

# **Parent and Student Handbook 2019-2020**



## **ROOSEVELT ELEMENTARY SCHOOL**



**2535 North 73<sup>rd</sup> Street  
Wauwatosa, Wisconsin 53213  
(414) 773-1600  
Attendance: (414) 773-1602  
Mark Supa, Principal**

## **INTRODUCTION**

At Roosevelt Elementary School, students, parents, staff and community members collaborate on constructing and fulfilling a vision of success for our school. Roosevelt is a learning community committed to creating a culture for growth, creativity, and powerful learning. We are dedicated to cultivating a learning environment that builds on children's strengths and unique talents while actively exhibiting high expectations for all students. We strive to create innovative thinkers who become self-confident, responsible, lifelong learners. All segments of the school community assume leadership roles in moving our school towards a vision of educational excellence. Teaching and learning is based on current research and best practice. At Roosevelt, all children have the opportunity to reach their fullest potential in an environment that celebrates and embraces diverse learners.

Inside this handbook are the policies and procedures for Roosevelt and the Wauwatosa School District. Please read through the information with your child to ensure understanding of the expectations outlined in the handbook.

## **PRINCIPAL'S NOTE**

Dear Roosevelt Families,

This handbook represents the work of many people. The purpose for the handbook is to provide families with a resource that will provide the most important information to ensure a positive experience for your child and family at Roosevelt. This handbook is subject to change, so other forms of communication remain important should updates be necessary.

## **ROOSEVELT MISSION STATEMENT**

Our mission is to create a united effort between the school, home, and community. Our goal is to provide a positive, safe environment which promotes respect for authority, self, others, and property. Together, we seek to individualize education for all learners and help children reach their fullest potential.

At Roosevelt our School Motto reminds us...

Together We Can...

- make this a great learning environment for all students
- make this a place that welcomes all families and encourages their involvement
- make this an outstanding place to work

Working together at Roosevelt, we can ensure the best educational experiences for your child and for your family. At Roosevelt, the staff and families together can create a culture of continuous improvement for our children. Any suggestions to further improve the student handbook are welcome. If questions arise with answers that can't be found in this handbook, please make note of them so they can be included in the next revision.

Mark Supa, Principal

## ROOSEVELT STAFF LISTING

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**To Report an Absence - Please call Attendance Line:  
(414)773-1602**



# ROOSEVELT ELEMENTARY SCHOOL

## Please Help Improve Safety for Our Children and Others Around Roosevelt School!

- **Drive clockwise around the school** during drop-off (8-8:30am) and pick-up times (3-3:30pm except Wednesday 2:-2:30pm). If everyone travels in the same direction, it really eases congestion.
- **Don't double and triple park.** Children running between parked cars to cross street is extremely dangerous.
- **Park and walk to the doors and playground.** Park in the **Blue** parking areas as indicated on the map.
- **Do not park** in bus and child care vehicle drop off spaces.
- **Do not park or stand (sit in your parked car turned off or running) in cutouts and/or No Parking areas.** Cutouts are for active dropping off and picking up only, not for long-term parking.
- **Please give the students the right of way and be courteous to other drivers.**
- **Do not block our neighbors' driveways, even for a few seconds.**

### Key:

↓ = Drive Clockwise

⊘ = Do Not Park on this side of street

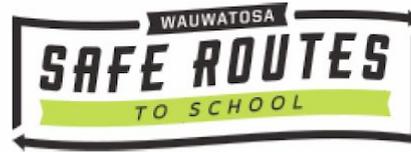
⋮ = Hug & Go  
These are the cutouts. No parking or standing. Active dropping off and picking up only.

★ = Best places to park (Preferred)

■ = Okay places to park

■ = Bus Parking

■ = One Way Sign



## **School Hours**

Junior Kindergarten (JK)	AM	8:20 a.m. - 10:55 a.m. (M,T,W,TH,F)
	PM	12:30 p.m. - 3:20 p.m. (M,T,TH,F)
SK through 5 <sup>th</sup> grade		12:30 p.m. - 2:20 p.m. (Wednesday)
		8:20 a.m. - 3:20 p.m. (M,T,TH,F)
		8:20 a.m. - 2:20 p.m. (Wednesday)

*The school office opens at 7:30 a.m. and closes at 4:00 p.m.*

## **Arrival/Dismissal**

### **Arrival**

The playground is supervised between 8:00 a.m. and 8:15 a.m. daily and during recesses. **Children should not arrive before 8:00 a.m. unless attending early band, orchestra, choir or having hot breakfast in the cafeteria, which starts at 7:45 a.m.** Students should not enter the building before the bells unless they have a special pass from their teachers or are going to club meetings, band, orchestra or choir rehearsals.

### **Cold or Rainy Arrivals**

During especially cold or rainy weather, a sign will be placed on outside doors telling students to come inside during supervised times and report to their grade level designated areas. When the temperature is 0 degrees or combination of temperature and wind chill reach -5 degrees, students will remain indoors. Otherwise, it is expected that children spend part of their school day outdoors.

### **Access to Building**

- After the start of the school day, all doors are locked. Please use the main door on 74<sup>th</sup> Street to enter the building and stop at the school office to let us know you are here. For security reasons, badges will be issued to visitors and/or volunteers who come into our building.
- To maintain the most conducive learning environment parents and/or guardians are asked not to disrupt classes during the start and end time of the school day. Please do not go to classrooms until after the dismissal bell.
- **Handicapped Access** - There is a handicapped ramp and door access to Roosevelt. It is located off of 74<sup>th</sup> Street on the west side of the building. The first and second floors have handicapped toilet facilities. There is an elevator available for handicapped access to attend functions in the first, second and third floor areas.

### **Dismissal**

**Please be prompt when picking up your child after school.** Students should be picked up by 3:30 each day. The end of the school day is always a hectic time and it is very important that your child be picked up when the bell rings.

There is no supervision provided after school - All students are expected to go directly home or to a designated after school provider at dismissal unless supervised by an adult.

All students need a dismissal plan in place. If your child walks home, they will need to leave and check in at home immediately after the bell rings. Students may not stay and play on school grounds without adult supervision.

Day Care Forms are available in the school office. A completed form is required for all students attending a before or after school program.

The Wauwatosa School District is partnering with Right at School to offer on-site JK Wrap and Before and After School Care for students. Visit [www.rightatschool.org](http://www.rightatschool.org) or call (855)287-2466 for more information or to register.

If you pick up your child at dismissal and you need to change that time, please plan ahead and tell your child before they leave for school in the morning. Please also inform your child's classroom teacher as well as the school office. We try to keep classroom interruptions to a minimum as to not disrupt learning. On the rare occasion you need to phone us to change your students pick up time, place, or person, please call early in the day to insure the message gets to your child in a timely manner. The end of the school day is a hectic time.

In the case of an emergency, when a student is not picked up by 3:30 p.m. (2:30 on Wednesday), he/she will be escorted to the office and a parent will be contacted.

## **Attendance**

Students need to be in school every day unless they are ill or have other justifiable cause for absence. We can only teach children when they are present and they learn from the social context of school. Teachers prepare interesting motivating lessons involving group work, experiments and classroom practice. Much of what we do cannot be made up at home. You can help us maintain good attendance by:

- making doctor and dental appointments after school or on days off,
- planning a vacation and out of town trips when school is not in session, and
- setting a good example with your own attendance at work.

**Call the attendance line, (414)773-1602 to report your child's absence before 8:45 a.m. Please state child's name, reason for the absence, length of absence, grade level and teacher's name.**

Please click here to review the Wauwatosa School District's Attendance Policy  
<http://www.boarddocs.com/wi/wauw/Board.nsf/goto?open&id=AAGSHX6D4788>

### **Assignments for Absentees**

For any absence, it is suggested that parents call the office to request that assignments be collected for pickup after school or sent home with another sibling/student. This request should be made by **noon** if assignments are needed at the end of the day to allow for teachers to prepare lessons and activities that have been missed. Remember, invaluable instruction time that cannot be recreated by make up assignments is missed out on by your child when they are not at school.

**The school office is open until 4:00 p.m.**

### **Illness**

If a child becomes ill at school they will be allowed to rest for a short period of time in the health room. If they are unable to return to class parent/guardians will be notified and asked to pick the child up and take them home to rest and recover. To return to school after illness your child must:

- Be without vomiting or diarrhea for 24 hours without the use of medications, and be able to keep down food and water.
- Be without an uncontrolled or persistent cough
- Have an oral temperature less than 100 degrees without the use of medications
- Feel well enough to take part in a regular school day

Please review the information below when determining if a child should be kept at home.

<https://www.wauwatosa.k12.wi.us/cms/lib/WI02216059/Centricity/Domain/182/WHEN%20TO%20KEEP%20KIDS%20HOME%20FROM%20SCHOOL.pdf>

### **Communicable Disease**

Report all cases of communicable disease as soon as possible to the school office and the Wauwatosa Health Department at 414-479-8936. Students should be kept home from school if they exhibit any signs of a communicable disease.

### **Doctor/Dental Appointments**

Appointments should be scheduled outside of the school day and during vacations. If this is not possible, excused absences will be granted if you provide a doctor's excuse. Per Wisconsin statutes, doctor's note excusing students for chronic illnesses must be renewed every 30 days. Teachers work hard developing lesson plans. You can help by scheduling all non-emergency appointments when school is not in session.

### **Returning to School After Absence**

Students should present a note from a parent stating the nature of the illness or absence in order to be re-admitted by the principal or authorized representative, unless this was stated on the message left for absence. For absences of five (5) days or longer due to illness, a note from a physician with reason for absence is required. When possible, it is desirable to notify the school in advance if your child is going to be absent for reasons other than illness. For any absence, it is suggested that parents call the office to request that assignments be collected for pickup after school or sent home with another sibling/student. **The school office is open until 4:00 p.m.**

## **Tardiness**

Our children are learning life-long habits and it is our job as adults to help them learn the skill and importance of timeliness. Please help your child learn to be on time by coming to school on time. When a child comes to school late, that child misses the start of their daily routine. We ask that parents work with the school to ensure that students arrive on time.

- Your child is expected to arrive at school and enter at the first bell at 8:15 a.m. A tardy bell rings at 8:20 a.m.
- If your child is late for school, please escort him/her to the school office or have them present a note from you explaining the reasons for tardiness. He/she will be marked “excused tardy” and then sent to their homeroom. A student who comes to school tardy without a phone call or note from a parent will be marked “unexcused tardy”.
- Parents, teachers, and the principal will address cases of chronic tardiness.

Process for Notification:

5 tardies - Teacher notification and phone call home

10 tardies - Contact from principal and conversation along with letter home

15 tardies - Conference with principal, teacher, and other school personnel (Social Worker, Counselor) additional letter sent home.

20-25 tardies - Warning letter sent from School/S.R.O., referral to Wauwatosa Circuit Court for Tardiness/Truancy Citation

Please click here to review the Wisconsin State Statute 118.15 and 118.16 - Answers to Frequently Asked Compulsory School Attendance Questions Document

<https://dpi.wi.gov/sites/default/files/imce/sspw/pdf/schlattendqa.pdf>

## **School Security: Raptor Sign-In Information**

The District utilizes the Raptor vSoft visitor registration system which enhances school security by reading the government issued photo ID's of visitors at every building. This system is in place to keep unwanted visitors from entering our buildings while helping track those that are in the building in case of emergency.

## **Visitation**

Visitations should be pre-scheduled with the school office or classroom teacher. All visitors should stop in the office and obtain Raptor registration and visitor pass.

## **Volunteers**

Volunteers in the classroom must fill out a volunteer confidentiality commitment form and authorization for criminal background check. Roosevelt staff is grateful for the continued support of the many volunteers that make a difference in the lives of our students and help our school run smoothly.

Roosevelt and the school district welcomes and encourages individuals to volunteer their time to serve the students and employees of the District. **All potential volunteers are required to complete a Wauwatosa School District Volunteer Packet prior to volunteering in the school.** Volunteer applications are valid for a period of three school years. If you plan to help out in the

classroom, at a special event, stuff Friday Folders, or chaperone field trips, etc, approval needs to be on file.

Volunteer Packets must be completed online. Follow the link <https://www.wauwatosa.k12.wi.us/Page/408> to complete the application. Be assured that Roosevelt staff does not have access to your confidential information.

We appreciate your cooperation with the district policies which will assist us in ensuring that our students are always safe.

### **Crossing Guards**

A school crossing guard is on duty for very limited amounts of time, typically about 15 minutes before and after school. Children should not enter the street until the crossing guard has stopped all traffic and has given permission to cross. The crossing guard company is hired by the City of Wauwatosa, not the school district. Parents should call Wauwatosa City Hall, 414-479-8915, if they have questions or concerns about crossing guard services. Crossing guard schedules may change on a yearly basis. If your child walks to school, please check for any changes.

### **Inclement Weather**

The District will send out an automated phone message, email or text message to notify families of a school closing due to weather. Information about the closing of schools will be broadcast on these area stations television stations: WTMJ – Ch. 4, WITI – Ch. 6, WISN – Ch. 12, WDJT – Ch. 58. In addition, school closing information will be posted on the homepage of the district website, [www.wauwatosaschools.org](http://www.wauwatosaschools.org) and on district social media accounts including Facebook and Twitter. If school is held under conditions you believe to be unsafe, you have the option of keeping your child at home. The school will respect your decision, however please remember to call the attendance line.

### **Field Trip Or Other School-Sponsored Activities**

Prior to participating in school field trips, students must return a signed field trip parental consent form to the supervising teacher. All school rules and regulations fully apply to students while participating in field trips. If we cannot guarantee a student's safety utilizing all of the resources we have available, we will request a parent attend the field trip with their student. If a parent is unable to attend, and we cannot guarantee their student's safety, we reserve the right to exclude that student from the field trip and provide them with an alternate activity to meet the curriculum requirements.

The PTA has been very generous to our students and provides a \$10 per student subsidy to help cover the cost of field trips. Additional costs may be required to supplement transportation or admission fees. Those costs will be noted on the permission slip prior to the field trip. Parents may contact the principal to have fees waived in special circumstances.

# **Enrollment**

Please click here to review the Wauwatosa School Districts *Entrance Age and Early Entrance Criteria Administrative Guidelines*.

<http://www.boarddocs.com/wi/wauw/Board.nsf/goto?open&id=AAGRTM69202E> --Entrance Age

<http://www.boarddocs.com/wi/wauw/Board.nsf/goto?open&id=AAGRU7693B87> --Early Entrance Criteria

## **Resident**

### **Proof of Residency:**

The items listed below are required to prove residency. These items are necessary to complete any registration in the Wauwatosa School District:

1. Mortgage document or property tax bill or lease/rental agreement showing landlord's name and phone number.
2. Current utility bill sent to your home showing your name and address.
3. Your child's Birth Certificate (original)
4. Your child's Immunization Records (most up-to-date).

## **Non-resident Information**

**Eligibility of Resident Nonresident - For more information please contact 414-773-1080**

Please click here to review the *Resident/Nonresident Administrative Guidelines*

<http://www.boarddocs.com/wi/wauw/Board.nsf/goto?open&id=AABKJ8508108>

### **Non Discrimination and Access to Equal Educational Opportunities**

Please click here to review the Wauwatosa School District's *Equal Educational Opportunities Administrative Guidelines*.

<http://www.boarddocs.com/wi/wauw/Board.nsf/goto?open&id=AA8QW8682985>

## **Fees**

Texts, workbooks and supplies will be furnished by the Board of Education. The fee schedule is determined each year and will be noted in a summer letter to families. Fees for half-day programs (EC and JK) are \$35.00/year; fees for full-day programs (SK-5<sup>th</sup>) are \$55.00/year. All resident and non-resident students pay fees on a yearly basis at the beginning of each school year. If a family has extenuating financial circumstances, parents may fill out a Waiver Request form to have fees waived for the year.

We collect fees for various accounts: school fees, field trips, supplies, etc. All of these must be banked in different accounts. Please send SEPARATE CHECKS, made payable to Roosevelt Elementary when paying for above items. Lunch account checks should be made payable to Wauwatosa School District.

### **Food Service Program - Information from Sodexo**

Sodexo will continue to strive to meet all of the needs of the students and hope that your children will take part in the nutritious, exciting, and fun meal offerings that are part of your school's hot lunch program. Our mission is to offer healthy foods that keep students well-nourished so that they perform well in the classroom.

**Payment System:** All students will enter their Student ID number using a keypad to pay for their lunch. Payments may be made at a child's school, mailed to the Food Service Office (located at Whitman Middle School) or payments may be made online through MyPaymentsPlus.com. Payments dropped off at school should be placed in an envelope stating student name, student ID number and lunch payment amount by check/cash.

### **Free and Reduced Lunch**

Families may apply for free or reduced hot lunch/breakfast through an application available at the school office or downloaded from the school district websites. All families need to re-apply every year. Please allow 10 business days for processing. Benefits go into effect the day the application is processed; benefits are not retroactive. Filling this form out in a timely manner will make sure your student gets a well balanced meal and fuel them for the afternoon of learning.

\*Schools may receive Title 1 funds based on their percentage of students participating in free and reduced lunch. These funds can be used to offer math services to children who need extra support.

<b>Roosevelt Lunch Schedule 2019-2020</b>					
<b>Grade</b>	<b>Recess Starts</b>	<b>Recess Ends</b>	<b>Lunch Starts</b>	<b>Lunch Ends</b>	<b>Seating Side</b>
<b>SK</b>	<b>11:00</b>	<b>11:25</b>	<b>11:25</b>	<b>11:45</b>	<b>East</b>
<b>1<sup>st</sup></b>	<b>11:10</b>	<b>11:30</b>	<b>11:30</b>	<b>11:55</b>	<b>West</b>
<b>2<sup>nd</sup></b>	<b>11:30</b>	<b>11:55</b>	<b>11:55</b>	<b>12:15</b>	<b>East</b>
<b>3<sup>rd</sup></b>	<b>11:45</b>	<b>12:10</b>	<b>12:10</b>	<b>12:30</b>	<b>West</b>
<b>4<sup>th</sup></b>	<b>12:00</b>	<b>12:25</b>	<b>12:25</b>	<b>12:45</b>	<b>East</b>
<b>5<sup>th</sup></b>	<b>12:15</b>	<b>12:35</b>	<b>12:35</b>	<b>1:00</b>	<b>West</b>

**Students with accounts that are zero or below will be offered an alternative lunch consisting of one offering bar choice and milk. There will be a charge if the alternative meal is taken. Notices will be sent with your student when an alternative lunch is given. Please send payment promptly with your student to avoid any further disruption in meals for your child.**

- **Lunch**           **\$2.50/day**
- **Reduced**       **\$0.40/day**
- **Milk**           **\$0.35/day**

- **Students can also purchase a second entrée for \$1.00. (Please discuss this option with your child before these purchases are made). Prices subject to change.**

**Breakfast:** Breakfast is served Roosevelt beginning at 7:45 a.m. using the 74th Street doors. Students planning to eat breakfast need to arrive no later than 8:05 a.m. If your student is receiving free or reduced lunch he/she automatically qualifies for free or reduced breakfast.

**Payment with personal checks:**

Please make checks payable to: **Wauwatosa School District** – Double Check This Information. There will be a service charge of \$15.00 on all returned checks marked non-sufficient funds (NSF). Parents can monitor their student's account balance by registering online at MyPaymentsPlus.com. Once the **free** registration is completed, parents can select for email notifications, and monitor their student's purchases. With the variety of choices available to your child, we realize there still may be some medical concerns that need to be addressed.

Any questions related to Food Services or your child's meals should be directed to:  
**Joe Maiorelle General Manager - Sodexo School Services 414-773-2635**

Please click here to review the Wauwatosa School District's Food Services overview plus access forms and menus.

<https://www.wauwatosa.k12.wi.us/domain/262>

## **Curriculum, Evaluation & Special Services**

Please click here to review the Wauwatosa School Districts Elementary Curriculum overview:  
[http://www.edlinesites.net/pages/Wauwatosa\\_School\\_District/Departments/Student\\_Learning/Benchmarks](http://www.edlinesites.net/pages/Wauwatosa_School_District/Departments/Student_Learning/Benchmarks)

Please click here to review the Wauwatosa School District's Special Services Information:  
[http://www.edlinesites.net/pages/Wauwatosa\\_School\\_District/Departments/Student\\_Services/1030486981216281570](http://www.edlinesites.net/pages/Wauwatosa_School_District/Departments/Student_Services/1030486981216281570)

### **Section 504**

Section 504 refers to a federal civil rights law that protects individuals with physical or mental impairments, which substantially limit their ability to access and participate in the educational program from discrimination. All students who are identified as students with disabilities under the IDEA are covered by Section 504. In addition, students who do not meet the criteria established under the IDEA but who have a physical or mental disability, which substantially limits their ability to access and participate in the educational program, may be eligible for accommodation under Section 504. If you have any questions about Section 504 eligibility, please contact the principal, school social worker or psychologist.

### **Special Education Services**

All schools in Wauwatosa provide a multi-tiered system of support to meet the needs of all learners. Students with a disability receive special education services. A referral for a special education

evaluation can be made by a parent, teacher, principal or other individuals who believe the child has a disability. Contact the school psychologist with questions about a special education referral and services.

### **Gifted and Talented Services**

All students are unique, have the ability to learn and achieve, and need opportunities for optimal development. Students with gifts and talents are capable of high performance and require differentiated and challenging educational services beyond those provided in the general school program. Gifted services span all grade levels (SK-12) and areas of gifted and talented identification (General Intellectual, Specific Academic Ability, Creativity, Leadership, and Artistic) and provide a variety of opportunities to students.

To determine gifted and talented services, multiple assessments are used in conjunction with district criteria. Assessments may include standardized tests, portfolios, selected grade-level classroom assessments, and rating scales. Initial referrals for gifted and talented services in the areas of General Intellectual and Specific Academic Ability (reading and mathematics) usually come from the district-wide screening of all students' MAP assessments or from the classroom teacher, who has in-depth knowledge and understanding of a student's abilities. Principals, other educational staff, or parents may also refer students for gifted education screening. Parents are notified by mail of gifted services provided to their child. The appropriateness of a student's services is periodically reviewed. This review may result in continuation of the same services or a change in services. At times, it may be determined that student's' needs can be met through the regular school program and course offerings.

### **School Counselor/Social Worker**

Elementary Student Services staff foster the educational, career and social/emotional development of students throughout their academic careers. The goal is to support students in reaching their full academic potential and enjoy a positive school experience. Student Services staff work with students, parents, and fellow staff members to help students receive the support needed to be successful. This includes small group sessions, peer mediating, and consultations. Staff also provides assistance with coordinating school or outside agency services. Please contact your school's main office for more information.

### **Psychologist**

School psychologists are assigned to every school in the district on a part-time basis. School psychologists bring expertise and experience in working with students across the spectrum of needs, and assist in developing programs and interventions for students who may be struggling or advanced. Psychologists participate as active members of individual student assessment teams, work with staff members in developing interventions for different types of learning needs, and work with students in identifying and minimizing barriers to learning. The school psychologist is available to work with parents to discuss your child's learning experience and needs.

### **Positive Behavioral Interventions and Supports (PBIS)**

PBIS is an evidence-based framework dedicated to implementing positive behavior interventions that support children in the school setting. The PBIS framework positively impacts children in the

areas of behavior, social-emotional relations and academic achievement. By designing and implementing positive interventions in these areas, teachers and children maximize instruction opportunities and achieve academic and behavioral success.

At Roosevelt Elementary, we commit to three expectations that the ***entire*** Roosevelt community will live and support: **Respect Self, Respect Others and Respect the Environment**. These three expectations are broken down into clear examples of positive behaviors that all members of the Roosevelt community will display while following these expectations. We call it “The Roosevelt Way.”

Another key component to PBIS is the acknowledgement system. This reinforces the positive, proactive approach to managing behaviors in the school environment. The acknowledgement system is a way to recognize and reward our students for following the school’s daily expectations. The PBIS framework builds skills leading the sustainability of a positive school culture and increased time spent teaching and learning...our ultimate goal!

### **Homework**

Please click here to review the Wauwatosa School District *Homework* overview.

[http://www.wauwatosa.k12.wi.us/pages/Wauwatosa\\_School\\_District/Departments/Student Learning/Grading/Homework](http://www.wauwatosa.k12.wi.us/pages/Wauwatosa_School_District/Departments/Student_Learning/Grading/Homework)

### **Report Cards**

The grading/reporting system will be outlined with parents at the classroom orientation meetings at the beginning of each year. Along with on-going communication from your child’s teacher, parents/guardians will receive formal reporting of progress via a report card three times a year. Report cards are scheduled to be sent home on the following dates in the 2018-2019 school year:

- December
- March
- June

Progress reports from Trimester one and two will be sent home with students. The third trimester progress report will be mailed home.

### **Retention**

School Board Policy #7020 addresses promotion, placement and retention. It states, “The decision to retain a student should result from careful study and evaluation by the teacher, principal, parent, and building based student support team members.” If a child is to be considered for retention in grade, the parent must be notified as soon as the issue is raised and will be included in discussions about the possibility of retention. Details of the process used in considering retention are available from the school principal. Please click here to review the Wauwatosa School Districts *Retention* overview.

<http://www.boarddocs.com/wi/wauw/Board.nsf/goto?open&id=AAGSSL6E62DA>

## **District & State Wide Testing**

Please click here to review the Wauwatosa School Districts [\*District & Statewide Testing\*](#) overview. [Assessments: State and Local](#) Please click here to review the Wauwatosa School District [Assessment windows](#) K-12. [District and State Assessment Overview](#)

## **Safety**

### **Emergency Evacuation & Drills**

Safety drills, including but not limited to fire, tornado, health, and evacuation are conducted on a monthly basis. In case of an actual fire or emergency where children and adults cannot return to the building, all staff and students will be escorted off-site and parents will be notified with address and pick-up procedures.

### **Emergency School Closing Procedures during the school day**

The normal expectation will be that every effort will be made to adjourn at regular dismissal time. However, on rare occasions, when maintaining the regular schedule may result in large numbers of students being unable to return home safely, school will be dismissed early. Parents be sure to notify the school office of any emergency contact information changes.

- Watch for an automated phone, text, and email messages from the school or District.
- Listen to area radio/television stations to hear if schools will be closed.
- Know that elementary students will not be dismissed unless school personnel are certain that students will be properly supervised when they reach home or emergency destinations.

### **Closing After-School, Evening & Weekend Programs**

If the schools are closed for emergency reasons, all activities (recreational, athletic, co-curricular, clubs, organizations) will be cancelled.

### **Student Family & Emergency Contact Information**

A Student Information page is printed from the information we receive from the family on registration day at the start of each school year. This information sheet will be distributed at the beginning of each year for updating. The emergency contact information is required to let the teacher and principal know what to do with your child if the entire class and school has to be evacuated due to a fire, water main break, severe weather, etc. **Notify the school office if any contact information changes throughout the year.**

## **Playground Rules and Regulations**

Full playground rules will be taught during PBIS reviews at the start of the new school year and will be revisited throughout the year. Below are some of the major guidelines:

- Follow “The Roosevelt Way”: Respect Self, Respect Others and Respect the Environment. Respect for one another will make our playground a safe, fun place for all.

- Bicycles, Skateboards and Scooters are not allowed on the playground during the school day. Students are welcome to store these items in racks provided in the courtyard. The school is not responsible for any lost, damaged or stolen equipment.
- Throwing of all objects except soft playground balls is prohibited.
- Students must stay on the playground at all times. Never chase the ball into the street. Ask an adult to retrieve the ball or to supervise you as you get the ball, Frisbee, etc. An adult on the playground should be able to see you at all times. If you need to come inside for any reason, please ask an adult first so we know where you are at all times.
- All students are encouraged to play team or group games. Include all who want to play.
- Practice good sportsmanship.
- If you get hurt, please see an adult and explain to them what happened so that we can get you medical attention if needed.
- Roosevelt has a Buddy Bench on the large playground. The buddy bench is a simple idea to eliminate loneliness and foster friendships on the playground. Students will learn about it during PBIS reviews at the beginning of the school year.

These are a few rules that will help keep you safe as you play. As a Roosevelt student we expect you to use good judgment and make smart decisions while on the playground. Remember these rules are not meant to prevent you from having fun but to make sure you are safe at all times.

## **Health**

### **Health Concerns During School Day**

When illness or accidents occur at school, children are sent to the office, which is staffed by the administrative assistant and office aide. Staff provide basic first aid, band aids, take temperatures, and give lots of TLC. All information concerning the health of students is strictly confidential. District nurses are available for questions and/or emergencies and come to schools when needed.

### **Health Restrictions and Concerns**

In order to better understand and meet the needs of your child, it is important that you share with school any physical limitations chronic health concerns (diabetes, asthma, etc.), life threatening conditions (allergies, seizures, etc.), or other health concerns that may affect your child during the school day. These health concerns should be filled out on the emergency information forms prior to the first day of school and reviewed each year. If a health condition prevents a student from participating in physical activities over an extended period of time, a note from a doctor indicating the limitation is required. For a student to be excused from physical education for a short period (up to three days) due to a temporary illness or physical condition, a written request from a parent is sufficient.

### **Medication**

Prescription and non-prescription medication should be administered to or by students before or after school, and under parent or medical supervision. If a student must take or receive prescription or non-prescription medication while on school property or during district-sponsored events, his/her parent must first submit written authorization. Medication authorization forms are

available at the school's office on the district's web site at:

<https://www.wauwatosa.k12.wi.us/Page/387>

School Board Policy #5330 and state law governs the administration of medications to students while in school.

- All medications brought onto school grounds must be in their original packaging, with the pharmacy label (prescription) or package instructions (non-prescription) clearly intact and readable. Medications brought to school in baggies, envelopes, or other types of containers will be kept in the office but not administered. A parent will be notified.
- All non-prescription medications must be provided to the school office in the original manufacturer's container. Doses cannot exceed the manufacturer's recommendations.
- District staff shall monitor all situations involving student medication.
- Medications carried by students will be confiscated and parents will be notified if proper authorization is not on file.
- If a student will need an inhaler at school for asthma, a parent/guardian will need to complete the following document for school: [Asthma Action Plan](#) or provide an equivalent from the child's physician. Wisconsin law allows students to self-carry inhalers.
- If a student will need to have an Epi-Pen at school, the child's health care provider will need to complete and sign the form: [Allergy Action Plan](#)

Please click here to review the Wauwatosa School District Medication Policy

<http://www.boarddocs.com/wi/wauw/Board.nsf/goto?open&id=AAGSKZ6D97DF>

### **Immunizations**

State law (140.05 Wisconsin Statutes) requires all children entering school to be immunized. Per Wisconsin legislature, if these requirements are not met by the 30th day of school, students will be excluded from school until they receive these immunizations. These requirements can be waived only if a properly signed medical, religious or personal conviction exemption is filed with the school office. Please click here to review the Center for Disease Control immunization guidelines

<https://www.cdc.gov/vaccines/schedules/>

In order to better understand and meet the needs of your child, it is important that you share with school any physical limitations (also see "Exclusions from Physical Education") chronic health concerns (diabetes, asthma, etc.), life threatening conditions (allergies, seizures, etc.), or other health concerns that may affect your child during the school day. These health concerns should be written on the emergency information form prior to the first day of school and reviewed each year.

### **Allergies**

The Wauwatosa School District is aware of increasing concerns for children with life-threatening allergies. Accommodations for students with life-threatening allergies are made according to the student's need and developmental level. Forms for the student's health care provider and parent/guardian are required and are also available on the school website. Teachers and administrators receive education and training regarding allergies.

### **Head Lice Guidelines**

Head lice control is a community-wide problem and does not reflect poor hygiene. Anyone can get head lice. Lice is spread through direct head-to-head contact, sharing hats, brushes and other

personal items. Lice cannot fly, jump, or swim. Lice do not carry disease and they cannot make you sick. Children CANNOT get lice just by being in school or in a classroom with another child who has lice. School is generally not the place where children get lice. Lice are present all year round.

Children should be discouraged from head-to-head contact and sharing any items that come in contact with the hair. Parents should screen their own children thoroughly at home (weekly if possible). This can prevent the disruption of classroom activity and faster recognition and treatment of head lice. Parents are responsible for the treatment of live lice and removal of eggs. Information regarding children with head lice and head lice checks is confidential and cannot be discussed with others. **We do not exclude children for head lice. If live lice are found on a student during the school day, parents will be notified but not asked to pick their student up. The student will remain in school. This follows both the [American Academy of Pediatrics policy](#) and [National Association of School Nurses](#).**

### **School District Nurse**

The School District Nurses are Katelyn Lasse, RN, BSN 414-773-1961 and Alicia Styka, RN, BSN 414-773-1962. Additional Information is linked below:

[http://www.wauwatosa.k12.wi.us/pages/Wauwatosa\\_School\\_District/Departments/Student\\_Serv](http://www.wauwatosa.k12.wi.us/pages/Wauwatosa_School_District/Departments/Student_Serv)

Please click here to review the Wauwatosa School District additional *Health Information*.

[http://www.edlinesites.net/pages/Wauwatosa\\_School\\_District/Departments/Student\\_Services/Health\\_Information](http://www.edlinesites.net/pages/Wauwatosa_School_District/Departments/Student_Services/Health_Information)

### **Wauwatosa Health Department**

Wauwatosa's Public Health Department nurses act as a consultant to teachers and principals. They will coordinate services with the School District Nurse if needed and under certain circumstances is available to counsel students and parents. Please call the Wauwatosa Health Department, (414) 479-8936, if you would like to access a Public Health Department nurse.

## **Parents as Partners**

### **Child Custody/Non-Custodial Parents**

We recognize the importance of parental involvement. Some families have more than one household.

- Non-custodial parents are invited to participate in all activities, including conferences. Parent/teacher conferences or meetings initiated by the school or district will generally be scheduled only once, at times convenient to both parents.
- Non-custodial parents are entitled to have access to school records unless access to those records has been restricted by court order.
- Non-custodial parents may release their child from school unless the custodial parent has presented the school with a court order or other legally binding document that prohibits such a release.
- Non-custodial parents should inform the school office if they would like to receive school mailings of report cards, newsletters and events.
- Concerns regarding custody and visitation should be directed to the school principal.

## **Parent Information Meetings**

Classroom meetings for parents are held for each grade level at the beginning of the school year. Teachers present an overview of the curriculum to be taught, discuss expectations and answer any questions parents may have. Parents have a chance to sign up for how they can help in their child's classroom. This is a great way to open lines of communication early.

## **Parent/Teacher Conferences**

Parents and teachers have regularly scheduled conferences in October and February of each year. There are evening and daytime appointments. Parents will have an opportunity to indicate their preference. If your child is having difficulty in school, please do not hesitate to contact the teacher sooner. Teachers and the principal are always available to meet with concerned parents. We will contact parents when we feel the need to do so also.

## **Classroom Placement Practices**

The schools reserve the right to place students in classes that will create the most constructive learning environment. Teachers, specialist teachers, and the principal meet each spring to develop new classes for the following year. Since we work daily with children, we feel we know best how children work in the school environment. We construct classes taking many factors into consideration. The most important factors include

- Balanced boy/girl ratios
- Balanced diversity ratios to promote multi-cultural understanding
- Consideration of students' learning styles
- Balanced ability levels
- Socially balanced groups to avoid peer conflicts
- Inclusion of special education needs students
- Equal portions from existing classes so new friends can be formed
- Separating children who are related to avoid comparison

Sometimes parents want to give input regarding information about their child that might be helpful for class placement. Schools send home a learning inventory, so please watch our school newsletter so you know when that is possible, usually in the spring. The form is also available through the school office. If your child's form contains a request for specific teachers or for children to be placed with specific friends, they will not be used in the class placement process. There are too many other factors the school needs to consider first. Class groupings are made BEFORE assigning teachers to those groupings because:

- Teacher assignments are always tentative when class lists are made.
- Reassignments of teachers sometimes occur in the summer months.

If your child expresses concerns about his/her class assignment, please inform the school so your child's teacher can be made aware of this and help reduce anxiety. We appreciate parental help in setting the stage for a successful year for each child. We will include class placements with the August Newsletter. If staff assignments are not secure by August, we will inform parents and students of their teacher's name as soon as they have been hired.

## **New student placement practices**

Children transferring to our schools have recommendations from their former schools for specific grade placement. It is important that we receive records as soon as possible. We assign children in accordance with those recommendations unless and until experience, diagnosis, and consultations indicate a different placement or assignment would better suit the student.

## **Rules and Regulations**

### **Access to Pupil Records**

Please click here to review the Wauwatosa School District policy related to *Student Records*.

<http://www.boarddocs.com/wi/wauw/Board.nsf/goto?open&id=AAGR376414E7>

Please click here to review the Wauwatosa School District's Student Records-Admin. Guidelines

<http://www.boarddocs.com/wi/wauw/Board.nsf/goto?open&id=AAHHJJ48B73D>

### **District Code of Conduct**

All student conduct should be based on respect and consideration for the rights of others. Students have a responsibility to know and follow the rules and regulations of the school and School District. Respect for law and for those persons in authority shall be expected of all students. This includes conformity to school rules as well as general provision of law regarding minors. Respect for the rights of others, consideration of their privileges, and cooperative citizenship shall also be expected of all members of the school community.

### **School Conduct Expectations**

- Show respect for people and property
- Keep hands and feet to yourself
- Use appropriate language
- Walk quietly in the building

Please click here to review the Wauwatosa School District *Code of Conduct Policy Classroom* information <http://www.boarddocs.com/wi/wauw/Board.nsf/goto?open&id=AACPBY63E531>

Please click here to review the Wauwatosa School District *Code of Conduct Administrative Guidelines* <http://www.boarddocs.com/wi/wauw/Board.nsf/goto?open&id=AAGT2B6FD552>

Please click here to review the Wauwatosa School Districts *Suspension and Expulsion Admin Guidelines* <http://www.boarddocs.com/wi/wauw/Board.nsf/goto?open&id=AAGT9C715255>

Please click here to review the Wauwatosa School District's *Student Anti-Harassment Admin Guidelines* <http://www.boarddocs.com/wi/wauw/Board.nsf/goto?open&id=AAGT47704F76>

Please click here to review the Wauwatosa School District's *Bullying Administrative Guidelines*. <http://www.boarddocs.com/wi/wauw/Board.nsf/goto?open&id=AAGT4F70689A>

Please click here to review the Wauwatosa School Districts AODA Policy. <http://www.boarddocs.com/wi/wauw/Board.nsf/goto?open&id=AACPXF66BF87>

## **General Classroom Infractions**

These would be minor infractions that are handled by the teacher in relation to classroom rules and regulations and school expectations. Behaviors could include:

- Running in halls/school
- Missing assignments
- Shouting
- Tardiness
- Arguments with classmates

### ***Possible consequences for General Classroom Infractions***

- Talking to student individually
- Loss of privileges
- Parent contact
- Conference with student and parent

## **Intermediate Offenses**

These are situations either because of their severity or number of times, which they have occurred; need to be brought to the attention of the office. Both the principal and teacher will be involved in the problem solving and the administrative response will be communicated to the parent by telephone or letter. Possible behaviors could include:

- Chronic minor offenses
- Being away from assigned areas
- Harassment, taunting, swearing, racial slurs directed toward classmates
- Vandalism
- Destruction of property
- Swearing (verbal/written form at play or work)
- Insubordination to adults
- Fighting

### ***Consequences for intermediate offenses***

- Parent conference
- Referral to additional services
- Loss of privileges
- In-house or out-of-school suspension

## **Serious Offenses**

There are behaviors so serious in nature that they automatically result in a suspension and/or possible administrative/district hearing. These are behaviors that absolutely will not be tolerated.

- Fighting – Striking or hurting others in which serious bodily harm or physical injury occurs.
- Severe defiance to resistance to authority – Harassment, taunting, swearing or physical aggression directed toward adults.

### ***Consequences for Serious Behaviors***

- Student will be issued a suspension for 1-3 days.
- Parents will be contacted by phone and a letter and will pick up child from school.

- A conference will be held between parents, student, principal and other appropriate staff as a condition of reinstatement.
- Additional referrals may be made to Central Office, police or other agencies if necessary.

## **Suspension**

Suspension occurs when serious or repeated behavior disrupts the educational process and/or endangers the property, health of self or others. The suspended pupil or the pupil's parent or guardian may, within 5 school days following the commencement of the suspension, have a conference with the school district administrator or his or her designee who shall be someone other than a principal, administrator or teacher in the suspended pupil's school. (In Wauwatosa, the designee is Willie E. Garrison II, Supervisor of Equity and Student Services, (414)773-1080.

If the school district administrator or his or her designee finds that the pupil was suspended unfairly or unjustly, or that the suspension was inappropriate, given the nature of the alleged offense, or that the pupil suffered undue consequences or penalties as a result of the suspension, reference to the suspension on the pupil's school record shall be expunged. Such finding shall be made within 15 days of the conference. A pupil suspended under this paragraph shall not be denied the opportunity to take any quarterly, semester or grading period examinations missed during the suspension period. Please see administrative guidelines information outlined above.

## **Resources**

### **Library Books**

Students come to the library on a weekly basis. The policies of the library for the circulation of materials are liberal and flexible, geared to provide the best service possible for teachers and students. Books and materials are to be kept clean and handled carefully. Students are responsible for all materials checked out to them, and parents will be required to pay for all materials lost or damaged. The cost is based upon the replacement value of the lost or damaged book. If lost books are found, refunds will be made.

### **Technology Use**

Please click here to review the Wauwatosa School District's Internet Safety Policy (student) and the administrative guidelines. Also, please review the cell-phone administrative guidelines.

<http://www.boarddocs.com/wi/wauw/Board.nsf/goto?open&id=AAGNDN5AFBED> - Safety

<http://www.boarddocs.com/wi/wauw/Board.nsf/goto?open&id=AAHHC478C2D> - Guidelines

<http://www.boarddocs.com/wi/wauw/Board.nsf/goto?open&id=AAGT6L7085A9> - Cell Phone

Technology Agreements Require Signatures Annually

## **PTA (Parent Teacher Association)**

Our PTA is very active at Roosevelt. Dues and fund raising efforts of our PTA support all kinds of programming for our school. There are many ways for parents to volunteer. The PTA funds cultural arts assemblies, contributes to our overall literacy program, helps send students on field trips, supports special classroom events and so much more.

Roosevelt's PTA is also part of a larger organization that is also part of a larger organization that has a political impact on legislation and programs for children. PLEASE JOIN OR RENEW YOUR MEMBERSHIP EACH SEPTEMBER. It is a wonderful way to make friends and become involved in your child's school. Contact the chair people of the various activities to get information on participating.

Each year the PTA provides a Student/Family Directory to all families. Directory information includes student names, addresses, phone numbers, parent names and contact information as well as class lists and teacher and staff contact information. Student and parent contact information will appear in the directory, **unless you opt out**. Please contact Roosevelt's PTA at [rooseveltppta@gmail.com](mailto:rooseveltppta@gmail.com) if you do not want your information included in the directory or to update contact information. One directory is distributed to each family at no charge.

## **Classroom Photos**

Our school offers many opportunities for parents to take photos and to video school and classroom activities, including concerts, high interest day and other special events. School personnel assume such photos and videos are being taken for personal purposes. There should be no public sharing or posting of these images without the knowledge and consent of the principal, who will ensure that the district's student records policy is followed.

**STUDENT ACKNOWLEDGEMENT**

I have read the Parent/Student Handbook, and I agree to abide by all school rules. I have read the Classroom Code of Conduct contained in the handbook thoroughly; I understand my responsibilities and agree to abide by the Code of Conduct all year long. I understand that when I am using District computers, including the Internet or any other telecommunication environment, I must adhere to all rules of courtesy, etiquette and laws regarding access and copying of information as prescribed by either Federal, State or local law; the *Acceptable Use of Network Information Resources* Wauwatosa School District policy contained in the handbook; and other school policies.

My signature below means that I have read and agree to follow the guidelines for computer and Internet use. My signature below further acknowledges that I am aware that I have no right to privacy in the use of District computers and that I consent to the District intercepting and reviewing my files or messages at any time without prior notice.

I hereby waive any claims against the District, School Board or their officers, officials, agents and employees, which may arise, from my utilization of District computers and access to Internet.

**Student Name (printed):** \_\_\_\_\_ **Date:** \_\_\_\_\_

**Signature:** \_\_\_\_\_ **Date:** \_\_\_\_\_

**PARENT ACKNOWLEDGEMENT**

I have read and discussed the Parent/Student Handbook with my child. I have read the classroom Code of Conduct contained in the handbook thoroughly and have discussed it with my child. I understand my responsibilities and agree to help my child abide by the Code of Conduct all year long.

As the parent or legal guardian of the minor student signing above, I grant permission for my son or daughter to access District computers and to access the Internet. I have read and acknowledge the District policies on computer and Internet use contained in the handbook. I understand that individuals and families may be held liable for violations and that computer use may be terminated or my child expelled under certain circumstances. Additionally, I understand that legal action may take place in the case of breach of file security or where my son or daughter's actions violate local, state, or federal law. I understand that some materials or individuals accessible on the Internet may be objectionable, inappropriate or harmful. However, I agree to reinforce the guidelines for computer and Internet use set forth by the Wauwatosa School District.

My signature below further acknowledges that I am aware that my child has no right to privacy in the use of District computers and that I consent to the District intercepting and reviewing my child's files or messages at any time without prior notice. I hereby waive any claims against the District, the School Board, or their officers, officials, agents and employees that may arise from my child's utilization of District computers and access to the Internet.

**Parent/Guardian Signature:** \_\_\_\_\_ **Date:** \_\_\_\_\_