August, 2013

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 again purchased lap tops, iPads 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 our 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 or me. Your student’s success is our goal!

Our school is a candidate school for the International Baccalaureate Primary Years Programme. We are beginning a three year process to join IB schools that share a common philosophy -- a commitment to high quality, challenging international education. Through collaboration, our goal is to transform Roosevelt into a rich, inquiry-based learning environment built around six transdisciplinary themes: How the World Works, Who We Are, How We Express Ourselves, Where We Are in Place and Time, How We Organize Ourselves, and Sharing the Planet.

Sincerely,

Nola Starling-Ratliff
Principal
nratliff@kusd.edu
MISSION
The mission 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.

VISION
Maximizing the brilliance of children.

SMART GOALS
By the end of the 2013-2014 school year, 85% of Families will meet the KUSD grade level reading expectations as indicated by the Founta + Pinnell Benchmark Assessment System.

80% of the students in the K-1 Family will score 80% or above on number sense.

80% of the students in Families 2-5 will score 85% or above on their grade level basic math facts.

100% of the students will be recognized and or be involved in the numerous positive activities throughout the school year.

By the end of 2013-2014 school year, 100% of students will demonstrate understanding of the Code of Conduct/IB Leaner Profiles as indicated through participation in positive activities available school wide.
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- Medication
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- Learner Profile
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ROOSEVELT ELEMENTARY SCHOOL  
QUICK REFERENCE 2013-2014

**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**  12:00 p.m.
**School Dismissal**  3:10 p.m.

**Kid’s Castle HOURS**

After School Activities and Recreation - Registration Fee Required - Begins Tuesday, September 4
Family Registration Fee  $45.00 (per child)  Daily Fee  $ (per child)
Monday- Thursday  3:10 – 6:00 p.m.
Friday  12:00 – 6:00 p.m.
All Day  No School/Snow Days

**SCHOOL FEES**

Kindergarten - Grade 5  
- Materials Fee  Due on or before December 1, 2013
- Pre-K  $44.00 (Workbooks, trade books, paper, etc.)
- Kindergarten Morning Snack Time Milk  $45.00 (for entire year)
- Pre-K Morning Snack Time Milk  $35.00 (for entire year)

- $22.00

- $45.00 (for entire year)

- $35.00 (for entire year)

**SCHOOL MEALS**

<table>
<thead>
<tr>
<th>Breakfast Prices</th>
<th>Full Cost</th>
<th>Reduced Cost</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>$1.45 per day</td>
<td>$0.50 per day</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Lunch Prices</th>
<th>Full Cost</th>
<th>Reduced Cost</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>$2.60 per day</td>
<td>$0.40 per day</td>
</tr>
</tbody>
</table>

| Milk Prices | $0.35 per day |
**ROOSEVELT ELEMENTARY SCHOOL**

**2013 – 2014 District/School Family Calendar**

<table>
<thead>
<tr>
<th>DATE</th>
<th>TIME</th>
<th>ACTIVITY/EVENT</th>
</tr>
</thead>
<tbody>
<tr>
<td>August 30, 2013</td>
<td>4:00 to 5:30 p.m.</td>
<td>Roosevelt Open House</td>
</tr>
<tr>
<td>September 3, 2013</td>
<td>8:10 a.m. to 3:10 p.m.</td>
<td>Students Report to School- 8:10 a.m. After School Kids Castle Stop Begins</td>
</tr>
<tr>
<td>September 6, 2013</td>
<td>3:10 to 6:00 p.m.</td>
<td>Early Dismissal - All Fridays throughout the YEAR</td>
</tr>
<tr>
<td>October 16, 2013</td>
<td>8:10 to 12:00 p.m.</td>
<td>3:30 – 6:30 p.m. <strong>Half day for Students 12:00 Dismissal</strong></td>
</tr>
<tr>
<td>October 17, 2013</td>
<td>5:00 – 7:00 p.m.</td>
<td>Parent/Teacher Conferences</td>
</tr>
<tr>
<td><strong>October 18, 2013</strong></td>
<td>8:00 to 10:00 a.m.</td>
<td>NO SCHOOL FOR STUDENTS – Parent/Teacher Conferences</td>
</tr>
<tr>
<td>November 1, 2013</td>
<td></td>
<td>First Quarter Ends – Staff Workday, No Students Report</td>
</tr>
<tr>
<td>November 27, 2013</td>
<td></td>
<td>Early Dismissal for Students and Staff</td>
</tr>
<tr>
<td>November 28 - 29, 2013</td>
<td></td>
<td>NO SCHOOL Thanksgiving Break</td>
</tr>
<tr>
<td>December 23, 2013 to</td>
<td></td>
<td>NO SCHOOL Winter Break</td>
</tr>
<tr>
<td><strong>January 1, 2014</strong></td>
<td></td>
<td></td>
</tr>
<tr>
<td>January 2, 2014</td>
<td>8:10 a.m. to 3:10 p.m.</td>
<td>School Reopens</td>
</tr>
<tr>
<td><strong>January 20, 2014</strong></td>
<td></td>
<td>NO SCHOOL Dr. Martin Luther King, Jr. Day</td>
</tr>
<tr>
<td><strong>January 24, 2014</strong></td>
<td></td>
<td>Second Quarter Ends</td>
</tr>
<tr>
<td>February 25, 2014</td>
<td></td>
<td>NO SCHOOL Teacher Workday</td>
</tr>
<tr>
<td>February 26, 2014</td>
<td>3:30 – 6:30 p.m.</td>
<td>Half day for Students 12:00 Dismissal - Parent/Teacher Conferences</td>
</tr>
<tr>
<td>February 27, 2014</td>
<td>5:00 – 7:00 p.m.</td>
<td>NO SCHOOL FOR STUDENTS – Parent/Teacher Conferences</td>
</tr>
<tr>
<td><strong>February 28, 2014</strong></td>
<td>7:40 to 9:40 a.m.</td>
<td>P/T Conferences NO SCHOOL</td>
</tr>
<tr>
<td>March 28, 2013</td>
<td>8:10 to 12:00 p.m.</td>
<td>NO SCHOOL</td>
</tr>
<tr>
<td><strong>April 18, to April 25, 2014</strong></td>
<td></td>
<td>Third Quarter Ends – Early Dismissal</td>
</tr>
<tr>
<td><strong>April 28, 2014</strong></td>
<td>8:10 to 3:10</td>
<td>NO SCHOOL Spring Break</td>
</tr>
<tr>
<td><strong>April 28, 2014</strong></td>
<td></td>
<td>School Reopens</td>
</tr>
<tr>
<td>May 23, 2014</td>
<td>8:10 to 12:00</td>
<td>Early Dismissal for Students and Staff</td>
</tr>
<tr>
<td>May 26, 2014</td>
<td></td>
<td>NO SCHOOL Memorial Day</td>
</tr>
<tr>
<td>June 11, 2013</td>
<td>8:10 to 12:00 a.m.</td>
<td>Early Dismissal - Last Day of School</td>
</tr>
<tr>
<td><strong>April 28, 2014</strong></td>
<td></td>
<td>Last Day of Kids Stop</td>
</tr>
<tr>
<td></td>
<td></td>
<td>Fourth Quarter Ends</td>
</tr>
</tbody>
</table>

**NO SCHOOL**

<table>
<thead>
<tr>
<th>DATE</th>
<th>ACTIVITY/EVENT</th>
</tr>
</thead>
<tbody>
<tr>
<td>September 2, 2013</td>
<td>Labor Day</td>
</tr>
<tr>
<td>October 16 – 18, 2013</td>
<td>P/T Conferences</td>
</tr>
<tr>
<td>November 27 - 29, 2013</td>
<td>Thanksgiving Recess</td>
</tr>
<tr>
<td>December 23 – January 1</td>
<td>Winter Break</td>
</tr>
<tr>
<td>January 20, 2014</td>
<td>Dr. Martin Luther King, Jr.</td>
</tr>
<tr>
<td>February 25 – February 27, 2014</td>
<td>P/T Conferences</td>
</tr>
<tr>
<td>April 18 – April 25, 2014</td>
<td>Spring Break</td>
</tr>
<tr>
<td>May 25, 2014</td>
<td>Memorial Day</td>
</tr>
<tr>
<td>November 27, 2013</td>
<td>Thanksgiving Break</td>
</tr>
<tr>
<td>May 23, 2014</td>
<td>Memorial Day Weekend</td>
</tr>
</tbody>
</table>

**EARLY DISMISSAL Students and Staff 11:55**

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

**MEET THE STAFF!**
ROOSEVELT ELEMENTARY SCHOOL STAFF
2013-2014

Early Childhood
Teachers - Mrs. Sulko & Mrs. Dobrinska

Kindergarten:
Teachers – Mrs. Miller, Mrs. Robsom, Mrs. Solomon & Mrs. Lennertz

Grade One:
Teachers – Mrs. Conti, Mrs. Valukas & Ms. Gates

Grade Two:
Teachers – Mrs. Aldridge, Mrs. Patterson & Ms. Arneberg

Grade Three:
Teachers – Mrs. Ludlow, Mrs. Becker & Mrs. Schmitt

Grade Four:
Teachers – Mrs. Propsom, Mrs. Sampsel & Ms. Vincent

Grade Five:
Teachers – Mrs. Carlyle, Mrs. Bornhuetter, & Ms. Layden

Special Education:
Teachers – Ms. Chlum, Mrs. Cline & Mrs. Luckhardt

Guest Teacher- Ms. Chen

Support Staff:
Teachers – Mrs. Feick - Music
Mrs. Aguilar –Instructional Coach
Mrs. Monticelli – Art
Mr. Pacetti - Physical Education
Mrs. Sheard - Librarian
Ms. Williams - Counselor
Mrs. Wood - International Baccalaureate Coordinator

School Psychologist - Mr. Gunterberg
Speech Therapist – Ms. Giunta
Ms. Bertog
ELL
Mrs. Torres

Educational Assistants – Mrs. Whinery
Mrs. Bolton
Mrs. Gierach
Mrs. Garcia

School Staff:
Principal – Mrs. Ratliff
Secretary – Mrs. Ludwig
Health/Information Clerk – Mrs. Sandberg
Custodians – Mr. Franz, Mr. Hermann & Mr. Whyte
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 8:10 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.

The time period from 3:10 p.m. to 4:10 p.m. is for special help, and activities. 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.

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.

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.
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.

FEE PAYMENTS

Always put your child’s full name and room number on the outside of envelopes when sending money to school and clearly mark whether it is for payment of lunch, registration, or field trip fees, or for some other purpose. You may also pay registration fees online.

All registration fees must be paid in full by December 1.

TARDINESS

Each student must bring a note from a parent 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.

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 free from distractions. The District retains the right to monitor and take action when such distractions, in the sole judgment of the District, present a health or safety hazard, or disrupt classroom settings or decorum.

Commencing with the 2007-2008 school year, the Kenosha Unified Schools instituted a dress code for all students K-12. 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.

Students at the middle and high school levels 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).

Bottoms (Slacks, pants, capris, shorts, skirts, jumpers, skorts, dresses)
- Must be neat, clean and in appropriate repair, no holes or tears;
- Must be touching or extending above the belt line and appropriately fastened at the waistline and belts are required if necessary;
- Underwear must be covered at all times, when standing or seated;
- Dresses, skirts and jumpers must be at least mid-thigh length;
- Shorts and skorts must be at least fingertip length when standing; and
- Must fit appropriately and not be baggy, tight, or drag on the floor.

Tops (Shirts, blouses, sweaters)
- Rounded, buttoned, collared or higher neckline on tops must cover chest at all times;
- Must be long enough to be tucked in, cover the midsection and past beltline when seated;
- Must have sleeves;
- Must be neat, clean and in appropriate repair, no holes or tears; and
- Must fit appropriately and not be tight or baggy.

Footwear
- Athletic shoes, laced shoes and/or shoe boots, loafers, dress shoes, or sandals

Inappropriate attire:
- See through fabric without opaque lining;
- Bedtime attire, such as pajamas, undershirts or undergarments as outer wear;
- Attire that may be considered weapons, including but not limited to chain belts or wallet chains;
- Jewelry, piercing, tattoos, or similar artifacts that are obscene or may cause disruptions to the educational environment;
- Hoods, hats, caps, bandanas, sweatbands, skullcaps, plastic hair bags, hair nets, hair curlers or do-rags, except headwear worn for legitimate religious purposes;
- Athletic shorts;
- House slippers, or any other type of footwear that could constitute a safety hazard;
- Flip flops at the elementary and middle school level;
- Steel-toed boots or shoes;
- Any type of footwear with wheels; and
- Hobnails, spurs or cleats on belts, boots or shoes are not permitted.

It shall be left to the discretion of the principal/designee whether or not a student in is 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.

Board of Education Policy 5431
Rule 5431
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, 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.

LEARNER PROFILE

The following learner profile characteristics, as determined by International Baccalaureate, will guide our students as they become productive global citizens. Roosevelt staff and students are expected to model, reinforce, and recognize these characteristics in their daily work. We will emphasize one learner profile characteristic each month, and we will recognize students who exemplify the one being studied.

Roosevelt students should be inquirers, thinkers, knowledgeable, caring, open-minded, communicators, principled, balanced, risk-takers, and reflective.

ROOSEVELT CODE OF CONDUCT

I am here to LEARN. Therefore:
I am RESPECTFUL to myself and others.
I am RESPONSIBLE for my own actions.
I will help to keep a SAFE SCHOOL.
I will come to school PREPARED 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 PROCEDURES

LUNCH TIMES

<table>
<thead>
<tr>
<th>Grade 4</th>
<th>11:40 – 12:10</th>
<th>Grade 2</th>
<th>12:05 – 12:35</th>
<th>Kdg.</th>
<th>12:30 – 1:00</th>
</tr>
</thead>
<tbody>
<tr>
<td>Grade 5</td>
<td>11:45 – 12:15</td>
<td>Grade 3</td>
<td>12:10 – 12:40</td>
<td>Grade 1</td>
<td>12:35 – 1:05</td>
</tr>
</tbody>
</table>

Fridays Lunch 11:25-11:55

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.
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 and be brought to the classroom or playground. 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
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. Stay off the swings, teeter-totter and slide.
13. Refrain from bringing unauthorized items out to recess. These include such items as food, pens, textbooks, pencils, and toys not meant for playground use.
14. 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 DO NOT let students 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.

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 a 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.

PROGRESS REPORTS

Each teacher will notify the parent at mid-quarter in writing of a possible failing grade for a student. Teachers are also strongly encouraged to contact parents any time they are aware that a student may be failing a subject. 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 parent and teacher and for a special purpose.

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 on a table, 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 satisfactory criminal background check on file 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 check in at the office upon entering the school. 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:

<table>
<thead>
<tr>
<th>Location</th>
<th>Duty Times</th>
</tr>
</thead>
<tbody>
<tr>
<td>33rd Avenue and Roosevelt Road</td>
<td>7:40–8:30 a.m. and 3:10–3:40 p.m.</td>
</tr>
<tr>
<td>33rd Avenue and 75th Street</td>
<td>7:30–8:00 a.m. and 3:10–3:45 p.m.</td>
</tr>
<tr>
<td>Friday</td>
<td>12:00–12:30 p.m.</td>
</tr>
<tr>
<td>Friday</td>
<td>11:55–12:25 p.m.</td>
</tr>
</tbody>
</table>

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:

<table>
<thead>
<tr>
<th>Item</th>
<th>Price</th>
</tr>
</thead>
<tbody>
<tr>
<td>Breakfast</td>
<td>$1.45 per day</td>
</tr>
<tr>
<td>Lunch</td>
<td>$2.60 per day</td>
</tr>
<tr>
<td>Milk</td>
<td>$.35 per day</td>
</tr>
<tr>
<td>Snack Time Milk</td>
<td>$.50 reduced fee per day</td>
</tr>
<tr>
<td>Pre-K - $35.00</td>
<td></td>
</tr>
</tbody>
</table>

KINDERGARTEN MILK:

<table>
<thead>
<tr>
<th>Item</th>
<th>Price</th>
</tr>
</thead>
<tbody>
<tr>
<td>Snack Time Milk</td>
<td>$45.00 for entire year</td>
</tr>
</tbody>
</table>

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.

PARENTS WHO DRIVE

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. Sex behavior 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 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 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), WIIL (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, WKVX, WTMJ, WOKY, WMIL, WRIT, WXSS, and WEMP are contacted, as are Milwaukee television stations Today’s TMJ4 Channel 4, Fox 6 Channel 6, WISN Channel 12, CBS 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 – BEEPERS AND ELECTRONIC COMMUNICATION

Student possession of beepers or other electronic communication devices on school premises is strictly forbidden unless authorized by the school principal. Students who violate this policy shall be subject to disciplinary action.

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 1220 – CABLE TELEVISION

The cable television channels provided by the local cable television company shall be utilized by the District to provide educational and informational programming to the community and schools. All programs cablecast shall be consistent with the mission of the District and supportive of the goals approved by the School Board. The Specialist for Library Media and Instructional Technology is responsible for the operating and programming of the District’s subscriber cable channel. The Specialist for Library Media and Instructional Technology is also responsible for coordinating all programming on the District access channel distributed to the community on the subscriber network.

The Kenosha Unified School District has a number of rules and regulations that need to be available to its public. A complete set of these rules and regulations is available on the District’s website at www.kusd.edu. Or, you may contact our school office at 359-6097 for assistance. Information available includes:

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