

ROOSEVELT
ELEMENTARY SCHOOL



STUDENT/PARENT HANDBOOK
2016-2017

August, 2016

Dear Roosevelt Families;

Welcome to a new school year! Whether our school is new to your family or you are returning to Roosevelt, your participation and support is vital to the success of our students. You will find that our teachers are enthusiastic, creative, and genuinely concerned with the success of each student. In addition, our school offers many opportunities for students to learn and for families to participate in educational and recreational events.

Each new school year brings new beginnings. We welcome new staff members as well as new students this year! Our generous Parent-Teacher Organization has purchased playground equipment, time magazine and numerous other things to help us meet the needs of our students. We continue to enjoy the support of our District and are grateful for all that our PTO does for the students and staff members!

We have already started to plan several family and student events for this year. As always, it is the students, staff and families who bring a school to life, and we encourage all to participate in the life of our school.

Each and every year we have high academic and behavioral expectations for our students and will work with you to help your student achieve in these areas. If you have questions about your student's educational experience at our school, please contact your child's teacher, our counselor, Mrs. Williams (mwilliams@kUSD.edu) or me. Your student's success is our goal!

Sincerely,

Nola Starling-Ratliff
Principal
nratliff@kUSD.edu

ROOSEVELT ELEMENTARY SCHOOL

VISION

The vision of Roosevelt Elementary School is to create a community of thinkers and learners who strive for excellence by developing the knowledge and attitudes of productive, global citizens.

SMART GOALS

The staff of Roosevelt Elementary School would like to see the school perform as high as possible; the SMART goals were written to put a goal in place for all staff to work towards for optimal student achievement. There is one goal in each area of Literacy, Numeracy, and Culture.

Literacy –By the end of the 2016-2017 school year ,there will be a 5% increase in the number of 2-5 students meeting or exceeding RIT norms.

Subgroup Target-By the end of the 2016-2017 school year, there will be a 10% increase in the number of economically disadvantaged 2-5 students meeting or exceeding RIT norms.

Numeracy –By the end of the 2016-2017 school year, there will be a 5% increase in number of 2-5 students meeting or exceeding RIT norms.

Subgroup Target-By the end of the 2016-2017 school year, there will be a 10% increase in the number of economically disadvantaged 2-5 students meeting exceeding RIT norms.

Culture – By the end of the 2016-2017 school year, Roosevelt will meet or exceed the KUSD goal of 98% average daily attendance.

Subgroup Target-By the end of the 2016-3017 school year, there will be a 2% increase in the daily attendance average of economically disadvantaged students.

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**ROOSEVELT ELEMENTARY SCHOOL
QUICK REFERENCE 2016-2017**

SCHOOL HOURS

Breakfast Program	7:40 a.m.
Bell Rings	8:05 a.m.
School Begins	8:10 a.m.
If your child is late for school and needs a hot lunch, please call the school office before 8:30 a.m.	
Friday Dismissal	12:06 p.m.
School Dismissal	3:10 p.m.

KIDS CASTLE HOURS

Monday- Friday	6:30-8:00 a.m. 3:10 – 6:00 p.m.
Friday	12:00 – 6:00 p.m.

SCHOOL FEES

Kindergarten - Grade 5	
Materials Fee	\$44.00 (Workbooks, trade books, paper, etc.)
Early Childhood	\$ 36.00
Kindergarten Morning Snack Time Milk	\$45.00 (for entire year)

SCHOOL BREAKFAST AND LUNCH

Breakfast Prices	Full Cost	\$1.45 per day	Reduced Cost	\$.30 per day
Lunch Prices	Full Cost	\$2.65 per day	Reduced Cost	\$.40 per day

MILK PROGRAM

Milk Prices	\$.35 per day
Milk All Year	\$45.00

ROOSEVELT ELEMENTARY SCHOOL

2016 – 2017 District/School Calendar

DATE	TIME	ACTIVITY/EVENT
August 31 st , 2016 <u>September 1st, 2016</u> September 2 nd , 2016	5:00 – 6:30 p.m. 8:10 – 3:10 p.m. 3:10 – 6:00 p.m. 8:10 – 12:06 p.m.	Roosevelt Open House Students Report to School- 8:10 a.m. After School Kids Castle Begins Early Dismissal-All Fridays throughout the YEAR
October 26 th , 2016 October 27 th , 2016 <u>October 28th, 2016</u> <u>November 4th, 2016</u>	4:30 – 7:30 p.m. 1:00 – 3:30 p.m. & 5:00 – 7:00 p.m. 8:00 – 10:00 a.m.	<u>Parent/Teacher Conferences</u> <u>Parent/Teacher Conferences</u> NO SCHOOL FOR STUDENTS – <u>Parent/Teacher Conferences</u> <u>First Quarter Ends</u> – NO SCHOOL Teacher Workday
November 23 rd , 2016 <u>November 24th – 25th, 2016</u>	8:00 – 12:06 p.m.	Early Dismissal for Students and Staff NO SCHOOL Thanksgiving Break
<u>December 22nd, 2016 to</u> <u>January 2nd, 2017</u>		NO SCHOOL Winter Break
January 3 rd , 2017 <u>January 16th, 2017</u> <u>January 20th, 2017</u>	8:10 a.m. – 3:10 p.m.	School Reopens <u>NO SCHOOL Dr. Martin Luther King, Jr. Day</u> <u>Second Quarter Ends</u> NO SCHOOL Teacher Workday
February 22 nd , 2017 February 23 rd , 2017 <u>February 24th, 2017</u>	4:00 – 7:00 p.m. 1:00 – 3:30 p.m. & 5:00 – 7:00 p.m. 8:00 – 10:00 a.m.	<u>Parent/Teacher Conferences</u> <u>Parent/Teacher Conferences</u> NO SCHOOL FOR STUDENTS – <u>Parent/Teacher Conferences</u>
<u>March 24th, 2017</u>		<u>Third Quarter Ends</u> <u>NO SCHOOL Teacher Workday</u>
<u>April 14th, – April 23rd, 2017</u> April 24 th , 2017	8:10 – 3:10 p.m.	NO SCHOOL Spring Break School Reopens
May 26 th , 2017 <u>May 29th, 2017</u>	8:10 – 12:06 p.m.	Early Dismissal for Students and Staff NO SCHOOL Memorial Day
<u>June 9th, 2017</u>	8:10 – 12:06 p.m.	Early Dismissal - Last Day of School Last Day of Kids Castle Fourth Quarter Ends

*Dates are subject to change. Families will be notified in advance of the change whenever possible.

MEET THE STAFF!

ROOSEVELT ELEMENTARY SCHOOL STAFF

2016-2017

Early Childhood

Teachers-Mrs. Sulko & Mrs. Dobrinska

Kindergarten:

Teachers – Mrs. Miller, Mrs. Lennertz-Stoner, Ms. Payne

Grade One:

Teachers – Mrs. Conti, & Mrs. Valukas

Grade Two:

Teachers – Mrs. Aldridge, Ms. Arneberg & Mrs. Patterson

Grade Three:

Teachers – Mrs. Solomon, Mrs. Schmitt & Ms. Anderson

Grade Four:

Teachers – Mr. Basaldua, Mrs. Becker, Mrs. Rover & Mrs. Propsom

Grade Five:

Teachers –Mrs. Bornhuetter, Ms. Layden, & Mrs. Ludlow

Special Education:

Teachers –Mrs. Kauffman , Mrs. Luckhardt & Mrs. Sampsel

Support Staff:

Teachers – Mrs. Aguilar –Instructional Coach
Mrs. Wood-Anchor Teacher/IB
Mrs. Feick - Music
Mrs. Matthews – Art
Mr. Pacetti - Physical Education
Mrs. Sheard - Librarian
Mrs. Snediker - Teacher Interventionist
Mrs. Williams-Counselor
Mr. Poole-Band
Mrs. Tercek-Strings

School Psychologist - Mrs. Engle

Speech Therapist – Mrs. Eide

ELL – Mrs. Torres

Educational Assistants – Mrs. Whinery
Mrs. Nitz
Mrs Jones
Mrs. Rizzo

School Staff:

Principal – Mrs. Ratliff

Secretary – Mrs. Ludwig

Health/Information Clerk – Mrs. Sandberg

Custodians – Mr. Wood, Ms. Dickey & Mr. Hermann

SCHOOL PROCEDURES

SCHOOL SCHEDULE

Students should not arrive before 8:00 a.m., as there is no supervision before this time. At 8:05, the bell rings, and students are to line up and prepare to enter school. School starts at 8:10, and students who report to school after this time will be considered tardy. Students arriving after 8:15 must report to the office before going to class.

Students are allowed to enter the building at 7:40 through the kitchen door, for the breakfast program.

For the safety of our students and staff, all doors are locked. Students, parents, volunteers and visitors must enter through the main doors facing the flagpole and utilize the camera and door buzzer system.

Parents will be notified by the teacher by phone or in writing when a student is requested to stay for help that is needed, but those students who are participating in special help will only contact their parents to inform them that they will be staying after school if a written request from the parent has been received by the teacher.

ABSENCES

Regular attendance is essential to a student's progress and success in school. Please note the following:

1. Parents have the responsibility to ensure regular and prompt attendance for their children.
2. Parents should inform the school as soon as possible if their child is to be absent and provide the reason. **Please call the attendance phone line at 359-7618.** An answering machine will be available to take your information twenty-four hours a day.
3. If notice regarding an absence is not received, it shall be assumed that the child is truant, and the parent will be notified.
4. We require a note from the parent in the following cases:
 - Any absence where the school has not been called.
 - When a student is tardy.
 - To request exclusions or exceptions to the child's regular class schedule.
5. When removing a student early from school for an appointment or other reason:
 - Send a signed note beforehand or on that morning;
 - Do not call the office to ask for your child to be waiting in the office as this wastes learning time. Be sure to be in our office early enough to allow for signing your child out; and
 - **ALWAYS** bring your ID for verification. Only those people you have listed on the emergency contact form will be allowed to pick up your child.
 - Early removal from school for any reason will count against perfect attendance.
 -

PRE-ARRANGED ABSENCES

Upon written request from the parent, principals may approve the pre-arranged absence of students for absences for two or more days unrelated to illness or surgery. Forms for pre-arranged absences are available in the school office and should be completed one week before the intended absence whenever possible. All students excused in this manner are expected to make up the work missed during the absence. It is the responsibility of the student and the parent to ensure that missed work is completed. All absences including pre-arranged absences, count against perfect attendance.

TARDINESS

Each student must bring a note from a parent/guardian to his/her teacher when tardy to school. **Students are considered tardy if they are not in class at 8:10 a.m. Students with excessive tardiness will be considered truant.** If your child is tardy and you want him/her to have hot lunch that day, you must notify the school by 8:30 a.m. and specifically request the hot lunch. If we are not notified, the student must bring a cold lunch. Please do not assume that there will be a hot lunch available, as we order only the number requested during the morning lunch count. Tardiness counts against perfect attendance and those students who leave early.

INDOOR RECESS/EARLY ENTRANCE TO SCHOOL

The safety and wellness of our students is extremely important to us. During inclement weather situations, the following guidelines are followed:

1. Temperature of ten degrees above zero or lower – early entrance to the gym at 8:00 a.m., indoor recess, and indoor lunch recess.
2. Windchill factor of zero or lower - early entrance to the gym, indoor recess, and indoor lunch recess.
3. Rain, drizzle, or blizzard conditions - early entrance to the gym, indoor recess, and indoor lunch recess.

Please be sure that your child is dressed appropriately for the weather.

DRESS CODE

The Kenosha Unified School District Board is committed to providing students with an educational environment that is safe and conducive to learning.

The District retains the right to monitor and take action when student attire presents a health or safety hazard, or disrupts the educational environment.

All exceptions to this policy and rule, based on religious beliefs or medical conditions, requested by the parent or guardian must be documented and approved by the Superintendent/designee.

Commencing with the 2014-2015 school year, the Kenosha Unified Schools instituted a dress code for all students K-12 and the policy was updated the spring of 2015. All exceptions to this policy and rule, based upon religious beliefs or medical conditions, requested by the parent or guardian must be documented and approved by the Superintendent/designee.

All students are expected to exemplify appropriate hygiene and dress standards in a manner that projects an appropriate image for the student, school, and District. The District shall not require specific brands of clothing. No student shall be permitted to wear any clothing which is normally identified with a gang or gang-related activity (including gang-related colors if for purposes of gang identification), or clothing that contains pictures and/or writing referring to alcoholic beverages, tobacco products, sexual references, profanity, illegal drugs, bigoted epithets, harassment/hate messages, or messages of hostility toward race, ethnicity, religion, or sexual orientation. If there is a disagreement between students and/or parents and the staff regarding the appropriateness of clothing, the principal will make the final determination.

Bottoms

Bottoms may not be see-through

Must fit appropriately and not drag on the floor;

Must be at the waist and appropriately fastened with belts when needed;

Must be clean and in appropriate repair, holes and rips, below mid-thigh are permissible but rips or holes above mid-thigh must not show skin.

Under clothing must be covered; and the waist must be covered at all times

Dresses, skirts, skorts, and shorts must be at least mid-thigh length at all times

Leggings and yoga pants may not be worn as bottoms; however, leggings may be worn beneath dresses, skirts, skorts, shorts and tunics

Tops

Tops may not be see-through

Must be long enough to cover waistline, no skin showing between bottoms and tops when seated or standing;

Must cover chest and undergarments at all times

Sleeveless shirts are acceptable if they reach edge of shoulder and arm opening cannot be excessive

Students may not wear tank tops

Tops must be clean and in appropriate repair with no holes or tears; and must fit appropriately

Footwear

Athletic shoes, laced shoes, shoe boots, loafers, dress shoes, or sandals (are permissible)

Shoes must be secured on the feet

No house slippers are allowed

Elementary: shoes must have a strap around heel (no flip-flops)

Inappropriate attire and Student ID Cards:

Pajamas, undershirts or undergarments may not be worn as outerwear;

Attire that may be considered weapons, including but not limited to chain belts or wallet chains will not be allowed;

Jewelry, piercing, tattoos or similar artifacts that are obscene or may cause disruptions to the educational environment are prohibited;

It shall be left to the discretion of the principal/designee whether or not a student is in compliance with the student dress code policy. Students who violate the rules for school attire will have the options to put on clothing that is appropriate, to contact parent or guardian to bring in appropriate clothing or to change into appropriate clothing and return to school. The principal/designee may call a conference with the parent/guardian, students and counselor to assist with compliance. Repeated violations of school attire rules will constitute disciplinary action.

Hoods, hats, caps, bandanas, sweatbands, skullcaps, plastic hair bags, hair nets, or do rags are not allowed within the building;

Grooming items (hair pics, combs, etc.) may not be worn in the hair

No outerwear: coats, hats, gloves/mittens, scarves may not be worn inside unless there is administrative approval

Face coverings; (sunglasses, masks, etc.) may not be worn in building

Backpacks may be used at high school level during the school day;

Elementary and middle level students may not use backpacks during the school day without administrative approval

High school level students must have an ID in their possession at all times and have them easily accessible during all school activities (academic, extra-curricular, co-curricular).

Middle level students will be required to wear student identification (I.D.'s) during the school day and have them easily accessible during all school activities (academic, extra-curricular, co-curricular).

It shall be left to the discretion of the principal/designee whether or not a student is in compliance with the student dress code policy. Students who violate the policy for school attire will put on clothing that is appropriate or contact parent or guardian to bring in appropriate clothing. The principal/designee may call a conference with the parent/guardian, students and counselor to assist with compliance. Refusal and/or repeated violations of school attire policy may lead to further disciplinary action.

HEALTH AND WELFARE

ACCIDENTS AND EMERGENCIES

Every effort is made to prevent accidents. However, the following procedures are followed in the event one occurs:

1. Authorized school personnel will give limited first aid.
2. The parent will be notified immediately in the event of a serious or emergency situation.
3. Procedures outlined on the emergency card will be followed.

Please be sure that we have your current home, email, cell and work telephone numbers on file. We also insist that at least one additional person is listed as a contact on the Pupil Illness and Emergency Card in the event that we are not able to reach a parent in an emergency.

MEDICATION

Medication and prescribed drugs shall be taken by students and administered by authorized school personnel in accordance with District policy and Wisconsin statutes.

Authorized school personnel may administer any drug that may be lawfully sold over the counter without a prescription to a student if we have written instructions and consent from a parent.

Authorized school personnel may administer a prescription drug to a student in compliance with the written directions of a physician if the student's parent consents in writing. Medication forms are available in the school office. All such medications must be in the original pharmaceutical container that has the medication name and unit quantity, student's name and dosage affixed.

A copy of all written directions by a physician and written consent by a parent or guardian will be filed in the school office. All medication will be kept in the office.

PEDICULOSIS (HEAD LICE)

Students with pediculosis shall be excluded from school until they have received proper treatment in accordance with state and local health requirements. Parents will be notified of the need for this action. We will conduct periodic checks for pediculosis.

STUDENT BEHAVIOR EXPECTATIONS

GENERAL POLICY

Students are to respect all adults, including educational assistants, custodial staff, lunch supervisors, specialists and teachers in addition to their own specific classroom teacher. Students will respect the private property of others, and have the right to expect that their private property will also be respected. Students are expected to complete classroom assignments. Students are expected to demonstrate courtesy toward all other students and adults in the school. Students have the right to a school environment that is conducive to learning, as defined by their teacher. Students are expected to use school equipment with care and respect, and will be held responsible for damage caused either deliberately or due to carelessness. Law enforcement officers will be notified in the event of vandalism or trespassing.

PBIS

(Positive Behavior Interventions and Support)

What is PBIS?

PBIS is a process that focuses on improving our school's ability to teach and support positive behavior for all children.

It is an approach to create a safe and productive learning environment where all children can learn.

What does PBIS look like at Roosevelt?

Our staff has developed expectations for behaviors in all settings of our school. Expectations are posted throughout the building and at the bottom of this page. Our BEAR motto helps our students remember the expectations with a catchy cheer!

Be responsible, Everyone's respectful, Always safe, Ready to learn.

We will reinforce positive behaviors by recognizing classrooms and individual students throughout the year.

Information and updates will be shared on our website and our weekly newsletter.

Roosevelt Elementary School Behavior Expectations

We Are Responsible - I am ready. I am focused. I follow directions.

We Are Respectful - I use appropriate voice levels. I am a polite listener. I am kind.

We Are Safe - I keep my body and belongings to myself. I stay in my area. I ask adults for help.

B-Be Responsible

E-Everyone's Respectful

A-Always Safe

R-Ready To Learn

ENTERING AND LEAVING SCHOOL

All students must enter and exit through their assigned door. If a child is to wait for a sibling, friend, or parent, they are to walk outside to meet these individuals. It is suggested that a designated meeting area be decided upon between the child and the sibling, friend or parent.

No student shall be permitted to enter or remain in the school building before or after regular school hours except when participating in school-related activities under authorized adult supervision. The principal will make arrangements for students to enter the building during inclement weather. The safety of all students is a primary consideration.

Children are NOT to stop to play on the playground after school. All students should go directly home and check in with their parents or sitter.

HALLWAY CONDUCT

1. Students are to follow the Code of Conduct.
2. Movement in the hallway will be quiet and controlled. Running, talking, or any other disruptive behavior is prohibited.
3. Upon dismissal, students will use their assigned exit ONLY.

LUNCHROOM TIMES

LUNCH TIMES

Kindergarten	11:25 – 11:55	Grade 1	11:30 – 12:00	Grade 2	12:00 – 12:30
Grade 3	12:25 – 12:55	Grade 4	11:55 – 12:25	Grade 5	12:20 – 12:50

Fridays Lunch 11:20-11:50

PROCEDURE

Students will eat their lunches first and then go outside to play. During the lunch period, students are expected to:

1. Follow the Code of Conduct/PBIS.
2. Stand quietly when in the hallway waiting to enter the lunchroom. They may talk in quiet voices after they enter the lunchroom. Shouting and screaming is impolite and is not allowed.
3. Use polite table manners. This includes using utensils correctly, saying please, thank you, excuse me, and in general, behaving in an appropriate manner. Rowdiness, unacceptable language, throwing food, etc. are not considered polite and will not be tolerated.
4. **Eat only the food they bring or buy. Sharing or trading of food is not allowed.** This prevents arguments, the passing of illnesses, and accidental allergic reactions.
5. Consume all food in the lunchroom. No food is to leave the lunchroom. When students have finished eating, they are responsible for cleaning up after themselves. The lunchroom supervisors will dismiss the students by table when they are sitting quietly and they are ready to walk to the trash containers to dispose of empty cartons or bags.

PLAYGROUND CONDUCT

Students are expected to:

1. Follow the Code of Conduct/PBIS
2. Play in designated areas only.
3. Line up immediately in quiet lines when the bell rings. Carry balls or other playground equipment to the line.
4. Refuse to fight – including fist fights, pushing, pretend fighting, fighting “games”, or verbal fighting and name calling.
5. Respect other students’ games by not running through games, disrupting games, kicking away the ball they are using, or other such actions.
6. Keep themselves and others safe by refusing to engage in dangerous play such as pushing, tripping, hitting, shoving, karate kicking, play fighting or other play that could result in an injury.
7. Use respectful words and actions towards all other students and adults.
8. Stay out of puddles and mud.
9. Respect the property and belongings of others.
10. Use playground equipment correctly.
11. Get the permission of the playground supervisor before retrieving a ball that has gone off school grounds.
12. Refrain from bringing unauthorized items out to recess. These include such items as food, pens, textbooks, pencils, and toys not meant for playground use.
13. Abide by these Snow Rules:
 - No picking up or throwing snow.
 - Stay off snow piles before and after school.
 - No sliding on the ice.

PLAYGROUND EQUIPMENT

Students may bring the following items to school for use at recess times if they are willing to share with others and if parents understand that the school is not responsible for damage that may occur to these belongings:

basketballs	baseball mitts	soccer balls	pogo balls
nerf footballs	skip-it	jump ropes	Chinese jump ropes
tennis balls – for catch			

Please label all personal items.

Please DO NOT allow students to bring the following items to school:

skateboards	softballs	hardballs	baseball hats
virtual reality toys	squirt guns	video games	in-line skates
cameras	trading cards		
any equipment that would be expensive to replace			

BICYCLES

Students are permitted to bring bicycles to school with their parent’s consent. No student should ride to school on a bike during inclement weather. Bicycles are to be parked in the bike racks located in the back of the school. All bicycles are to be chained and locked. Bicycles must be walked on the playground, sidewalks, and property around the school. Riders should know and obey the “Rules of the Road.”

COMMUNICATION - THE KEY TO SUCCESS

ASSIGNMENT NOTEBOOKS

Several teachers implement a daily assignment notebook. This is an excellent means of communication on a daily basis. Please ask your child nightly for the assignment notebook if one is being used. This also provides the perfect opportunity for communication with the teacher. Other teachers communicate daily through email or phone call.

WEDNESDAY FOLDERS

Each Wednesday, a folder will be sent home with your child. The folder may have important notices from your child's teacher, along with information from the school. Please read monthly newsletters, review all papers in your child's Wednesday folder, and sign the attached sheet. Monthly newsletters and calendars provide a wealth of information about school procedures and events. Post the calendar on the fridge for easy reference regarding early release days and special events! Folders are to be returned to school on Thursdays.

BOOKS

All textbooks are to be covered due to the increasing costs of these items. Wrapping paper, wall paper or paper grocery bags are excellent for this purpose. The staff will show students how to cover their books, but your help at home is appreciated. Please be careful not to use tape on the book itself, as this can cause damage.

CONFERENCES

Parent – Teacher Conferences are scheduled twice during the school year. **Parents or teachers may want to initiate conferences at other times during the year if a need or concern arises.** Do not hesitate to contact your student's teacher at any time, but please coordinate a visit or conference through an email, note or phone call. Unexpected visits may result in the teacher being unavailable due to meetings or other duties, and we want to avoid such schedule conflicts.

INTERNATIONAL BACCALAUREATE PROGRAM

Roosevelt is proud to be heading into its second year as a candidate school for the International Baccalaureate (IB) Program, a process that usually takes three years to complete. An IB education is learner-centered and rigorous. Educational methods are based on best practices. We help students develop the attitudes and skills to be successful academically and personally. Students are given ample opportunities to explore globally significant ideas and issues. The IB units being developed by our teachers are inquiry-based, meaning that we value the natural curiosity of our students and encourage them to pursue relevant projects based on their learning.

One key component of the IB Program is the Learner Profile. The Learner Profile is made up of the attributes that lead to successful students both within and outside the classroom. The ten characteristics are inquirer, thinker, knowledgeable, caring, open-minded, communicators, principled, balanced, risk-taker, and reflective. Each month we promote one of these traits, and teachers and parents are encouraged to nominate children for recognition.

PROGRESS REPORTS

Each teacher will notify the parent at mid-quarter in writing of a student not meeting grade level expectations. Teachers are also strongly encouraged to contact parents any time they are aware that a student not meeting expectations. Parents are encouraged to contact the teacher at any time concerning their child's progress.

PERSONAL BELONGINGS

Gym shoes, boots, scarves, and all forms of personal clothing and school supplies should be clearly marked with the student's full name. Toys, cameras, radios and objects of value should not be brought to school except with the permission of the teacher. Cell phones are allowed in the backpack, turned off, for use before or after school.

The District will assist individuals seeking redress by providing any available information that will help to facilitate reimbursement from others for any loss or damage of personal property on District premises, but assumes no responsibility for such loss as a District.

LOST AND FOUND

Lost and found items should be turned in to the office. Large items will be placed in the plastic bin, and small items such as jewelry, money, glasses, etc. are to be given to an office staff member. Students and parents should check the lost and found frequently. **At the end of each quarter, unclaimed items will be donated to charity.**

FIELD TRIPS

Permission slips signed by the parent or guardian are required for all field trips. If a signed slip is not returned by the date of the field trip, the student **will not be allowed to participate**. Adults wishing to chaperone a field trip must have a criminal background check on file and they must sign the Non-Employee Chaperone Policy Acknowledgment form in order to be approved to accompany students.

VISITORS AND VOLUNTEERS

Visitors are always welcome at Roosevelt Elementary School! All visitors and volunteers are asked to sign in at the office upon entering the school. They are asked to carry or wear an ID. This is for the safety of all students and staff, and the protection of instructional time.

GUIDANCE SERVICES

Each school is assigned the services of a guidance counselor or social worker. Services include individual, classroom visits and group counseling, referral to outside agencies when appropriate, and parenting assistance when requested. Counseling can be initiated at the request of the student, parent or staff on behalf of the student.

GENERAL INFORMATION

CROSSING GUARDS / SAFETY

Adult crossing guards are on duty at the following locations:

33rd Avenue and Roosevelt Road

7:40– 8:30 a. m. and 3:10 – 3:40 p. m.
Friday 12:00 – 12:30 p. m.

33rd Avenue and 75th Street

7:30– 8:00 a. m. and 3:10– 3:45 p. m.
Friday 11:55– 12:25 p. m.

The crossing guard is not on duty for special after-school events such as choir, intramurals, etc., if they extend beyond the times listed above. Parents are responsible for their student’s safety at these crossing points, as well as their route home.

Fourth grade teachers select students - based on conduct, responsibility, and grades - to participate in Safety Patrol during the students’ fifth grade year. Students who are new fifth graders at Roosevelt who are interested in being considered for Safety Patrol membership should speak with the Safety Patrol Advisor.

Safety Patrol members serve as our leaders in school safety, and are assigned to various locations near the school to assist with school crossings. Please give them your complete support so that they may carry out their duties. Parents are requested to have their students cross at the corners and not at mid-block.

SCHOOL MEALS

Students may either bring a bag lunch or purchase hot lunch. When sending debit card money to school we request that it be enclosed in an envelope with the student’s name and room number on it.

Any student arriving after 8:30 a. m. must bring a bag lunch regardless if they have a lunch ticket. This is because our lunch count must be phoned in by 8:30 a.m. We must know before 8:30 if the student will be coming in late and wishes to order a hot lunch.

SCHOOL MEAL PRICES:

Breakfast \$1.45 per day
\$. 30 reduced fee per day
Lunch \$2.65 per day
\$.40 reduced per day
Milk \$.35 per day

KINDERGARTEN MILK:

Snack Time Milk
\$45.00 for entire year

Parents wishing to apply for free or reduced priced lunches offered through the Federal Hot Lunch Program may do so by filling out the appropriate forms that will be sent directly to all currently registered students. If you are new to the District, or need an additional form, they are available in our school office.

DROP OFF OR PICK UP

Parents are asked to observe the “No Stopping or Standing” signs (which mean no waiting!) areas on 34th Avenue and to refrain from entering the parking lots to wait for their students. Students are not permitted to cross in the middle of the block to reach waiting parked cars. They are required to cross at the corners where the crossing guards or safety patrol members are on duty.

Please use the paved Student Drop-off Zone on 34th Avenue to drop off your student. **Pull forward as far as possible to let your student out. Do not remain in this zone after your student has safely left your car.** Following these simple rules will eliminate danger to our students, traffic problems, and driver frustration.

PRIVACY RIGHTS IN DISTRICT PROGRAMS

Student and parental privacy rights shall be respected in all classroom, group guidance and other student activities.

No student shall be required, without the written and informed consent of parent or legal guardian, to participate in any group activities, exercises or studies intended to reveal personal or familial information. The following types of information are included:

1. Religious, political or other affiliation.
2. Mental or psychological problems potentially embarrassing to the student or family.
3. Sexual orientation and viewpoints.
4. Appraisals critical of oneself or of others.
5. Legally recognized privileged information.

The provisions of this policy do not apply to written surveys or questionnaires approved by the principal and the Superintendent in which the student respondent is not identified with the responses and where the purposes are ethical and constructive.

TELEPHONE PRIVILEGES

The office or classroom phone may be used by students to notify parents they are staying after school for special help or for other emergencies. Students are not permitted to use the office phone to notify parents that they are staying after school for regularly scheduled activities for which they have obtained parental consent.

WEATHER INFORMATION / SCHOOL CLOSINGS

In the case of severe winter weather, please turn to the following sources for information: Radio stations WLIP (1050 AM), WIL (95.1 FM), WDDW (104.7 FM Spanish language), WRJN (1400 AM), and WGTD (91.1 FM) are notified regarding the procedure to be followed. If these stations are not contacted, then schools are open.

School closing information is also placed on the District's internet website: www.kusd.edu. A message providing this information is also available by calling 359-SNOW (359-7669) after 5:30 a.m.

If schools are to be closed, local radio stations in addition to Milwaukee radio stations WISN, Brew 97.3, WKKV, WTMJ, WKTI, WMIL, WRIT, WOKY, WMYX, WXSS, and WEMP are contacted, as are Milwaukee television stations Today's TMJ4 (Channel 4), Fox 6 (Channel 6), WISN (Channel 12), CBS 58 (Channel 58), and the Chicago area's Emergency Closing Center which advises Chicago media.

School closings are also placed on the Cable Channel 20 message bulletin board. Cable Channel 20 is available to local Time Warner Cable subscribers. Power outages may affect the operation of Cable Channel 20.

If weather conditions deteriorate during the day, local and Milwaukee radio and television stations are contacted and advised of any early closings or events/activities cancellations. Information will also appear on Cable Channel 20 and the District's website.

When the weather is questionable, it is always a parent/legal guardian's decision, if, for safety reasons, their student should attend school that day. The parent must notify the school of the absence, and the absence becomes part of the student's permanent record. As always, parents are reminded to make sure that their students are dressed appropriately for the weather.

KENOSHA UNIFIED SCHOOL DISTRICT NO. 1 POLICIES

ANNUAL NOTIFICATION OF BOARD OF EDUCATION POLICIES

According to state law, on an annual basis, students and parents must be given public notice in writing of the following board policies.

POLICY 5125 - STUDENT RECORDS

A student record folder shall be maintained for each student. The student record shall be contained on and in the printed folder adopted by the School District for such purpose. Student records shall include progress and behavioral data. The principal of a school shall have primary responsibility for the maintenance and confidentiality of all student records kept at school.

POLICY 5125.2 – DISCLOSURE, REVIEW AND RELEASE OF COPIES OF STUDENT RECORDS

All student records maintained by District schools shall be confidential, except that parent/guardian and adult students shall have the right to inspect, review and copy certain records in accordance with State and Federal laws and District rules and regulations. (Wisconsin Statute 118.125)

POLICY 5125.3 – APPEALING CONTENTS OF STUDENT RECORDS

Student records shall respect such student rights as enumerated by law and the information contained in them shall be clear and accurate. Amendment of records believed to be inaccurate, misleading or in violation of the privacy or other rights of the student may be requested.

POLICY 5125.5 – NOTIFICATION OF RIGHTS

Annually, the School District shall inform the adult students and the parent/guardian of minor students of the District policy regarding student records. Persons who feel that their rights, under the Family Education and Privacy Act of 1974, have been violated may file a written complaint with the Department of Education.

POLICY 6115.1 HOLIDAY/RELIGIOUS OBSERVANCES

The Kenosha Unified School District recognizes that one of its educational goals is to advance the student's knowledge and appreciation of the role that religious heritage has played in the social, cultural and historical development of civilization. In choosing holiday activities designed to foster appreciation of diversity, teachers should assume diversity exists among their students and consider the social, emotional and cognitive development of their students. If any chosen holiday has religious significance for some, care should be taken that the activities do not require students to celebrate the holiday, express assent to a particular belief system or participate in ceremonies traditionally performed in faith communities. Any school activity that relates to holidays associated with religion, shall have a secular educational purpose, shall not advance or inhibit religion, shall avoid excessive entanglement with religion, and shall not violate the Wisconsin Constitution's prohibition of religious or sectarian instruction.

POLICY 5435 – ELECTRONIC DEVICES

The School Board recognizes that student possession and use of personal electronic devices may be disruptive but also may contribute to their learning and educational experience.

Students who bring electronic devices to school are responsible for keeping them turned off and out of sight during the school day, within the school building. This includes the full period of time between the beginning of the first class and the end of the last class of the school day. Students may use electronic devices for learning during the school day when directed by a staff member as authorized by the principal. Use of electronic devices during school activities beyond the school day may be monitored by the principal/designee. In emergency situations where the safety of students, staff, chaperones, or the bus driver is in jeopardy, use of personal electronic devices is permitted.

Students shall not use electronic devices in a manner that poses a threat to academic integrity, disrupts the learning environment, or violates the privacy right of others. Students shall not send, share, view, or possess pictures, text messages, emails, or other material depicting sexually explicit or offensive content in electronic or any other form on a cell phone or other electronic device, while the student is on school grounds, at school sponsored events or on school buses or vehicles provided by the District.

The District is not responsible for the safety or security of personal electronic devices that students choose to bring to school.

POLICY 5310 – STUDENT ATTENDANCE

In accordance with state law, all children who reside within the boundaries of the District and are between six and eighteen years of age must attend school regularly until the end of the term, quarter, or semester in which they become 18 years of age unless:

1. excused for physical or psychological reasons upon the written recommendation of persons designated under state law;
2. excused for reasons outlined in the District's student attendance procedures;
3. excused because of a Board-approved program or curriculum modification;
4. attending an approved private or parochial school or home-based private educational program; or
5. they have graduated from high school.

POLICY 5461 – STUDENT LOCKERS

Lockers and desks are school property and are subject to inspection any time by the principal/designee. Students shall receive annual notification of this policy.

NON-DISCRIMINATION STATEMENT

The Kenosha Unified School District No. 1 is an Equal Opportunity Educator/Employer with established policies prohibiting discrimination on the basis of age, race, creed, religion, color, sex, national origin, disability or handicap, sexual orientation, or political affiliation in any educational program, activity, or employment in the District. The Superintendent of Schools/designee (359-6320) addresses questions regarding student discrimination, and the Executive Director of Human Resources (262-359-6333) answers questions concerning staff discrimination.

ADDITIONAL POLICIES

Policy and Rule 1720 Complaints about School Personnel
Policy and Rule 4110 Equal Employment Opportunity and Affirmative Action