variety of restaurant food for sale in the Commons. For many years we've been able to offer several different Thai dishes, Indian dishes, pizza, brats, burgers, hot dogs, and sodas. Volunteers on the food committee solicit vendors and order the food, organize the set-up, and schedule volunteers to serve food and handle cashiering duties.

**Pre-Sale Raffle**

Volunteers coordinate a pre-sale raffle – securing donations for top prizes, designing raffle tickets, distributing tickets to families, and prior to the event, coordinating collection with the office.

**Publicity/Printing**

Volunteers for this task market the event through posters and displays, develop a written program, and provide signage.

**Thank You Letters**

To show appreciation for corporate donors, we prepare thank you letters and send them out the week after the fundraiser. This committee prints, stuffs, and mails those letters.

## Continuous Fundraisers

These fundraisers go on all year long. Please make participation a habit! Check out, “Giving to EAGLE” on our website for the most up-to-date listing.

**Amazon Smiles**

Using AmazonSmile is a simple and automatic way for you to support EAGLE School every time you shop, at no cost to you. Shopping at [smile.amazon.com](https://smile.amazon.com) is comparable to shopping at Amazon.com—same prices, same selection, with the added bonus that if you designate EAGLE as the recipient of your donation, Amazon will contribute 0.5% of the purchase price of your items to our school.

**Food Fight Gift Cards**

“Food Fight,” a group of Madison restaurants, offers a rebate program to non-profit organizations that sell their gift cards. When families buy Food Fight gift cards in the main office, 10% of each purchase goes to the school. The cards can be used at any Food Fight restaurant (for a complete list, go to [www.foodfightinc.com](http://www.foodfightinc.com)). Buy them as gifts for friends and relations, business associates, and hard-to-shop-for folks on your holiday lists!

**Office Depot**

Whenever you shop at Office Depot and mention EAGLE School at the checkout, the store will give 5% of your purchase as a store credit back to the school. EAGLE's ID number is 70109367.

**United Way Pledge**

Many of Dane County's local businesses and organizations support the United Way. If your employer offers you the opportunity to do so, you can designate EAGLE School as a recipient on your pledge form. Each dollar designated to EAGLE will come directly back to us, as we are a 501(c)(3) non-profit organization. Your tax deductible gift will be used to enhance our programs and facilities.